This form should be completed by the Originator’s Department, in cooperation with the Procurement Department, and attached to the approved Purchase Request. Both documents should then be submitted to the Procurement Department to initiate the tender process.

|  |  |  |  |
| --- | --- | --- | --- |
| **PR** # (or MAR#): | YOL PR 438 | **PR Description:** | The Drilling of Borehole, Installation of Submersible Pump, and Solar System in Biyemti Community, Kodomti Ward, Numan LGA, Adamawa State |

|  |
| --- |
| **1.Estimated Timeline**: JOB SHOULD BE COMPLETED AND HANDED OVER NOT MORE THAN ONE MONTH AFTER THE AWARD |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.Select Bid or Proposal:** Explain why the option was selected next to selected option below  *(Refer to section 5.8 of the FP3 or consult with Global Procurement for additional assistance)*   |  |  | | --- | --- | | * **Bid (RFB)** | Lowest price technically acceptable. Must use “pass / fail” technical evaluation criteria. | | ✓**Proposal (RFP)** | Trade off method. Set evaluation criteria and weighting or scoring. | | **Explanation:**  The agreement will be based on fixed price and service deliverables during the one month period. | | |

|  |
| --- |
| **3.Supplier Eligibility Criteria:** List any additional eligibility criteria (section 5.9 of the FP3) to the minimum standard criteria defined in the FP3 (refer to sections 5.6 of the FP3)   1. Evidence of registration with CAC 2. A copy of Tax Identification Number and/or Tax Certificate (Clearance). 3. Signed and stamped price offer as per the provided template. |

|  |
| --- |
| **4. Tender Submittals:** List documents that will be required for submission by offeror and used in the technical evaluation *(Refer to section 5.10 of the FP3)*. The minimum Supplier Eligibility Criteria (as described in 5.6 of the FP3), such as business registration documents, do not need to be listed here, as they will be applicable to all tenders in a specific country as defined by the Procurement Department).  Examples: Design documents, ISO certifications, CVs, and project timelines.   1. Evidence of registration with CAC 2. A copy of Tax Identification Number and/or Tax Certificate (Clearance). 3. Signed and stamped price offer as per the provided template 4. A copy of certificate indicating relevant qualifications (e.g. Civil/Water Engineer, Geologist, or any other relevant qualifications.) 5. Curriculum Vitae and profile of offeror outlining past experience in construction of water infrastructure/projects 6. Proof of similar assignment on any Activity in Adamawa State or North East Nigeria 7. A copy of relevant certificate of membership of a professional body (COREN, NMGS etc.) 8. Detailed work plan including strategies to carry out the deliverables within the evolving COVID-19 pandemic and security consideration in the region. 9. A letter of consideration to also engage local labor (unskilled) from the beneficiary project community. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5.List Evaluation Criteria (for either method) and relative weighting (for Trade-Off method only):** List as many evaluation criteria as needed *(Refer to section 5.11 of the FP3 or consult with Global Procurement for additional assistance)*   |  |  | | --- | --- | | A minimum of B.Sc. in Civil/Water Engineering, Geology or any other relevant qualifications. | 20 | | At least 7 years of experience in the planning, designing, and construction of water infrastructure and/or and maintenance of building structures, and At least 5 years’ experience of implementing and/ or rehabilitation, and construction of water-related projects; | 20 | | Prior experience working in hard-to-access local communities in Adamawa State/Northeast Nigeria | 10 | | Detailed work plan including strategies to carry out the deliverables within the evolving COVID-19 pandemic. | 10 | | A copy of relevant certificate of membership of a professional body (COREN, COMEG, NMGS etc.) | 10 | | A letter of consideration to also engage local labor (unskilled) from the beneficiary project community. | 10 | | Price Evaluation | 20 | |

|  |  |
| --- | --- |
| **6.Sample:** Are you collecting samples for goods? (Read Section 5.12 of the FP3)   * Yes * No * N/A | **If Yes, are there special requirements?**  (Default: 1 sample per each item will be collected.) |

|  |
| --- |
| **7.Advertising** (Optional): Suggestions on advertising location and methods (suggestions will be considered by Procurement for inclusion in the advertising plan) (Read Section 5.15 of the FP3).   * Online: * Local: * Other: |
| **Q&A Session/Site Visit Requested?** (Read Section 5.13 and 6.7.2 of the FP3)   * No * Yes   If yes list details, what the session is, where it will be held and a suggested date:   * Through a dedicated email address. |
| **Staff member responsible for answering written questions:**   * Atsoka Owinizi (Technical) [aowinizi@mercycorps.org](mailto:aowinizi@mercycorps.org) * David Daniel (Operations) [ddaniel@mercycorps.org](mailto:ddaniel@mercycorps.org) |

|  |
| --- |
| **8.Quality Control Plan (for High-Value Tender only):** Attach Quality Control Plan if applicable   * Not Applicable * Attached |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9.Contract Type and Templates:**   |  |  | | --- | --- | | * Purchase Order - Goods * Purchase Agreement - Goods * Master Purchase Agreement - Ongoing Goods Purchases | * Service Agreement * Master Service Agreement - Ongoing Services Purchases | | * Construction - Simple Contract * Construction - Intermediate Contract * Construction - FIDIC | * Other - Specify / Coordinate with Global Procurement (if necessary) |  |  | | --- | | **Pricing Structure**: Select the requested Pricing Structure (refer to section 8.3.1 of the FP3). Fixed Price should be the default option; if another option is selected, explain why it was selected.   * Fixed Price * Cost Reimbursement (Cost Plus Fixed Fee) * Time and Materials |   **Special Terms for Contract:** If needed, identify any special contract terms that are different from our standard templates. Consult with Procurement if you are unsure. Note: The sample contract will have to be finalized prior to issuing the RFP *(Refer to section 5.17 of the FP3).*   * Consideration to also hire unskilled labor locally from the beneficiary project at the implementation phase. |

|  |
| --- |
| **10. Other relevant information:** Indicate any other relevant information that would be helpful for the tender process. |