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| **Request for Qualification**  **Pre-Qualifications of Contractors for Production of Mudbricks**  **Tender Number: NIG/MDG/PREQ01** |

**Closing Date: 10th October 2023 5:30pm**

## **Introduction**

This is a Request for Qualification for mudbricks production companies interested in being evaluated to receive future design and construction tenders for pricing.

**1.1 Procurement Description**

## Statements of Qualification should be developed in strict accordance with this request and are to be evaluated in a transparent manner by a committee of reviewers, per the provided evaluation criteria.

## The purpose of this pre-qualification tender is to shortlist/pre-qualify suppliers for a variety of future procurement of Mercy Corps. Only shortlisted contractors will receive future Requests for Bids whereby the contract award will be issued to the reasonable, responsible bid.

## This Request for Qualification will be re-issued on an annual basis to provide an opportunity for additional suppliers to be included on the shortlist.

New suppliers and suppliers that were not pre-qualified in prior selections will have an opportunity to re-apply for future pre-qualification.

Suppliers that are awarded subsequent tenders will be required to provide bid bonds and performance bonds as required in the future tender documents.

## **1.2 General Description of the Proposed Procurement Activities**

## Nigeria has 36 states including the FCT- Abuja, Mercy corps Nigeria is operating in 13 states currently and offices spread across the country and 5 of which are deep field offices, the country office is in FCT - Abuja. Mercy Corps Nigeria is operational in the following states: Adamawa, Benue, Borno, Ebonyi, FCT- Abuja, Gombe, Kaduna, Kebbi, Katsina, Kano, Lagos, Niger, Plateau, Yobe, Imo, Abia, Delta, Taraba, and Bauchi States.

## The Transitioning Households to Recovery from Vulnerability in Jere (THRIVE) project is a two-year emergency and recovery project funded by BHA/USAID. In the course of the project, CRS with Mercy Corps (MC), Women in the New Nigeria (WINN), Salient Humanitarian Organization (SHO) and Justice Development Peace Committee (JDPC) will provide context-specific humanitarian assistance with the goal of initiating early recovery in targeted areas and will operationalize an area-based approach to advance participants from life-saving assistance to life-building support.

## **2. Tender Instructions**

## **2.1 Schedule**

The following is a schedule of the pre-qualification tender process; all dates are subject to change.

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| **Activity** | **Date** |
| Issue Request for Qualification | Tuesday, September 26th, 2023, at 8:00am (West African Time) |
| Deadline for Questions | Tuesday, October 3rd, 2023, at 5:00pm (West African Time) |
| Mercy Corps to Provide Responses to all Questions | Friday, October 6th, 2023, at 12:00pm (West African Time) |
| Deadline for Submission of Pre-qualification | Tuesday, October 10th, 2023, at 5:00pm (West African Time) |
| Statement of Qualification Due | Tuesday, October 17th, 2023, at 5:00pm (West African Time) |
| Announcement of Pre-Qualified Suppliers | Friday, October 20th, 2023. |

**2.2 *S*ubmittal Requirements and Format**

Mercy Corps will accept the Statement of Qualification (SOQ) as follow:

**1. Hard Copy submission of SOQ:**

The hardcopy of the statement of qualifications (SOQ) shall be submitted at the following offices:

**Mercy Corps Maiduguri Office:** No. 38 Kinshasa Road, Old GR, Maiduguri – Borno State

The envelope should be Titled “NIG/MDG/PREQ01-Pre-Qualifications of Contractors for the Production of Mudbricks)” before the submission deadline as detailed in section 2.1 of this document.

1. **Soft Copy Submission by email:**

The soft copy of SOQ shall be sent to the Email address: [ng-tenders@mercycorps.org](mailto:ng-tenders@mercycorps.org), email titled “NIG/MDG/PREQ01-Pre-Qualifications of Contractors for the Production of Mudbricks)” before the submission deadline as detailed in section 2.1 of this document. **E.g. NIG/MDG/PREQ01**-**Pre-Qualification of Contractors for the Production of Mudbricks**

Mercy Corps will not consider any SOQ sent to another Email address. Statement of Qualification should follow the requirements and format described in this Request for Qualification. All electronic copies must be submitted in Adobe Acrobat (.pdf) format. All text should be in English. Any other information shall be presented in a readable format. All signatures must be accompanied by a printed name, title, and date.

Any Statement of Qualification that fails to meet the deadline may not be considered.

## **Clarifications**

Request for clarifications regarding this pre-qualification process should be sent to: [qa-ng-tenders@mercycorps.org](mailto:qa-ng-tenders@mercycorps.org) by Tuesday, October 3rd, 2023, at 5:00 pm (West African Time). All responses to questions received will be consolidated and uploaded on the Mercy Corps website by Friday, October 6th, 2023, at 12:00 pm (West African Time).

## **2.4 Acceptance of Successful Response**

## Documentation submitted by suppliers will be verified by Mercy Corps and evaluated as per established criteria. The successful suppliers will be added to the “pre-qualified” status for a period of one to two years.

## Mercy Corps will invite pre-qualified suppliers to submit bids in response to a given future Scope of Work. Pre-qualified suppliers will be notified of pre-qualified status by email, using the contact address provided in the Statement of Qualification.

## **2.5 Past Performance**

Past performance will be given due consideration in pre-qualifying process. Previous contracts in line with this pre-qualification requirement will be considered.

# **3. Eligibility Criteria and Submittal Requirements**

## **3.1 Supplier Eligibility**

Supplier may not apply, and will be rejected as ineligible, if they:

* Are not registered companies.
* Are bankrupt or in the process of going bankrupt.
* Have been convicted of illegal/corrupt activities, and/or unprofessional conduct.
* Have been guilty of grave professional misconduct.
* Have not fulfilled obligations related to payment of social security and taxes
* Are guilty of serious misrepresentation in supplying information
* Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti-Corruption Statement
* Supplier (or supplier’s principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this pre-qualification package.

## **3.2 Mercy Corps’ Anti-Bribery and Anti-Corruption Statement**

**Mercy Corps strictly prohibits**:

● Any form of bribe or kickback in relation to its activities

This prohibition includes any request from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

● Conflicts of interests in the awarding or management of contracts

If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

● The sharing or obtaining of confidential information

Mercy Corps prohibits its employees from sharing, and any suppliers from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps’ price estimates, competing suppliers or competing offers, etc. Any information provided to one offeror must be provided to all other suppliers.

● Collusion between/among suppliers

Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting Statements of Qualification can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

[integrityhotline@mercycorps.org](mailto:integrityhotline@mercycorps.org)

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps’ donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

## **3.3 Certification Regarding Terrorism**

It is Mercy Corps’ policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human.

## **3.4 Content**

The Statement of Qualification shall contain only the sections listed below, separated by dividers, and shall respond fully to all requirements of the Request for Qualification. See below for required sections and page limits. The prequalification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and be indelible.

## **3.5 Additional Requirements**

### 3.5.1 Executive Summary – Cover Letter (1 page limit):

Submit an Executive Summary Narrative which generally familiarizes reviewers with the company’s understanding of and ability to achieve the stated specific to good. The intent of the Executive Summary is to give a brief introduction to the company’s general capabilities, experience, and interest in performing the work.

### 3.5.2 Project Team Qualification and Experience

Submit the information as required below whose details appear on respective checklists (4.2) as per the category applied for. Where forms are provided, they should be used. The absence of any required submittal information may lead to a disqualification.

1. Experience in supplying similar product.
2. Detailed technical specification of mudbricks.
3. Delivery timeline.
4. Corporate capabilities.
5. List of Production Machines and Equipment.
6. Letter agreeing with Mercy Corps Terms of Payment.
7. Product warranty of a minimum of 6 month.
8. Financial capacity – Reference letter from bank.

### 3.5.4 Forms

Complete and submit the documents/proof, as required in section 5.

## **4. Evaluation Criteria**

## **4.1 Confidentiality**

Information relating to the suppliers, their evaluation and result shall not be disclosed to suppliers or any other persons not officially concerned with the pre-qualification process until the PASS/FAIL notification of pre-qualification results is made to all suppliers.

## **4.2 Evaluation of applications**

Mercy Corps will use criteria and requirements defined in the table below. Mercy Corps reserves the right to waive minor deviations of compliance from the qualification criteria if they do not materially affect the technical capability and financial resources of an supplier.

The Statement of Qualification shall comply with the criteria established in this Request for Qualification. Each component of the Statement of Qualification as described in Section 3, will be evaluated to determine if it meets the minimum criteria. Statement of Qualification components which do not comply with the requirements of the Request for Qualification, such as but not limited to, minimum qualification, page limits, and content may be disqualified. The supplier should receive a passing rating on all criteria.

**Eligibility Submittals:**

* Proof of legal business registration (CAC certificate).
* Copy of Tax Clearance Certificate (State or FIRS)
* Submission of filled, signed, and stamped "Declaration of eligibility & Supplier information" form by the prospective contractor.

**Technical Submittals:**

* Detailed product specifications, production process and quality control/assurance process on your letter headed paper.
* Delivery Timeline from date of receipt of Purchase order to date of delivery to site.
* Provision of company's written policy for Health, Safety and Environment
* Proof of ownership or lease of mudbrick production machine.
* Letter agreeing to MC Terms of payment which is payment is made after delivery inspection and acceptance on a letter headed paper.
* Product warranty of a Minimum of 6 months - to be indicated on the company’s letter.
* Evidence of financial capability (reference letter from bank) to execute the contract if successfully selected or a bank statement.

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| **Technical Criteria** | **Requirements** | **Technical Score**  **(%)** |
| Technical Specification | *295mm x 140mm x 90mm Stabilized Mudbricks (5-7.5% cement content by weight, made with lateritic clay soil, Hydraulic Machine Compressed, minimum compressive, strength of 1.7N/mm2 and fully dried).* Provide detailed technical specification and production process showing quality assurance/control system put in place for each stage of production | 25 |
| List of Production Machines and Equipment | Proof of ownership or lease of mudbrick production machines. This list will be verified on a later stage through visits or through asking for official registration documents/lease agreements. | 20 |
| Health, Safety and Environment | Provision of company's written policy for Health, Safety and Environment. | 10 |
| Financial Capacity | Evidence of financial capability (Reference letter from bank) to execute the contract if successfully selected or bank statement of at least 1 year | 15 |
| Corporate Capability | A detailed company profile showing operation for minimum of two years dealing in similar products and experience supplying stabilized mudbricks | 10 |
| Delivery Timeline | Delivery Timeline from date of receipt of Purchase order to date of delivery to site | 10 |
| Products Warranty | Product Warranty of Minimum of 6 Months (to be indicated on the company’s Letter) | 10 |
| **Total** |  | **100%** |

**(PREQUALIFICATION REQUIREMENTS)**

All suppliers **must** submit the following:

1. Executive Summary - 1 page max.
2. Company Background and Performance – 5 page max.
3. Organizational Chart - 1 page max.
4. Key Personnel CVs - 3 page max.
5. Schedule - 2 page max.
6. Equipment List -2 page max.
7. Quality Management Narrative - 1page max.
8. Form 1 - Supplier information form
9. Form 2 - Project Experience.

## **5. Forms**

**Form 1 - Supplier Information Form**

The information provided will be used to evaluate the Company for Eligibility to contract with Mercy Corps.

***Please complete all fields.***

**Supplier Information**

|  |  |
| --- | --- |
| Company Name |  |
| Any other names company is operating under (Acronyms, Abbreviations, Aliases) |  |
| Previous names of the company |  |
| Address |  |
| Website |  |
| Phone/Fax Numbers | Phone: Fax: |
| Primary Contact | Name:  Phone Number:  Email Address: |
| # of Staff |  |
| # of Locations |  |
| Avg. Value of Equipment and Materials on Hand (USD) |  |
| Government - owned (yes/no) |  |
| Name(s) of Board of Directors if any |  |
| Name(s) of Company Owner(s) |  |
| Parent companies, if any |  |
| Subsidiary or affiliate companies, if any |  |

**References**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Supplier Self-Certification of Eligibility**

Company certifies that:

It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government’s sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.
3. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
4. It is has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
5. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
6. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
7. It pays social security obligations as required in the countries where it operates.
8. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
9. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, involvement in a criminal organization or any other criminal activity.
10. It treats its employees with dignity and respect and maintains social operating standards, including:: working conditions and social rights: avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
11. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company’s business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not use for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company’s Prequalified status and disqualification of Company from participation in future Mercy Corps procurement.
12. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. Company certifies that it does not engage in such conduct..
13. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.
14. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
15. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

If the Company cannot certify to any of the above it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor-funded organizations and that all of the above statements are accurate and factual.

Company Name:

Name of Representative:

Title:

Signature:

Date:

**Form 2 – Experience of Company**

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| --- | --- |
| **Period** | **Contract Identification- Project**  Provide Project data and contacts for 2 or more projects |
| *[month/year - month/year]* | Contract name: *[insert full name: ]*  Brief Description of the Works performed by the supplier: *[describe works performed briefly including location, type and size of facilities installed, grid intertied?, source of equipment/materials ( import or from in country)]*  Amount of contract: *[insert amount in* ***NGN:*** *]*  Name of Organization: *[indicate full name: ]*  *[Beginning and ending date of project: ]*  Address: *[indicate the address; ]* |
| *[month/year - month/year]* | Contract name: *[insert full name: ]*  Brief Description of the Works performed by the supplier: *[describe works performed briefly including location, type and size of facilities installed, grid intertied?, source of equipment/materials ( import or from in country)]*  Amount of contract: *[insert amount in* ***NGN:*** *]*  Name of Organization: *[indicate full name: ]*  *[Beginning and ending date of project: ]*  Address: *[indicate the address; ]* |
| *[month/year - month/year]* | Contract name: *[insert full name: ]*  Brief Description of the Works performed by the supplier: *[describe works performed briefly including location, type and size of facilities installed, grid intertied?, source of equipment/materials ( import or from in country)]*  Amount of contract: *[insert amount in* ***NGN:*** *]*  Name of Organization: *[indicate full name: ]*  *[Beginning and ending date of project: ]*  Address: *[indicate the address; ]* |

**Quality Control Plan**

***Quality Control Plan (QCP) is designed mainly for the inspection of Goods. For Services, the QCP would usually be simpler, focusing on confirming key deliverables (reports, milestones…). For Works, the QCP would usually be more specific to the construction sector to confirm the quality of the Works.***

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| **PR/MAR #:** *N/A* | **Tender #:** *N/A* |
| **PR/MAR Description:** *Pre-Qualification of Contractors for the Production of Mudbricks* | |

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| Essential Specifications and Testing Requirements |
| Stabilized Mudbricks (Goods)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Parameter** | **Target Value** | **Margin of Error** (Absolute or Relative)[[1]](#footnote-2) | **Testing Method**  (Lab Test, Visual, Certificate...) | **Performed / Reviewed by:** | | Soil texture | 50 | +- 10% | Visual Check | QC Team | | Mix ratio | 50 | +- 10% | Visual Check | QC Team | | Size | 50 | +-3% | Visual and Machine Check | QC Team | | Compressive strength | 50 | +- 10% | Machine Check | QC Team | | Weight of Mudbricks | 50 | +- 10% | Machine Check | QC Team |  Contract Testing RequirementsStabilized Mudbricks (Goods)  |  |  |  | | --- | --- | --- | | **Percent of blankets to be tested -Sampling size-**  **(%)** | **Frequency** | **Percent of tested sampling that needs to fail for the entire order to be considered non-conforming**  **(%)** | | 10% | Per order (PO) | 95% | |

1. *A relative margin of error will be indicated as a percent (example: +-5%); an absolute margin of error will be indicated as a value (example: +- 5cm)* [↑](#footnote-ref-2)