



NATIONAL CALL FOR TENDER ACTED Iraq

INSTRUCTIONS TO BIDDERS

To be included in the technical envelope

Date: 14/03/2019

Tender N°: T/10DMJ/G12/G12ESP-G12EAP-G12EFP-G12EMP-G12SOB-G12PIP-G12LAP-G12LFP-G12LMP-G12CDB-G12SPF-G12CON-G12CSR-G12CSO/WASH/ERB/14032019/001

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian aid project and inviting contractors to submit offers for the Provision and Construction of one Wastewater Stabilization Plant, one Support Office, and one Fertilizer Warehouse in Faidah Sub-district of Dohuk Governorate.

GENERAL WORKS DESCRIPTION:

1. Description: PROVISION AND CONSTRUCTION OF WASTEWATER TREATMENT PLANT, SUPPORT OFFICE, FERTILIZER WAREHOUSE.

Constructor is responsible for all and any installation, configuration, testing or related works for the delivery of an operational facility.

2. Product class / category: Works
3. Product stage: Final
4. INCOTERM (delivery conditions): DDP¹ – Dohuk
5. Validity of the offer: Six (6) months

TENDER PROCESS TIMEFRAME

20/03/2019 – 10h00AM: Presentation session of the tendering document and tendering process (Attendance of the bidders is recommended but not compulsory)

At ACTED representative office in Dohuk, Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to Down Town

20/03/2019 – 13h00PM: Site visit organized by ACTED (Attendance of the bidders is recommended but not compulsory)

Meeting point at ACTED representative office in Dohuk, Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to Down Town

28/03/2019 – 16h00PM: Bid closing date

Any and all bids submitted after this date will not be considered eligible.

31/03/2019 – 14h00PM: Opening session of the tendering for the technical offer

At ACTED representative office in Dohuk, Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to Down Town

¹ DDP - "Delivered Duty Paid" means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities. (<http://www.iccwbo.org/products-and-services/trade-facilitation/incoterms-2010/the-incoterms-rules/>).



PROJECT OVERVIEW

A. CONTEXT:

ACTED, with funding from The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), has been engaged to implement a wastewater treatment plant in Faidah sub-district in Dohuk Governorate, Kurdistan Region of Iraq.

The implementation of this project will improve the overall environmental sanitation of the targeted urban and rural areas as well as camps, moreover improving the capacity of the municipal authorities in regards to sanitation and faecal sludge management. The wastewater treatment plant will also help tackle the unregulated dumping of wastewater and faecal sludge in Dohuk Governorate thus improving the environmental hazard of uncontrolled and untreated wastewater. The plant will meet Kurdistan Region discharge limits for irrigation.

B. PROPOSED ACTIVITIES:

In the scope of this project, ACTED proposes to install a **wastewater treatment plant** in Faidah sub-district with a total treatment capacity around **1,000 m³/d**, as a design loading flow (untreated wastewater). A **warehouse and office block** are also included in this project.

The treatment technology chosen by ACTED based on environmental and technical considerations following a design stage, is that of **stabilization ponds**. Three steps of consecutive ponds, four anaerobic, two facultative and two maturation pond, will compose the primary treatment method for the wastewater; finally, drying beds will be installed to dewater the sludge.

The bidders will submit their offers according to the Financial Offer form and Technical Specifications provided solely for the technology stated below in the Technical Conditions Book (TCB). The successful bidder will be engaged to build and operate the project.

C. CONSTRUCTION PERIOD:

16 WEEKS ESTIMATED. The construction period commences on the date at which both parties sign the final contractual documents. Bidders will provide a clear construction work plan in the form of a Gantt chart. The work plan will be based on that provided document with the BoQ and the Technical Specifications for the PROJECT and it will include 1 month of support for the commissioning period. This period will be reflected by a warranty held until the end of the handover and assisted operation period.

DEFINITION OF THE END OF THE PROJECT: **COMPLETION OF THE CONSTRUCTION AS PER THE CONTRACT.**

D. GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **28/03/2019 (March 28th, 2019) at 16:00 (Iraq time)**.

All the documentation must be sent to ACTED offices at the following addresses:

ACTED representative office in Erbil: 6th street (Khabat street) on the right after Ankawa intersection, 1st street on the right, House #: 240/1/467 Hadiyab quarter, Ainkawa, Erbil, Iraq

ACTED representative office in Dohuk: Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to **Down Town**, Dohuk, Iraq

Or emailed to both: iraq.tender@acted.org Cc tender@acted.org

In case of electronic submission, please:

- Mention the tender reference number mentioned above in the subject tab.
 - Fill the tender document, sign, stamp, scan and send them. **Electronic stamp and signatures are not acceptable.**
 - Send **two separate emails** corresponding to the two separate envelopes described in condition number 5.
2. All documents shall be submitted in English. Certificates and official documents shall be submitted in English, Kurdish or Arabic.
 3. Bidders will fill, sign, stamp and return **all** the pages of this document according to ACTED's format.
 4. Bidders who submit a proposal for more than 1 lot, must provide a separate offer for each lot according to the respective specifications below.
 5. The final offer must be submitted to ACTED purchase department in **two sealed envelopes** as below:
 - **Technical offer (Envelope 1 out of 2): Must be clearly marked as "Technical offer – Not to be opened before 28/03/2019" and include:**
 - Signed and stamped Technical Proposal, Technical Terms and Conditions.

- Signed and stamped “Instructions to Bidders”.
 - Company registration papers (Valid).
 - Tax exemption certificate (Valid).
 - List and evidence of experience undertaking similar work (Cf. chapter f).
 - List of key personnel allocated to the project for management and technical support with CVs (Cf. chapter f).
 - List and evidence of company assets allocated to the project (Cf. chapter f).
 - Gantt chart of the activities (Cf. chapter f).
 - Other supporting documents (If applicable).
 - Certificate of Origin (If requested).
 - Gantt chart of the activities.
 - Datasheets, catalogues, or any other supporting technical documents are appreciated.
 - All sections of the technical proposal document must be compiled accordingly.
 - **Financial offer (Envelope 2 out of 2): Must be clearly marked as “Financial offer – Not to be opened before 28/03/2019” and include:**
 - Signed and stamped financial offer.
 - Full bidder’s name and address.
 - Copy of the bidder’s Identification Documents (ID).
 - Offer validity (Recommended 6 months or more).
 - Proof of Financial ; Capacity (bank statements/Financial Reports)
6. Unsealed envelopes and late bids will automatically be rejected.
 7. Offer where the financial and technical offers are not separated in 2 envelopes will automatically be rejected
 8. The offer to the call for tender will not result in the award of a contract.
 9. Prices are mandatory in US Dollar (USD), include VAT and any/all other applicable tax.
 10. The quantities and specifications may be subject to change based on the project’s scope of work.
 11. **Bidders can apply for one lot or more. Different lots can be awarded to different suppliers (If applicable).**
 12. In case of any calculation mistakes, the unit price will be considered.
 13. **In case of error when writing the prices, please discard the page. Any alterations, including the use of correction fluid (white ink), might render your offer invalid.**
 14. The contractor shall follow Iraqi Standards for construction activities: General Conditions of Contract for Kurdistan Regional Government, Guidelines and Technical Specifications of Iraq (IGTS), Specifications of Housing and Reconstruction, Republic of Iraq, Specifications of Iraqi State Organization for Roads and Bridges (SORB), National Environmental Guidelines, Work Safety Policies, Testing Specifications (NCCL&R).
 15. During the implementation of this project, the successful bidder will report technically to ACTED WASH Program Manager and ACTED Site Supervisor.
 16. **The successful bidder shall demonstrate enough liquidity and financial capacity to implement the project with partial reception of payment or in case of transfer delays due to force majeure.**

To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED’s anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org.



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E. SPECIFIC CONDITIONS:

1. All units of measurement shall be in accordance with the S.I. system of metric unit.
2. Bidders should provide their offer in accordance to the BoQ and Technical Specifications provided.
3. Bidders must present a valid copy of all their registration within Kurdistan Region of Iraq or demonstrate capacity to be legally able to work in the area before the signature of the contract.
4. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.
5. The contractor will adhere to the ACTED Environmental Management and Monitoring Plan (EMMP):
 - a) During the construction phase of the project
 - b) During the operational phase of this project
 - c) Both phases must include the following topics, but not limited to:
 - Soils, Geology and Hydrogeology
 - Emergency Manual and Emergency Contingency Plan
 - Water resources (surface and groundwater protection)
 - Air quality
 - Noise and Vibration
 - Employees and Public Health & Safety.

F. Selection Criteria:

Offers received will be evaluated based on the following criteria:

- **40% Financial Proposal**
- **60% Technical Proposal**

The following criteria of selection will be considered in the technical proposal:

#	CHAPTER	SCORE/WEIGHT	TERMS
a.	Work experience	35%	<ul style="list-style-type: none"> General work : 5% Particular work : 20% NGO experience : 10%
b.	Personnel	20%	<ul style="list-style-type: none"> Management personnel : 5% Technical personnel : 10% Field staff : 5%
c.	Company Assets	20%	<ul style="list-style-type: none"> List and proof.
d.	Proposed Work Plan	15%	<ul style="list-style-type: none"> Logical sequence of the works breakdown. Timeframe compared to the project duration.
e.	Quality Assurance	10%	<ul style="list-style-type: none"> Materials Compatibility : 5 % Description of the service : 5 %
TOTAL Technical score		100% (total weighted score : 60%)	
Minimum required :		60%	<p>Or if one of the following disqualifying factors applies:</p> <ul style="list-style-type: none"> Zero proven experience in the field of the service the supplier is applying for. Proposed workplan is not fit to the project duration. Origin/ specification is not fit or not equivalent to the one described in the tender documents.

Name & Position of Bidder's authorized representative

Authorized signature

END OF INSTRUCTIONS TO BIDDERS



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TECHNICAL

OFFER

(File 1 out of 2)



TECHNICAL EVALUATION ACTED Iraq

• **Work Experience : 35 %**

Note: Use a separate sheet to elaborate

Table 1: Company Experience

#	PROJECT NAME	CLIENT	LOCATION	DURATION "DATE FROM TO"	PROJECT VALUE	CLIENT NAME	TYPE	REFERENCE CONTACT DETAILS

Evaluation in terms:

- General work Experience (total years and experience in the field): 5 %
- Particular work experience relevant to the scope that includes: 20 %
 - o Experience in water treatment units' projects;
 - o Experience working with INGOs;
 - o Previous Experience Working with ACTED;
 - o Projects Duration, Budget and References;
 - o Total value of the completed Projects.
- Experience with NGO as a client (reference crosschecked) : 10%

• **Personnel (Both General and allocated to the project) : 20 %**

The offer must include a detailed CV for each staff, clearly integrating and representing the Management Structure and Technical Support Structure.

Minimum requirements are set per lot expect for the management structure:

Management Structure

- Project Manager.
- Finance officer.
- Logistic officer.
- Safety and Security officer.

Technical Support Structure- Could be shared between sites, if sequence of the proposed activities in the work plan allows:

- Main Site Supervisor/Engineer 10+ Years' Experience.
- Civil Engineer 5+ Years' Experience.
- Mechanical Engineer 5+ Years' Experience.
- Electrical Engineer 5+ Years' Experience.

Field Technicians:

- Electrician.
- Plumber.
- Mason.
- Foreman.

The evaluation is in terms of:

- Management Structure and Qualification (Academic Background and Total Number of Years of Experience) : 5%
- Technical Support Structure (Number and experience of Civil, Mechanical and Electrical Engineers) : 10%
- Field Staff (Number and specialty of technicians : 5%

The evaluation of the personnel shall take into consideration the company's current ongoing projects compared to the scale of the tender and the required staff to complete the works on time and to maintain the quality standards.



Table 2: Management Structure

NAME	POSITION	ACADEMIC QUALIFICATION	TOTAL YEARS OF EXPERIENCE

NAME	POSITION	ACADEMIC QUALIFICATION	TOTAL YEARS OF EXPERIENCE

NAME	POSITION	ACADEMIC QUALIFICATION	TOTAL YEARS OF EXPERIENCE

Minimum requirements depend on the scale of the project to be set by the project team, they should include but not be limited to: 2 Vehicles 4x4, 2 Trucks, 1 Water Tanker, 2 Bulldozer, 2 Excavators, 1 Crane, 1 Grader Machine, 1 Shovel Loader.

ASSET	MODEL	NUMBER	OWNERSHIP STATUS

- List of equipment owned by the company.
- Proof of ability to acquire the requested machineries (lease agreement/ Machinery supplier confirmation).

The evaluation of the company assets shall take into consideration the company's current ongoing projects compared to the scale of the tender and the required equipment to complete the works.

- Logical sequence of the works breakdown.
- Timeframe compared to the project duration.

LOT 1: Construction of Wastewater Treatment Plant

EOT 1: Construction of Wastewater Treatment Plant				ORIGIN	MATERIAL
				ORIGIN	MATERIAL



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	Available		Unavailable	

ITEM/ ACTIVITY			ORIGIN	MATERIAL
			ORIGIN	MATERIAL
	Available	Unavailable		

- Materials Compatibility (Details on the supplied materials origin, certification, manuals, etc.) : 5 % . Please supply all supporting documents you have.
- Description of the service (General understanding of the service/construction/Installation items within the BoQ) : 5 %

- Please note that the technical evaluation scoring is made out 100 Points but weighted as 60% of the total tender score. The 100 points are distributed as in the table presented in F. Selection Criteria.
- **ACTED will require a clearance letter from the DG Municipality for the successful bidders (First stage: Technical Evaluation).**
- Contractors scoring less than 60 % of the total technical check will be disqualified from proceeding with the bidding process or if one of the following disqualifying factors applies:
 - o Zero proven experience in the field of the service the supplier is applying for.
 - o Proposed workplan is not fit to the project duration.
 - o Origin/ specification is not fit or not equivalent to the one described in the tender documents.
- Please note that the Technical Offers will be evaluated in accordance to the adequacy of the resources for the proposed works. In addition, the Financial Offers will be evaluated proportionately.
- Contracts will be awarded to the highest-scoring offer.
- ACTED has the right to cancel any of the locations or projects listed under each lot if necessary.
- The bidders have the right to apply for more than one lot, only if they prove their capabilities (in terms of Timeframe, Personnel, and Equipment) to work on more than one lot simultaneously.
- If the bidder recalls their offer after submission, any following offers will be rejected for 6 months.
- The bidders cannot submit more than one offer under the same company name.
- Each Bid shall include a unique Company representative and Signature, Phone Number, Stamp, and Email Address. And any similarities could be found will result in rejecting all related bidders.

Date: _____



Chapter 1: Introduction

1.1 LOT 1: Construction of Wastewater Treatment Plant

1.1.1. Purpose of the project:

LOT 1 foresees the construction of a Wastewater Treatment Plant in Faidah Sub-District of Dohuk Governorate. The aim is to construct an operational treatment system with the primary technology being that of stabilization ponds. Three consecutive steps of ponds constructed in series, four anaerobic, two facultative and two maturation ponds, will be situated on the site. Elevation changes will be used to transport the effluent from one pond to the next through gravity. Drying beds will be constructed adjacent to the anaerobic ponds to allow sludge to be dewatered on a regular basis. The dewatered sludge will be transferred into a warehouse constructed through LOT 2.

The works include the excavation of the ponds, compaction and backfilling for the embankments, lining of the ponds with geo-membrane, and connecting the ponds with pipes, weirs, and appropriate inlet and outlet structures. The construction of the drying beds includes concrete and masonry works, filling the beds with sand and gravel layers, and installing the appropriate pipe-age for drainage.

The complete site will also include access roads and drainage within and perimeter fencing.

Site Location: 36°45.843'N / 42°52.176'E (Exact locations on site will be provided by ACTED upon contract signature).

Description of infrastructure expected:

Anaerobic ponds:

- Intake structure (4 m length, 2 m width and 2 m height) including a bar screen to exclude the large particles with associated set of guide angles in MS flat of 10 mm screen inclined at 45 degrees to the horizontal at 40 mm c/c.
- Inlet pipes PE 100 HDPE from the intake structure to the two first ponds. The main inlet pipe is connected to a horizontal pipe all along the "length" of the pond to spread the influent.
- Two anaerobic ponds of 24x53 m with 4m depth in parallel.
- Then, following the first two anaerobic ponds, two more of 24x23 m with 4m depth in parallel.
- Including site preparation, excavation, and clay backfilling and compacting before installation of geo-membrane.
- Supply and install geo-membrane layer in two lines with air layer in-between. Each membrane must have a thickness not less than 2 mm.
- Simple drainage system around all of the ponds.
- All of the ponds to include heavy vehicle access to allow frequent removal of the sludge; the geo-membrane should be protected by a additional layer of clay and gravel.
- 2x PE100 HDPE outlet pipes between ponds.
- Outlet structure including a concrete manhole permitting the measure of the flow (through the level) and to take samples.
- The technical drawing will be provided with the final contract including all the dimensions, bottom slope, side slope, configuration of ponds, hydraulic systems and drainage system.

Facultative ponds:

- PE 100 HDPE inlet pipes all along the "length" of the ponds.
- Two maturation ponds of 30x110 m with 2m depth in parallel.
- Including site preparation, excavation, and clay backfilling and compacting before installation of geo-membrane.
- Supply and install geo-membrane layer in two lines with air layer in-between. Each membrane must have a thickness not less than 2 mm.
- Simple drainage system around all of the ponds.
- All of the ponds to include heavy vehicle access to allow frequent removal of the sludge; the geo-membrane should be protected by an additional layer of clay and gravel.



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- 2x PE100 HDPE outlet pipes between ponds.
- Outlet structure including a concrete manhole permitting the measure of the flow (through the level) and to take samples.
- The technical drawing will be provided with the final contract including all the dimensions, bottom slope, side slope, configuration of ponds, hydraulic systems and drainage system.

Maturation ponds:

- Two facultative ponds of 30x50 m with 1,8m depth in parallel.
- Including site preparation, excavation, and clay backfilling and compacting.
- 2x PE100 HDPE outlet pipes to the natural exit channel identified with ACTED in the proposed land.
- Simple drainage system around all of the ponds.
- All of the ponds include a heavy vehicle access to remove the sludge and carry out possible maintenance.
- Provide and install Rip Rap stone (for lining the upper area of the embankments for maturation ponds).
- Outlet structure including a concrete manhole permitting the measure of the flow (through the level) and to take samples.
- The technical drawing will be provided with the final contract including all the dimensions, bottom slope, side slope, configuration of ponds, hydraulic systems and drainage system.

Concrete drying bed:

- Seven (7) reinforced concrete drying beds 18x26 m with 1m depth (600mm in soil and 400mm out of soil).
- Every drying bed will consist of 4 cells 4.5 m width.
- Including site preparation, excavation, and reinforced concrete foundation.
- Bottom of all drying bed includes 3% slope from the side to the central line (under-drainage).
- Under-drainage by perforated PVC Diameter: 150 mm. One pipe for each cell.
- The under-drainage will be connected to a main HPDE 6 inch pipe until the anaerobic pond by gravity including manholes.
- Supply and instal media filter in all the drying bed according to the following specifications: first layer of graded sand thickness 300mm (effective size 0.3 to 0.75mm uniformity coefficient), and a second layer of graded gravel (effective size 3 - 6.25mm layer thickness 300mm) which consists of three sub-layers with thickness 15 cm (size around 19 mm), 10 cm (size around 10 mm), and 5 cm (size around 2-6 mm).
- The technical drawing will be provided with the final contract including all the dimensions, slopes, configuration of beds, hydraulic systems and drainage system.

Additional infrastructure:

- Paving by double surface dressing according to the specification and quantity in the BoQ, including drainage trench.
- Rain drainage system all around the site and around the ponds. The system will evacuate the rainwater by gravity in the natural lowest point of the site. No rainwater should be able to flow in the different ponds.
- Between each pond a double inlet/outlet pipes will permit the communication by gravity. A concrete manhole will be installed between anaerobic ponds/Facultative ponds and between facultative ponds/maturation ponds.
- Provide and install a BRC fence all around the site, according to the quantity provided in the BoQ.
- Provide and install a BRC gate (5x2m).

In case of any changes in and of quantities (positive or negative), the unit price provided in the financial offer will be considered and conserved for all required technical modifications for the infrastructures included in the scope of the work.

1.1.2. Purpose of TCB (Technical Conditions Book):

The purpose of this TCB is to complete all the necessary work under this project, according to the specifications and quantities detailed in the third and fourth chapters.

1.1.3. Scope of Work:

ACTIVITY	START DATE	END DATE	PLANNED DURATION (WEEKS)	10 Mar '19	17 Mar '19	24 Mar '19	31 Mar '19	7 Apr '19	14 Apr '19	21 Apr '19	28 Apr '19	5 May '19	12 May '19	19 May '19	26 May '19	2 Jun '19	9 Jun '19	16 Jun '19	23 Jun '19	30 Jun '19	7 Jul '19	14 Jul '19	21 Jul '19	28 Jul '19	4 Aug '19
Preliminary activities																									
Contract Signature	10/03/19	14/03/19	1																						
Initial Mobilization, Site Preparation and Camp Install	17/03/19	21/03/19	1																						
Surveying the WTP and Drying Beds Area	17/03/19	21/03/19	1																						
Supply manpower and machinery to remove 1-4m layer of waste	17/03/19	21/03/19	1																						
Waste Stabilization Ponds																									
Install BRC Fence around the project area	24/03/19	04/04/19	2																						
Excavation in all types of Soil	24/03/19	04/04/19	2																						
Back filling, by layers of clay soil	31/03/19	02/05/19	5																						
Manholes (rectangular 1200 x 800 mm)	28/04/19	09/05/19	2																						
Install 6" PVC Pipes for Drainage System	28/04/19	09/05/19	2																						
Install Inlet HDPE Pipes 12"	07/04/19	02/05/19	4																						
Construct Intake Structures	21/04/19	16/05/19	4																						
Install Bar Screen in front of Intake Structure	12/05/19	16/05/19	1																						
Construct Inlet Weirs for Ponds	14/04/19	09/05/19	4																						
Construct Outlet Weirs for Ponds	14/04/19	09/05/19	4																						
Supply and install Rip Rap Stone (for lining upper embankments)	05/05/19	23/05/19	3																						
Supply and install Geomembrane	19/05/19	06/06/19	3																						
Access Roads																									
Excavation work	17/03/19	28/03/19	2																						
Soil Backfilling work	31/03/19	09/05/19	6																						
Double Surface Dressing	26/05/19	13/06/19	3																						
Drying Beds																									
Excavation in all types of Soil	17/03/19	28/03/19	2																						
Soil backfilling work	31/03/19	25/04/19	4																						
Reinforced Concrete Casting for Foundations	21/04/19	02/05/19	2																						
Masonry Work for Walls	12/05/19	06/06/19	4																						
Manholes	28/04/19	23/05/19	4																						
Supply and install 6" PVC Pipes	28/04/19	23/05/19	4																						
Construct Under-Drainage with perforated PVC Pipes dia 150mm	26/05/19	19/06/19	3																						
Casting reinforced concrete inside drying beds	16/06/19	27/06/19	2																						
Supply materials and plastering walls using mortar cement	19/05/19	13/06/19	4																						
Casting walkways with BRC Reinforced Cement	16/06/19	27/06/19	2																						
Supply and install graded gravel layers	30/06/19	04/07/19	1																						
Supply and install graded sand layers	07/07/19	11/07/19	1																						
Finalisation																									
Operation	16/06/19	18/07/19	5																						
Handover	21/07/19	25/07/19	1																						

1.2 LOT 2: Construction of Support Office and Fertilizer Warehouse

1.2.1. Purpose of the project:

LOT 2 foresees the construction of one Support Office for the operation of LOT 1, and one Fertilizer Warehouse for the storage and composting of the de-watered sludge received exclusively from the drying beds. This includes all works from excavation, foundations, structural (walls, roofing, floors), and any finishing regarding doors, windows, electrical or plumbing installations.

Site Location: 36°45.843'N / 42°52.176'E (Exact locations on site will be provided by ACTED upon contract signature).

Description of infrastructure expected:

Support office building:

- Two (2) main rooms, internal size for each : 16m²
 - One (1) bathroom/WC, internal size : 11m²
 - One (1) kitchen, internal size : 6.7m²
 - One (1) generator area
 - Water storage
- Site preparation, excavation, and reinforced concrete foundation.
 - Minimum height of each room: 2.5m (interior dimension).
 - PVC Windows 40x80 cm according all the specification and quantity according the BoQ.
 - PVC Doors 91x210 cm according all the specification and quantity according the BoQ.
 - Reinforced concrete slab and Porcelain floor according all the specification and quantity according the BoQ.

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- Masonry work Under DPC by using solid blocks dimensions (40*20*15) cm, plastering cement ratio 1:3 thickness 40 cm.
- Masonry work over DPC by using solid blocks dimensions (40*20*15) cm, thickness 20 cm and 3 high for the walls.
- The entire wall will be painted according to the technical specification and BoQ description.
- Sandwich panel Roof according to the technical specification and BoQ description.
- 1 bathroom including a tap stand, 1 latrine, 1 shower according to the technical specification and BoQ.
- Each room includes three (3) electrical outlets, lights, and fans.
- AC in the two (2) main rooms.
- All electrical equipment is connected to the generator, including wires, distribution/protection board.
- 4x 1.4m³ Water tank on the roof and all hydraulic connection.
- Additional tap stand outside, connected to the water tank.
- Septic tank under the bathroom and with exterior access for desludging. Interior dimension: 2x3x2 m.

Exterior equipments (close to the office):

- Supply, install and operate 30 KVA Electrical Generator, best quality according to the technical specification and BoQ.
- Generator is installed on a reinforced concrete slab of 15cm thickness.
- Fuel tank connected to the generator.
- Supply and connect spotlights (LED) 20 watt outside. Location will be accorded with ACTED.

Fertilizer Warehouse:

- 675m² open space covered by a roof.
- Site preparation, excavation, and reinforced concrete foundation.
- Reinforced concrete slab and Porcelain floor according all the specification and quantity according the BoQ.
- 1% slope from side to drainage system.
- Steel structure shed.
- Sandwich panel Roof according to the technical specification and BoQ description.
- Open drainage system flowing to anaerobic ponds.
- Lighting and electrical outlet connected to the main generator, wire and distribution board.

1.2.2. Purpose of TCB (Technical Conditions Book):

The purpose of this TCB is to complete all the necessary work under this project, according to the specifications and quantities detailed in the third and fourth chapters.

1.2.3. Scope of Work:

ACTIVITY	START DATE	END DATE	PLANNED DURATION (WEEKS)	10 Mar '19	17 Mar '19	24 Mar '19	31 Mar '19	7 Apr '19	14 Apr '19	21 Apr '19	28 Apr '19	5 May '19	12 May '19	19 May '19	26 May '19	2 Jun '19	9 Jun '19	16 Jun '19	23 Jun '19	30 Jun '19	7 Jul '19	14 Jul '19	21 Jul '19	28 Jul '19	4 Aug '19
Preliminary activities																									
Contract Signature	10/03/19	14/03/19	1																						
Initial Mobilization, Site Preparation and Camp Install	17/03/19	21/03/19	1																						
Foundations																									
Excavation in all types of Soil	24/03/19	04/04/19	2																						
Back filling, by layers of clay soil	31/03/19	02/05/19	5																						
Reinforced Concrete Casting for Foundations	28/04/19	09/05/19	2																						
Structural																									
Masonry Work Under DPC	28/04/19	09/05/19	2																						
Masonry Work Over DPC	07/04/19	02/05/19	4																						
Reinforced Concrete for Slab and Lintel	21/04/19	16/05/19	4																						
Finishings																									
Casting walkways + inside Office with BRC Reinforced Concrete	05/05/19	09/05/19	1																						
Casting inside Warehouse with BRC Reinforced Concrete	12/05/19	16/05/19	1																						
Supply and install PVC Windows and Doors	19/05/19	26/05/19	1																						
Supply and install Wooden and Steel Doors	19/05/19	28/05/19	1																						
Plastering exterior walls using mortar cement	19/05/19	13/06/19	4																						
Ceramic Tile for Interior Walls	19/05/19	30/05/19	2																						
Porcelain Tile for Floors	26/05/19	06/06/19	2																						
Plastering interior walls with Gypsum	02/06/19	13/06/19	2																						
Emulsion Painting the walls	09/06/19	13/06/19	1																						
Supply and install False Ceiling for Office	16/06/19	20/06/19	1																						
Supply and install of Sandwich Panel Roof for Warehouse	23/06/19	27/06/19	1																						
Plumbing																									
Supply and install all sanitation works	05/05/19	06/06/19	5																						
Septic Tank, excavate and build	31/03/19	18/04/19	3																						
Install Steel Storage Tanks	02/06/19	06/06/19	1																						
Electrical																									
Supply and install all lighting and wiring	05/05/19	06/06/19	5																						
Supply, install and operate Generator	09/06/19	13/06/19	1																						
Finalisation																									
Handover	30/06/19	04/07/19	1																						



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Chapter 2: General Requirements (LOT 1 and LOT 2):

General Requirements include overview of the works required as follows:

- 2.1. The bidder is required to have the technical expertise and financial capability to carry out such works.
- 2.2. The bidder shall attach with his financial and technical offer all documents proving the implementation of similar projects. The organization shall have the right to check the contractor's workshop and assess his experience with specialized questions to know his ability to execute the works.
- 2.3. The bidder must submit a schedule of the entire project works to the supervisory body for approval, and in the event of the request of the supervisory body of any amendment to the table, the bidder must proceed to the amendment proposed by the supervisory body.
- 2.4. The bidder can visit the work site on the date specified in the tender document to get an overview and obtain all information needed; he also has the right to inquire about unclear technical matters before submitting his offer.
- 2.5. The contractor must take care of all the deficiencies (for the installation work of the equipment listed in the book of conditions) and complete any work successfully.
- 2.6. The contractor must test all the equipment installed by him for 24 hours after installation and all costs associated to be incurred to the contractor.
- 2.7. Any modifications to the original design must be agreed upon prior to the implementation and after discussion and agreement from all parties involved. Any minor work update at site level must be checked by ACTED's on-site supervising engineer with proper communication to the manager. Any modification approved by all parties must be carried out by the contractor. .
- 2.8. All works must be executed and carried out according the specification stated in the contract specifications and approved on site by ACTED site supervisor before it can be considered complete. During the implementation, this person is entitled to ask the contractor to re-implement the work should it not comply with the specifications.
- 2.9. The bidder must provide the technical specifications of the materials, the country of origin and the type of all the materials submitted by him, all items have to be new and not refurbished and highest marks will be given for the best quality materials. Catalogues must also be submitted.
- 2.10. All materials, equipment and supplies (products) used in the works will be of first quality and will come from approved factories. The ACTED site supervisor will be allowed, during the whole timeframe of the construction phase, to control and perform quality checks on all and any equipment and material origin, and ask for additional documentation and certification to the contractor;
- 2.11. All materials, equipment and supplies used in the composition of works, such as cement, admixtures, pipes, fittings, valves, gabions, fencing, etc., must meet the Iraqi standards, or specific international standards if required and specified in the technical specification.
- 2.12. Only new items/equipment will be accepted.
- 2.13. The contractor must ensure that:
 - All equipment installed by the contractor shall be new and not renewed for all the items included.
 - Submit a detailed and clear technical offer indicating the quality of the submitted materials,

Note: ACTED has the right to reject the technical offers in case the specifications of items are not clear and in case of incomplete offers. This will be reported to the bidder and a period of time determined by ACTED, will be provided to the bidder to make amendments. ACTED reserves the right to reject the bid should the specifications not comply with what is suggested within the BoQ.



Chapter 3: Technical Specifications (LOT 1 and LOT 2)

3.1. Field installation/preparation

- All expenses concerning the preparation of the site; the storage installation, maintenance, guarding, demolition, unloading, classification; and the delivery of the material are the responsibility of the Contractor.
- The Contractor will also be responsible for the supply and installation of the construction signs as directed by the project manager or his representative. He will maintain an inventory of the storage.
- The Contractor must accept the land/site in the state as it is. At the site and around the planned works, the soil will be carefully cleaned and cleared of any objects or materials that may be found there. The site on which the structure is to be built shall be cleared, and all obstructions, loose stone, materials, rubbish of all kind, bush, wood and trees shall be removed. The removal of said materials is to be disposed outside the field boundaries in a manner defined by the project manager and site supervisor.
- The Contractor shall assume full responsibility for alignment, elevation and dimension of each and all parts of the work. Contractor shall supply labor materials, etc. required for setting out the reference marks and benchmarks and shall maintain them as long as required and directed.
- The Contractor shall make all necessary arrangements and provide all artificial lighting and power for the proper execution and security if the works and its protection. With all meters temporary wiring and fittings, pay all charges and alter, adapt and maintain the temporary works as necessary and remove and make good at completion
- The Contractor shall provide and install all necessary hoists, ladders, scaffolding, staging, tackles, tarpaulins, tools, vehicles, and other plant (mechanical and otherwise) and allow for altering adapting and maintaining them in good condition as necessary and eventually removing from site and making good.
- The Contractor is to provide all temporary barriers, fencing, hoarding, guard rails, gates, and the like as may be necessary to protect the public and others, for proper execution of the Works and shall remove and clear away at completion of the Works and make good all work disturbed.

3.2. Transportation and Storage

- All equipment is factory-equipped and before shipping protection and packaging must be applied in relation to the conditions of storage, transport work and assembly.
- For each orifice a false sheet metal flange fixed by temporary bolts or a cap or closure plug will be provided. It will be sufficiently effective and solid to prevent the introduction of foreign bodies or any deterioration of the seal surfaces and threads.
- Parts are wedged or blocked to prevent shaft bearings from being touched on bearings and abutments during transport or placing operations. Unmounted accessories are protected by transparent plastic material.
- Transport operations are entirely under the responsibility of the Contractor.
- The Contractor ensures the protection of the equipment during all transport operations.
- The Contractor ensures the transport and the unloading of his equipment as well as the necessary handling for the installation of appropriate storage places. Furthermore the Contractor is responsible for the good conservation of his material, and before assembly he will know:
 - The storage places at his disposal;
 - The ambient conditions of these locations.
- The Contractor will take all provisions for packaging of spare parts, specifying the conditions of their storage to ensure their perfect preservation until the moment of their use.

3.3. Original corrosion protection

- All non-stainless steel parts will be treated by:
 - Sandblasting and zinc metallization 80 microns;
 - 1 layer of pore mouth paint;
 - 2 layers of protective paint.
- In the case that these protections are damaged during transport handling or laying, the Contractor shall be required to proceed at his own expense to the refurbishment according to the same provisions.



3.4. Fencing

- Ties, bands or clips of adequate strength shall be provided in sufficient number for attaching the fabric and stretcher bars to all terminal posts at intervals not exceeding 50 cm.
- Posts. Interior posts shall be of the length required for a footing depth of 100 cm. End posts shall be of the length required for a footing depth of 120 cm. All posts shall be tubular.
- Reinforcing Wires. Top reinforcing wire shall be provided. The reinforcing wires shall be of coiled spring wire not less than seven gauge plus or less than 25 mm in diameter. Ties or clips shall be provided for attaching each wire to the fabric at intervals not exceeding 60 cm.
- Mesh and wire size shall be 5 cm mesh, 3.5 mm in diameter, or otherwise specified.
- All trees, brush, and other obstacles that would interfere with the construction of the fence shall be removed and disposed of as directed by the project manager and site supervisor.
- Prior to installing the fence, the existing ground along the line of the fence location shall be graded to a smooth, uniform surface, to the extent that no abrupt changes in grade exist between adjacent fence posts.
- All posts shall be set in cement concrete footings. The tops of the footings shall be level with the ground, shall be crowned to provide drainage, and shall be troweled smooth. Concrete footings shall be 20 cm diameter. The footings shall be allowed to cure for a period of at least seven days before any stress is applied.
- At each location where an electric transmission, distribution or secondary line crosses any of the types of fences covered by these Specifications, the Contractor shall furnish and install a ground rod and connection to the fence.
- General Appearance. All runs of fence shall present the same general appearance. The product of one manufacturer only will be accepted, except for items that do not influence the appearance of the completed fence.
- No used, re-rolled, or open seam steel will be permitted in posts, gate frames, rails or braces.

3.5. Excavation and Backfill

- The equipment used for excavation purposes may travel or move on the base of the excavation only if it does not disturb the base of the excavation.
- All additional excavation and backfilling required because of the improper use of equipment for excavation purposes shall be done at the Contractor's own expense.
- The Contractor must ensure that the site is constructed with a universal 1% slope, to ensure proper drainage and encourage surface runoff.
- Excavations that are more than 1.5 meters deep and within a cofferdam in a watercourse shall be shored, sloped and/or stepped. The slopes or sides of the excavation shall be shored unless:
 - a) The excavation is cut in solid rock or other equally stable material, excluding frozen ground;
 - b) The excavation is cut in cohesive, granular or other material to a stable slope based on the material properties of the in-situ material and as determined by a geotechnical engineer. A maximum 1:1 slope (angle not greater than 45° measured from the horizontal plane) shall be provided; and
 - c) A combination of sloped and vertical faces are used for stabilizing the sides of the excavation where the vertical face shall not exceed 1.0 metres and the remaining sides are sloped in accordance with this Specification.
- Excavations shall be dewatered and maintained dewatered so that the material is excavated in its natural state and construction of the foundations is completed in the dry. The bottom of the excavation shall be kept free from excessive moisture and free-flowing water.
- Pumping from the interior of any excavation shall be done so that the water is diverted from the footing base. The level of any water inside of the excavation shall be below the bottom of the footing elevation so that the foundations are placed in the dry.
- Excavated material to be reused as backfill material shall be stockpiled within a suitable area approved by the Engineer. Examples of unsuitable areas include, but are not limited to, the following:
 - a) In the flood plain;
 - b) On the edge of an embankment creating slope stability issues; or



- c) Locations impeding sight lines of the travelling public through or around the site.
- Excavated material that is unsuitable for, or surplus to, the backfill requirements, or any other debris within the construction limits, shall become the property of the Contractor and shall be removed from the project limits immediately. During freezing weather, the excess material shall be disposed of before it freezes.
 - Backfill and fill shall be a structurally sound material such as: less than 1 gravel or native soil free of rocks, lumps, vegetables and other organic materials obtained from suitable excavated material and/or from approved borrow pits.
 - Approved suitable excavated material shall be used in the backfilling and filling next to footings, foundations underground structures, under sub-floors, etc. and shall be laid in layers not exceeding 200mm and compacted with compaction equipment, as approved by the Engineer. Moisture content shall be adjusted as directed by the Engineer and 95% of dry weight compaction accordance to ASTM: D1557-70 shall be achieved.
 - Should the quantity of the excavated material be not sufficient for the process of backfill and fill, the Contractor shall obtain the quantity required of such backfill and fill from approved borrow pits and transport it to the site of work at his own expense.
 - Bottoms of excavations shall be approved by the project manager or site supervisor before any concrete or geo-membrane, or other material is laid.
 - Rock shall be defined as boulders, exceeding 0.25m³ in volume or any kind of stone or rock formation which in the opinion of the project manager or site supervisor requires for its removal drilling and blasting wedging, sledging or barring or breaking up with power-operated hard tool. The definition shall exclude any soft or disintegrated rock, which can be removed with a hard pick or mechanical excavator or shovel or loose, shaken or previously blasted rock or broken stone in rock fillings or elsewhere.
 - Blasting by explosives shall not be permitted.
 - Excavated material and material shall, as long as it conforms to this Contract Specification, be utilised for backfill. Material unsuitable for use as backfill or in excess of the quantity required to complete the backfill shall be spoiled or utilized as directed by the project manager and site supervisor.
 - If it is found during the course of excavation that the material at the indicated founding depth does not have the required bearing capacity, the excavations shall be extended at the discretion of the project manager and site supervisor until satisfactory founding material is encountered. The project manager and site supervisor reserves the right to order the Contractor to make up the difference in levels with foundation fill.

3.6. Embankments

- Embankments and other areas of fill shall be formed of material defined as "suitable material".
- All earthworks material placed in or below embankments, below formation level in cuttings or else wherein the works shall be deposited and compacted as soon as practicable after excavation in layers of thickness appropriate to the compaction plant used or as a permitted departure therefrom.
- Embankments shall be built up evenly over the full width and shall be maintained at all times with a sufficient camber and a surface sufficiently even to enable surface water to drain readily from them.
- During the construction of embankments, the Contractor shall control and direct constructional traffic uniformly over their full width.
- The Contractor shall make damage to compacted layers by constructional traffic good.
- In areas of shallow filling where after removal of topsoil the ground level is within 300ccm of formation level constructional traffic shall not use the surface unless the Contractor brings up and maintains the surface level at least 30cm above formation level.
- The fill for compaction shall be spread in layers not exceeding 20 cm thick and each layer shall be watered and thoroughly consolidated by suitable mechanical rollers, rammers, vibrators or other approved plant or system of compaction. The fill material shall be pulverized before depositing in place. An optimum moisture content shall be maintained for the filled materials.
- Compaction shall be done so as to achieve a dry density of not less than 90% of the maximum density obtained at optimum moisture content, except for the upper 20 cm layer which shall be compacted to a density of not less than 95% of the maximum density



- The Contractor at his own expense shall make any damage to the sub-grade arising from such use good, with material having the same characteristics as the damaged materials.
- All materials used in embankments and as filling elsewhere shall be compacted as soon as practicable after deposition.
- The Contractor shall not less than 24 hours before he proposes to carry out compaction processes during periods of overtime, apply in writing to the project manager or site supervisor for permission to do so.

3.7. Materials for mortars and concretes

- Aggregates include pebbles, gravel and sand. They must be hard, sound, weather resistant, clean, and free of clay, washed free of organic and earthy detritus, and carefully screened. The Contractor must submit the nature and origin of all aggregates to ACTED for approval.
- The gravel can be rolled or crushed. Crushed gravel should be cleaned of dust by washing or dusting. Flat or needle elements cannot be accepted. The maximum diameter of chippings intended for the manufacture of reinforced concrete except concretes B2 and B3 is fixed at 25 mm. That is, the refusal must be zero (within tolerance) on the 25 mm strainer (module 44). It can reach 40 mm (AFNOR 46) for aggregates intended for the manufacture of B2 and B3 concretes as well as ordinary unarmored or weakly reinforced concretes used in massive structures or blocking concretes. The proportion by weight of aggregates passing through the 4 mm mesh screen (AFNOR 37) should be less than ten percent.
- The gravel and sands must not contain any material likely to alter the binders or, where appropriate, metal reinforcements.
- Sand for mortars and concretes is preferably river sand, but it can also be from crushing. It must be clean, washed out if necessary of all detritus and dust and riddled with care. Crushed sand should not consist of flat or needle elements.
- The aggregates are divided into different classes according to their particle size. They are to be stored on site on well-cleaned and drained areas, in clearly distinct heaps and separated by solid partitions. The sands are stored preferably sheltered from the rain. All arrangements will be made to avoid segregation during storage or recovery and to prevent the pollution of these materials by the sludge or adverse environmental conditions.
- The project manager or site supervisor may conduct any resistance control test that he deems necessary to the Contractor's expense.
- The cements must come from approved factories and comply with the regulations in force. Except for special cases which have been approved by the project manager and site supervisor, cement must come in a bag of 50 kilograms. Cement bags must be stored in a covered room, protected from the weather and moisture, without direct contact with the ground, and at a temperature not exceeding 70°C.
- The cements will be delivered in bags or in bulk and the Contractor will present at each delivery a certificate of the producing plant specifying the tonnage delivered and the date of manufacture with the characteristics of the cement.
- The Contractor shall in no case use a cement with more than four (04) months of storage.
- The project manager or site supervisor may at any time take samples of cement to carry out tests at the expense of the Contractor.
- The CPA 45 can be used for reinforced concrete in a non-aggressive environment (absence of splenic salt water). If the CPA 45 is not available on the market, a mixed cement (eg CPJ 45) of the same strength class can replace it.
- The cement will be stored in well-ventilated premises or protected from the sun and humidity. These rooms will be of sufficient size so that the cement stored is sufficient to work the site for at least one (01) month.
- Each delivery of cement will be stored separately on site premises immediately upon arrival at the site and will include a clear indication of the effective date of arrival.
- The cements will be used in their chronological order of arrival. Any cement contained in damaged or partially sized or disemboweled bags or having more than four (04) months of storage will in no case be used and must be destroyed or transported outside the limits of the site. In the event of multiple categories of cement on site, each category will be stored in a separate room so as to avoid any risk of mixing out of use.

- Cemented cement bags, even partially, and stale cement must be removed at the first order of the contractor and removed from the site.

The composition proposed by the Contractor must make it possible to obtain the following mechanical strengths according to the dosages:

Designation of concretes	Dosage	Resistance in (MN/m ²)		
		Compression		Traction 28 days
		7 days	28 days	
Concrete n°1 for binding concrete	150 kg	5,5	8,0	-
Concrete n°2 for unarmed elements	250 kg	12,4	18,0	1,8
Concrete n°3 for all construction elements	350 kg	18,6	27,0	2,3

- For the concrete composition of the foundation of the tanks and water tower, the Contractor must be assisted by an official laboratory and approved by ACTED to carry out the appropriate tests.
- All concrete elements and masonry blocks are to be filled one day before the application of the coating, with a projected cement layer belonging to the same group of mortar as the coating to be applied later.
- All concrete elements must be watered perfectly before applying any plaster. No coating may be applied on a dry base.
- The elapsed time between the batching and placement of any concrete shall not exceed 90 minutes.
- The Contractor is required to notify the project manager or site supervisor a minimum of 24 hours prior to any concrete being poured.
- Testing of concrete shall be set at a minimum of one test (including field-testing of slump and air detainment in addition to the casting of strength cubes) per pour with the additional frequency to be determined by the Employer's Representative.
- All concrete is to be mechanically vibrated (i.e. pencil vibrator) to ensure consolidation and eliminate voids. Where the concrete is to be poured in layers, care should be taken to time the pour so that the surface of the initial layer has not begun to setup (harden) and that vibration is extended between the layers to prevent the formation of weak spots (cold joints). Concrete shall not be allowed to free fall greater than 1 m in order to prevent segregation of the aggregate.
- Structural steel and welding will meet or comply with AWS (American Welding Society), AISC (American Institute of Steel Construction) and ASTM (American Society for Testing Materials) codes and standards.

3.8. Mixing water for mortars and concrete

- The mixing water for all works will be supplied by the Contractor. It must be clean and must not be aggressive towards the cements used for making mortars and concretes. In particular, it must not contain chlorides, sodium salts or magnesium in a proportion greater than that, which would be allowed in drinking water.
- The Contractor is required to carry out, at his expense, all necessary analyses to ensure the quality of the mixing water. For this purpose, the Contractor will carry out at least two analyses at the level of study concretes, by nature of proposed cements. The Contractor will submit the results and therefore the source of supply to the approval of the project manager and site supervisor.
- The use of water containing acids, alkalis, oils, greases and decomposed organic matter in quantities greater than those allowed by the standards is strictly prohibited. The Contractor must then either, treat at his own expense these waters, or change the source.
- Water pipes and tanks must be protected against sunstroke.

3.9. Steel Bars for R.C.C. Works

- Steel bars shall conform to M-18. Steel binding wires shall conform to M-21.
- Steel shall be clean and free from rust and loose mill scale at the time of fixing in position and subsequent concreting.
- Bars shall be bent cold to specified shape and dimensions or as directed, using a proper bar bender, operated by hand or power to attain proper radius of bends. Bars shall not be bent or straightened in a manner that will injure the



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material. Bars bent during transport or handling shall be straightened before being used on the work. They shall not be heated to facilitate bending.

- Unless otherwise specified a "U" type hook at the end of each bar shall invariably be provided to main reinforcement. The radius of the bend shall not be less than twice the diameter of the round bar and the length of the straight part of the bar beyond the end of the curve shall be at least four times the diameter of the round bar.
- In case of bars that are not round and in case of deformed bars, the diameter shall be taken as the diameter of circle having an equivalent effective area. The hooks shall be suitably encased to prevent any splitting of the concrete.
- All the reinforcement bars shall lie accurately placed, and shall be securely held in position while placing concrete by hardened binding wire not less than 1 mm in size, and by using stay blocks or metal chair spacers, metal hangers supporting wires or other approved devices at sufficiently close intervals.
- Bars shall not be allowed to sag between supports nor displaced during concreting or any other operations of the work.
- All devices used for positioning shall be of non-corrodible material.
- Wooden and metal supports shall not extend to the surface of concrete, except where shown on drawings.
- Placing bars on layers of freshly laid concrete, as the work progresses for adjusting bar spacing shall not be allowed.
- Pieces of broken stone or brick and wooden blocks shall not be used.
- Layers of bars shall be separated by spacer bars, precast mortar blocks or other approved devices.
- Reinforcement after being placed in position shall be maintained in a clean condition until completely embedded in concrete. Special care shall be exercised to prevent any displacement of reinforcement in concrete already placed. To prevent reinforcement from corrosion, concrete cover shall be provided as indicated on drawings.
- All the bars protruding from concrete and to which other bars are to be sliced and which are likely to be exposed for a period exceeding 10 days shall be protected by a thick coat of neat cement grout.
- Bars crossing each other where required shall be secured by binding wire (hardened) of size not less than 1 mm. in such a manner that they do not slip over each other at the time of fixing and concreting.
- As far possible, bars of full length shall be used. In case this is not possible, overlapping of bars shall be done as directed when practicable, overlapping bars shall not touch each other, but be kept apart by 25 mm. Where not feasible, overlapping bars shall be bound with annealed wires not less than 1 mm. thick twisted tight. The overlaps shall be staggered for different bars and located at points, along the span where neither shear nor bending moment is maximum.
- Whenever indicated, bars shall be joined by couplings that shall have a cross-section sufficient to transmit the full stresses of bars. The ends of the bars that are joined by coupling shall be upset for sufficient length so that the effective cross section at the base of threads is not less than the normal cross-section of the bar. Threads shall be standard threads. Steel for coupling shall conform to I.S. 226.
- When permitted or specified on the drawings, joints of reinforcement bars shall be bull-welded to transmit their full stresses. Welded joints shall preferably be located at points when steel will not be subject to more than 75% of the maximum permissible stresses and welds so staggered that at any one section not more than 20% of the rods are welded.
- Only electric welding using a piece that excludes air from the molten metal and conforms to any or all other special provisions for the work shall be accepted. Suitable means shall be provided for holding bars securely in position during welding. It shall be ensured that no voids are left in welding and when welding is done in two or three stages, previous surface shall be cleaned properly.
- Ends of the bars shall be cleaned of all loose scale, rust, stains, paint and other foreign matter before welding. Only competent welders shall be employed on the work. The M.S. electrodes used for welding shall conform to I.S. 814. Welded pieces of reinforcement shall be tested. Specimen shall be taken from the actual site and their number and frequency of test shall be as directed.

3.10. Paints

- All products such as bituminous paints, anti-rust glycerophthalic or other are to be applied on the site must be approved by the site supervisor. The Contractor will provide the corresponding identification sheets and supporting documentation.



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- The paintings will be received in sealed containers and the Contractor will be responsible for their good conservation. Containers should only be opened at the time of use.
- The paintings on steel for ironwork will be rustproof type on all parts and glycerophthalic type for the final layers on the non-immersed parts.
- Paintings on concrete or coated out of water will be vinyl type.
- Concrete paints in contact with the ground will be of bituminous composition and their fluidity approved (type Bitumastic or Flintkote).
- All painting work must be executed according to the rules of art and must be made in perfect condition of finish and cleanliness. They must be clear of all traces and cleared of all stains, traces of mortar, paint, etc. and stains of any kind.
- The paints and varnishes will be of superior quality and must be approved by the Project Manager before use. They will be unalterable to atmospheric agents for a period of at least three years for parts exposed to outside air. Only paint supplied with leaden cans will be used on the site.
- Paint that can come into contact with drinking water must be safe, non-toxic and meet drinking water requirements.
- Iron paints, other than printing paints, will be based on linseed oil and with recognized equivalent marks.
- All preparatory work such as scraping, dusting, refilling, sanding or others, are mandatory, to arrive at the perfect execution of the works. Unless otherwise indicated, all supplies, materials and equipment necessary for the application of the paints will be included in the services.
- Colors for any painting work will be determined by the project manager and site supervisor.
- On all iron joinery, two layers of oil paint must be applied on a printing layer. The factory-made metallic woodwork printing paint will, if necessary, be brushed, sanded and repaired before application of the final paintings,
- All tank supports or other parts that are not made of stainless steel will be hot-dip galvanized. The galvanizing layer will have a thickness of 70 to 80 microns. A certificate of control of the galvanizing operation will accompany the elements of the tank.
- On all visible/external pipes, as well as the expanded metal, a layer of oil paint on the printing layer (minimum or antirust that is to be laid before assembly) must be applied.
- A certificate of control of the galvanizing operation can be asked by ACTED.

3.11. Trench execution

- During the execution of a trench, the Contractor shall stabilize the walls by sloping and will not deposit the excavated material near the excavation. It is advisable to carry out the earthwork from the downstream upstream to allow a self-evacuation of water from the bottom of the excavation.
- Trenches must have at their bottom a width at least equal to the outside diameter of the pipe to be laid with over-widths on both sides of 30 cm to allow a correct damage embankment on the sides of the pipe. To the right of the joints, it might be necessary to practice in the sidewalls, enlargements of the trench. The bottom of the excavation will be carefully leveled and purged of any hard body, and niches will be dug at the junctions to allow the pipes to rest over their entire length. The depths will be executed according to the plans and the local requirements without opening directly to a surplus valve.
- Trenches will be established according to the depth indicated in the longitudinal profile. The depth of the trenches is such that the thickness of the backfill is not less than 0.80 m above the pipe generator.
- Excavations from canal excavations will be extracted by separating the topsoil so that the first is carefully repositioned.
- The Project Manager or site supervisor will proceed to a reception of the completed trench before beginning the installation of the pipes. This reception will focus on the profile along the bottom of the trench and will be sanctioned by minutes.

3.12. Pipes installation

- Should the soil in place be powdery, direct laying pipes can be envisaged if the pipe contact surface is previously inscribed in the soil in place so as to form a uniform base over its entire length.
- When the bottom of the excavation does not lend itself to the realization in situ of the laying bed, because of its nature, of its bearing, of the static and dynamic forces the trench will be disbursed more deeply in order to bring a



laying bed in sand. The thickness after tamping of the laying bed under the outside generator of the pipe shall be at least ten centimeters (10 cm).

- The backfilling of the excavations will be done in layers of 0.30m thickness, carefully groomed. The encapsulation of the pipe up to approximately 30 cm above its upper generatrix is to be distinguished from the backfill that takes place beyond this zone.
- When the cuttings do not have a good compaction capacity and the pipe requires it, it is necessary to use powdered filler materials such as sand.
- The backfill material must be free of stones and blocks. In addition, soils with significant subsequent settlements should not be used as backfill.
- The Contractor shall be required to pay or evacuate excess or unsuitable land for backfilling and to provide undeveloped land. He will be required to restore the profile of the soil after settlement at the request of the Representative of the Project Manager and cover the excavations with topsoil previously set aside.
- The handling of hoses and accessories on the construction site must be carried out by following some precautions that can facilitate the unfolding of this one.
- The inspection of the condition of the pipe, fittings and accessories shall be carried out before the digging down to ensure that these elements are free from defects. The inside of the pipes will be examined to remove any foreign objects that might be there. The funds of excavation will be straight so that the pipes rest there on all their length.
- Pipe connections will be made as indicated by manufacturing. They will be made by a qualified workforce. In case the connection is interrupted, all the openings of the pipes will be blocked to prevent the entry of foreign bodies, small animals etc.
- The concrete support must be installed on all driving points giving rise to longitudinal forces (valves and stop valves, cones, elbows, tees). They will be dimensioned according to the test pressure to be applied on the section of pipe concerned and according to the nature of the ground. Their realization will always be the subject of a preliminary agreement of the project manager and site supervisor.

3.13. Drainage

- The concrete lining shall be cast in situ or precast concrete.
- All precast units shall conform to the profiles shown on the drawings and shall have a dimensional tolerance of 10mm. The surface of all sections shall be consistently smooth and of uniform color. Any section damaged during handling, storing and transporting shall not be used.
- All soft, wet or unstable material shall be removed up to 150mm below the underside of bedding and backfilled with fill, sand or crushed rock of a quality that when moistened and compacted will form a stable foundation.
- For cast in situ works, formwork shall be accurately set to line and level and shall be firmly held in position during placing of concrete.
- Backfilling behind the concrete lined drains shall be with material compacted to a relative compaction of 95% compaction.

3.14. Geotextiles

- After delivery of the geotextiles to site, the Contractor shall ensure that the geotextiles are kept clean, undamaged, and stored away from direct sunlight until covered. Any damaged or improperly stored geotextiles shall be replaced by the Contractor. The Contractor shall provide evidence and relevant documentation that the geotextile supplied under the Contract conforms with the appropriate requirements, prior to its use or whenever requested.
- The geotextile shall consist of woven or non-woven fabric manufactured from synthetic fibres of a long chain polymer such as polypropylene, polyethylene, polyester or similar. Woven geotextiles shall have filaments interlaced in two sets, mutually at right angles. One set shall be parallel to the longitudinal direction of the geotextile. Non-woven geotextiles shall have filaments bonded by needle punching, heat or chemical bonding processes.
- The geotextile shall be stabilized against deterioration due to ultra-violet radiation such that when tested, the geotextile must have retained strength of at least 50% after 28 days of test exposure. After forming, the geotextile shall be processed so that the fibers retain their relative positions with respect to each other. The geotextile shall be free from defects or flaws which adversely affect its physical and mechanical properties.



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- Test certificates shall be submitted for each delivery of geotextile supplied to the works. Test certificates for the same material produced and tested within 12 months prior to the proposed use will be accepted.
- The geotextile shall be placed without punctures or tears and, if these occur, they shall be rectified or the entire roll of geotextile replaced prior to covering. Any rolls with imperfections shall not be used.
- All joints shall be overlapped or sewn. Geotextiles shall be covered by filling within 48 hours of placement.
- The Contractor shall supply and place over the geotextile material of maximum particle size of not more than 150 mm and moisture ratio of not less than 85%.

3.15. Hydro mechanical equipment

- As and when the supplies are delivered to the site, the Contractor will provide the project manager and site supervisor with a detailed and complete list. An approved and signed statement by the Contractor and the ACTED site supervisor will accompany this list. The quantitative progress status of the achieved work will include this step of ACTED validation before installation.
- The Contractor is expected to know the maximum and minimum climatic conditions in which the equipment will operate properly. Must be guaranteed particularly for:
 - Wear resistance under normal operating conditions;
 - Resistance to the action of atmospheric agents and climatic conditions on the building site;
 - Sealing;
 - The total absence of vibration regardless of the degree of operation and load conditions;
 - The correct functioning without loss of load or failure for sealing.
- All parts likely to be worn-out over time must have removable parts for easy repair.
- Within the limits imposed by the technical requirements of construction, the various parts and components of the appliance will be designed to minimize disassembly / reassembly work for cleaning operations maintenance or refurbishment.
- Normally submerged nuts and bolts will be made of stainless steel.

3.16. Thermic Generators

- Soundproof diesel generator Normally ISO 8528 (1-9).
- Have to be composed of:
 - A diesel engine;
 - An alternator with star coupling, accessible neutral 400V-50Hz three-phase voltage driven directly by the diesel engine;
 - A common basic frame or skid on which are mounted the engine and the alternator with anti-vibration pads or silent blocs, casing and wiring. The frame will be installed on a reinforced concrete base;
 - An electrical distribution system (cabinet) arranged separately.
- The engine/motor will be designed to operate in the climatic conditions of the project area (temperature, humidity) without loss of power. A water-cooled 4-stroke diesel engine will be used, that is supplemented by air, fuel and oil filters, as well as an electric starter, charging equipment and a protection function in the form of alarms in case of low oil pressure, high engine temperature, under speed or over speed; low or high voltage battery; fault of the battery charge alternator and an emergency stop button.
- The Contractor must have instrumentation necessary for monitoring the running of the engine:
 - Hora meter (working hours counter).
 - Oil pressure indicator.
 - Oil temperature indicator.
 - Oil level indicator in addition to the level gauge.
- The Contractor will use a tank equipped with a fuel level indicator. This tank called the daily tank must have the ability to contain the consumption of a 24-hour generator run.
- To start, a rechargeable (12 V) starter battery will be provided by the contractor. The battery should if possible be installed directly next to the engine, or in the nearest proximity.
- The emission of noise must comply with the regulations in force in Iraq.



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- When connecting to earth, take into account EN 60099 and IEC 64, which describes the technical rules. Grounding of the masses is obligatory. An earth well with a value of less than 30 ohms is connected to the ground collector of the installations by means of a groundbreaking bar.
- The electrical box is made of sheet steel or galvanized steel closed on all sides and equipped with a door. Measuring and control instruments and signal lamps should be unobstructed, clear and legible or accessible without the need to open the front panel of the cabinet.
- It must include:
 - All the wiring diagrams and the electrical network as well as the maintenance instructions for the installation;
 - The starter of the pump. The starting mode must be chosen so as not to induce a collapse of the alternator voltage and an excessive fall in the engine speed. As a reminder, a direct start of an asynchronous motor rated current I shows during the start-up period a current draw of 6 times the rated current. The starting mode (triangle star, electronic soft starter, etc.) reduces this inrush current and thus the power of the generator set.
 - When the box is made of sheet steel, it should receive an initial and final layer of interior and exterior paint. It should be delivered and wired according to the power of the pump and the generator and the currents.

3.17. Road Works

- The thickness of each layer should be not greater than 25 cm.
- The Contractor must carry out soil compaction tests for each layer before filling the next layer, each layer of soil must be compacted up to 95%.
- The exposed sub-base soils shall be moisture conditioned as required to a depth of not less than 200mm and compacted using an approved roller to achieve a minimum dry density ratio of not less than 95%. The moisture content of the soil should be maintained not below 85% of Standard Optimum Moisture Content (SOMC) during compaction.
- The Contractor shall submit to the project manager and site supervisor for review and acceptance a test rolling procedure to be used for the sub-base. The test rolling of the prepared sub-base shall be carried out to the extent required by the project manager and site supervisor, using a fully loaded water truck or other plant previously approved. The subgrade shall be test rolled immediately following completion of compaction, except in the case of a stabilized subgrade, which shall be tested not less than 72 hours after compaction.
- Where soft, wet or unstable subgrade soils to depths greater than 150mm below the design subgrade level exist or develop during construction, and where directed and authorized in writing by the project manager and site supervisor they shall be excavated and replaced with approved imported fill. The material shall be moisture conditioned, placed and compacted.
- All soft, wet or unstable subgrade soils to depths greater than 150mm below the design subgrade level which, in the opinion of the project manager and site supervisor, have been caused by the Contractor's negligence or improper work methods, shall be rectified as described above at the Contractor's expense. Where material has become unsuitable to any depth due to the Contractor's negligence or use of inappropriate methods, it shall be treated insitu or excavated and replaced and no additional payment will be made for this work. Where the base is damaged as the result of traffic or any other cause during the Contract period it shall be made good by the Contractor.
- If the clay subgrade is in a saturated state, with moisture content in excess of the optimum, and rolling of the subgrade is not possible, the Contractor shall advise the project manager and site supervisor. Subject to their approval and depending upon the prevailing weather conditions, lime stabilization below the base level may be substituted to improve the subgrade.
- Aggregate, gravel or crushed stone layers must be of a total thickness of 20 cm. This layer must be compacted up to 98%, and compaction test carried out.

3.18. Masonry Works

- The bricks required for masonry shall be thoroughly wetted with clean water for about two hours before use or as directed. The cessation of bubbles, when the bricks are wetted with water is as indication of through wetting of bricks.
- Bricks shall be laid in English bond unless directed otherwise. Half or cut bricks shall not be used except when necessary to complete to bond; closures in such case shall be cut to required size and used near the ends of walls.



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- A layer of mortar shall be spread on full width for suitable length of the lower course. Each brick shall first be properly bedded and set home by gently tapping with handle of trowel or wooden mallet. Its inside face shall be flushed with mortar before the next brick is laid and pressed against it. On completion of course, the vertical joints shall be fully filled from the top with mortar.
- The walls shall be taken up truly in plumb. All courses shall be laid truly horizontal and all vertical joint shall be truly vertical. Vertical joints in alternate course shall generally be directly one over the other. The thickness of brick course shall be kept uniform.
- The brick shall be laid with frog up wards. A set of tools comprising of wooden straight edges, man son's spirit level, square half meter rub, and pins, string and plumb shall be kept on the site of work for frequent checking during the progress of work.
- Both the faces of walls of thickness greater than 23 cm. shall be kept in proper place. All the connected brick work shall be kept not more than one meter over the rest of the work. Where this is not possible, the work shall be raked back according to bond (and not left toothed) at an angle not steeper than 45 degrees.
- All futures, pipes, outlets of water, holdfasts of doors etc., which are required to be built in wall, shall be embedded in cement mortar.
- Bricks shall be so laid that all joints are quite flush with mortar. Thickness of joints shall not exposed 12 mm. The face joints shall be raked out as directed by raking tools daily during the progress of work, when the mortar is still green so as to provide key for plaster or pointing to done.
- The face of brick shall be cleaned the very day on which the work is laid and all mortar dropping removed.
- Green work shall be protected from rain suitably. Masonry work shall be kept moist on all the faces for a period of seven days. The top of masonry work shall be kept well wetted at the close of the day.
 - If the foundation is to be laid directly on the excavated bed, the shall be leveled, cleared of all loose materials, cleaned and wetted before stating masonry, If masonry is to be laid on concrete footing, the top of concrete shall be cleaned and moistened. The contractor shall obtain the project managers and site supervisors' approval for the foundation bed before foundation masonry is started. When pukka flooring is to be provided flush with the top to plinth, the inside plinth offset shall be kept lower than the outside plinth top by the thickness of the flooring

3.19. Form Work

- Adequate arrangements shall be made by the contractor to safe-guard against any settlement of the form-work during the course of concreting and after concreting.
- All rubbish, particularly chipping shavings and sawdust shall be removed from the interior of the form before the concrete work is placed and the-form in contact with concrete shall be cleaned and thoroughly wetted or treated.
- The surface shall be then coated with soap solution applied before concreting is done. Soap solution for the purpose shall be prepared by dissolving yellow soap in water to get consistency of paint. Alternatively, a coat of raw linseed oil shall be applied after thoroughly cleaning the surface. Care shall be taken that the coating does not get on construction joint surface and reinforced bars.
- All formwork shall be removed without such shock or vibrations as would damage the reinforced concrete surface. Before the soffits form work and struts are removed, the soffits and the concrete surface shall be exposed where necessary in order to ascertain that the concrete has sufficiently hardened.
- The centering to be provided shall be got approved. It shall be sufficiently strong to ensure absolute safety of the formwork and concrete work before, during and after pouring concrete. Watch should be kept to see that behavior or centering and formwork is satisfactory during concreting. Erection should also be such that it would allow removal of forms in proper sequence without damaging either the concrete or the forms to be removed.
- The props of centering shall be provided on firm foundation or base of sufficient strength to carry the loads without any settlement.
- The centering and formwork shall, be inspected and approved by the project manage and site supervisor before concreting. However, this will not relieve the contractor of his responsibility for strength, adequacy and safety of formwork and centering. If there is a failure of formwork or centering, contractor shall be responsible for the damages to property.
- All scaffolding, hoisting arrangements, ladders etc., required for the facilitating of conceding shall be provided and removed on completion of work by contractor at his own expense. The scaffolding, hoisting 64



arrangements and ladders etc. shall be strong enough to with stand all live, dead and impact loads expected to act and shall be subject to the approval of the project manager and site supervisor. However the contractor shall be solely responsible for the safety of the scaffolding, hoisting arrangement, ladders, work and workman etc.

- The scaffolding, hoisting arrangements and ladder shall allow easy approach to the work spot and afford easy inspection.

3.20. Wood Work

- All members of frames shall be exactly at right angles. The right angle shall be checked from inside surfaces of the-frames of the respective members.
- All members of frames shall be straight without any warp of bow and shall have smooth surfaces well planed on the three sides exposed at right angles to each other. The surfaces touching the wall may not be planed unless it is required in order to straighten up the member or to obtain the overall sizes within the tolerances as specified.
- Frame shall have dovetail joints. When clerestory windows is included, it shall be provided by having full length one piece post for door or windows and clerestory window extending the frame on top at the head to the required extent. Horns shall not be provided in the head of the frame.
- When no sills are provided, the vertical posts of the frame in the ground floor shall be embedded in the sill masonry for 10 cm. on upper floors, the vertical posts shall be fixed in the floor or masonry by forming notches 10 mm. deep. Slight adjustment of spacing as necessary shall be done to have the holdfasts in the joints of masonry; course. The frame shall be erected in position and held plumb with strong support from north sides and built in masonry as it is being built.
- The transom shall be through tenoned into the mortises of the jamb post to the full width of the jamb post and the thickness of the tenon shall be not less than 15 mm.
- Unless specially mentioned otherwise tolerance of +1.5 mm shall be allowed for each wrought face.
- The tenons shall be closely fitting into the mortises and suitably pinned with wood dowels not less than 10 mm. diameter. The depth of rebates for housing the shutter shall be as shown in the detailed drawing or as directed.
- The concrete surface of tenon and mortise shall be treated before putting together with an adhesive of approved make.
- Minimum number of three holdfasts shall be fixed on each side of door and windows frames, one at the center point and the other two at 30 mm. from the top and bottom of the frames. In case of windows and ventilators frames.
- The size each holdfast shall be 300 x 25 x 6 mm. and of mild-steel with split end. The holdfasts shall be fixed with screws to frames.
- Mild steel holdfasts shall be protected with a coating of coal asphalt tar. The surface of frame abutting the masonry or concrete faces shall be properly treated by applying a coat of approved coating.

3.21. Plumbing

- Galvanized mild steel tubes of specified diameter nominal bore shall conform to I.S. 1239-1968.
- The galvanized fittings, clamps, etc. required for specified dia. bore pipes shall be of best quality and makes as approved by the project manager and site supervisor.
- When the tubes are to be cut or rethreaded, the ends shall be carefully filed out so that no obstruction to bore is offered. The ends of the tubes shall then be threaded conforming to the requirements of I.S. 554-1955 with pipe dies and taps carefully in such a manner that it will not result in slackness of joints when the two pieces are screwed together
- The taps and dies shall be used only for straightening screw threads which have becoming bent or damaged and shall not be used for turning of the threads so as to make them slack as the latter procedure may not result in the watertight joint. The screw threads for tube and fitting shall be protected from edge until they are fitted.
- In jointing the tubes, the inside of the socket and the screwed end of the tubes shall be oiled and smeared with white or red lead and wrapping around with a few turns of fine spun yarn round the screwed end of the tube. The end shall then be tightly screwed in the socket, tees, etc. with a pipe wrench. Care shall be taken that all



times free from dust and dirt during fixing. Burr from the joints shall be removed after screwing. After laying, the open ends of the pipes shall be temperately plugged to prevent access of water, soil, or any other foreign matter.

- Any threads exposed after jointing shall be painted or in the case of underground piping thickly coated with approved anti-corrosive paint to prevent corrosion. 2.2. Fixing of tube fittings to wall ceiling & floors.
- In case of fixing of tubes and fittings to the walls or ceilings, these shall run on the surface of the wall, or ceiling (not in chase) unless otherwise specified. The fixing shall be done by means of standard pattern, holder clamps keeping the pipes about 15 mm. clear of the wall.
- When it is found necessary to pattern, holder clamps keeping the pipes about 15 mm. clear of the wall.
- When it is found necessary to conceal the pipes and when specified so, chasing may be adopted or pipe fixed inducts or recesses etc. if there is sufficient space to work on the pipe with usual tools.
- The pipe shall not ordinarily be buried in walls or solid floors, where unavoidable, pipe may be buried for short distances provided that adequate protection is given against damage and where so required joints are not buried.
- Where required M.S. tube sleeve shall be fixed at a place a pipe is peasant through a wall or floor for expansion and contraction and other movements.
- In case the pipe is embedded in walls or floors, it should be painted with anti-corrosive bitumastic paint of approved quality. The pipe should not come in contact with lime mortar or lime concrete as the pipe is affected by lime. Under the floors, the pipe shall be laid in layer of sand filling.
- All pipes and fittings shall be fixed truly vertical and horizontal unless unavoidable.
- The pipes shall be fixed to walls with standard pattern clamps of required size and shape, one end of which shall be properly plugged or cemented into walls with cement mortar 1:3 (1 cement : 3 coarse sand) and the other tightened round the pipes to hold it securely. These clamps shall be spaced at regular intervals in straight lengths at 2 MC/C interval in horizontal run and 2.5 m. interval in vertical run.
- For pipe of 15 mm dia. up to 25 mm dia. the holes in the walls and floors shall be made by drilling with chisel or jumper and not by dismantling the brick work or concrete. However for bigger diameter pipes the holes shall be carefully made cement: 3 coarse sand), and properly finished to match the adjacent surface.
- After laying and jointing, the pipes and fillings shall be inspected under working conditions of pressure and flow. Any joints found liken shall be redone, and ail leaking pipes removed and replaced without extra cost.
- The pipes and fittings after they are laid shall be tested to hydraulic pressure of 6 Kg./Sq cm. The pipe shall be slowly and carefully charged with water allowing all air to escape and avoiding all shocks and water hammer. The draw off takes and stopcock shall then be closed and specified hydraulic pressure shall be applied gradually the pressure gauge must be accurate. The pipes and fittings shall be tested in sections as the work laying proceeds, keeping, and the joints exposed for inspection during the testing.

3.22. Electrical Installations

- Electrical conduits and fittings shall have heavy protection inside and outside. Conduits shall be heavy gauge with screw-end construction in steel and shall have an external diameter of at least 20 mm. Conduits shall be longitudinally welded.
- Cable ducts for installation or for casting into concrete shall be uPVC pipes.
- Bituminous paint for steel conduits and steel cable ducts, anti-rust paint for concealed electrical conduit systems, zinc chromate primer for cable duct systems, or galvanizing paint for cable duct systems shall be of a proprietary type approved by the project manager and site supervisor.
- Materials for concealed electrical conduit systems and for cable duct systems shall be stored in accordance with the manufacturers' recommendations in a dry and weatherproof store.
- Holes and recesses shall be left in structures for electrical and mechanical installations. Holes and recesses in internal floors, stairways and platforms shall be protected with temporary covers or by other methods agreed by the project manager and site supervisor until the electrical and mechanical installation starts. Holes and recesses in roofs, external walls and external floors shall be sealed with watertight temporary covers until the electrical and mechanical installation starts. Holes in structures shall be filled and made good after electrical and mechanical installations are complete. Holes left in structural elements designated as fire barriers shall be sealed to at least the same degree of fire resistance as the structural element.



- Conduits shall not be bent by more than 900 and the internal radius at bends shall be at least 2.5 times the external diameter of the conduit. Conduits shall not be flattened at bends. Burrs and sharp edges shall be removed from the ends of conduits before installation.
- After the electrical earthing systems have been installed fill material shall be deposited and compacted in the pits and trenches to a depth of 300 mm above the electrical earthing system. Fill material shall be sand or fine fill material which has been selected from the excavated material, and which is free of stones retained on a 20 mm BS test sieve.

3.23. Compliance with standards - lack of standards

- Origins, qualities, characteristics, types, dimensions and masses, methods of marking, testing, checking and receiving materials and materials must comply with ISO standards or standards in force in Iraq, approved or in force at the time of signing the contract.
- The Contractor must know the Iraqi "standards" and International technical rules.
- Similarly, to the extent that the Contractor applies different standards and deviates from those referenced, the bidder will be required to specify the standards adopted. ACTED, in this case, reserves the right to accept or not these standards.
- The standards and regulations referred to in this document are indicative in order to specify the quality and usual rules of resistance and performance desired.

3.24. Organization, safety and hygiene of construction sites

- The Contractor has submitted with his offer a proposal for the installation of his own site with indication of the storage area, warehouse, etc. and the desired location in the field, will receive from the Project Manager the final instructions for the installation of the site.
- Facilities such as fencing, guarding, security, etc. will be installed and provided by the Contractor and maintained during the turnaround time.

Chapter 4: Coordination and Contract Management

4.1. Contact Focal Point

- The contractor must provide the contact list the focal points in charge of all official communication to and with ACTED. The communication will include but is not limited to:
 - The contract management to the logistic department;
 - The follow up of the work and all the field aspect to the program department;
 - The financial coordination with the Finance department of ACTED.

4.2. Coordination and supervision meeting

- During the duration of the work, the project manager and site supervisor or a representative will organize periodic or ad-hoc meetings on the site or in any other appropriate place.
- The Contractor or his duly delegated and qualified representative will attend all these meetings. The Municipality Engineers and any members of the Technical Committee will be able to attend.
- Ordinary meetings will be held on a weekly basis and special meetings will be held in case of any parties' needs. In all cases, the findings and recommendations will be recorded in the site book set up for this purpose by the contractor, and meeting minutes with an attendance sheet will be taken and validated.
- A kick-off meeting prior to the start of the works will be organized to validate the technical documents related to the execution of the contract.



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Chapter 5: Handover Process (LOT 1 and LOT 2)

The Handover process will be applied for all lots in the same way as follows:

5.1. Testing

- The contractor shall perform all the necessary tests to prove the validity of all the installed equipment and their conformity with the aforementioned technical specifications at his expense and his responsibility.
-

5.2. Project Final Handover

- The completion of the project will see the whole construction of all infrastructure required and the provision of the operation period previously stipulated. The project will be closed once successful testing has been carried out and the project deliverables have been handed over successfully to the management of the Dohuk Municipality.
- The supplier shall attach any available manual, technical details and specifications, and catalogs that confirms the comparability of the proposed items.

Chapter 6: Guarantee

- The warranty period is set at one (01) year from the date of certification of completion. The guarantee will necessarily cover all the parts of the various elements of the installation for which a defect of construction will be observed during the first year of operation.
- The Contractor will be required to perform or have repairs and corrections made within one month after finding any faults in the operation of the project. In this case, the Contractor must carry out all repairs, within a maximum of five (05) days after the verbal or written transmission of the information, unless exceptional cases have been specified.
- The Contractor shall proceed immediately, and at his expense, to the repair of any installations that do not correspond to the execution plans or the technical specifications and which will be demanded by the project manager or site supervisor.
- Relevant and appropriate tests and checks will be carried out on all repairs that have been performed.

END OF THE TECHNICAL OFFER



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FINANCIAL

OFFER

(File 2 out of 2)

OFFER FORM - ACTED Iraq

(To be included in the financial offer envelope)

Date:

Tender N°: T/10DMJ/G12/G12ESP-G12EAP-G12EFP-G12EMP-G12SOB-G12PIP-G12LAP-G12LFP-G12LMP-G12CDB-G12SPF-G12CON-G12CSR-G12CSO/WASH/ERB/14032019/001

To be filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: ()
 2. Company Authorized Representative Name*: () *Please include a copy of the representative's ID
 3. Company Registration No: ()
No/Country/ Ministry
 4. Company Specialization: ()
 5. Mailing Address (Physical Address): ()
Country/Governorate./City/St name/Shop-Office No
-
- a. Contact Numbers: (Land Line: / Mobile No:)
 - b. E-mail Address: ()

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow

Important Note:

- Financial offer **MUST** be submitted in a separate file from the technical proposal.
- Please note all scores will be calculated proportionally (the maximum number of scores will be awarded to a bidder providing the most of the experience/ the highest number of workers and/or equipment/ and/or best price against the specific line. All other bidders will be scored proportionally).

PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH LOT: (Bidders can apply for one lot or more).

LOT 1: Construction of Wastewater Treatment Plant

NO.	Item	Technical Description	Unit	Quantity	Unit price USD	Total price (USD)
1. Earth Works:						
1.1	Surveying Work	Surveying all the WSP zone area and drying beds area 125x400 meters using a total station machine. The topography plan for all the area must be delivered to ACTED, prior to the start of the work.	ls.	1		
1.2	Site Preparation	<u>Ponds:</u> Site cleaning and leveling. The price includes manpower and machinery to carry and push the debris (and/or solid waste) outside the site to an area designated by ACTED Supervisor Engineer, and according to his instructions.	m ²	22,000		
		<u>Ponds:</u> Supply manpower and machinery to remove 1 – 4 m of layer of waste and transfer it to be dumped in Kwashe landfill area at around 45 km.	m ³	1,000		
		<u>Access Roads:</u> Site cleaning and leveling. The price includes manpower and machinery to carry and push the debris (and/or solid waste) outside the site to an area designated by ACTED Supervisor Engineer, and according to his instructions.	m ²	13,800		
		<u>Drying Beds:</u> Site cleaning and leveling. The price includes manpower and machinery to carry and push the debris (and/or solid waste) outside the site to an area designated by ACTED Supervisor Engineer, and according to his instructions.	m ²	4,200		
1.3	Excavation Work	<u>Ponds:</u> Prepare machinery and staff to excavate in all types of soils (from hard to soft), and in all types of surfaces, using excavator to the required elevation and according to the drawings. The excavated area will include two anaerobic ponds 1 (26x44 m with average depth of 4 m), two anaerobic ponds 2 (19x26 m with average depth of 4 m), two facultative ponds (26x131 m with average depth of 2 m), and two maturation ponds (24x79 m with average depth of 1.8 m). In addition to the access roads. The price includes transportation the excavated soil to a specific location determined by ACTED Supervisor Engineer. Prepare machinery and staff to excavate in all types of soils (from hard to soft), and in all types of surfaces, using excavator to the required elevation and according to the drawings. The excavated area will include two anaerobic ponds 1 (26x44 m with average depth of 4 m), two anaerobic ponds 2 (19x26 m with average depth of 4 m), two facultative	m ³	22,750		



		ponds (26x131 m with average depth of 2 m), and two maturation ponds (24x79 m with average depth of 1.8 m). In addition to the access roads. The price includes transportation the excavated soil to a specific location determined by ACTED Supervisor Engineer.				
		<u>Access Roads:</u> Prepare machinery and staff to excavate in all types of soils (from hard to soft), and in all types of surfaces, using excavator to the required elevation and according to the drawings. The price includes transportation the excavated soil to a specific location determined by ACTED Supervisor Engineer.	m^3	3,000		
		<u>Drying Beds:</u> Prepare machinery and staff to excavate in all types of soils (from hard to soft), and in all types of surfaces, using excavator to the required elevation and according to the drawings. The excavated area will include the foundation for drying beds, and drying beds area. The number of the drying beds is 7 with dimensions of (18x26 m). The price includes transportation the excavated soil to a specific location determined by ACTED Supervisor Engineer.	m^3	1,560		
1.4	Backfilling Soil Work	<u>Ponds:</u> Prepare machinery and staff for the filling, by layers of clay soil, to the required elevation. The backfilling will include WSP zone area, and access roads. The filling soil must be done using clay soil, and the thickness of each layer must be < 25 cm, with compaction (for each layer) Doing soil compaction test for each layer before filling the next layer (each layer of clay soil must be compacted up to 95%). Embankment slopes are 1 to 2.5 internally and 1 to 1.5–2 externally with top width of 2.5 m. All the work must be according to the plan, specifications, and the instructions of ACTED Supervisor Engineer.	m^3	4,400		
		<u>Access Roads:</u> Prepare machinery and staff for the filling, by layers of clay soil, to the required elevation. The backfilling will include drying beds area and access roads. The filling soil must be done using clay soil, and the thickness of each layer must be < 25 cm, with compaction (for each layer) Doing soil compaction test for each layer before filling the next layer (each layer of clay soil must be compacted up to 95%) All the work must be according to the plan, specifications, and the instructions of ACTED Supervisor Engineer.	m^3	3,000		
		<u>Drying Beds:</u> Prepare machinery and staff for the filling, by layers of clay soil, to the required elevation. The backfilling will include drying beds area. The number of the drying beds is 7 with dimensions (18x26 m).	m^3	1,100		

		The filling soil must be done using clay soil, and the thickness of each layer must be < 25 cm, with compaction (for each layer) Doing soil compaction test for each layer before filling the next layer (each layer of clay soil must be compacted up to 95%) All the work must be according to the plan, specifications, and the instructions of ACTED Supervisor Engineer.				
2. Waste Stabilization Ponds:						
2.1	Drainage System	Provision of materials and work to install 6 inches PVC pipes including all necessary fittings needed.	<i>m.l.</i>	1,220		
2.2	Manholes	Manholes & other chambers, in accordance with standard drawings, (rectangular 1200x800 mm inner width to access drainage pipe).	<i>pcs.</i>	15		
2.3	BRC Fence	Providing all necessary material, machinery and manpower to supply and install a B.R.C fence around the project area. The fence must be made from galvanized steel pipes, 2" of diameter and 2 m high. A 3 mm diameter wire mesh must be installed, with 3 layers of tightening wire (3 mm thick), with dark green plastic coating. The price also includes: - Excavations bases for the poles (Dimensions: 40x50x50 cm); - Concrete foundation for the poles; - Painting, with anti-rust paint (good quality), all the welding across the BRC gate and fence, and/or exposed metal.	<i>m.l.</i>	1,050		
2.4	BRC Gate	Providing and installing a B.R.C gate (5x2 m), made from steel frame and 5 mm BRC including 2 two slide locks. Includes painting with anti-rust paint, good quality, for the welding (dark green).	<i>pcs.</i>	1		
2.5	Fence Lighting	Wiring and installation (including supply of all materials) of (LED) 30 watt light points using approved type PVC.	<i>m.l.</i>	1,050		
2.6	Electrical Main Line Connection Pole	Supply & install complete cables to connect the project with the main electricity outside the project.	<i>m.l.</i>	50		
2.7	Supply and Install Geo-membrane	Supply and install geo-membrane layer (plastic sealing) with a thickness not less than 2 mm. The geo-membrane must be welded in two lines, with an air layer in between, and with a recommended overlap. The work also includes a welding leak test during its installation, using pressure for the air layer between welding lines, between old and new layers. All the work should be carried out according to international specifications and standards, technical drawings, and ACTED supervisor engineer's instructions.	<i>m²</i>	12,110		

		The Geo-membrane shall be subjected to testing from an independent and reputable lab, and Contractor must provide certificate of origin and technical specifications, signed and stamped.				
2.8	Gravel	Supply and distribute one 10 cm layer of gravel on the geo-membrane according to the ACTED supervisor engineer's instructions.	m ³	1,210		
2.9	Rip Rap Stone Lining	Provide and install Rip Rap stone variable 20-25 cm layer (for lining the upper area of the embankments for maturation ponds, top 1.5m).	m ³	120		
2.10	Supply and Install of Inlet Pipes	Supply and install PE100 HDPE pipe, external diameter 12", including electro-fusion welding and all required fittings for connection (coupler), the price include excavation and backfilling the pipe, all according to the drawings, landscape plan and instructions of supervisor engineer's.	m.l.	180		
2.11	Intake Structure	Providing all necessary material, machinery and manpower to supply and install intake structures for the project as indicated in the drawings (4 m length, 2 m width and 2 m height). The site around the intake structure will be double surface dressing for the truck offloading area.	pcs.	1		
2.12	Bar Screen	Supply and install bar screen consisting of one set shall be provided in front of the intake works, so as to exclude the large particles with associated set of guide angles in MS flat of 10 mm screen inclined at 45 degree to the horizontal at 40 mm c/c.	pcs.	1		
2.13	Inlet Weir Structure	Providing all necessary material, machinery and manpower to supply and install inlet weir structures for the ponds as indicated in the drawings	pcs.	8		
2.14	Outlet Weir Structure	Providing all necessary material, machinery and manpower to supply and install outlet weir structures for the ponds as indicated in the drawings. The following effluent take-off levels are recommended: - Anaerobic ponds: 300 mm - Facultative ponds: 600 mm - Maturation ponds: 50 mm	pcs.	8		
2.15	Desludging Pumps	Supply and install Pumps with variable speed (max flow: 40 m ³ /h) for the sludge collected at the bottom of anaerobic ponds including all accessories, valves, pipes.	pcs.	4		
3. Access Roads & Drying Beds:						
3.1	Double Surface Dressing	Paving by double surface dressing including all materials, equipment and manpower to the following specifications: Asphalt Paving shall consist of 2 layers 1st layer - (1-2 liter/M ²) liquid asphalt, (12-18) Kg/M ² of crushed stone, size less than 15mm	m ²	1,336		

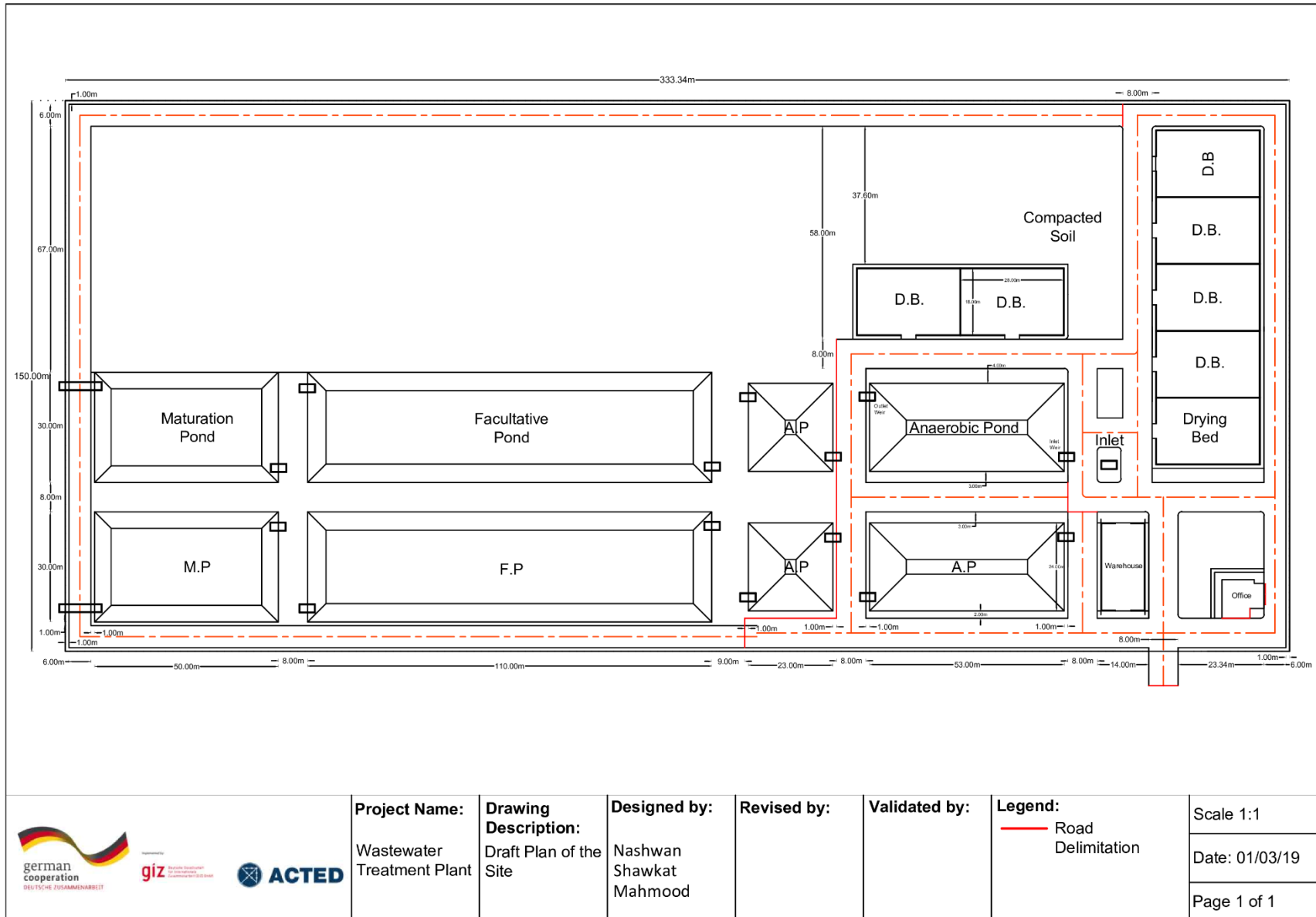
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		2nd layer - (0.75-1.5 liter/M ²) with (7-12) Kg/M ² of crushed stone, size less than 10mm with the appropriate firm compaction.				
3.2	Concrete	Reinforced concrete for the foundations (0.2x0.5) m, the work include casting with concrete 1:2:4 with all works according to the drawings and site engineer instructions.	m ³	63		
		Casting reinforced concrete inside the drying beds by using concrete 1:2:4 with 15 cm thickness. The work includes using BRC of 4 mm thickness with 15x15 opening, and prices of all concrete items include shuttering, formwork, steel reinforcement, concrete, vibration, curing, striking, testing steel reinforcement and concrete, all material needed for expansion joints and workmanship, according to drawings, specifications, conditions and directed by the engineer.	m ³	530		
3.3	Masonry Work	Masonry work: by using solid blocks dimensions (40x20x15 cm), thickness 20 cm walls, height about 1.5 m, and around the periphery of the drying beds with consideration that each 4 drying beds will be together that mean they will be having some common walls. All the work should be conducted according to the site engineers' instructions.	m ²	712		
3.4	Plastering	Supplying materials and plastering walls using mortar cement (1:3), using a ruler Aluminum and with two layers of plastering.	m ²	1,418		
3.5	Under-Drainage	Under-drainage, Perforated PVC Diameter: 150 mm (one pipe for each cell, every drying beds will consist of 4 cells 4.5 m width).	m.l.	730		
3.6	Pipework	Provision of materials and work to install 6 inches PVC pipes including all necessary fittings needed.	m.l.	145		
3.7	Manholes	Manholes & other chambers, in accordance with standard drawings, (rectangular 1200 x 800 mm inner width to access drainage pipe).	pcs.	7		
3.8	Casting with BRC Reinforced Concrete	Supply material and Casting walkways by using concrete 1:2:4 with 15 cm thickness, the work include using BRC of 4 mm thickness with 15x15 opening, all the works according to the instructions of site engineer.	m ²	378		
3.9	Graded Sand	Graded sand layer thickness 300mm, (effective size 0.3 to 0.75mm uniformity coefficient not exceeding 4; graded size of 0.3-.75 mm).	m ³	1,058		
3.10	Graded Gravel	Graded gravel, (effective size 3 - 6.25mm layer thickness 300mm). Consist of three layers with thickness 15 cm (size around 19 mm), 10 cm (size around 10 mm), and 5 cm (size around 2-6 mm).	m ³	1,058		
TOTAL PRICE (USD)						



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LOT 2: Construction of Support Office and Fertilizer Warehouse

NO.	Item	Technical Description	Unit	Quantity	Unit price USD	Total price (USD)
1. Foundations:						
1.1	Excavation Work	<u>Office:</u> Excavation works (0.6x0.6 m) in all types of soil, rocked area, for the foundation of the building, and backfilling with sub base materials, 10 cm thickness grade B, and good compacting. The price includes removing the debris from the excavation to the outside of the site, all the works according to the instructions of the site engineer.	m³	21		
		<u>Warehouse:</u> Excavation works (0.6x0.6 m) in all types of soil, rocked area, for the foundation of the building, and backfilling with sub base materials, 10 cm thickness grade B, and good compacting. The price includes removing the debris from the excavation to the outside of the site, all the works according to the instructions of the site engineer.	m³	161		
1.2	Refilling Work	<u>Office:</u> Refilling the administration Building with two layers of sub base materials 20 cm thickness grade A and good compacting, the price includes using insect killer Material for the filling material, the works according to the instructions of the site engineer.	m³	23		
		<u>Warehouse:</u> Refilling the administration Building with two layers of sub base materials 20 cm thickness grade A and good compacting, the price includes using insect killer Material for the filling material, the works according to the instructions of the site engineer.	m³	191		
1.3	Reinforced Concrete for Foundations	<u>Office:</u> Reinforced concrete for the foundations (0.4x0.6 m), compressive strength (210 kg/cm2) , using 6 nos. of steel bar 16 mm, and 10mm for stirrups 20 c/c , with nylon under the base of foundation, the work include casting with concrete 1:2:4 with all works according to the site engineer instructions.	m³	15.4		
		<u>Warehouse:</u> Reinforced concrete for the foundations (0.4x0.6 m), compressive strength (210 kg/cm2) , using 6 nos. of steel bar 16 mm, and 10mm for stirrups 20 c/c , with nylon under the base of foundation, the work include casting with concrete 1:2:4 with all works according to the site engineer instructions.	m³	64.3		
2. Structural:						
2.1	Masonry work Under DPC	<u>Office:</u> By using solid blocks dimensions 40x20x15 cm, plastering cement ratio 1:3 thickness 40 cm. all the work should be conducted according to the site engineers instructions.	m³	25.7		
		<u>Warehouse:</u> By using solid blocks dimensions 40x20x15 cm, plastering cement ratio 1:3 thickness 40 cm. all the work should be conducted according to the site engineers instructions.	m³	37.3		
2.2		<u>Office:</u> By using solid blocks dimensions 40x20x15 cm, thickness 20 cm and 3 high for the walls, all the work should be conducted according to the site engineers' instructions.	m²	162		



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	Masonry work Over DPC	Warehouse: By using solid blocks dimensions 40x20x15 cm, thickness 20 cm and 3 m high (total height to roof is 5 m) for the walls, all the work should be conducted according to the site engineers instructions.	m ²	282		
2.3	Casting with BRC Reinforced Concrete	Office: Supply material and Casting a walkways and inside the office building by using concrete 1:2:4 with 15 cm thickness ,the work include using BRC of 4 mm thickness with 15x15 opening ,all the works according to the instructions of site engineer.	m ²	110		
		Warehouse: Supply material and Casting a walkways and inside the office building by using concrete 1:2:4 with 20 cm thickness ,the work include using BRC of 8 mm thickness with 15*15 opening ,all the works according to the instructions of site engineer.	m ²	476		
2.4	Reinforced Concrete for Lintel	Office: Casting reinforced concrete for the lintels (0.3x0.2 m) above the doors and windows, using steel bars 12mm No 4, stirrup 10mm at 20cm spacing. All the work should be conducted according to the site engineer instructions.	m ³	2.02		
2.5	Reinforced Concrete for Slab	Office: Provide materials & covering for the roof with casting by C20 concrete 15 cm thickness, the work include wooden form, reinforcement with steel bars 12 mm (15 cm c/c) two direction, with all requirements of work.	m ³	24.2		
3. Finishings:						
3.1	Curing and Plastering	Office: Exterior walls using mortar cement (1:3), using a ruler Aluminum (3 m) and with two layers of plastering price includes processing and installation buckle (chicken wire) in places confluence of the pillars and bridges with walls before cement plastering.	m ²	112		
		Warehouse: Exterior walls using mortar cement (1:3), using a ruler Aluminum (3 m) and with two layers of plastering price includes processing and installation buckle (chicken wire) in places confluence of the pillars and bridges with walls before cement plastering.	m ²	583		
3.2	Emulsion Painting the walls	Office: Painting the walls (for inside and outside), the work includes: treatment the walls, filling all spaces with good materials, cleaning the surfaces and painting with emulsion paint 3 layers. With all requirements of the work.	m ²	358		
		Warehouse: Painting the walls (for inside and outside), the work includes: treatment the walls, filling all spaces with good materials, cleaning the surfaces and painting with emulsion paint 3 layers. With all requirements of the work.	m ²	583		
3.3	PVC Windows	Office: Supplying and installing PVC windows 40x80 cm for W.Cs and as per Plans for other Rooms using (glass 6 mm) from reinforced type, the price includes: steel protection from square bars 12mm, double glass, fly protection with a good quality, handles, install of ventilation fan 6" in W.C a, base painting and oil painting for the steel protection. The price include providing the windows with frame. With all works.	m ²	12.3		
3.4	PVC Doors	Office: Supplying and installing PVC Doors for W.Cs, the price includes with a good quality handles. With all works.	m ²	8.4		

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3.5	Wooden Doors	<u>Office:</u> Supplying and installing Wooden Doors of good quality, the price includes with a good quality handles. With all works.	m ²	6.6		
3.6	Gypsum Plastering	<u>Office:</u> Interior walls using gypsum no5 more than 3 cm thick, using a ruler Aluminum (3 m) and with layer of plastering mortar cement (1:3) for exterior walls price includes processing and installation buckle (chicken wire) in places confluence of the pillars and bridges with walls before cement plastering.	m ²	248		
3.7	Steel Doors	<u>Office:</u> Supplying and installing Steel doors with side plate (0.8x2 m) the price includes supplying and fixing of all required locks, latches, ceylon internally and externally and oil painting. All the work should be conducted to the site engineer instructions.	m ²	5		
		<u>Warehouse:</u> Supplying and installing Steel doors with side plate (0.8x2 m) the price includes supplying and fixing of all required locks, latches, ceylon internally and externally and oil painting. All the work should be conducted to the site engineer instructions.	m ²	44		
3.8	Porcelain Tile for Floor	<u>Office:</u> Supplying and installation of Porcelain tile on the floor, using cement mortar 1:3, the dimensions of the tile (60x60 cm) using a ruler Aluminum 3M for balance. With all requirements of the work.	m ²	96		
3.9	Ceramic Tile for Interior Walls	<u>Office:</u> Supplying and installation of Ceramic tile on the interior walls of W.C and kitchen, using cement mortar 1:3, the dimensions of the tile (25x40 cm) for the walls, using a ruler Aluminum 3M for balance. With all requirements of the work.	m ²	100		
3.10	Tile under Gypsum Plastering	<u>Office:</u> Supplying and installation of Ceramic tile on the interior walls of 15 cm height, to protect gypsum plastering from wetting using cement mortar 1:3, the dimensions of the tile (15x40 cm), using a ruler Aluminum 3M for balance. With all requirements of the work, all the work should be conducted according to the site engineers' instructions.	m.l.	73		
3.11	False Ceiling	<u>Office:</u> Supplying materials and install a false ceiling with all of the extensions of the facilities (and the installation is done using by plastic pipe box with a frame and suspension from the ceiling using a special air so) and as directed by the supervising engineer and guidance.	m ²	70		
3.12	Sandwich Panel Roof	<u>Warehouse:</u> Supply and Install of Sandwich Panel Roof for the Warehouse of 45*15 m, supply materials and install of steel frame containing of each 3 m main steel Gable arches and extended on each side 1 m as minimum as per plans the price include the purlins as in details, sandwich panels, strengthen with steel angles 3". The work includes: painting anti rust paint and 2 layers of oil paint. The price includes: supply and install of sandwich panel sheets, good type fixing with the Purlins frame from the top by using steel plate 5 cm width and 3 mm thickness, fixing with screws in good locations, with all works according to instructions of site engineers.	m ²	495		

4. Plumbing for Office:

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4.1	Manholes15	Supply and install manholes (15x15 cm) with covers and steel mesh 4 inch and all required accessories including bolts.	pcs.	5		
4.2	Basin of Latrines	Supplying and installation basin of (eastern) latrines with all facilities, siphon, galley, piping, connecting with the holding tank, connecting with the water resource, all materials from best quality and all work requirements as directed by the supervising engineer.	pcs.	2		
4.3	PPR pipe 4 inch	Supply, install, fixing and connecting to the near source of drainage for PPR pipe (4 inch) with all the required accessories.	m.l.	20		
4.4	PPR pipe 6 inch	Supply, install, fixing and connecting to the near source of drainage for PPR pipe (6 inch) with all the required accessories.	m.l.	10		
4.5	Manholes30	Supply and install manholes (30x30 cm) with covers and steel mesh 4 inch and all required accessories including bolts.	pcs.	3		
4.6	Taps for the Latrines	Supply and install taps (push or gear tap) for latrine good quality 1/2 inch, with piping, connecting, fixing with all works according to the instructions of the site engineer.	pcs.	2		
4.7	Hand Washing Facilities	Supply and install of hand washing facilities including: fixing and connecting with water source, connecting with near drainage system with all fittings, with all works according to the instructions of the site engineer.	pcs.	1		
4.8	Steel Water Storage Tanks, 1.4 m³	Supply and install steel storage Tank 1.4 M3 (Gage 18), with galvanized stand 20-30 cm high, the work include: connecting with the water source, with all fittings with all necessary works according to the instructions of the site engineer.	pcs.	3		
4.9	Septic Tank	Septic tank: Excavate and built septic tank 2x3x2 m high (interior dimension) with clay brick walls 24 cm width and cement mortar (1:3). Work includes laying broken brick well compacted layer under reinforced concrete 15 cm in thickness floor, reinforced concrete lab 20 cm thick (reinforcement ½ inch @ 15 cm top and bottom, 2 cast iron covers 60x60 cm for the tank openings), building 1.5 m high brick wall in the middle of septic tank, all interior walls should be cement plaster 1:3. All the exterior walls paints with bitumen 20/30. Work includes supply and install maintenance ladder. Work may need to disposed groundwater within the implementation of this item and whatever treatment needed.	pcs.	1		
5. Electrical:						
5.1	Generator	<u>Office:</u> Supply, install and operate 30 KVA Electrical Generator, Excellent quality, with silencer, work includes all needed suitable cables, concrete base (12 m², 20 cm thickness) using BRC of 4 mm thickness with 15x15 opening, fuel tank (with 1200 litter capacity and 6 mm thick), steel shade (2.4 × 5.0 m, 3 m Height) with fence and door (BRC), Electrical Board and Automatic Change Over, with all that required to get a complete work as per the instructions of supervisor engineer.	pcs.	1		



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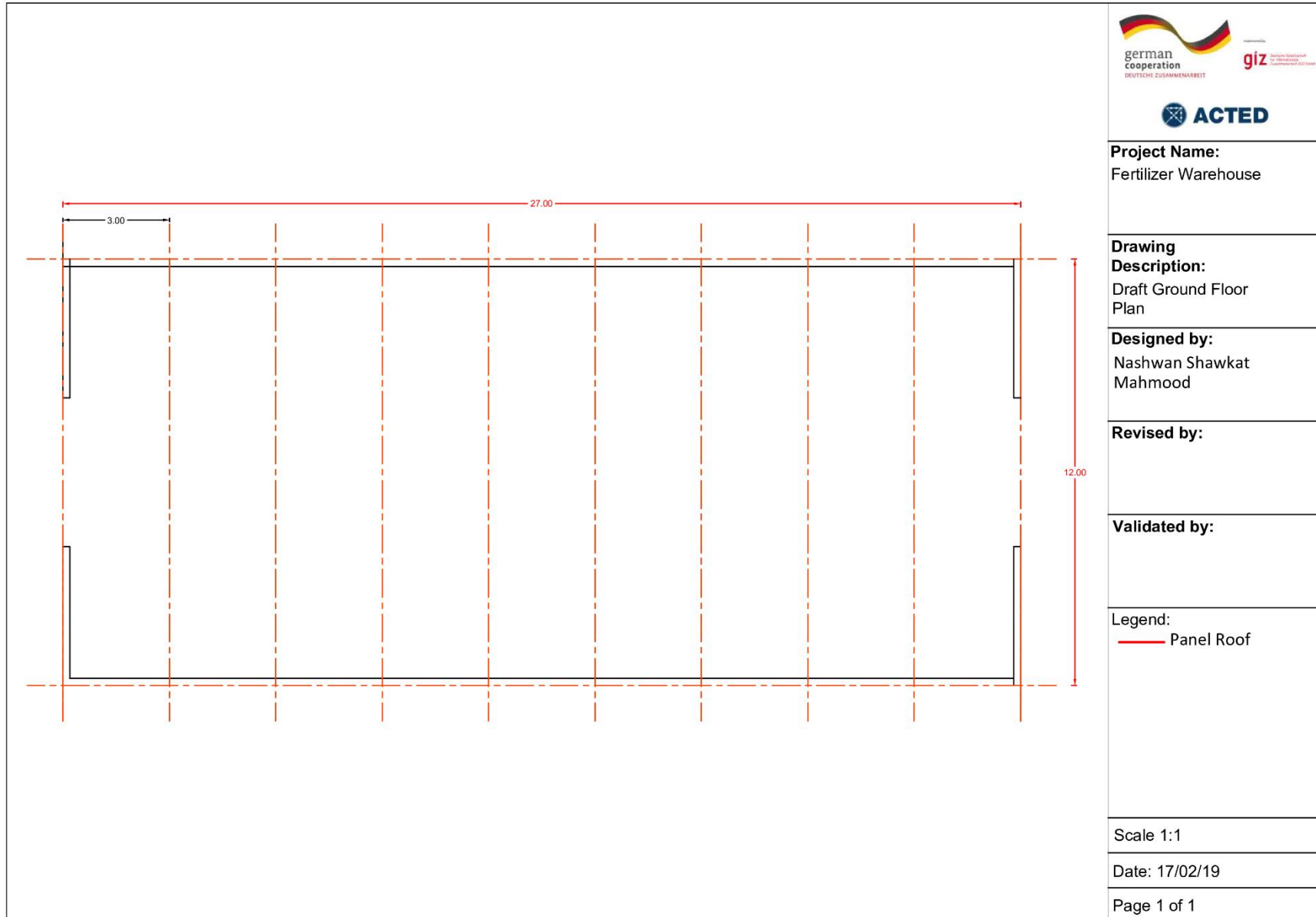
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5.2	Lighting	Office: Provision of materials, labor, equipment and all that required to connecting fluorescent lamps 2x49 watt and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	15		
		Office: Provision of materials, labor, equipment and all that required to connecting spotlight (LED) 20 watt and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	6		
		Warehouse: Provision of materials, labor, equipment and all that required to connecting fluorescent lamps 2x49 watt and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	48		
5.3	Wiring	Office: Provision of materials, labor, equipment and all that required to connecting single type 13 Amp socket outlets points and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	10		
		Office: Provision of materials, labor, equipment and all that required to connecting split (2 tons) with all accessories and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	3		
		Warehouse: Provision of materials, labor, equipment and all that required to connecting single type 13 Amp socket outlets points and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	10		
5.4	Fans	Office: Provision of materials, labor, equipment and all that required to connecting ceiling fan with all accessories and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	1		
5.5	Boiler	Office: Provision of materials, labor, equipment and all that required to connecting water boiler with all accessories and all what is required to complete the work according to the supervisor engineer's instructions.	pcs.	2		
5.6	Distribution Board	Office: Provide and install main distribution board formed from including labor cost and fabricating a suitable PVC room with all work requirements and accessories like door lock and other accessories.	/s.	1		
		Warehouse: Provide and install main distribution board formed from including labor cost and fabricating a suitable PVC room with all work requirements and accessories like door lock and other accessories.	/s.	1		
TOTAL PRICE (USD)						



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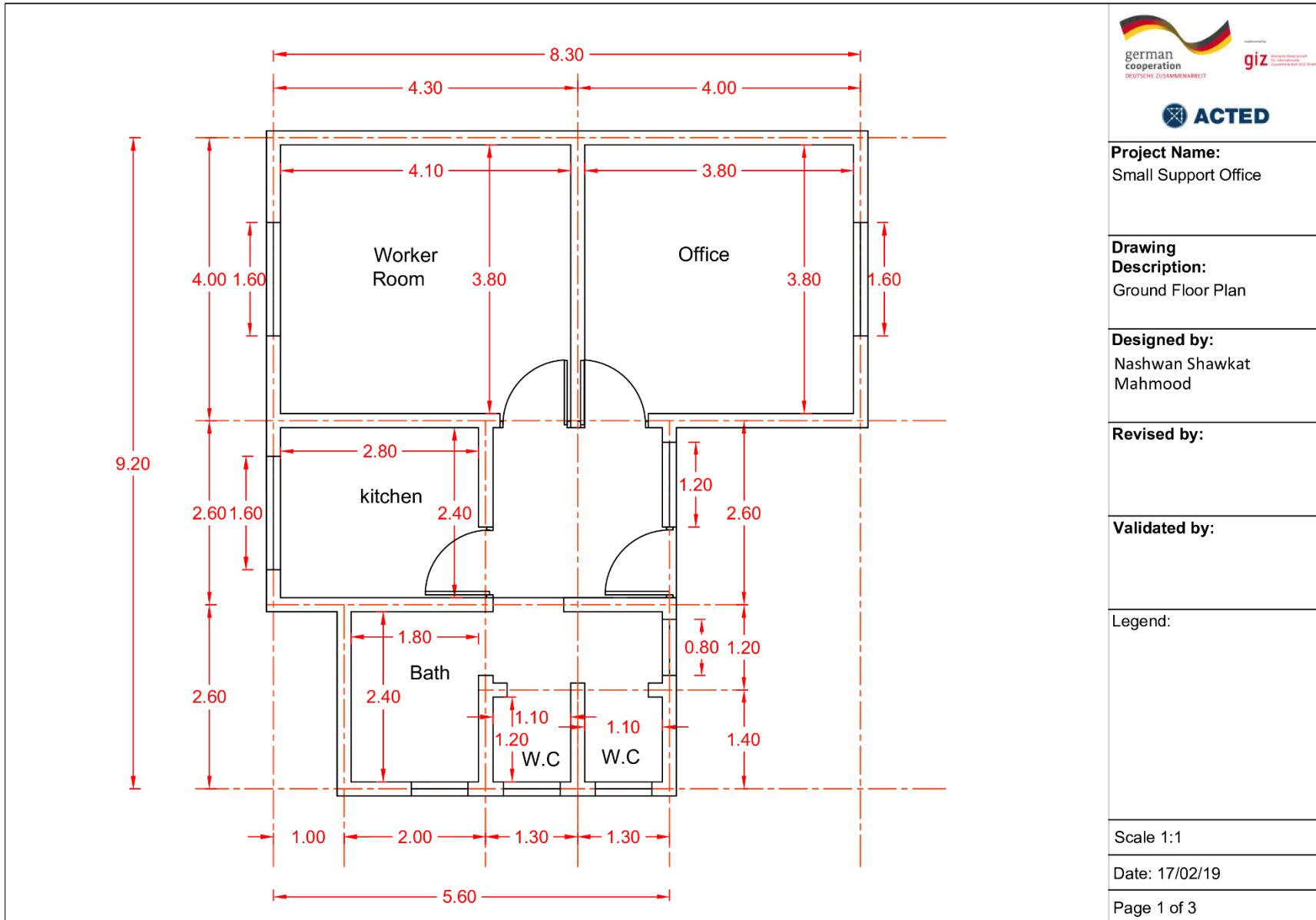
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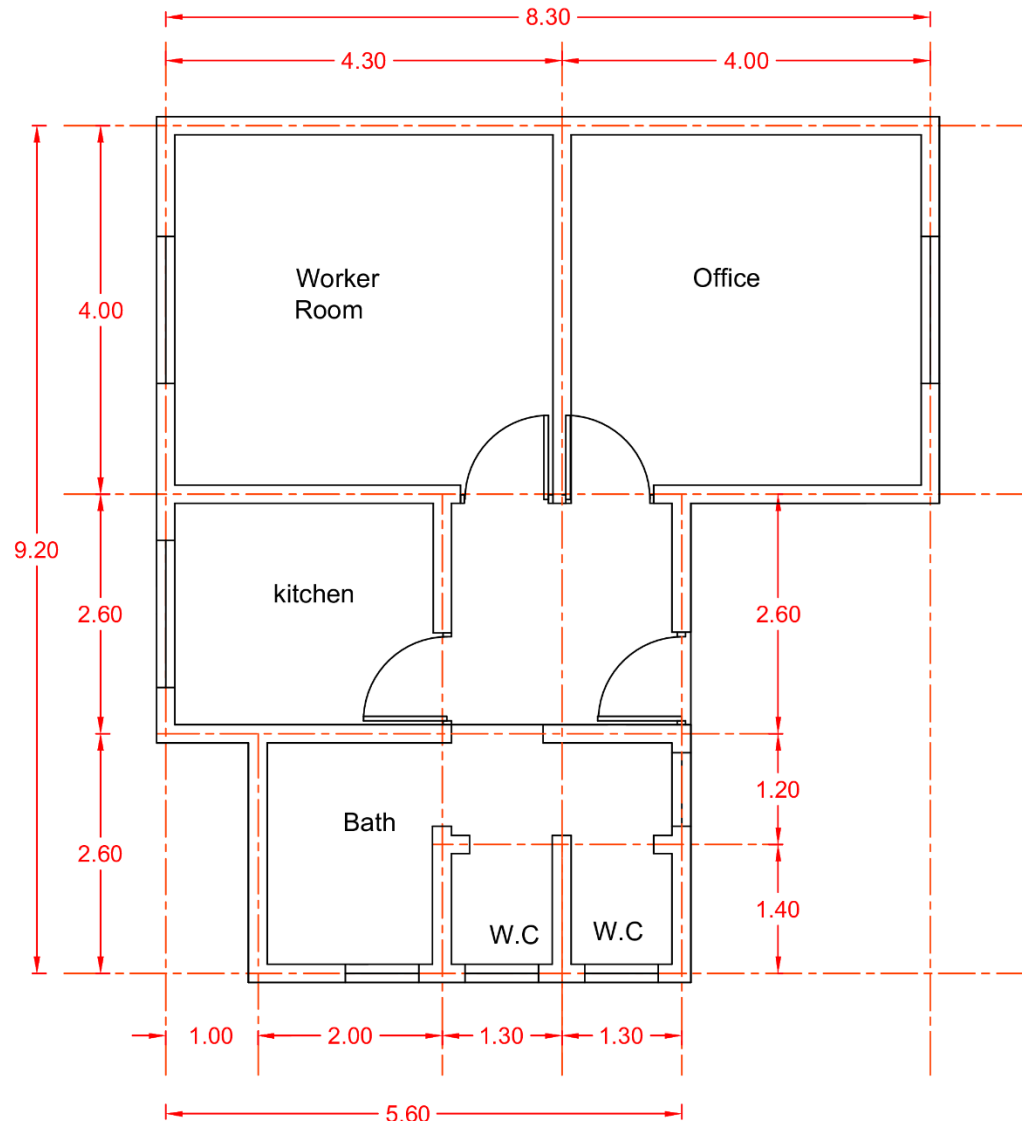
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Project Name:
Small Support Office

Drawing Description:
Center Lines Plan

Designed by:
Nashwan Shawkat
Mahmood

Revised by:

Validated by:

Legend:

Scale 1:1

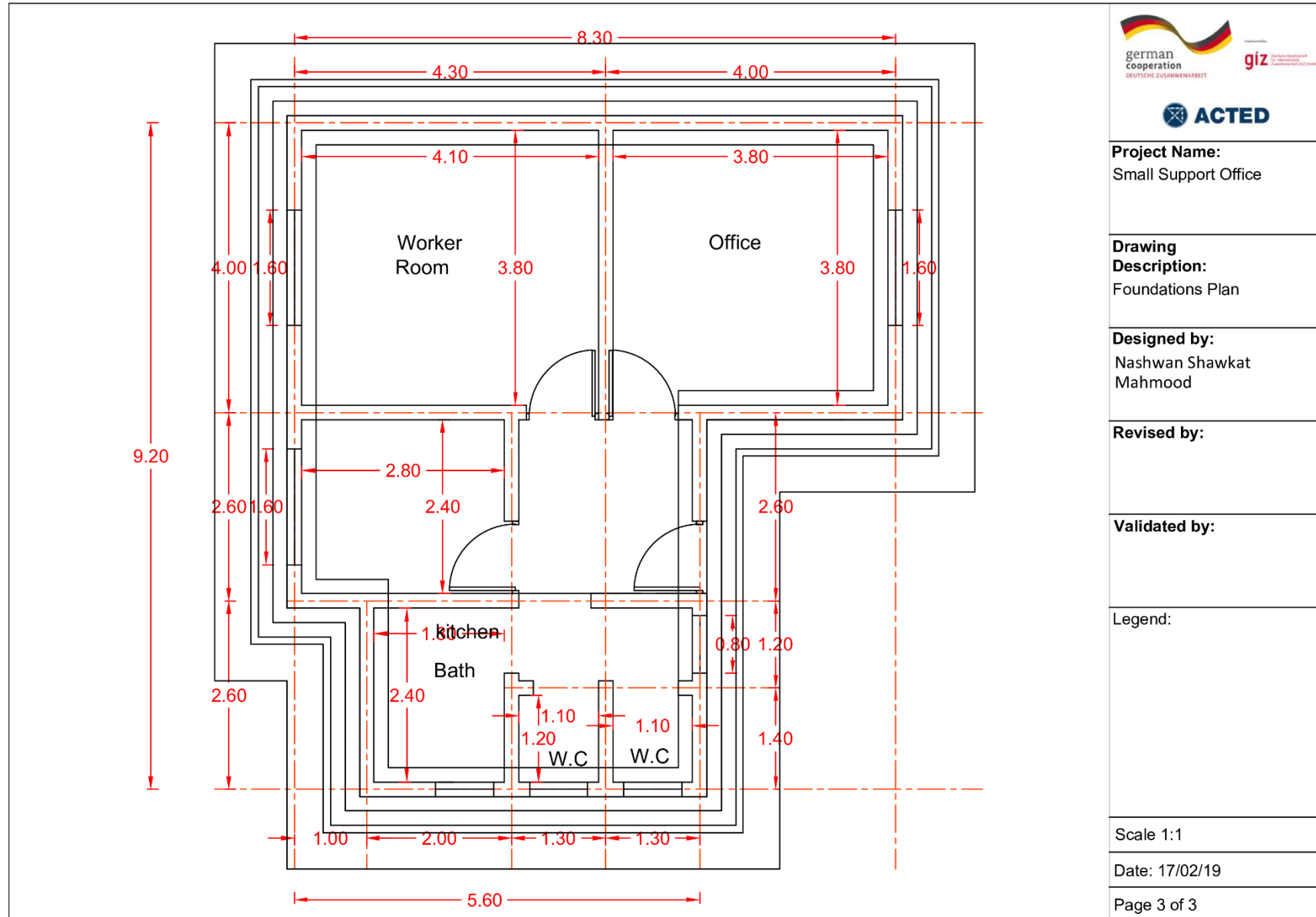
Date: 17/02/19

Page 2 of 3



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BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery (Lead-time): _____
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF THE FINANCIAL OFFER



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T/10DMJ/G12/G12ESP-G12EAP-G12EFP-G12EMP-G12SOB-G12PIP-G12LAP-G12LFP-G12LMP-G12CDB-G12SPF-G12CON-G12CSR-G12CSO/WASH/ERB/14032019/001

Form PRO-06-1 (version May 2018)

BIDDER'S QUESTIONNAIRE ACTED Iraq

To be included in the technical envelope

Date:

Tender N°: T/10DMJ/G12/G12ESP-G12EAP-G12EFP-G12EMP-G12SOB-G12PIP-G12LAP-G12LFP-G12LMP-G12CDB-G12SPF-G12CON-G12CSR-G12CSO/WASH/ERB/14032019/001

PART I: INFORMATION

A. Company Details and General Information

Name of Company	Trading As	
Address (headquarters)	Telephone	
Zip Code (headquarters)	Fax	
City (headquarters)	E-mail address 1	
PO Box	E-mail address 2	
Country (headquarters)	Website address	
Parent Company or name of owner	Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name	Sales Person's Position	
Sales Person's phone	Sales Persons' E-mail	

Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees

Name (as in passport or other government-issued photo ID)	Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number	Type of ID	
ID country of issuance	Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")	Gender (e.g. male, female)	
Current employer and job title:	Occupation	
Address of residence	Citizenship(s)	
Province/Region	E-mail address	
Is the individual a U.S. citizen or legal permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	

Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President

Name (as in passport or other government-issued photo ID)	Date of birth (mm/dd/yyyy)	
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Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Professional Licenses – State Issued Certifications	

Management of the company: Chief Finance Officer or Chief Accountant

Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Professional Licenses – State Issued Certifications	

Company's staff & insurance

No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
No. of Children:		Legal minimum wage paid? <input type="checkbox"/> Yes	
In what capacity?		Paid vacations are offered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What are their ages?		Are flexible working hours offered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of insurance company:		Staff covered by health insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	



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Description of the Company							
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)						
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)						
Year Established:			Country of registration:				
Licence number:			Valid until:				
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)						
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)						
B. Financial Information							
VAT Number:			Tax Number:				
Bank Name:			Bank Account Number:				
Bank Address:			Account Name:				
Swift/BIC number:			Standard Payment Terms:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the company been audited in the last 3 years?			<input type="checkbox"/> Attached				
Please attach a copy of the company's most recent Annual or Audited Financial Report							
Annual Value of Total Sales for the last 3 Years:							
Year:	USD:	Year:	USD:	Year:	USD:		
Annual Value of Export Sales for the last 3 years							
Year:	USD:	Year:	USD:	Year:	USD:		
C. Experience							
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	Organization	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Year	Destination
1							
2							
3							
4							
5							
What is your company's main area of expertise?							
What is your company's business coverage area?							
<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location)							
To which countries has your company exported and/or managed projects in the last 3 years?							
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)							



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List any national or international Trade/Professional Organizations of which your company is a member		
D. Technical Capability		
Type of Quality Assurance Certificate		<input type="checkbox"/> Attached
Type of Certification/Qualification Documents		<input type="checkbox"/> Attached
International Offices/Representation		
List below up to 10 of the core Goods and/or Services your company sells:		
1)	6)	
2)	7)	
3)	8)	
4)	9)	
5)	10)	
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)		
1)	6)	
2)	7)	
3)	8)	
4)	9)	
5)	10)	
E. Miscellaneous		
Does your company have an Environmental Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Ethical Trading Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Anti-terrorist Policy? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to the above two questions, please attach copies of your policy:	<input type="checkbox"/> Attached	
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which has force of res judicata?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		
Has your company ever been guilty of grave professional misconduct proven by other means?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:		



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Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organizations (including ACTED)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office? <input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For ACTED use only
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
10) Other (Specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked



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Form PRO-06-02 Version 1.3

BIDDER'S ETHICAL DECLARATION

To be included in the technical envelope

Date:

Tender N°: T/10DMJ/G12/G12ESP-G12EAP-G12EFP-G12EMP-G12SOB-G12PIP-G12LAP-G12LFP-G12LMP-G12CDB-G12SPF-G12CON-G12CSR-G12CSO/WASH/ERB/14032019/001

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:

1. Labor Standards

The labor standards in this code are based on the conventions of the International Labor Organization (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labor. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labor shall not be used*

There shall be no new recruitment of child labor. Companies shall develop or participate in and contribute to policies and programs, which provide for the transition of any child found to be performing child labor to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labor Organization (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practiced*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.



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- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2 or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (Contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximize the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritizing the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labor and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.



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2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognize official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organizations.
5. Seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned _____, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Bidder's authorized representative _____

Authorized signature _____

BIDDER'S CHECKLIST – ACTED Iraq

To be included in the technical envelope

Date:

Tender N°: T/10DMJ/G12/G12ESP-G12EAP-G12EFP-G12EMP-G12SOB-G12PIP-G12LAP-G12LFP-G12LMP-G12CDB-G12SPF-G12CON-G12CSR-G12CSO/WASH/ERB/14032019/001

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. Technical AND financial envelopes are submitted (compulsory)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached with the technical offer , filled, signed and stamped by the supplier.					
3. PART 2 (form PRO-06) – Offer Form is attached with the technical offer , filled, signed and stamped by the supplier.					
4. The prices in the Offer Form are in USD (compulsory)					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached with the technical offer , filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached with the technical offer , filled, signed and stamped by the supplier. (compulsory)					
7. The Bidding documents are filled in English.					
8. ANNEXES – Documents specified in the instruction to bidders part are provided					
9. ANNEXES – A Copy of Company registration documents and ID of the owner are included (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____