



Terms of Reference

Services of qualified contractor to perform supply, construction, installation and commissioning for 5 infrastructure projects in the North of Jordan (Mafraq & Irbid Governorate)

Call of Tender For

Drilling, construction, supply, installation and commissioning of Turra Water Borehole in Ramtha

Background on ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters.

In Jordan, ACTED has its capital office in Amman, has around 320 national staff member (December 2017) and 45 international staff member (December 2017). ACTED operates notably in the host communities in the northern governorates, Za'atari Refugee Camp, Azraq Refugee Camp, King Abdullah Park Camp. Since 2011 ACTED's focus has been on responding to the Syrian crisis and the influx of refugees entering the country. To mitigate the increased pressure on Jordanian public institutions, particularly education and water and sanitation systems, ACTED also works to rehabilitate infrastructure, provide social support and engage with civil society and government actors.

Project Background

As the Syria crisis approaches its seventh year, over 630,000 refugees have fled to Jordan. Many Syrian refugees are living outside of camps (above 80% of the Syrian refugees), which is considerably increasing the population in host communities and thus puts severe pressure on the Jordanian public services. Jordan faces chronic and severe challenges in providing sustainable access to water and sanitation (WatSan) to host communities and refugees.

In this context, ACTED has been generously funded by the European Union MADAD Trust Fund to improve the stability and resilience of Jordanian communities hosting Syrian refugees through improved access to water & sanitation.

Within this objective, the project shall contribute to: "Improved Water and sanitation infrastructure in targeted communities and institutional strengthening for efficient and sustainable resource management." As such, ACTED shall implement 5 infrastructure projects identified by ACTED, the Ministry of Water and Irrigation (MoWI) and Yarmouk Water Company (YWC), located in the North of Jordan, particularly Irbid and Mafraq governorates. In order to implement the project, ACTED needs to procure the services of a contractor to supply, construct, install and commission the selected infrastructure projects as per shared T.O.R, B.O.Qs, designs, general terms and special terms.

The projects scope of works shall include, but is not limited to:



- Drilling, construction, supply, installation and commissioning of Water Borehole in selected location in North of Jordan, as per attached B.O. Qs, designs, general terms and special terms.
- Excavation, supply, and installation of two separate water networks in Mafraq Governorate as per attached B.O.Qs, designs, general terms and special terms.
- Excavation, supply, and installation of one water network in Irbid Governorate as per attached B.O.Qs, designs, general terms and special terms.
- Excavation, supply, and installation of one waste water network in Ramtha as per attached B.O.Qs, designs, general terms and special terms.

Given the above, ACTED intends to procure the services of a contractor/s who will be tasked with achieving the objectives set out below, as agreed by ACTED and the EU MADAD Trust Fund.

**Drilling, Construction, supply, installation and commissioning of Turra Water Borehole
in Ramtha**

Tender Documents

Documents priority is in the following order:

- ACTED Terms of Reference
- Schedule of Prices (BOQ) in Arabic and English
- Special Conditions and Specifications-in Arabic and English
- Conditions of Contract issued by Ministry of Public Works and Housing -2007, signed and stamped-in Arabic.

In the above-mentioned documents, The Arabic version of the document is the reference in case of any discrepancies with the English version.

Contractor Objectives and Deliverables

- Prior to share your offer with ACTED, review designs, B.O.Qs and specifications, and share comments and feedbacks related to the constructability of the mentioned project. Moreover, it is necessary to ensure that the project documents (BoQs, design and other specification) are comprehensive.
- Check the availability of land acquisition document for the project area.
- In direct coordination with ACTED Engineer, ACTED Project Manager and assigned consultant engineers, conduct and maintain supervision and quality assurance of the assigned project sites, and ensure that project is moving forward according to the approved BoQs, design, spec-



ification, general & special conditions, agreed time line, in line with ACTED and standard engineering rules and regulations and according to the pre-defined milestones within the work plan

Deliverables:

- Construction plan and timeline based on the tentative plan in the tender documents
- A 20 square meters site office for the use of the supervision staff
- Project method statements.
- **Weekly** construction work plan update and **daily** progress reports for the **project** which address work progress, your recommendations, and any challenges related to project implementation and quality in a format approved by ACTED.
- A weekly meeting will be held by the contractor, ACTED and any other concerned party to discuss the project update, challenges and next week plan. The frequency of the meeting can be increased by ACTED team as they see fit.
- Provide at the end of each construction phase a report comprising geophysical photography, recommendations and a request to move to the next phase.
- Provide list of construction tools, equipment as well as the CV and other documents of your Engineers who will be assigned to supervise the project on behalf of your company.
- Execution and delivery of works as per best practices in Jordan and up to the satisfaction of Yarmouk Water Company (YWC), ACTED assigned engineers and Program Manager.

Duration: The Project duration shall last for a total of **90 days including coordination time period and 2 days review period for each stage.**

Task	July	Aug	Sep	Oct
Provide construction plan and timeline				
Provide project method statements, construction tools, equipment in addition to CVs approval				
Mobilization of the site include site preparations (caravan)				
Provide weekly construction work plan update and daily progress reports for each project which address work progress, recommendations, and any challenges related to project implementation and quality in a format approved by ACTED				
Execution and Delivery as per best practices in Jordan and up to the satisfaction of ACTED assigned engineers and Program Manager. Testing & Hand over				

Specific conditions:



1. Accommodation and transportation will not be provided by ACTED, but it can be included in the Contractor's budget. The Contractor shall submit a proposal including all costs break down.
2. ACTED security guidelines and directions given by ACTED staff shall be strictly followed throughout this project.
3. ACTED and local safety (personal and construction) guidelines and the directions given by ACTED engineers shall be strictly followed throughout this project.
4. Contractors shall subscribe a civil and professional insurance. Therefore, the copy of the insurance certificate have to be submitted along with their offer.
5. All amendment requests shall be documented and approved in writing with official letters only (emails is considered eligible) and within 3 working days. All letters must be drafted in English. The request can be formulated by ACTED, YWC, the Contractor or the Consultant. Amendment requests based on verbal communications and without proper and timely documentation shall not be considered eligible.
6. ACTED project engineers can request amendment to the work of the Contractors but those amendments must be approved by ACTED Project Manager in advance. The Contractor(s) shall clearly assign a member of his staff to approve and follow-up on the amendment request.
7. The costs of items in the B.O.Q shall be fairly estimated and overhead cost shall be fairly shared among all items. ACTED has the right to ignore quotations which costs are not within ACTED market surveys, without any notification.
8. The quantities shared in the B.O.Qs are for guidance purposes, the quantities shall be re-measured after the execution. Quantities and total prices shall be adjusted as per actual situation without any additional compensation of any kind.
9. ACTED has the right to cancel any item mentioned in the B.O.Q without any compensation of any kind prior to the start of the project's execution (i.e. before the Contractor has incur any spending's).
10. The Contractor should notice ACTED engineers no less than 72 hours before the start of execution of each project. In addition the contractor shall share samples of the materials and equipment used in the project. ACTED engineers will inspect the work, check the materials and approve it before each project's execution. This shall be planned as part of the daily and weekly meetings review.
11. All projects communications, reports, recommendations, and all kind of studies shall be in both English & Arabic languages.
12. All executed works must comply with Ministry of Water and Irrigation regulations.



13. The time required to execute and complete the works is hereby established in maximum 90 days including **coordination** and **review** time period.
14. Wherever there is a contradiction between specific conditions mentioned in the TOR and Conditions of Contract issued by Ministry of Public Works and Housing - 2007, ACTED specific conditions will prevail.
15. The Contractor will supply and maintain a site office (20m² air conditioned caravan) with a desk, 4 chairs, file cabin, cold water, toilet, etc., for the use of the supervision staff. Water and electricity will be part of the contract cost and the contractor will not be compensated with any additional cost.
16. The contract unit prices are fixed. No compensation will be paid for fuel or materials price rises.
17. No unit price adjustment will be made for additional reduced quantities of BOQ items.

Qualifications:

The Contractor shall have experience working with international NGOs, collaborating with local government authorities and the private sector. The contractor shall provide in his/her bid the profile & CVs of his/her company & teams, (particularly its staff assigned for the project), the following is the minimum accepted resources level:

- 1- The contractor company shall have prior demonstrated experience in similar projects scope & capacities. This includes good knowledge of Jordanian national and local level legislation and policy.
- 2- Contractor project manager/ single point of contact: 10 years' experience civil/structural engineer, with 5 years' experience in Borehole/ wells drilling.
- 3- 4 years' experience civil/structural engineer.
- 4- 5 years' experience geologist with extensive experience in borehole excavation.
- 5- Excellent written and spoken communication skills in both **English and Arabic**.
- 6- An ability to work with those of different religious, ethnic and tribal backgrounds.
- 7- An ability to work with different external & internal stakeholders.

Timetable

ACTIVITY	DATE	TIME
Site(s) visit: Turra Wellfield in Ramtha (N32634922, E35988936)	26/07/2018	09:00 AM
Deadline for requesting any clarifications from the contracting authority	16/8/2018	16:00



Last date on which clarifications can be issued by the contracting authority	16/08/2018	16:00
Deadline for the submission of tenders	26/08/2018	16:00

The following must be included in your submission, otherwise your offer will be rejected automatically:

- Valid Contractor classification certificate شهادة تصنيف المقاولين
- Brief of company's profile, experiences and similar projects implemented.
- CVs of the engineers and geologist.
- Contractor's Association registration certificate at. شهادة تسجيل المقاولين سارية المفعول
- Conditions of Contract issued by Ministry of Public Works and Housing -2007, signed and stamped.
- Substantiation Documents for all requested data should be provided

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____