

# Request for Proposal (RFP)



## 1. Request For Proposal

<b>Tender Name:</b> NCNK.org Website Migration.	<b>Tender No:</b> HQ521
<b>Location:</b> Washington DC, USA.	<b>Correspondence Language(s):</b> English
<b>Brief Summary Description of Project:</b> A structured migration and redesign of the content/format/layout of the website in greater detail for The National Committee on North Korea, a project of Mercy Corps.	

<b>RFP Available from:</b> (5 <sup>th</sup> March 2024)	<b>RFP Pickup Location:</b> N/A
<b>Deadline for Bid Submission:</b> (19 <sup>th</sup> March 2024 at 17:00 DC, USA)	<b>Submit Bids to:</b> <a href="mailto:gptenders@mercy Corps.org">gptenders@mercy Corps.org</a>

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

<b>Questions and Answers (Q&amp;A)</b>	
<b>Please submit your questions if any in writing to:</b> <a href="mailto:lumousa@mercy Corps.org">lumousa@mercy Corps.org</a>	
Last Day for Questions: 12 <sup>th</sup> of March 2024 at 17:00 DC, USA	Questions will be answered by: 14 <sup>th</sup> of March 2024 at 17:00 DC, USA
Questions will be answered through: <a href="#">Mercy Corps Website</a> .	

<b>Documentation Checklist</b>	
These documents are contained within this tender RFP:	<ol style="list-style-type: none"><li>1. Request for Proposal</li><li>2. General Conditions for RFP</li><li>3. Criteria and Submittals</li><li>4. Scope of Work/Technical Specifications/BOQ</li><li>5. Sample Contract</li><li>6. Attachments to the RFP:<ul style="list-style-type: none"><li>Supplier Information Form</li><li>Supplier Modern Slavery Questionnaire</li></ul></li></ol>

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## 2. 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 RFP 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:

<http://mercycorps.org/integrityhotline>

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.

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### 2.2 Tender Basis:

- All bids 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 bidder may make one response only.
- Each bid shall be valid for the period of **90 days** from its date of submission.
- All bids 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 bidder will be issued to that bidder. In some cases Mercy Corps may choose to issue clarifications to all bidders. 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

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Nations, other national governments, or public international organizations.

### 2.4 Response Documents

Bidders can either utilize the response documents contained in this RFP to submit their bid or they can submit a bid 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 bidders will be verified by Mercy Corps. The winning bidders will be required to sign a contract for the stated, agreed upon amount.

### 2.6 Anti-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.

## 3. Criteria & Submittals

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.

### 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 5](#) herein. By submitting a bid, bidders certify that they understand and agree to all of the terms and clauses contained in [Section 6](#).

### 3.2 RFP Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct evaluations of received bids (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 evaluation of an offer.

#### Documents supporting the Eligibility Criteria:

- Legal Business Registration
- Latest Tax Registration Certificate

#### Documents to conduct the Evaluation and additional Due Diligence:

- Company Profile, 2-page max
- Three References from previous work projects (including contact information)
- Proposal Narrative
- Budget Summary
- Design Mockup(s)
- Anticipated Execution Timeline

## 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,

Bidders must include VAT and customs duties in their offer if applicable.

The following information in the order listed must be included in the bid of any potential bidder:

- 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 90 working days)
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 6)
- Other important documents bidder feels need to be attached to support their proposal.

The original proposal shall be signed by the bidder, or a person or persons duly authorized to bind the bidder 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.

### 3.3 Currency

Offers should be submitted in: **USD**.  
Payments will be made in: **USD**

**3.4 Evaluation**

**Trade-Off Method**

Mercy Corps Tender Committee will conduct an evaluation which will grade selection criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Bidder’s proposals should consist of all required details so a Mercy Corps committee can thoroughly evaluate the selection criteria listed herein and assign points based on the strength of an entire 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.

Bidder(s) with the best score will be accepted as the winning bidders(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence.

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)
Technical Specifications and Capability	30%	xx	XX
Price/Cost	35%	xx	XX
Delivery Time/Project Schedule	35%	xx	XX
<b>TOTAL POSSIBLE SCORE:</b>	<b>100%</b>		

**3.4.1 Additional Due Diligence**

Upon completion 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
- Supplier's facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier's ability to perform

## 4. Scope of Work/Technical Specifications

### 4.1 Background

The National Committee on North Korea (NCNK) supports and facilitates principled engagement between the U.S. and North Korea to promote peace and security on the Korean Peninsula and to improve the lives of the North Korean people. NCNK is a non-governmental, non-partisan organization whose membership reflects a broad range of perspectives and subject-matter expertise related to North Korea. NCNK serves to share information among its members, advance their work, and provide the broader public with substantive and balanced information about North Korea. NCNK was founded in 2004 by Mercy Corps, a global aid and development organization.

### 4.2 Scope of Work

The NCNK team received notice that Drupal 7, the current operating platform for [www.ncnk.org](http://www.ncnk.org), will be discontinued starting Jan. 2025. This has initiated a required project to migrate and update our website to a more recent version of Drupal to continue operating as seamlessly as possible. The project will begin with an audit of the current state of the website conducted by the potential vendors in order to determine the final quote, followed by a structured migration and redesign of the content/format/layout of the website in greater detail.

#### Objectives:

- Conduct audit of [www.ncnk.org](http://www.ncnk.org) to determine the total cost of the project.
- Migrate [www.ncnk.org](http://www.ncnk.org) from Drupal 7 to a newer version of Drupal.
- Redesign as necessary to make the website compatible with said newer version.
- Recode custom modules (essential for website's function) to be compatible with a newer version of Drupal.
- Sync new website with NCNK's social media and mailing list.

**Deliverables:** A successfully migrated website for [www.ncnk.org](http://www.ncnk.org) on a newer version of Drupal.

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**Timeline:** Website must be fully migrated and operational by Dec 2024, and by then our current website version will become redundant/defunct.

### 5. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

**Please check out the sample contract attached to the RFP.**

### 6. Attachments to the RFP

**Attachment 1 -Supplier Information Form template**

**Attachment 2 – Supplier Modern Slavery Questionnaire**