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| **Request for Qualification**  **Pre-Qualifications of Construction Contractors**    **Tender Number: NIG/ABV/TEN119** |

**Closing Date: 15th January 2025 11:59pm (WAT)**

## 

## **Introduction**

This is a Request for Qualification for construction companies interested in being evaluated to receive future construction and related supply tenders and Request for Bids for pricing.

**1.1 Procurement Description**

## 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 lowest, 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 can use this opportunity to apply for pre-qualification. Existing prequalified vendors must reapply if interested and the selection of existing or past prequalified vendors would be subject to a performance evaluation

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

## Mercy corps Nigeria is currently operating in 13 states out of the 36 states in Nigeria, with offices spread across the country, 5 of which are deep field offices, and the country office is in Federal Capital Territory - Abuja. Mercy Corps Nigeria is operational in the following states: Adamawa, Benue, Borno, Ebonyi, FCT- Abuja, Gombe, Kaduna, Kebbi, Katsina, Kano, Lagos, Niger, Plateau and Yobe. MCN is expanding through the ST-WASH into Imo, Abia, and Delta states. Northeast covers the 6 states of Borno, Adamawa, Gombe, Yobe, Taraba, and Bauchi States.

## Mercy Corps Nigeria's future construction activities are allotted as follows:

1. **Lot 1 - Consultancy services**
2. **Lot 2 - Supply of borehole accessories**
3. **Lot 3 - Construction of bridges**
4. **Lot 4 - Borehole construction works**
5. **Lot 5 - General building works**
6. **Lot 6 - Construction of infiltration galleries**
7. **Lot 7 - Electrical and Plumbing services**

## **2. Tender Instructions**

## **2.1 Schedule**

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

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue Request for Qualification | Wednesday, December 17, 2024 at 8:00 am (West African Time) |
| Deadline for Questions | Monday, 6th January 2025 at 11:00 am (West African Time) |
| Mercy Corps to Provide Responses to all Questions | Thursday, January 8th, 2025 by 11:00 am (West African Time) |
| Deadline for Submission of Pre-qualification | Monday, January 15, 2025 at 11.59pm (West African Time) |
| Announcement of Pre-Qualified Suppliers | Tuesday, February 28 2025 at 12:00 noon (West African Time) |

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

## Statements of Qualification (SOQ) under section 3.4 of this document 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.

Mercy Corps will accept Statement of Qualification as follows:

The soft copy of statement of Qualification should be sent before the submission deadline as detailed in section 2.1 of this document to the Email address below: [ng-tenders@mercycorps.org](mailto:ng-tenders@mercycorps.org), using the Tender number and Lot” **E.g. NIG/ABV/TEN119 Lot 1 - Consultancy Services**

MC 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 (SOQ) that fails to meet the deadline may not be considered.

## **2.3 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 Monday, 6th January 2025 at 11:00 am (West African Time) All responses to questions received will be consolidated and uploaded on the Mercy Corps website by Thursday, January 8th, 2025 by 11:00 am (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 maximum of 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 Nigerian Government, 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 Statement of Qualification** **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 works. 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 Lot applied for. Where forms are provided, they should be used. The absence of any required submittal information may lead to a disqualification.

### Experience in performing relevant projects

### Organizational capacity and key staff resume

### Key Personnel CV’s

### Equipment list

### Health, safety and environmental policy

### Financial capacity -The company should submit the audited financial statement or bank statement or bank reference letter for the previous 2 fiscal years as a soft copy. Bank reference letter should confirm line of credit availability and amount. The fiscal years are 2022 and 2023.

### 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 a 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, form C02, C07, Memorandum of Association).

• Copy of Tax Clearance Certificate for year 2021, 2022 and 2023 (State or FIRS)

• SCMUL Certificate.

• Submission of filled, signed, and stamped "Declaration of eligibility & Supplier information" form by the prospective contractor/ consultant.

**Technical Submittals:**

Brief Executive summary not more than 5 pages detailing company address or branches, area of specialization, mission, vision, and values

Company Background and performance including Experience in performing relevant projects, Portfolio showing relevant construction projects (fast track small to medium scale projects) completed in the last 5 years (such that your proposed staff would have worked on).

Organizational capacity/chart

Resume of the key personnel/ staff

List of company equipment and vehicles

Provision of company's written policy for Health, Safety and Environment management plan. (Not exceeding 10 pages)

The company should submit the audited financial statement for the previous 2 fiscal years, Bank statement or Bank reference letter confirming line of credit availability

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | | **Description** | **Key requirements / qualifications** |
| Lot 1 | | Consultancy services – geophysical survey, geotechnical analysis, borehole trouble shooting, test pumping and water quality analysis | * Experience in similar works * Key staff to include registered geologist * Equipment to include terameter – ABES4000 recommended * Borehole dipper * Borehole accessories – pumps, motors, cables * Stand-by generator |
| Lot 2 | | Supply of borehole accessories – submersible pumps, inverters, control units, solar panels, cables and installation accessories | * Dealership agreement with major pumps and solar panels suppliers / manufacturers * Warranty terms and conditions * Must have a shop / outlet * List of the brands available in stock and their countries of origin * Master agreements with other clients * LPOs for previous supplies done   Qualified technical sales personnel (Attach C. Vs) |
| Lot 3 | | Construction of bridges, culverts, road maintenance works | * Experience in bridge construction and road works * Personnel MUST be registered with relevant regulatory bodies * Company safety and health plan * Equipment to include concrete mixer, trucks, excavators, graders e.t.c (lease agreement acceptable) |
| Lot 4 | Borehole construction works – borehole drilling, equipping, rehabilitation, tanks installation, water pipelines, and associated borehole works | * Experience in borehole construction works, water systems, tanks installation * Personnel MUST be registered with relevant regulatory bodies * Company safety and health plan * Equipment to include borehole drilling rig, concrete mixer, trucks, welding machines (lease agreement acceptable) |
| Lot 5 | General building works – sanitation facilities, classrooms, dispensaries, halls, water kiosks and general building works | * Experience in building works * Personnel MUST be registered with relevant regulatory bodies * Company safety and health plan * Equipment to include concrete mixer, trucks etc. (lease agreement acceptable) |
| Lot 6 | Construction of infiltration galleries and associated civil works | * Experience in construction of infiltration galleries, water systems, tanks installation, pump installation * Personnel MUST be registered with relevant regulatory bodies * Company safety and health plan * Equipment to include concrete mixer, trucks etc. (lease agreement accepted) |
| Lot 7 | Electrical and Plumbing Works | * Experience in similar works * Key staff to include electrician and plumber - registered with relevant regulatory bodies |

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| --- | --- | --- | --- |
| **Technical Criteria** | **Requirements** | | **Maximum**  **Score** |
| **Experience in performing relevant projects**  Portfolio showing relevant **experience as per the Lot applied for** completed in the last 5 years | For each project in the portfolio, the following annexes are required: Project Location, Client, Amount in Naira, Duration, scope of work, Completion Certificate or Practical completion, Local purchase orders, contract and client’s details. **Projects completed with Mercy Corps/NGOs to be listed first (if any).**   |  |  | | --- | --- | | Experience in similar works | Scoring | | At least four (4) evidence of specific experience for the Lot being executed as the main contractor / consultant.  Applicants must attach the listed support documents for each project to score the maximum points per project. | 4 projects evidence x 10 | | | 40 |
| Organizational Capacity and Key staff Resume | Organizational structure showing names and positions of current employees (One Page only) i.e. company organogram | | 5 |
| C.Vs of key Staff - project engineers, site supervisors, foreman, artisans, technicians (Do not exceed 30 pages). All staff to have registration with relevant regulatory bodies in Nigeria such as (COREN, CORBON, NSME, COMEG, NSE, NIA etc.)  (Any 5 key personnel x3) | | 15 |
| List of Company Equipment and Vehicles | Provide a list of company's construction equipment relevant to the Lot applied for: (Terameter, borehole dipper, test pumping unit, loaders, water tankers, trucks, pump installation cranes, drilling rigs, excavators, graders, concrete mixers, vibrators, trucks etc.).  This list will be verified at a later stage through visits or through asking for official registration documents/lease agreements.  (Score depending on the Lot applied)  Any 3 equipment – 10  Any 2 equipment – 6  Any 1 equipment - 3 | | 10 |
| Health, Safety and Environment | Provision of company's written policy for Health, Safety and Environment. | | 10 |
| Financial Capacity | The company should submit audited financial statement for the previous 2 fiscal years or bank statement for the previous 2 fiscal years or bank reference letter confirming line of credit availability | | 20 |
|  | **Total Possible Points** | | **100** |
| **Due Diligence Stage** | | **Basis of Evaluation** | |
| Physical location / office/yard visit | | Passing Required | |
| Client references check both internal and external | |
| ICC (RPS verification) | |

**SCORING CRITERIA FOR EXISTING PREQUALIFIED VENDORS**

The following Supplier performance score card will be used to evaluate the existing prequalified vendors

|  |  |  |
| --- | --- | --- |
| Category | Key Performance Indicator (KPI) | Performance Target (Metric) |
| Quality | Products or services provided are fit for purpose. Product complies to specifications. Services are as per the Statement of Work (SOW) | No. of quality complaints |
| Delivery | Level of service delivery is as per agreed timeline and in full; Products are provided as per quoted lead time and in full. | % on-time delivery; actual vs quoted lead time; POs filled as ordered |
| Cost | All goods/services are invoiced at contracted rate or less. | No. of inaccurate invoices submitted |
| Customer Service | Responsiveness - Vendor actively responds to requirements (eg. additional requirements or emergency requests).  Issue resolution - vendor is willing to find amicable solutions to complaints in a professional manner | Issues are resolved within the agreed timeline. |
| Innovation | Vendor Senior Management engagement demonstrates understanding of business and alignment of supply to our needs.  Vendor presents innovative and creative supply chain solutions to increase performance across one or more KPI areas. | No. of relevant initiatives presented e.g. new ways of working to increase productivity, re-training of employees…etc. |
| ***SCORING CRITERIA***   |  | | --- | | 0 = Bad or Poor (not acceptable) | | 1 = Sufficient (not consistent needs improving) | | 2 = Good (some inconsistency) | | 3 = Excellent | | | |

**(PREQUALIFICATION REQUIREMENTS)**

All suppliers **must** submit the following:

1. Executive Summary
2. Company Background and Performance
3. Organizational Chart.
4. Key Personnel CVs
5. Equipment List
6. Form 1 - Supplier information form
7. 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 |  |
| Indicate which Locations where you are willing to work in | Circle as desired  North  South  Both |
| 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 and stamp:

Date:

**FORM 2 – EXPERIENCE OF COMPANY**

|  |  |
| --- | --- |
| **Period** | **Contract Identification- Project**  Provide Project data and contacts for 4 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 USD currency]*  Name of Organization: *[indicate full name]*  *[Beginning and ending date of project]*  Address: *[indicate street/number/town or city/country]* |
| *[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 USD currency]*  Name of Organization: *[indicate full name]*  *[Beginning and ending date of project]*  Address: *[indicate street/number/town or city/country]* |
| *[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 USD currency]*  Name of Organization: *[indicate full name]*  *[Beginning and ending date of project]*  Address: *[indicate street/number/town or city/country]* |
| *[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 USD currency]*  Name of Organization: *[indicate full name]*  *[Beginning and ending date of project]*  Address: *[indicate street/number/town or city/country]* |
| *[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 USD currency,*  Name of Organization: *[indicate full name]*  *Beginning and ending date of project*  Address: *[indicate street/number/town or city/country]* |