# Invitation to Tender

|  |  |
| --- | --- |
| **Tender Name:** Hotel services for Mercy Corps in Abuja, Kano, Kaduna,Plateau, Katsina , Yola, Gombe, Kogi, Akwa Ibom and Lagos | **Tender No: NIG/ABV/TEN0055** |
| **Locations:** Abuja, Kano, Kaduna,Plateau, Katsina , Yola, Gombe, Kogi, Akwa Ibom and Lagos | **Correspondence Language(s):** English |
| **Brief Summary Description of Project:**  Mercy Corps is a global organization powered by the belief that a better world is possible. Mercy Corps started its operations in 1979 in Portland, USA and has since expanded to 43 countries worldwide. The organization exists to alleviate suffering, poverty and oppression by helping people secure productive and just communities. Our work focuses on areas of emergency relief, sustainable economic development, gender and education. Mercy Corps has been in Nigeria since 2012 and has grown into a multi-sectoral country office with more than 150 staff across offices in FCT, Gombe, Maiduguri, Biu, Kano, Lagos, and Jos where more than 500,000 beneficiaries are served.  Mercy Corps Ltd/Gte Nigeria is seeking for service provider for hotel service for Mercy Corps offices in**:** Abuja, Kano, Kaduna, Plateau, Katsina, Yola, Gombe, Kogi, Akwa Ibom and Lagosstate respectively for a period of 12 months with possible further extension subject to Mercy Corps Ltd/Gte decision and satisfactory performance of the contract.  **Only Hoteliers in the Above mentioned State are encouraged to apply**. | |

|  |  |
| --- | --- |
| **Tender Package Available from:**  **(11th / April/ 2022)** | **Tender Package Pickup Location:**  **Tenders are available to download at:**  <https://www.mcnigeria.com/tenders/> |
| **Deadline for Offer Submission:**  **(25th April / 2022; 5:pm)** | **Submit Offers to:**  **Electronic Submissions** must be sent in PDF Format via email to  [*tenders@mercycorps.org*](mailto:tenders@mercycorps.org)  ***“Only Hotels in*** Abuja, Kano, Kaduna, Plateau, Katsina and Lagos ***States are eligible to apply for their respective locations”***  ***Subject Line must be****: “****NIG/ABV/TEN0055-Hotel services for Mercy Corps in chosen State of interest”.***  *Hard copy submissions must be submitted in a sealed envelope labelled as* ***“NIG/ABV/TEN0055- Hotel services for Mercy Corps in chosen State of interest”***  *to****:***  ***Mercy Corps Abuja Office with address at No 166 Umar Dikko Street, adjacent Lake View Estate, Jabi, FCT Abuja.***      ***Mercy Corps encourages electronic submissions****.* |

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

|  |  |
| --- | --- |
| **Questions and Answers (Q&A)** | |
| If any, Submit Questions in writing to: [**qa-ng-tenders@mercycorps.org**](mailto:qa-ng-tenders@mercycorps.org) | |
| Last Day for Questions:  *(20th/ April /2022; 5:pm Nigeria Time)* | Questions will be answered by:  *(21st/ April / 2022; 3pm Nigeria Time)* |
| Questions will be answered and uploaded to: <https://www.mcnigeria.com/tenders> | |

|  |  |
| --- | --- |
| **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 * Sample Contract |

# 

# General Conditions for Tender

Mercy Corps invites proposals for the services 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*

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@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.

**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 [180 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.

# 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:   * Legal Business Registration- A valid copy of Legal Business Registration or CAC Copy. * Tax Clearance Certificate * A filled, stamped, and signed supplier’s information document/form. |
| **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- A valid copy of Legal Business Registration or CAC Copy. * Tax Clearance Certificate * A filled, stamped, and signed supplier’s information document/form.   **Documents to conduct the Technical Evaluation and additional Due Diligence:**   |  | | --- | | 3 Years of relevant experience in the field of hotels services since inception of business operations/ for new hotels, staff that have up to 3 years’ experience. – **10%** | | Attach List of Complimentary services rendered in the Companies profile **40%** | | Attach 3 Copies of Contracts or Purchase Orders from 3 different Organizations)– **30%** | | Letter of Acceptance of 100% Payment Terms after service delivery – **10%** | | List of Capacities of Conference Hall with covid-19 sitting arrangement**– 10%** |   **Price Offer:**  The Price offer 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 not include VAT and customs duties (if applicable) in their offer. |
| **3.4 Currency**  Offers should be submitted in: NGN  Payments will be made in: NGN |

|  |
| --- |
| **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 which 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 criteria is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a Mercy Corps committee can 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 criteria 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 Mercy Corps 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)** | | 3 Years of relevant experience in the field of Hotel Services since inception of business operations/ for new hotels, staff that have up to 3 years’ experience – **10%** | 10% |  |  | | Attach List of Complimentary services rendered in the Companies profile **40%** | 40% |  |  | | Attach 3 Copies of Contracts or Purchase Orders from 3 different Organizations) 10 Marks per Purchase Order/Contract Per organization– **30%** | 30% |  |  | | Letter of Acceptance of 100% Payment Terms after service delivery – **10%** | 10% |  |  | | List of Capacities of Conference Hall with Covid-19 Sitting arrangement**– 10%** | 10% |  |  | | **TOTAL POSSIBLE SCORE:** | **100%** |  |  | |
| **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):   * Ineligibility & compliance Check * Reference Checks * Site Visit to assess hotel and hall |

# 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***

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)
* Delivery time
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days)
* A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided.
* Completed and signed Mercy Corps **Supplier Information Form**
* 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.

# Scope of Work/Technical Specifications

**Background:**

Mercy Corps is a leading global organization that works in 43 countries around the world to alleviate suffering, poverty and oppression by helping people build secure, productive and just communities. Since 2012, Mercy Corps has worked to tackle Nigeria’s complex and evolving needs through a range of dynamic, multi-sector programs. In Northeast Nigeria, Mercy Corps is addressing the immediate humanitarian needs of vulnerable communities; enabling conflict-affected populations to transform from relief to resilience using market-driven approaches; and supporting community-led peace building efforts.

**Statement of Purpose:**

Mercy Corps holds several events and activities in hotels and public halls on a regular basis, which require high-level coordination and planning for success and cost optimization. Mercy Corps having observed the available hotel facilities in states , has decided to increase the number to facilitate the efficient handling of events, accommodate staff and participants where necessary as well as obtain best rates and quality services from the hospitality and event providers.

**Expected Deliverables:**

Mercy Corps expects all hotel service providers to have as referred to this Sow, but not limited to, the following:

General

* Shall apply international standards in providing conferencing and accommodation services and shall have rating of either 3, 4 or 5 stars.
* Shall have a conference room(s) and related services available in hotel or at neighbouring partner located at a walking distance from accommodation.
* Shall have discount rates available.
* Should have 24hrs uninterrupted power supply
* Shall have parking space for vehicles.
* Shall have reliable internet connection in the hotel conference facilities and guest rooms.
* Should be cleared by Mercy Corps Security Team based on their minimum requirements.
* Others: Offers conference services - Additional equipment, Building: Lightening and Decoration of building and exhibition panel, Signage, Stage, Security, Catering ancillary staff.

Accommodation

* The hotel’s ability to accommodate staff, meeting participants and other delegates with access to disabled people.
* Have basic facilities in the rooms such as single or double bed, tea/coffee facilities, A/C, TV screen, telephone for emergency, hot and cold water.
* Apart from the above hotels are expected to have internet connection and safe deposits in rooms and laundry provisions.
* Secured parking facility.

Conference Facilities

* Specify the available number of halls and capacities
* Ability to set-up multiple styles for sitting arrangements in meeting rooms e.g. conference, theatre etc.
* Meeting room with adequate lighting.
* Meeting room with adequate spaces for installing other equipment
* Good internet connections to be available in the conference Halls
* Secured parking facility.
* Audio visual (such as projector, screen, laptop, mic etc.) to be organized as requested.
* Breakout rooms as requested for high and medium band
* Sound system (indicate if outsourced)
* A cooling system
* Ability to provide meeting packages as follows with the minimum requirements:
* Half day meeting package (1 tea break inclusive of bottled water and tissues, lunch)
* Full day meeting package (2 tea breaks inclusive of bottled water and tissues, lunch)

Catering

* Ability to provide catering for AM/PM tea/coffee, snacks; buffet or plated lunch and dinner.
* Beverages package (All non-alcoholic drinks such as orange juice, coke, water and tea/coffee).
* Breakfast Inclusive/Exclusive

Service Quality

The awarded contract service provider is expected to provide high quality services in an efficient manner. Mercy Corps training, workshops and meetings organized in all the states are critical events for its partners and stakeholders thus expect to have the following service quality:

* Themeeting facilities and all meeting rooms must be ready and available to accommodate all participants.
* The accommodation rooms must be clean, safe and readily available to accommodate all participants.
* The service provider must assign sufficient supporting staffs to accommodate the organizers and respond to organizers requests.
* The service provider must assign technical staffs on lighting, cooling/heating system, sound and IT to support on any technical logistics at any and all times during the conference/meeting/training and at the request of organizers.
* The hotel shall provide requested services (hotel and event management services) based on work orders or contract issued based on agreed rates.