

# Tender Package — Request for Proposal (RFP)



## 1. Invitation to Tender

<b>Tender Name: Technology for Development Training</b>	<b>Tender No: LR01- RFP-5399</b>
Location: (Monrovia, Liberia)	Correspondence Language(s): English
Brief Summary Description of Project:  Liberia's tech environment has been challenged with a slow growth rate and the limited participation of youths. It's with this background that Mercy Corps through the Liberia Employment and Entrepreneurship Program (LEEP) seeks proposals from Liberian tech firms to provide training services to Liberian youths who are interested in coding/programming and software skills development. The rationale is to build the capacity of Liberian youths who are practicing programming and software development at a level where they can become marketable in the global technology ecosystem and use the skill sets acquired to develop production-grade software/applications and secure quality jobs with established companies, startups, or as freelance developers. The training will consist of an intensive full-time 12-week course, plus an additional 4-weeks of project-based learning.	

<b>Tender Package Available from:</b> <b>(12 / January / 2022)</b>	<b>Tender Package Pickup Location:</b> <b>Physical Location: (Mercy Corps Liberia Headquarter, Congo town</b> <b>Request: <a href="mailto:lr-tender@mercycorps.org">lr-tender@mercycorps.org</a></b> <b>Website: <a href="https://www.emansion.gov.lr/">https://www.emansion.gov.lr/</a> <a href="https://liberiahrijobs.com/">https://liberiahrijobs.com/</a></b>
<b>Deadline for Offer Submission:</b> <b>(31 / January / 2022; 16:30)</b>	<b>Submit Offers to: Hard Copy Only</b> Mercy Corps Liberia Head Office, Tubman Boulevard, Opposite SOS Clinic.

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

<b>Questions and Answers (Q&amp;A)</b>	
If any, Submit Questions in writing to: <a href="mailto:mc-liberia-tender-questions@mercycorps.org">mc-liberia-tender-questions@mercycorps.org</a>	
Last Day for Questions: <a href="#">(24 / January / 2022; 23:59)</a>	Questions will be answered by: <a href="#">(26 / January / 2022; 14:00)</a>
Questions will be answered through <a href="mailto:lr-tenders@mercycorps.org">Email Only lr-tenders@mercycorps.org</a>	

<b>Documentation Checklist</b>	
These documents are contained within this tender package:	<ul style="list-style-type: none"><li>✓ Invitation to Tender</li><li>✓ General Conditions for Tender</li><li>✓ Criteria and Submittals</li><li>✓ Price Offer Sheet</li><li>✓ Supplier Information Form</li><li>✓ Scope of Work/Technical Specifications/BoQ</li></ul>

## 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 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:

<http://mercy Corps.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.

### 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

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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 **[90 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.

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## 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.

## 3. Criteria & Submittals

### 3.1 Contract Terms

Mercy Corps intends to issue a contract to one company or organization. The successful offeror shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract will be reviewed and signed once there have been all negotiable conclusions and awarding of the contract. herein. By submitting an offer, offerors certify that they understand and agree to execute the deliverables sited herein.

### 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
- Excellent understanding of programming and software development with proves of developed software or past software development training in Liberia.
- At least three years of training experience in application development and other coding programs
- Minimum of five seasoned lead developers with proven software development skills.
- More than five senior developers as facilitators/trainers

### 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 the 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 Certificate

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

- Company Profile
- References from previous work projects (including contact information)
- Resume of 2 executives and 2 facilitators
- Transmittal letter outlining capacities and experience
- Detailed Proposal and Implementation plan with timetable

### Price Offer:

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before the 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. The budget should provide detail as a unit amount per trainee, materials that will be procured for training purposes only, subcontracts, salary, new hires, and other external services. 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/must not include facilitation payment, rent/least, customs duties, and legal fees in their fees.

### 3.4 Currency

Offers should be submitted in:   USD

Payments will be made in:       USD

### 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 criterion is given a percentage, all together equaling 100%). The 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 have 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 additional due diligence.

When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criterion 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 to handle training selected training approach (matching 3.2 specific requirements)	15%	10	1.5
Price/Cost	20%	10	2
Workforce (the team that is capable of training youths to become TechStars and deliver the project with quality. This will be evaluated from the resumes submitted)	25%	10	2.5
Corporate Capabilities (project management skills and ability to stick to scope and project schedule) Documented in company's profile.	20%	10	2
Training Experience (Expertise to meet minimum deliverable requirements with reference to the past project)	10%	10	1
Assessment of training facility/courseware being used for the project implementation. (The project is flexible to allow the firm to select a means through with the training could be conducted either online, a physical location or the combination of both approaches) Submit pictorial or videography of training facilities or medium.	10%	10	1
<b>TOTAL POSSIBLE SCORE:</b>	<b>100%</b>	<b>60</b>	<b>10</b>

### 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
- Excluded parties listing search.
- Office space and facility visits

- Analysis of financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving Mercy Corps increased confidence in the firm's ability to perform

## 4. Offer Form

**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 the 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:

- Transmittal/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 services and/or works (Proposal)
  - Outlining of strength and capacity in software development training
  - Project delivery time Delivery time
  - Quotation/budget validation date (Mercy Corps considers the projected amount as valid until further negotiation upon signing of the contract)
- 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

### 5.1 Background

Liberia's tech environment has been challenged with a slow growth rate and the limited participation of youths. It's with this background that Mercy Corps through the Liberia Employment and Entrepreneurship Program (LEEP) seeks proposals from Liberian tech firms to provide training services to Liberian youths who are interested in coding/programming and software skills development. The rationale is to build the capacity of Liberian youths who



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are practicing programming and software development at a level where they can become marketable in the global technology ecosystem and use the skill sets acquired to develop production-grade software/applications and secure quality jobs with established companies, startups, or as freelance developers. The training will consist of an intensive full-time 12-week course, plus an additional 4-weeks of project-based learning. Project-based learning will give students the opportunity to apply those skills to their projects with guidance from the trainers. Projects with the potential of creating employment or self-employment will receive incentives from Mercy Corps to help elevate the development of projects and prepare them for a sustainable outcome.

## 5.2 Scope of Work

The purpose of this RFP is to solicit proposals from qualified training providers who have the capacity to develop, deliver both e-learning and face-to-face training programs and organize tech events designed to support aspired developers enhance skills and knowledge of programming courses and the development of practical lessons that will incorporate intermediate and advance trainees to fit in their professional career track. The selected training firms will train per the outlined deliverables that contain varieties of training to Liberian youths between the ages of 18 and 35 years who are pursuing programming careers. Training content/lessons must encompass a global curriculum for software engineering, database development, web application development, and Application development. All lessons and contents must be guided by Mercy Corps policies and procedures where appropriate. Lessons and procedural engagements will be evaluated to prove best practices and program goals.

### Acceptable training Approach:

- Synchronous - Disperse registrations access through a unique link to a specific training category. The facilitators/Trainers will lead training through either live conferencing or prerecorded video. Presentations will include access to PowerPoint and other instructional materials during live training as well as the option to have sessions recorded and downloadable through system archives. Participants must have access via audio or real-time chat box functions to interact with the trainer and other participants.
- Asynchronous - Participants can access training at any time through a platform. The proposal should describe the training format as may be facilitated and include information outlining how assignments, grouping, and interaction will be conducted.
- Training room – Physical learning approach where participants will be scheduled not less than 7 hours learning time. The firms must have a standardized facility to host in-person training in Monrovia.
- E-learning – the use of electronic means to disperse training using electronic technologies such as zoom, google classroom, google meetings, and Internet-based courseware.
- Blended learning - combining face-to-face “Training Room” methods with “E-learning” activities to form an integrated instructional approach.

### Deliverables

- Train and certificate 150 Liberian youth in different programming/development career paths
- Ensure ten (10) participants reach at least 60% of their project development
- Organize Technology events with specific targets and unique activities in the counties that the program covers (Margibi, Grand Bassa, and Montserrado County)

**Training delivery-** Trainer is required to offer trainees professional training sections that may fit in any of the approaches listed above (internet-based synchronous, asynchronous, traditional training room, e-Learning, and Blending style format). Training delivery is required to accommodate multiple programming languages and code compiling tools for developers in the available range of training courses in the implementation plan.



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## Outcome

All training courses should be in line with the most recent developer's curriculum but not limited to. Training must be facilitated by experienced developers with records of working on projects that are currently in use to enhance the skills, abilities, and knowledge require for trainees to practically work with codes within the scheduled time frame. This approach of training will give the participants quality skills to logically program systems with advanced functionality that will solve real-time problems while creating jobs.

The selected firm will train at least one hundred fifty (150) participants within the age bracket stated above with at least 50% female participants. Mercy Corps targets that at least 25% of the trainees graduate with a functional application or web application that could turn up as a startup.

The organized technology events target 250 participants from beginner to advance level and also participants who are not tech-savvy but are aspiring entrepreneurs that see technology as a useful tool for business and personal development.

## Task:

- Structured detailed training manual and implementation plans
- Organize three Hackathons, two freelancer's boot camps, and two startup weekend
- Develop Concept for every tech event
- Make reports for every event
- Graduate and certificate cohort members from the training program
- Supervise participants project development in the project-based learning period
- Make a detailed final report that highlights feedback from participants, training activities, findings, accomplishments, and recommendation

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## Mercy Corps Supplier Information Form

*The information provided will be used to evaluate the Company before contracting with the Mercy Corps.  
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 (USD)	
Government - owned (yes/no)	
Name(s) of Board of Directors	
Name(s) of Company Owner(s)	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

### Financial Information

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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:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

## Supplier Self-Certification of Eligibility

The company certifies that:

1. It, its affiliates and subsidiaries, owners, officers, directors, and key employees (to the best of its knowledge) are not the subject of any government's sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donor's funding.
2. It, its affiliates and subsidiaries, owners, officers, directors, and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
3. It, its affiliates and subsidiaries, owners, officers, directors, and key employees have not and do not engage in weapons or drugs manufacture, transport, sale, or distribution.
4. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in an analogous situation arising from a similar procedure provided for in national legislation or regulations.
5. It has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
7. It provides workers' compensation insurance to its workers in accordance with the laws of the countries where it operates.
8. It pays social security obligations as required in the countries where it operates.
9. It, its owners, officers, and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
10. It, its affiliates and subsidiaries, owners, officers, directors, and key employees have not been the subject of criminal investigation or judgment for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, internal sexual misconduct, abuse or exploitation of children, involvement in a criminal organization or any other criminal activity.
11. It treats its employees with dignity and respect and maintains social operating standards, including working conditions and social rights; avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from harassment (including sexual harassment), exploitation, abuse, bullying, and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
12. To the best of its knowledge, no Mercy Corps employee, officer, consultant, or other party related to Mercy Corps has a financial interest in the Company's business activities, nor is any Mercy Corps employee related to any owner, officer, director, or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not use for improper influence. The Discovery of an undisclosed conflict of interest will result in the immediate revocation of the Company's Authorized Supplier status and disqualification of the Company from participation in future Mercy Corps procurement.
13. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent, or representative for the purpose of encouraging that person to award the Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. The company certifies that it does not engage in such conduct.
14. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by the company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiply related or controlled companies to give the appearance of competition or any similar activity, will result in termination of any agreement. The company certifies that it does not engage in such conduct.
15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
16. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

If the Company cannot certify to any of the above it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

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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: \_\_\_\_\_

## Price Offer Sheet



Item Description	Quantity	Unit of Measure	Unit Price	Total Price
Software Development Training for Liberia Youths	150	persons		
Organize three Hackathons, two boot camps and two startup weekends	7	events		
<b>Total before tax:</b>				
<b>VAT (if applicable)</b>				
<b>Total:</b>				
<b>Company Name:</b>				
<b>Name of Representative:</b>				
<b>Title:</b>				
<b>Signature:</b>				
<b>Date:</b>				
<b>Tender #:</b>				