

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

Tender Name: To Purchase 1100 Solar PAYG Systems for Installations in Liberia.	Tender No:LR01-RFP-3030
Location: Monrovia, Liberia	Correspondence Language(s): English
<p>Brief Summary Description of Project: Mercy Corps' Liberia received funding from the European Union (EU) to implement a three-year program called Light up Liberia. This project seeks to improve access to modern, affordable, sustainable and scalable energy products for at least 45,000 rural poor and peri-urban direct and indirect beneficiaries in Liberia, with a focus on renewable energy that will increase Access to energy for public services: The program will offer energy services to community institutions such as schools, clinics, police stations/outposts etc. The Program aims to provide services through its four estimated results, R1) Develop a replicable model for electrifying 3000 households with basic "Tier 1 and Tier 2" lighting and charging access R2) Improve market access to small scale lighting, charging, cooking products, and supporting services through supporting energy market actors R3) Develop financial products designed to increase access to renewable energy R4) Improve the enabling environment for private sector energy companies to invest in developing solutions for rural electrification in Liberia, including integrating renewables into vocational education curricula in partner TVET institutions. The project will contribute to reaching the World Summit on Sustainable Development (WSSD) Rio +10 objectives on energy and to achieving the Sustainable energy for all (SE4All) objectives by 2030. In addition, with a strong focus on enhancing access to private sector led energy and financial services, which will provide new earning opportunities and significant savings, resulting in higher net incomes for rural and peri urban families, the project will not only enhance living conditions for rural households, but also contribute to the achievement of the MDGs on poverty alleviation.</p>	

Tender Package Available from: Monday, March 5, 2018	Tender Package Pickup Location: Emansion Website, Mercy Corps office & Link on Newspaper and Mercy Corps Official Website
Deadline for Offer Submission: Friday 23rd March 2018; 5:30 Pm	Submit Offers to: Local: lr-tenders@mercy Corps.org/ international: tenders@mercy Corps.org

Mercy Corps reserves the right to accept or reject any late offers

Questions and Answers (Q&A)	
Submit Questions in writing to: (lr-tenders-questions@mercy Corps.org)	
Last Day for Questions: (16 th March 2018; 5:30 Pm)	Questions will be answered by: (9 th March 2018, 10:am -2:30 Pm)
Questions will be answered through: (lr-tender-questions@mercy Corps.org/mc-liberia-tender-questions+noreply@mercy Corps.org).	

Tender Package — Request for Proposal (RFP)



Q&A Session	
Date / Time: 09/03/2018; 1.00PM GMT	Location: Skype
Point of Contact: okanswen@mercycorps.org	

Documentation Checklist		
These documents are contained within this tender package:	✓	Invitation to Tender
	✓	General Conditions for Tender
	✓	Criteria and Submittals
	✓	Price Offer Sheet
	✓	Supplier Information Form
	✓	Scope of Work/Technical Specifications/BoQ
	✓	Sample Contract

2. General Conditions for Tender

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 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 offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- Collusion between/among offerors

Tender Package — Request for Proposal (RFP)



Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting proposals 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@mercy Corps.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.

2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of 30 days from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases, Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

2.3 Supplier Eligibility

Suppliers 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 misinterpretation 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 tender package.

2.4 Response Documents

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

2.6 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 trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3. Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a **[Fixed Price]** contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in [Section 6](#) herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in [Section 6](#).

3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- The offeror must be legally registered
- The offeror must be in good standing with its governing tax authority
- The Offeror must have a minimum of 5 years of experience in carrying out Pay as You Go projects
- Offered product’s ability to meet desired specifications
- Offered price must include the cost of setting up PAYG infrastructure
- Companies financial strength/Ability to deliver without prepayment
- Quality of technical approach and work plan
- Length of warranty period

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

Documents supporting the Eligibility Criteria:

- Legal Business Registration
- Latest Tax Registration Certificate
- Company Bank Details

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Company Profile, 2-page max
- References from previous clients (including contact information)
- Financial statements certified by a reputable accounting firm as accurately presenting the financial position of your company in accordance with generally accepted accounting principles
- Detailed Product Specifications/ISO Certificates, 5-page max

Price Offer:

The Price offered is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

Offerors must include VAT and customs duties in their offer.

3.4 Currency

Offers should be submitted in: USD

Payments will be made in: USD

3.5 Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses that may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Scoring Evaluation

Trade-Off Method

Mercy Corps' Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criterion is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals in order for the Mercy Corps committee to thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.

Award criteria shall be based on the proposal's overall "**value for money**" (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criterion has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.

Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and

reasonable and subject to the additional due diligence in section 3.5.2.

When performing the Scoring Evaluation, the tender committee will assign points for each criteria based on the following scale:

Point	Rationale
0	Not acceptable; has not met any part of the specified criteria
1-4	Has met only some minimum requirements and may not be acceptable
5	Acceptable
6-9	Acceptable; has met all requirements and exceeds some
10	Acceptable; has exceeded all requirements

Evaluation Criteria	Weight (%)	Possible Points (1 to 10)	Weighted Score
	(A)	(B)	(A*B)
Technical Approach and Work plan	20%	10	2
Price/Cost	15%	10	1.5
Key personnel qualifications, experience in the off-grid sector	10%	10	1
Corporate Capabilities the required minimum experience and background a supplier must have –Number of years in the PAYG industry, and work experience in the West African sub-region.	20%	10	2
Delivery Time/Project Schedule (Maximum 2 months)	15%	10	1.5
Product Specifications and warranty	20%	10	2
TOTAL POSSIBLE SCORE:	100%	60	10

3.5.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Ineligibility and Compliance Checking

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Proposal” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Proposal

[Mercy Corps Procurement department to adjust content based on country context and nature of procurement]

The following information must be included in the offer of any potential offeror:

- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
 - A detailed specification of the offered goods, services and/or works (Proposal)
 - Warranty (if necessary and appropriate)
 - Delivery time
 - Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in section 7
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 7)
- Other important documents offeror feels need to be attached to support their proposal

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

5. Scope of Work/Technical Specifications

5.1 Background

Light up Liberia's (LUL) overall objective is to reduce poverty and improve stability and living conditions of the rural poor in Liberia by promoting innovative off-grid energy solutions. The program's specific objectives are: 1) to increase access to modern, affordable, sustainable and scalable energy services for the rural poor, 2) to improve access to financial services for increased access to energy, economic opportunity, and poverty reduction; 3) to ensure the improvement in the planning and coordination within the rural energy sector while promoting increased private sector engagement in rural electrification solutions.

As part of the program's objectives Mercy Corps plans to work with its local implementing partners, to install PAYG solar systems in 3000 households in Bong, Margibi, Grand Bassa, Lofa, Nimba, and Rural Montserrado. The PAYG systems are expected to provide lighting and phone charging to rural communities in line with objective one of the program.

5.2 Scope of Work (for Service) / Technical Specifications (for Goods) / Bill of Quantities (for Works)

Product Technical Specifications

Performance Details	
	Brightness Setting
Performance Measure	4 lamps on
Full battery run time* (hours)	7 hours Minimum
Run time per day of solar charging* (hours)	5.5 hours Minimum
Total light output (lumens)	400 Minimum
Total area with illumination > 50 lux** (m ²)	0.3 Minimum
Total lighting service (lumen-hours / solar-day)	2400
Lighting Details	
Lamp type	LED
Description of light points	Minimum 10 LEDs in each bulb
Colour characteristics	CRI 81 CCT "Near Daylight" (3000-5000 K)
Distribution type	Wide
Lumen maintenance	98% of the original output remains after 2,000 hours run time
Special Features	
Mobile charging	USB and micro-USB ports included for mobile phone charging
PAYG	Pay-as-you-go enabled
Durability	
Overall durability and workmanship	PCB Module must pass the drop test

Tender Package — Request for Proposal (RFP)



Durability tests passed	Switch and connector cycling, strain relief test, and physical ingress protection test
Solar Details	
PV module type	Polycrystalline/monocrystalline
PV module size	10-15 watts
Battery Details	
Battery replaceability	Must be easily replaceable
Battery chemistry	Lithium iron phosphate
Battery package type	26650 x 3
Battery capacity	9600 mAh Minimum
Battery nominal voltage	3.2 V
Appropriate battery protection circuit	Pass
Add On Loads	
Radio	System must include radio

Scope of Work

The winning company will work with Mercy Corps and two Local implementing companies to identify communities where the PAYG systems will be deployed. This will include the provision of advisory services on community outreach and customer sign up, training on PAYG hardware & installation, training on operation, maintenance, business model and lessons learned from similar PAYG projects implanted in a similar country context.

Main Responsibilities

Winning company will be responsible for:

Phase I:

- **Working in-country with the Mercy Corps team and partner companies to engage and select communities for the deployment of the PAYG solar systems**
- **Establish a learning agenda for the pilot**
- **Provide in-country and remote support in accordance with the setup needs for the PAYG systems**
- **Provide in-country and remote project management support** working in partnership with Local operating companies, to sign up initial customers, training local distribution partners and installers, installing the PAYG SHS and lead technical and business management trouble shooting, establish revenue collection system, establish customer complaints mechanism, establish a viable monitoring system with Mercy Corps M&E specialist based on agreed learning agenda.
- **Work with Local operating companies to evaluate the financial and organizational viability of a scale up.**
- If a scale up is advised, **produce roll out recommendations based on technical and business experience.**
- Developing and implementing a warranty and maintenance plan with Local operating companies throughout the lifespan of the project
- Maintaining relevant insurance policies including, Freight Insurance public liability

Tender Package — Request for Proposal (RFP)



- Delivering Products /Stock within agreed timelines
- Working with Local operating company to ensure that products are duly approved for use by the appropriate Standards Authority of the Government of Liberia
- Providing Marketing Materials and Market activation materials specifically tied to winning company's products for sales outreach/Market activation
- Working with Mercy Corps and Local operating company to develop plans to mitigate the risk of theft of Solar panels

In addition, please follow the guidelines below to outline project experience

Proposals shall include a brief description of the vendor's 3 largest completed solar projects/programs. The description for each project/program should include:

- a. The project name
- b. Year placed in service
- c. Project size (total cost and project capacity in kW)
- d. Project type – turnkey or third party energy sales
- e. Up-time of project
- f. Location
- g. Name of project manager
- h. Name of client contact
- i. Brief physical description of the project (equipment manufacturer, model, etc.)

Tender Package — Request for Proposal (RFP)



6. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

[Insert Sample Contract]

7. Attachments to the Tender Package

Attachment 1 -Supplier Information Form template

Attachment 2 -Price Offer Sheet template

Tender Package — Request for Proposal (RFP)



Mercy Corps

Supplier Information Form

*The information provided will be used to evaluate the Company before contracting with the 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 Stock on Hand (USD)	
Government - owned (yes/no)	
Name(s) of Board of Directors	
Name(s) of Company Owner(s)	
Parent companies, if any	

Tender Package — Request for Proposal (RFP)



Subsidiary or affiliate companies, if any	
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Financial Information

Bank Name and Address	
Name under which company is registered at bank	
Payment Terms	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No
Specify Standard Payment Terms (Net15, 30, etc.)	

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

References

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Supplier Self-Certification of Eligibility

Company certifies that:

1. 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 donor's funding.
2. 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.
3. 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.
4. 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.
5. It has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
7. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
8. It pays social security obligations as required in the countries where it operates.
9. 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.
10. 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.
11. 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.
12. 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 be used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.
13. 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..
14. 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.
15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
16. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

Tender Package — Request for Proposal (RFP)



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: _____

