



International Rescue Committee

NIGERIA

Request for Proposal (RFP)

IRC/2NG/MAI/117280

Supply of In-Line Chlorine 20GPM (75lpm)

Planned Timetable	
Issue ITT	<i>6nd November, 2017</i>
Questions from Supplier due date	<i>17th November, 2017</i>
Deadline for reply	<i>21st November, 2017</i>
Closing date for Submission	<i>27th November, 2017</i>
Evaluation of ITT	<i>4th December, 2017</i>
Supplier visit (where necessary)	<i>14th December,, 2017</i>
Award of Contracts	<i>22nd December, 2017</i>
Contract start	<i>23rd December, 2017</i>

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I. INTRODUCTION

1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC has been operating in Nigeria in October 2012 in response to a widespread flood disaster. IRC’s emergency response team, with local partner CISCOPE (civil society coalition for poverty eradication), implemented a project to support livelihoods and improve WASH in Kogi state from February to May 2013. This was followed by a 3-month nutrition and food security program in the same location from October 2013 to January 2014. IRC has been supporting programming in Adamawa state since early 2014, and expanded into Maiduguri in late 2015. The current projects support WASH, Nutrition, Health, Protection, Education, Food Security and Livelihood concerns among conflict-affected persons in north-eastern Nigeria.

2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select a supplier or vendor for the International Rescue Committee Nigeria to supply 40 pieces of In-Line Chlorine 20 GPM (75lpm) with the specification below to IRC Nigeria.

1. Flow based in line chlorine feeder
2. Calibrated to use either liquid chlorine, chlorine granules or chlorine tablets
3. Operate with 0.8 – 4 liters/second flow rate
4. Able to work on 2” PVC pipes
5. Chlorine feeding regulated by flow rate.

Each will be delivered at Plot 902 Olu Awotesu Street, Off Idris Ibrahim Street, Jabi, Abuja, Nigeria. All eligible Suppliers and Vendors that are qualified and are technically competent for the supply of the goods as indicated in the price list schedule as provided are invited to submit their proposals to IRCNigeriaTender@rescue.org.

3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

II. THE BIDDING DOCUMENTS:

4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder's risk and may result in bid rejection.

5. *Clarification of Bidding Documents*

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing or via email at the following email address, Hassan.Doma@rescue.org and copy Daniel.Sama@rescue.org , and Mohamed.Obaidi@rescue.org . The request for clarification must reach the purchaser not later than 17th November, 2017. The Purchaser will respond by e-mail providing clarification on the bid documents on the 21st November, 2017. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

III. PREPARATION OF BIDS:

6. *Language of Bid*

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** only. Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and authorized by the Courts and Government of Nigeria.

7. *Documents Comprising the Bid*

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

- *A Bid detailing the unit price only in the price offering sheet given for the purpose (Annex A) and duly stamped by the Bidder;*
- *Supplier information form (Annex B) and duly stamped by the bidder*

- *Supplier Self-Certification of Eligibility & Code of Conduct (Annex C) and duly stamped by the bidder*
- *Certificate of Business registration or Trading License.*
- *Profile of the company*
- *Bank details /Reference Letter from Bankers*
- *Cover letter explaining interest to be a contracted vendor or supplier (see clause 12)*
- *Three (3) References from current or past clients (at least in the last one year)*
- *Any other important document the bidder may feel needs to be attached to support their bid.*

8. Bid Prices

For the purpose of selecting a contractor, the Bidder shall clearly indicate the unit price of goods to be supplied. All unit prices shall be clearly indicated in the space provided in the price offering sheet with the freight charges for Delivery at Place (DAP) Incoterm. The Bidder must sign and officially stamp the price offering sheet.

9. Bid Currencies

All rates and amounts entered in the Price offering sheet and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **United States Dollar (USD)**

10. Bid Security

For the Purpose of This Tender, Bid Security or Bond is not applicable.

11. Period of Validity of Bids

Bids shall remain valid 90 days valid and **6 months valid after the date of bid opening prescribed by the Purchaser and date of signing the Contract agreement**, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

12. Format and Signing

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. **Financial proposal pages of the bid shall be initialed by the person or persons signing the bid 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 bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

- A detailed specification of the offered goods.
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for the period of the contract, subject to current market survey a **minimum** of 90 working days after Signing Contract).

IV. SUBMISSION OF BIDS

13. Submission and Marking of Bids:

Both national and international bidders shall submit bids addressed to The Supply Chain Coordinator to the following email address: IRCNigeriaTender@rescue.Org before or on the 27th November 2017 at 5pm GMT.

All bids are to be submitted to the email address provided. Bids submitted after the deadline will not be accepted.

Format

The Bidder's proposal shall comprise of all the required documentation listed under 'III Preparation of Bid, No. 7' including the price offering sheet. All document shall be zipped in a file and only the RFP reference number (IRC/2NG/MAI/117280) shall be indicated on the attachment.

14. Modification and Withdrawal of Bids

The Bidder may not modify or withdraw its bid after the bid's submission.

V. BID OPENING AND EVALUATION

15. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

16. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria, note that after the first rounds of evaluation, samples may be requested from qualified bidders.

EVALUATION CRITERIA	Description	Weight (%)
Delivery terms	Refers to Bidder providing the most advantageous delivery schedule.	20%
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice. The payment method is Bank Transfer.	10%
Past experience	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with IRC and other INGOs.	20%
Financial proposal	Offer as per Price list	45%
Eligibility	Refers to Bidder's ability to demonstrate that they have valid business registration, tax certificate/registration as required by local law.	5%
		100%

17. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced.

18. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Supply of the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

VI. CONTRACTING**19. Contract award and notification**

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into an Agreement and perform its obligations satisfactorily

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Nigerian Law if any

20. Inspection

The Purchaser shall have the right to inspect the equipment and facilities to confirm their conformity to the hygiene specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

21. Payment, Price Schedules and Location

Vendors interested in the supply of In-Line Chlorine 20GPM (75LPM) to IRC Nigeria, Abuja Country Office should NOTE that quoted Prices should include Freight costs.

Payment will be made through bank transfer on delivery of goods in satisfactory condition by The Purchaser within 30 days receipt of invoice in conjunction with a signed received delivery report.

Extra charges associated with the above services shall be invoiced and paid at the same terms set above.

22. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

23. Ethical Operating Standards

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, and IRC's combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

**ANNEX A: Price Offering Sheet**

	Description	Specification	Qty.	U/M	Unit Price (\$)	Total Price(\$)
1	In-Line Chlorine 20GPM	75LPM a.. Flow based in line chlorine feeder b. Calibrated to use either liquid chlorine, chlorine granules or chlorine tablets c. Operate with 0.8 – 4 litres/second flow rate d. Able to work on 2” PVC pipes e. Chlorine feeding regulated by flow rate.	40	Pieces		

Note:**DELIVERY TIME OR DAYS FOR COMPLETION:** _____**Above prices must be in Nigerian Currency.**

Name of the Bidder:	
Name and Signature of Company Representative	
Telephone #s	
Email	
Company Stamp/Seal	

PRICE VALIDITY: *Price shall remain Valid for 90 days from the day offer are been submitted to IRC.*



ANNEX B: SUPPLIER INFORMATION FORM

The information provided will be used to evaluate the Company/Bidder for before contracting with the IRC. Please complete all fields.



INTERNATIONAL RESCUE COMMITTEE

The information provided will be used to evaluate the Company before contracting with the IRC.

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	
Name(s) of Company Owner(s) or Board of Directors	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

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 you previously worked for:		<u>Contact Name, Phone, Email Address:</u>
Client Name you previously worked for:		<u>Contact Name, Phone, Email Address:</u>
Client Name you previously worked for:		<u>Contact Name, Phone, Email Address:</u>

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: _____

FOR IRC USE ONLY (PLEASE LEAVE THIS PAGE BLANK)

Following documents have been supplied:

Business registration or license	
Articles of incorporation or similar document	
Business and other NGO references	
Bank statements and references	
Passport / ID cards of business owners/board of directors	
Financial statement (if available)	

I _____ an employee of IRC having completed and reviewed this form confirm the

Accuracy of information provided:

Name _____

Title _____

Signature _____

Date* _____

*Supplier to be re-authorized one year from this date.



Annex C

IRC Conflict of Interest and Supplier Code of Conduct

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, and IRC's Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.

- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General’s Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self–reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries’ needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief. **Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**
- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

Conflict of Interest

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the Supplier's owners.
- Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.
- Supplier hereby discloses any and all family relationships with, and/or any financial interest in, the following suppliers operating in the same or similar sector and/or industry:

_____ Supplier hereby acknowledges that such aforementioned disclosure will be reviewed by IRC in accordance with IRC internal policies.

Supplier hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; 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 IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, www.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct.

By signing this statement, Supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date:



International Rescue Committee, Inc.

Intent to Bid

IRC Reference #: IRC/NIG/MAI/07/107488

Company Name _____

(Please indicate #1 or #2 below)

1. It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name _____

Phone _____

Email _____

Signature (If faxed) _____

Title of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2. This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) _____

Title of Person signing _____

Date _____

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) _____

Fax _____

Email _____