# Invitation to Tender

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| Tender Name: Forest fire fighting engines for Borjomi municipality  | **Tender No: BRJ 00108** |
| Location: **(Borjomi, Georgia)** | Correspondence Language(s): English |
| Brief Summary Description of Project: **Purchasing of two used forest fire fighting Trucks for Borjomi municipality**  |

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| **Tender Package Available from:****30 / April / 2019**  | **Tender Package Pickup Location:** [**www.jobs.ge**](http://www.jobs.ge)**;** [**www.hr.ge**](http://www.hr.ge)**; www.tenders.ge** |
| **Deadline for Offer Submission:** **24 / May / 2019; 17:00** | **Submit Offers to:****N 6 G.Gegechkori str., Tbilisi, Georgia** |

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| **Questions and Answers (Q&A)** |
| If any, Submit Questions in writing to: (kbegiashvili@mercycorps.org) |
| Last Day for Questions:**May 15, 2019 17:00** | Questions will be answered by:**May 17, 2019 17:00** |
| Questions will be answered through: (kbegiashvili@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
* Technical Specifications
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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 [60 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. 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
* Insert other criteria as needed
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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:*** Legal Business Registration
* Latest Tax Balance
* Insert other supporting documents as needed

**Documents to conduct the Technical Evaluation and additional Due Diligence:*** Company Profile, 2-page max
* References from previous work projects (including contact information)
* Detailed Technical Specifications/ Certificate of origin, X page max

**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. 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 in their offer.The Price should include transportation to Borjomi municipality. |
| **3.4 Currency** Offers should be submitted in: GEL Without VAT Payments will be made in: GEL Without VAT |

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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)** |
| Technical Specifications (listed in section 5.2 ) | 30% | 10 | XX |
| Condition of the Truck and equipment | 20% | 10 | XX |
| Price/Cost | 20% | 10 | XX |
| Supplementary Equipment | 15% | 10 | XX |
| Delivery Time | 15% | 10 | XX |
| **TOTAL POSSIBLE SCORE:** | **100%** | **XX** | **XX** |

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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
* Example: Supplier’s facility visits
* Example: Analysis of audited financial statements
* Example: Determination of relations and affiliations between offerors
* Example: Other appropriate documented method giving Mercy Corps increased confidence in the supplier’s ability to perform
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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 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**
* 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.

# 5. Technical Specifications

**5.1 Background**

 The project aims to help safeguard Georgia’s environmental treasure – one of the largest national parks in Europe - Borjomi-Kharagauli National Park, which is exceptional in its biodiversity. Because of its importance and vulnerability, it has been included among the lists of 35 priority eco-regions and 34 international conservation hotspots.

**5.2 Technical Specifications**

Add here the detailed requested **deliverables** and the **“fit-for-purpose” end-results** you want (you may also add some minimum required specifications if you know them and require them).

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| **Item** | **Quantity** |
| **High pass ability fire trucks for operating against fires in forests**  | **2** |

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| **Specification Item** | **Minimum Specification**  |
| **სახანძრო მანქანა / fire truck** | **მეორადი; ჩატარებული უნდა იქნას მიწოდების/გაყიდვის წინა სერვისული მომსახურება. / Second hand. before Purchasing /delivery, necessary have done all kind of Technical or renewing services.** |
| **შასი / chassis**  | **მაქსიმალური დასაშვები წონა არანაკლებ 5 000 კგ, არაუმეტეს 15 000 კგ. / Maximum Authorised Mass not less than 5 000 kg not more than 15 000 kg** |
| **გაბარიტები / gauge** | **მაქსიმალური სიგრძე 5900 მმ.; მაქსიმალური სიგანე 2550 მმ.; მაქსიმალური სიმაღლე 3000 მმ. / Maximum length 5900 mm; Maximum width 2550 mm; Maximum height 3000 mm;** |
| **სახანძრო მანქანის წინაღობაზე მიდგომის კუთხე / the angle of approach to the barrier** | **საბრძოლო დავალების შესრულებისათვის მზადყოფნაში მყოფ ავტომანქანას (ეკიპაჟით, სავსე წყლის ავზით და აღჭურვილობით) უნდა ჰქონდეს წინაღობაზე მიდგომის (დაძლევის) და უკუსვლის მინიმუმ 27 გრადუსიანი კუთხე. / The firefighting truck ready (with the crew, water tank and equipment) to carry out the combat assignment should have at least 27 degrees angle of approach (overclocking) and reverse resistance** |
| **თვლების ფორმულა / drivetrain** | **4x4; ერთი წყვილი საბურავით ("ერთსკატიანი") / 4x4 ; Single wheel drivetrain** |
| **ძრავის ტიპი / Engine** | **ტურბოდიზელი. ემისიის დონე-ევრო 3 (ეკოლოგ. კლასი 3). ა/მ უნდა ქონდეს დიზელის საწვავის დამატებითი ფილტრი (სეპარატორი) და დიზელის ძრავის აალებით დაქოქვის ფუნქცია (ცივ კლიმატურ პირობებში ძრავის გაშვებისათვის) / Turbo Diesel. Emission Level - 3 (Eco class 3). Must have additional Diesel filters (separator) and function - ignition with the flame of the Diesel Engine (for start the engine in terms of cold climate).** |
| **ძრავის სიმძლავრე / Engine power** | **არანაკლებ 125 ცხ.ძ. / not less than 125 hp** |
| **საწვავის ავზის მოცულობა / Water tank capacity** | **არანაკლებ 200 ლიტრი. / not less than 200 liter** |
| **გადაცემათა კოლოფი / Gear box** | **მექანიკური ან ავტომატური / Manual or Automatic** |
| **ამძრავი ღერძები / Drive axles** | **ოთხივე ამძრავი თვალი (4X4). წინა და უკანა ამძრავი ღერძების დიფერენციალების ბლოკირების, აგრეთვე უკანა დიფერენციალის ღერძზე ბლოკირების შესაძლებლობა და ღერძებშორისი დიფერენციალი. All wheel drive (4x4). Central differential lock between Front and rear drivetrain. rear and front wheels axle lock.** |
| **დაკიდების სისტემა / suspension system** | **რთულ რელიეფზე გათვლილი, გვერდითი გადახრის სტაბილიზატორით და ამორტიზატორებით. (25 გრადუსი) / designed for rough terrain, shock absorbers and stabilizators for lateral angle** |
| **სამუხრუჭე სისტემა / Brake system** | **მუხრუჭების ბლოკირების საწინააღმდეგო სისტემა ABS; სტაბილიზაციის სისტემა ESP; ძრავით დამუხრუჭების სისტემა; სამთო მუხრუჭი, / Anti-lock braking system (ABS) ; Electronic Stability Programme (ESP) ; Engine Brake system; Brakes for mountainous terrain.** |
| **საბურავები / Tyre** | **საბურავები და მისი პროტექტორი განკუთვნილი უნდა იყოს უგზოობის პირობებში მოძრაობისათვის და ყველა სეზონისათვის. ა/მ უნდა გააჩნდეს სრული ზომის სათადარიგო საბურავი დამაგრებული ავტომანქანაზე. / The Tires must have special protectors for driving in hard off road and for all seasons. The Truck must have full size spare Tire, installed on the truck.** |
| **კაბინა / cabine** | **ორკარიანი და ერთმოდულიანი, დასაჯდომი ადგილების (სავარძლების) რაოდენობა: მძღოლის და ეკიპაჟისმეთაურის1+2რომლებიც ორიენტირებულია სვლის მიმართულებისაკენ. / One module with two doors, 1+2 seats, 1 for driver and 2 for crew. oriented on the drive direction.** |
| **ა/მ-ზე განთავსებული განათების, მოციმციმე-სასიგნალო და ხმამაღლა მოლაპარაკე მოწყობილობები / Emergency lights, amplified speaker and signals system** | **უკანა სვლის ხმოვანი და სასიგნალო მოწყობილობი; უკანა სვლის დროს ავტომატური ჩართვის ფუნქციით. / lights and signals system for rear driving** |
| **წყლის ავზი / Water tank** | **მოცულობა 1500 ლიტრიდან 5000 ლიტრამდე. ავზის მასალა არმირებული მინაბოჭკოვანი პოლიესტერის, რომელიც აღჭურვილი უნდა იყოს საკონტროლო-საზომი ხელსაწყოებით მისი უსაფრთხო ექსპლუატაციისათვის და მოძრაობის დროს წყლის დაღვრის დაცვის სისტემით. წყლის ავზს უნდა გააჩნდეს ავტოცისტერნის სახურავზე განთავსებული ადვილად გაღებადი სათვალთვალო ლუკი. ავზის წყლით შევსება შესაძლებელი უნდა იყოს, როგორც ტუმბოს სექციაში განთავსებული ხელსაწყოების ისე სახურავზე განთავსებული ლუკის გამოყენებით. / Capacity from 1500 to 5000 liter. Water Tank Material Water Tank material: reinforced fiberglass polyester. for secure exploitation of the Tank must be equipped with: measuring - controlling tools and with anti-water loosing system during the driving. The tank must have quik access** |
| **წყლის ტუმბოს წარმადობა / Water pump capacity** | **წნევის ტუმბოს წარმადობა: არანაკლებ 2000 ლ/წთ - 10 ბარი; წყლის შეწოვის სიმაღლე: არანაკლებ 7,5 მეტრი. / Water pump capacity : not less 2000 liter/ minute ; water absorption height : not less 7.5 meter** |
| **ავტომანქანის მექანიზმების და სისტემების მუშაობის პირობები / All mechanisms and System conditions** | **ყველა მექანიზმი და სისტემა გამართულად უნდა მუშაობდეს -25°C-დან +50°C-მდე გარემოს ტემპერატურული პირობებისას. /All mechanisms and System must operate in from -25°C to +50°C weather environment** |

# 6. Attachments to the Tender Package

**Attachment 1 -Supplier Information Form template**

**Attachment 2 -Price Offer Sheet template**

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