# Invitation to Tender

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| **Tender Name: Design of Agribusiness operated platform**  | **Tender No: MC-AFA/NBO/033/ 2020** |
| Location: Nigeria  | Correspondence Language(s): English  |
| Brief Summary Description of Project: Mercy Corps AgriFin Program is seeking for a firm to provide consultancy services to design a digital platform to onboard farmers and incorporate technology value chain actors for bundled services such as extension support. The program is seeking a platform design expert consultant who can rapidly stream into AgriFin team execution against these work streams. |

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| **Tender Package Available from:****18th June 2020** | **Tender Package Pickup Location:** [**www.mercycorpsafa.org**](http://www.mercycorpsafa.org) **or Interested bidders can submit a request for the tender documents to this email address ‘****agrifinprocurement@mercycorps.org** |
| **Deadline for Offer Submission:** **11.59 PM EAT -17th July 2020** | **Submit Offers to:** **The Tender box at** **Mercy Corps Kenya****ABC Place, Block A, 3rd floor****OR Via Email to:** **tenders@mercycorps.org** |

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

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| **Questions and Answers (Q&A)** |
| If any, Submit Questions in writing to: [**www.mercycorpsafa.org**](http://www.mercycorpsafa.org) or **agrifinprocurement@mercycorps.org** |
| Last Day for Questions:**9th July 2020**  | Questions will be answered by:**10th July 2020** |
| Questions will be answered through: [**www.mercycorpsafa.org**](http://www.mercycorpsafa.org) or **agrifinprocurement@mercycorps.org** |

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| **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
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# 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*

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**

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

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| **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. Offeror who do not submit these documents may be **disqualified** from any further technical or financial evaluation.Eligibility Criteria:* The firm must be an eligible business under the applicable laws and regulations in country(s) of operation
* The firm must be in good standing with the taxation or legal authorities in country(s) of operation
* The firm must have a satisfactory record of performance and business ethics based on information available to Mercy Corps
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| **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:*** Business Registration Documents
* Articles /Memorandum of Association
* Tax registration and Compliance documents
* Three References from previous work projects (including contact information)

**Documents to conduct the Technical Evaluation and additional Due Diligence:** * Company Profile, 2-page max
* Evidence of similar services offered (including contact information, contract value, and geographic locations)
* Detailed Proposal and CVs of technical staff including their role, qualification and experience
* Portfolio of work
* Financial offer

**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 include VAT and customs duties if applicable in their offer. |
| **3.4 Currency** Offers should be submitted in: USD Payments will be made in: USD  |

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| **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:

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| **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 |

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| **Evaluation Criteria** | **Weight****(%)** | **Possible Points** **(1 to 10)** | **Weighted Score** |
| **(A)** | **(B)** | **(A\*B)** |
| Extensive experience in platform or system design and process mapping skills | 5% |  |  |
| Extensive experience in the areas of agriculture and ICT in the countries of focus- Nigeria  | 5% |  |  |
| Strong experience working with digital platforms for agriculture engaging smallholder farmers with a deep understanding of ability to reach women; | 15% |  |  |
| Strong experience working with and supporting young tech innovators through coaching, mentorship and development of technical capacity in Africa; | 5% |  |  |
| Strong experience in providing project management and project leadership in technology-led work for agriculture, supporting smallholder farmers in Africa; | 5% |  |  |
| Demonstrated partnership, business modeling and business strategy experience in technology and agriculture; | 5% |  |  |
| Proven expertise in working with government, technology innovators, banks, mobile network operators’ agribusinesses, farmer organizations and donors; | 10% |  |  |
| Demonstrated ability to successfully project manage, coordinate and manage information flow across range of institutions; | 15% |  |  |
| Demonstrated capacity around learning output development, excellent communication skills and a proven ability to establish and maintain interpersonal and professional relationships; | 15% |  |  |
| Technical capacity, qualifications and experience of the team that would be assigned to the project implementation, along with their role and responsibility | 10% |  |  |
| Financial Offer  | 10% |  |  |
| **TOTAL POSSIBLE SCORE:** | **100%** |  |  |

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| **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
* Audited Financial Statements
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# Offer Form

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| **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 Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in section 7 or your own price sheet with per kilometer and per kilogram unit costs indicated.
* 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

**Mercy Corps Background**

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action—helping people triumph over adversity and build stronger communities from within. Now, and for the future. As a global organization with programs in over 40 countries, we focus much of our advocacy on influencing governments, multi-lateral institutions as well as foundations and the private sector to improve relevant policies, practices and decisions in order to better help vulnerable communities lift themselves out of poverty.

**Purpose of Engagement**

The Flour Mills of Nigeria Group was incorporated in 1960 as a private liability company, it is currently the largest publicly traded Agribusiness by revenue ($ 1.4 billion in 2019) listed on the Nigerian Stock Exchange, with a vertically integrated food supply chain and investments stemming from manufacturing, input distribution to both on the ground and regional logistics. FMN intends to build an Agri digital platform to consolidate its various verticals and expand its reach in Nigeria through strategic partnerships with various value added service providers linked digitally. The initial engagement will encompass design and business modelling of digital modules to support platform functions such as input distribution, extension services and market access. Further iterations will include integrating digitally enabled last mile logistics, post-harvest management solutions and input financing.

**This project will** assist FMN with the design of a digital platform to onboard farmers and incorporate technology value chain actors for bundled services such as extension support. The project will also look to incorporate ongoing development of an open API strategy and automated incentive solution. The program is seeking a platform design expert consultant who can rapidly stream into AgriFin team execution against these work streams.

**Scope of Work**

As part of this engagement, the consultants will be expected to conduct the below activities:

1. Identify, document and optimize in consultation with the partner and Mercy Corps, key digital process flows and user journeys for each actor on the agribusiness platform.
2. Design a high level schema and accompanying wire frames of the platform, outlining the various network connections and actors therein.
3. Document platform use cases and assets to be made available to the platform operator and identified partners and value propositions for those partners participating in the platform.
4. Prepare and present a pitch deck for the platform operator senior management outlining the platform design and strategy.

**Consultant Deliverables**

The consultant will work to produce and support production of the following deliverables, in close collaboration with AgriFin teams and relevant partners:

1. Kick Off Deck and Activity Workplan: indicative plan of all activities, timelines, partner outreach planning; review sessions and output review and finalization, including team introductions;
2. Bi-Weekly Updates; Conduct Bi-Weekly updates and technical review with AgriFin team, to be joined as possible by GIZ;
3. Platform Design: the consultant will document the platform high level architecture design encompassing user journeys for all identified actors, platform assets and transaction process flows;
4. Platform Strategy: the consultant will document the use cases for the platform operator and value propositions for targeted platform partners.
5. All other related work product.

# 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.

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# 7. Attachments to the Tender Package





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