NATIONAL CALL FOR TENDER ACTED Iraq

INSTRUCTIONS TO BIDDERS

(To be included in the technical envelope)

Date: **19/03/2019**

Tender N°: **T/10DLV/22F/LIV/ERB/19032019/001**

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian aid project and inviting contractors to submit offers for the provision and rehabilitation of one unpaved and two paved roads, reconstruction of one concrete pedestrian bridge, and rehabilitation of an irrigation network including development of a swimming park in Tal'afar Sub-district of Ninevah Governorate.

GENERAL WORKS DESCRIPTION:

1. Description: REHABILITATION OF ROADS, IRRIGATION CANALS, BRIDGES, AND OTHER WATERWAYS.
   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): **DDP[1] – Telafar**
5. Validity of the offer: **Six (6) months**

TENDER PROCESS TIMEFRAME

25/03/2019 – 11:00 AM : Presentation session of the tendering document and tendering process (Attendance of the bidders is recommended but not compulsory)
At ACTED representative office in Tal'afar, IRAQ, , Al wahda Street

26/03/2019 – 11:00 AM : Site visit organized by ACTED (Attendance of the bidders is recommended but not compulsory)
Meeting point at ACTED representative office in Tal'afar, IRAQ, , Al wahda Street

10/4/2019 – 04:00 PM : Bid closing date
Any and all bids submitted after this date will not be considered eligible.

- **ACTED representative office in Erbil,** IRAQ (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 Tal'afar,** IRAQ, , Al wahda Street
- **ACTED representative office in Dohuk**, IRAQ Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to Down Town
- **ACTED representative office in Mosul, IRAQ,** Mosul, Al wahda district, befor Al sabawi st. Traffic light, house No: 85/72 near Al-Salam Mosque

14/04/2019 – 11:00 AM : Opening session of the tendering for the technical offer
At ACTED representative office in Tal'afar, IRAQ, , Al wahda Street

[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 Office of Foreign Development Assistance (OFDA), has been engaged to implement a market infrastructure rehabilitation program in Tal'afar Municipality, Ninewa Governorate, Iraq.
The implementation of this project will target 8 individual worksites in a mixture of urban and periurban communities that are key infrastructure to promote the return of sustainable economic activity in Tal'afar city. These projects will help to ease traffic challenges in the city, repair the irrigation network feeding small-scale agriculture for the residents, and enable people from different neighborhoods to share one another's facilities. All projects have been identified in collaboration with the Tal'afar Mayoral office.

B. PROPOSED ACTIVITIES:

Activity 1 – Bridge Repair and Unpaved Road Rehabilitation
Within neighborhoods throughout Tal'afar, there are small infrastructure needs that would require work to be done with special attention to the residential nature of the area.

Component 1.A – Rehabilitation of Unpaved Road

Levelling, layering gravel and installing drainage piping along a 350m periurban unpaved road with poor drainage. This road is used by schoolchildren each day as they walk to school and work will need to account for their safety.

Component 1.B – Rehabilitation of Concrete Bridge

An existing pedestrian bridge on concrete support columns will need rehabilitation of the columns, installation of a reinforcing wall at the base to prevent flood damage, and reconstruction of the damaged portion of the bridge. Work will also include repairs to the iron railings. The community relies on the access this bridge provides and work will need to accommodate temporary alternative routes.

Activity 2 – Asphalt Road Repair
The main road system in Tal'afar has received varying levels of damage and disrepair. There have been 2 stretched of asphalt road identified that will need partial rehabilitation.

Component 2.A – Repairs to Road 1
Levelling, stabilizing, and binding for approximately 350m of a high traffic market street that will join with existing municipal work on an intersecting street.

Component 2.B – Repairs to Road 2
Levelling, stabilizing, and binding for approximately 750m of high traffic market street that is within the center of the city near the main hospital that will join the future site of municipal work on the street's main intersection.

Activity 3 – Water Infrastructure
The Tal'afar irrigation network extends from urban to periurban areas. Beginning from the city center, a natural water source feeds agricultural land within the municipality. Work will be done to restore access the route to the interior of the agricultural land for irrigation works to repair key points. Within the main irrigation network, the municipality has also dedicated a small pool near the city center for a swimming park and it will need minor to moderate work.

Component 3.A – Rehabilitation to Irrigation Network

Site 3.A.1 Removal of 3m tall concrete barriers discarded at the mouth of natural water source and transport them to work areas in and around 3.A.2.

Site 3.A.2 Remove damaged earthen truck crossing over shallow water canal and replace with durable cast concrete crossing, including the grading of the unpaved access road and deposit concrete barriers removed from the water source at 3.A.1.

Site 3.A.3 Repair concrete a broken section of a vital concrete water canal and surrounding support dam, which can only be accessed by repairing the truck crossing for 3.A.3.

Component 3.B – Rehabilitation to Swimming Park
Rehabilitation of the sloped access road and installation of stairs leading down to the portion of the river that is used for swimming. There is cosmetic resurfacing of concrete walkways and walls, as well as the replacement of a covering for the iron pedestrian bridge overarching the dam. Additionally needed are medium sized concrete covers for the sewage tunnels.

C. CONSTRUCTION PERIOD:

6 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.

D. GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **10/04/2019 (April, the 10th, 2019) at 04:00 PM (Iraq time).** All the documentation must be sent at ACTED office at the following addresses:

ACTED representative office in Erbil, IRAQ (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 Tal'afar, IRAQ, , Al wahda Street

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

ACTED representative office in Mosul, IRAQ, Mosul, Al wahda district, befor Al sabawi st. Traffic light, house No: 85/72 near Al-Salam Mosque

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, 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 one 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 10/04/2019 - T/10DLV/22F/LIV/ERB/19032019/001" and include:**
     - Signed and stamped Technical Proposal, Technical Terms and Conditions.
     - Signed and stamped "Instructions to Bidders".
     - Company registration papers (Valid).
     - Tax Clearance 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 10/04/2019 - T/10DLV/22F/LIV/ERB/19032019/001" 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 two 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 Dollars (USD), include VAT and any/all other applicable tax.
10. **Bidders can apply for one lot or more. Different lots can be awarded to different suppliers (If applicable).**
11. In case of any calculation mistakes, the unit price will be considered.
12. **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.**
13. The contractor shall follow Iraqi Standards for construction activities: 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).
14. During the implementation of this project, the successful bidder will report technically to ACTED Livelihoods Program Manager and ACTED Site Supervisor.
15. **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.

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 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%	• General work : 5% • Particular work : 20% • NGO experience : 10%
b.	Personnel	20%	• Management personnel : 5% • Technical personnel : 10% • Field staff : 5%
c.	Company Assets	20%	• List and proof.
d.	Proposed Work Plan	15%	• Logical sequence of the works breakdown. • Timeframe compared to the project duration.
e.	Quality Assurance	10%	• Materials Compatibility 5 % • Description of the service 5 %
TOTAL Technical score		**100% (total weighted score: 60%)**	
Minimum required :		60%	Or if one of the following disqualifying factors applies: • Zero proven experience in the field of the service the supplier is applying for. • Proposed work plan does not fit to the project duration. • Origin/ specification is not fit or not equivalent to the one described in the tender documents.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

TECHNICAL OFFER

(File 1 out of 2)

- **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 %
  - Experience in water treatment units' projects
  - Experience working with INGOs
  - Previous Experience Working with ACTED.
  - Projects Duration, Budget and References.
  - 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 rehabilitation 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.

Field Technicians:

- Electrician.
- 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 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

Table 3: Technical Support Structure

NAME	POSITION	ACADEMIC QUALIFICATION	TOTAL YEARS OF EXPERIENCE

Table 4: Field Technicians

NAME	POSITION	ACADEMIC QUALIFICATION	TOTAL YEARS OF EXPERIENCE

- **Company Assets (Both General and allocated to the project) 20 %**

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 Excavators, 1 Crane, 1 Grader Machine, 1 Shovel Loader.

ASSET	MODEL	NUMBER	OWNERSHIP STATUS

The evaluation should include:
- 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 current ongoing projects compared to the scale of the tender and the required equipment to complete the works

- **Proposed Work Plan 15 %**

Please attached your Gantt chart.
Evaluation in terms:
- Logical sequence of the works breakdown.
- Timeframe compared to the project duration.

- **Quality Assurance 10 %**

LOT 1: Bridge Repair and Unpaved Road Rehabilitation

ITEM/ ACTIVITY	ORIGIN	MATERIAL

			ORIGIN	MATERIAL
	Available		Unavailable	

LOT 2: Asphalt Road Repair

ITEM/ ACTIVITY			ORIGIN	MATERIAL
			ORIGIN	MATERIAL
	Available		Unavailable	

Lot 3: Water Infrastructure

ITEM/ ACTIVITY			ORIGIN	MATERIAL
			ORIGIN	MATERIAL
	Available		Unavailable	

Evaluation in terms:

- 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 %

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:

- 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.

- **Notes:**

- 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 above table.
- **ACTED will require a clearance letter from the Tal'afar Municipality for the successful bidders (First stage: Technical Evaluation).**
- 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 supplier apologized after he submits his offer, their later offers will be rejected for 6 months.
- The bidders cannot submit more than one offer under 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.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Chapter 1: Introduction

1.1. LOT 1: Bridge Repair and Unpaved Road Rehabilitation

1.1.1. Purpose of the project:

Site Locations: 36°36.377'N / 42°45.510'E and 36°39.045'N / 42°45.711'E (Exact locations on site will be provided by ACTED upon contract signature).

Description of infrastructure expected:

Unpaved Road:

- Level by scraping 20cm road channel and add 2 layers of 20cm sub-base for a total of 40cm thickness, adding an additional 3-5cm pitch at the midline for lateral water runoff;
- Replace existing drainage hosing with a single 40cm crossover drainage pipe.

Bridge Repair:

- Excise damaged 10m segment of a 30m concrete pedestrian/small cart bridge;
- Rehabilitate center pair of columns by supporting with 32m³ compressed sub-base and a 40cm concrete foundation;
- Reconstruct 2 additional pairs of columns and excised segments;
- Repair and reconstruct iron railings to be a total of 55m, including extension of 2m on one end and complete reconstruction on the reconstructed excised segment;
- Extend pathway on both ends to the main roads.

In case of any change of quantities (positive or negative), the unit price provided in the financial offer will be conserved to all required technical modification 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:

Lot 1		Work Timeline (days)																										
Site	Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Unpaved Road	Leveling the Site																											
	Layering Mixed Gravel																											
	Pipe Installation																											
Pedestrian Bridge	Layering mixed gravel																											
	Plain concrete casting																											
	Cut Removal works																											
	Reinforced concrete casting for column pedestals																											
	Reinforced concrete casting for columns and bridge																											
	Repairing iron railings																											
	Supplying iron railings																											

1.2 LOT 2: Asphalt Road Repair

1.2.1. Purpose of the project:

Site Locations: 36°37.894'N / 42°45.743'E and 36°37.768'N / 42°46.204'E (Exact locations on site will be provided by ACTED upon contract signature).

Description of infrastructure expected:

Asphalt Road Repair:
- Identify damaged segments of 2 main city roads;
- Level, stabilize and bind identified segments.

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

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:

Lot 2		Work Timeline (days)																									
Site	Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Road 1	Leveling the Site																											
	Stabilizing layer																											
	Binding Layer																											
Road 2	Leveling the Site																											
	Stabilizing layer																											
	Binding Layer																											

1.3 LOT 3: Water Infrastructure

1.3.1. Purpose of the project:

Site Locations: 36°36.690'N / 42°44.410'E (Exact locations on site will be provided by ACTED upon contract signature).

Description of infrastructure expected:
Rehabilitation to Irrigation Network:
- Removal of concrete barriers discarded at the mouth of natural water source;
- Clearing entrance field of rubbish and debris to open access road to main worksites;
- Grading unpaved access road and depositing concrete barriers for use as small bridges and/or to otherwise reinforce access road;
- Remove damaged earthen truck crossing over shallow water canal and replace with durable cast concrete crossing; and
- Repair concrete a broken section of a vital concrete water canal and surrounding support dam.

Rehabilitation to Swimming Park:

- Construct and install 6 1x1.5m concrete manhole covers;
- Install access stairs that are 1.5x1.5m, with accommodations that are suitable for the slope and length of the access ramp;
- Level by scraping 5mx20cm road channel on the access ramp and replace it with 20cm of sub-base;
- Install a 2.5x2m fence of BRC, inclusive of support poles, to restrict access to the upstream walkway along the northern bank;
- Install a 30x1m fence of BRC, inclusive of support poles, along length of waterline near the family picnic location;
- Repair 2 iron ladders for swimmers to exit the water and install another elsewhere in the swimming area;
- Install a small family picnic area on the southern bank by levelling the area and creating a balance between seating, picnic areas, child safety, and overall aesthetics;
- Install 3m width metallic roofing over a 42m iron bridge, inclusive of longitudinal support beams;
- Install 50cm removable weatherproof shading canvas along South-facing side of a 42m iron bridge;
- Install safety and aesthetic lighting throughout the Park.

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

1.3.2. 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.

1.3.3. Scope of Work:

Lot 3		Work Timeline (days)																										
Site	Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Irrigation Network	Cleaning Works																											
	Concrete Blocks Removal																											
	Concrete Crossing Block																											
	Earth-Road Work																											
	Concrete Canal Repairing																											
	Change Water Course																											
	Removing Old Bridge																											
	Reinforced Concrete Casting																											
	Supplying iron railings																											
Swimming Park	Bridge Shade																											
	Manhole Covers																											
	Iron Ladder Works																											
	Metal Fence Work																											
	Earth-Road Work																											
	Stairs and Access Ramp																											
	Recreational Place for Families																											

Chapter 3: Technical Specifications (LOTS 1-3)

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 labour 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. 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 which 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.

3.4. 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 as a result 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.
- 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.
- 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, so far as it conforms with 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 utilised 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.

3.5. 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 construction traffic uniformly over their full width.
- The Contractor shall make damage to compacted layers by construction traffic good.
- In areas of shallow filling where after removal of topsoil the ground level is within 30cm of formation level construction 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.

3.6. 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 unarmed 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 splenetic 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/m²)**		
		compression		traction
		7 days	28 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

- 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.

3.7. 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.

3.8. 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 power to attain proper radius of bends. Bars shall not be bent or straightened in a manner that will injure the 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 which 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 of 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 form 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, over lapping of bars shall be done as directed when practicable, overlapping bars shall not touch each other, but be kept apart by 25 them. 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 non bending moment is maximum.
- Whenever indicated, bars shall be jointed by couplings which 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 bull-welded so as 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 which 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 tow or three stages, previous surface shall be cleaned properly.
- Ends of the bars shall be cleaned of all loose scale, rust, stages, 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.

3.9. 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 side walls, 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.

3.10. Pipes installation

- Should the soil in place be powdery, direct laying pipes can be considered, provided that 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 which 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.

3.11. 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 colour. 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.

3.12. 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 with previously approved. The subgrade shall be test rolled immediately following completion of compaction, except in the case of a stabilised 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 authorised 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 Contactor's expense. Where material has become unsuitable to any depth due to the Contactor'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 stabilisation 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.

3.13. 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.
- A layer of mortar shall be spread on full width for suitable length of the lower course. Each brick shall first be property 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 upwards. 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, hold fasts of doors and windows 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 pucca 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

3.14. 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 saw dust 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 form work 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 form work and concrete work before, during and after pouring concrete. Watch should be kept to see that behavior or centering and form work is satisfactory during concreting. Erection should also he

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 form work shall, be inspected and approved by the project manage and site supervisor before concreting. But this will not relieve the contractor of his responsibility for strength, adequacy and safety of form work and centering. If there is a failure of form work or centering, contractor shall be responsible for the damages to property.
- All scaffolding, hoisting arrangements and 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 sand 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.

3.15. 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 joins. 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 hold fasts in the joints of masonry; course. The frame shall be erected in position and held plumb with strong support form north sides and built in masonry as it is being built.
- The transom shall be through tenoned into the mortises of the jamb pot 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 hold-fasts 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 hold-fast shall be 300 x 25 x 6 mm. and of mild-steel with split end. The hold fasts shall be fixed with screws to frames.
- Mild steel hold fasts 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.

3.16. 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.

3.17. 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.

Chapter 5: Handover Process (LOT 1, LOT 2, and LOT 3)

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 Tal'afar 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

FINANCIAL OFFER

(File 2 out of 2)

OFFER FORM ACTED Iraq

Date:

Tender N°: **T/10DLV/22F/LIV/ERB/19032019/001**

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.

PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH LOT:

Important Notes:

- **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).**
- **The quantities and specifications may be subject to change based on the project's scope of work.**
- **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.**

LOT 1: Bridge Repair and Unpaved Road Rehabilitation

Item	Summary	Quantity	Unit	Unit Price (USD)	Total Price (USD)
	Rehabilitation of Unpaved Road				
1	Level the Site: Supply materials and equipment and conduct scraping a dirt layer to a depth of 20cm and level the site, taking into consideration the need to fill any lower or damaged places with mixed gravel (sub-base) with water splashing and compacting. The price is inclusive of removing debris to out of the municipality border or specially designated location.	1950	m2		
2	Layer Mixed Gravel: Supply materials and equipment, then conduct layering 40cm of mixed gravel (sub-base) in two layers of 20cm each with water splashing and compacting at a ratio not less than 95% with all laboratory tests, technical conditions, specifications of roads and according to the instructions of the supervising engineer.	1950	m2		
3	Pipe Installation: Supplying an iron pipe with a diameter not less than 40cm in a waterway for crossing the road and converting the drainage water, with all requirements of digging and burying above the pipe and according to the instruction of the supervising engineer.	7	ml		
				Subtotal 1	
	Rehabilitation of Concrete Bridge				
1	Layer mixed gravel: Supplying materials and equipment, then burying the scoured area under and around columns with mixed gravel (sub-base) in layers with firm compaction and according to the instructions of supervising engineer.	32	m3		
2	Plain concrete casting: Supplying materials and casting to the scoured place under columns with plain concrete at 40cm thickness using Sulphate Resisting Portland Cement concrete mix with a strength of 25 MPa.	8	m3		
3	Cut Removal works: Supplying equipment for cutting the damaged segment of the original concrete bridge, estimated at 10m length, 2.2m width and 20cm thickness, discarding debris offsite with all other requirements of the project.	Lump Sum	Lump Sum		
4	Reinforced concrete casting for column pedestals: Supplying materials and equipment, then casting square concrete pedestals with dimensions 1.0mx1.0mx40cm, reinforced using 16mm bars with 80cm prominent dowels and Sulphate Resisting Portland Cement mixture with 30MPa strength, as well as all other requirements and instructions of the supervising engineer.	1.8	m3		
5	Reinforced concrete casting for columns and bridge: Supplying materials and equipment, then casting 4 concrete columns of 40x40cm2, reinforced with 6 bars of 16mm diameter and 12mm diameter stirrups at 20cm spacing, with concrete mix verifying 30MPa, as well as concrete casting the floor of the bridge to 20mm thickness, with 16mm diameter bars at 15mm spacing in addition to minor and shrinkage reinforcement of 12mm diameter at 20mm spacing. The price includes plywood striking and all requirements according to instructions of the supervising engineer.	11.2	m3		
6	Repair iron railings: Supplying materials and tools, then repairing the damaged parts of iron railings and 3-layers painting with all requirements according to the instructions of the supervising engineer.	30	ml		

7	Supply iron railings: Supplying and fixing new iron railings to the new casting parts in 1.5x1.5in cross section and 1.0m height, with vertical partitions in each 10cm as the old part, as well as 3-layers painting.	25	ml		
				Subtotal 2	
				GRAND TOTAL (Subtotal 1 + Subtotal 2) in USD	

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity 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 LOT 1

LOT 2: Asphalt Road Repair

Item	Summary	Quantity	Unit	Unit Price (USD)	Total Price (USD)
	Repairs to Road 1				
1	Level the Site: Supply materials and equipment, then conduct cutting and cleaning of the damaged places, filling them with mixed gravel (sub-base) of 2 layers at 15cm each with water splashing and compacting of a ratio not less than 95% with all laboratory tests, technical conditions, specifications of roads and according to the instructions of the supervising engineer. The price is inclusive of removing debris to out of the municipality border or specially designated location.	280	m2		
2	Stabilizing layer: Supplying materials, equipment and layering a base asphalt mixture (Stabilizer layer) of 10cm thickness with compacting in an asphalt machine either mechanically or manually according to the size of damaged areas. The price comprises splashing a Prime Coat layer before Stabilizer. The layer must also subjected laboratory tests, technical conditions, specifications of roads and according to the instructions of the supervising engineer.	280	m2		
3	Binding Layer: Supplying materials, equipment and layering asphalt mixture (Binder layer) of 6cm thickness with compacting in an asphalt machine either mechanically or manually according to the size of damaged areas. The price comprises cleaning the area with compressed air and then splashing a Tack Coat layer before Binder. The layer must also subjected laboratory tests, technical conditions, specifications of roads and according to the instructions of the supervising engineer.	2600	m2		
				Subtotal 1	
	Repairs to Road 2				
1	Level the Site: Supply materials and equipment, then conduct cutting and cleaning of the damaged places, filling them with mixed gravel (sub-base) of 2 layers at 15cm each with water splashing and compacting of a ratio not less than 95% with all laboratory tests, technical conditions, specifications of roads and according to the instructions of the supervising engineer. The price is inclusive of removing debris to out of the municipality border or specially designated location.	20	m2		
2	Stabilizing layer: Supplying materials, equipment and layering a base asphalt mixture (Stabilizer layer) of 10cm thickness with compacting in an asphalt machine either mechanically or manually according to the size of damaged areas. The price comprises splashing a Prime Coat layer before Stabilizer. The layer must also subjected laboratory tests, technical conditions, specifications of roads and according to the instructions of the supervising engineer.	20	m2		
3	Binding Layer: Supplying materials, equipment and layering asphalt mixture (Binder layer) of 6cm thickness with compacting in an asphalt machine either mechanically or manually according to the size of damaged areas. The price comprises cleaning the area with compressed air and then splashing a Tack Coat layer before Binder. The layer must also subjected laboratory tests, technical conditions, specifications of roads and according to the instructions of the supervising engineer.	400	m2		
				Subtotal 2	
				GRAND TOTAL (Subtotal 1 + Subtotal 2) in USD	

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity 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 LOT 2

LOT 3: Water Infrastructure

Item	Summary	Quantity	Unit	Unit Price (USD)	Total Price (USD)
	Rehabilitation to Irrigation Network				
1	Cleaning Works: Supply materials and equipment to clean the road leading to water streams, and removing all waste with leveling, as well as scraping the road and with all requirements.	Lump Sum	Lump Sum		
2	Earth-Road Work: Supply materials and equipment for scraping the road to agricultural areas and layering sub-base (mixed gravel) of 20cm thickness with water splashing, compacting and all requirements according to instructions of the supervising engineer.	180	m2		
3	Repair Crossing 1: Supplying equipment to extract damaged portions of a small concrete crossing and replace with undamaged reclaimed concrete barriers by installing them across the small stream in parallel to the existing undamaged sections, with all requirements of leveling, fixing and filling the ends.	3	No.		
4	Change Water Course: Supply equipment to temporarily change the water course upstream of crossing 2 by digging a side course and blocking the water flow, then restore the flow to its original course after finishing the concrete casting of the bridges or culverts.	20	ml		
5	Clean and Remove Crossing 2: Supply materials and equipment to clear the site of crossing 2 by excavating to a depth of 40cm then leveling and layering mixed gravel and boulder of 20cm thickness with compacting and all requirements of the work according to instructions of the supervising engineer.	18	m2		
6	Reinforced Concrete Casting: Supplying materials and equipment for a reinforced concrete casting of bridge (culvert) with dimensions of 5.0mx3.0mx1.2m with three square hollows of 1.4mx0.8m to allow water to flow underneath the culvert. The process will be in two stages: 1) casting floors of 20cm thickness with reinforcement and dowels up to overlap with side reinforcements, and 2) casting the side and middle abutments or concrete walls and then the upper parts of the bridges. The price comprises wood mold striking and steel reinforcement of bars with a diameter 16mm and spacing at 15mm, in two layers, in addition to minor and shrinkage reinforcement of 12mm diameter and 20mm spacing, as well as all requirements and according to the instructions of the supervising engineer.	8	m3		
7	Concrete Canal Repair: Supplying materials and equipment for reinforcing concrete casting of the damaged part of the canal using 9 longitudinal 12mm bars and 10mm stirrups at 25cm spacing, inclusive of plywood striking and all requirements according to the instructions of the supervising engineer.	1.35	m3		
8	Supply iron railings: Supplying and fixing new iron railings, to over-canal crossing, in 1.5x1.5in cross section and 1.0m height with vertical partitions in each 10cm as with the original part, as well as 3-layer painting.	26	ml		

10	Concrete Blocks Removal: Supply equipment and machinery to remove the concrete blocks away of water course and take them to a location to be specified by the supervising engineer.	1	1		
				Subtotal 1	
	Rehabilitation to Swimming Park				
1	Bridge Shade: Supply materials to cover existing curved support bars of the iron bridge with metallic sheeting of 3m width and 42m length, including installation of longitudinal support bars beneath the covering. Supplying materials for a weatherproof semi-transparent material of 0.5mx42m on one side and fixing it to railings for seasonal removal, with all requirements of the work according to the instructions of the supervising engineer.	127	m2		
2	Manhole Covers: Supply 6 1.5mx1.0m manhole covers over the drainage canal to protect people from falling down using textured striate jagger plates with bottom-welded iron bars in 1.0x1.0in sections to prevent the covers from sliding on their mounts, with all requirements of work.	6	No.		
3	Earth-Road Work: Supply materials and equipment for scraping the descending road to swimming pool and layering sub-base (mixed gravel) in 20cm thickness with water splashing, compacting, taking into consideration the side water drain course and all requirements according to instructions of the supervising engineer.	150	m2		
4	Stairs and Access Ramp: Supply materials to cast reinforced concrete stairs descending to the swimming area, using grill BRC with 15x15cm spacings. The stair's dimensions are 1.5m tread, 20cm rising with 1.5m width along 30m descent, taking appropriate accommodation for the general slope of the stairs.	12	m3		
5	Metal Fence Work: Supply materials and equipment to install BRC fence to prevent access to sections of the waterside, with length 2.5m and height 2.0m, along with fixing slender iron hollow columns welded to iron base plates which are fixed on the ground.	5	m2		
6	Iron Ladder Works: Supply materials and equipment to establish an iron ladder similar to the old one on the other side of the swimming pool. The price comprises iron railings in both sides with thick plate floor with fixing and all other requirements. Also, the price consists of inclusive maintaining of all old iron ladder and completing the deficiencies and with all requirements and according to instructions of the supervising engineer.	Lump Sum	Lump Sum		
7	Recreational Place for Families: Supply materials and equipment to clean a flat area on the southern side of the swimming pool by removing reeds and other debris, as well as leveling, and supplying benches and/or chairs with attention to aesthetic design. Additionally to install 30m BRC fencing to a height of 1m along the waterside adjacent to the recreation area as well as safety and aesthetic lighting around the park area.	Lump Sum	Lump Sum		
				Subtotal 2	
				GRAND TOTAL (Subtotal 1 + Subtotal 2) in USD	

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity 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 LOT 3

END OF THE FINANCIAL OFFER

BIDDER'S QUESTIONNAIRE ACTED Iraq

(To be included in the technical envelope)

Date:
Tender N°: **T/10DLV/22F/LIV/ERB/19032019/001**

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?	☐ Yes ☐ 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)	

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?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ No
No. of Children:		Legal minimum wage paid?	☐ Yes
In what capacity?		Paid vacations are offered?	☐ Yes ☐ No
What are their ages?		Are flexible working hours offered?	☐ Yes ☐ No
Name of insurance company:		Staff covered by health insurance?	☐ Yes ☐ No
Description of the Company			

Type of Business (multiple choices possible):	☐ Manufacturer ☐ Authorised Agent ☐ Trader ☐ Consulting Company ☐ Other (Please Specify)
Sector of Business (multiple choices possible):	☐ Goods/Suppl ☐ Equipment ☐ Works ☐ Services ☐ Other (Please Specify)

Year Established:		Country of registration:	
Licence number:		Valid until:	

Working languages:	☐ English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (Please Specify)
Technical documents available in:	☐ English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ 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:	

Has the company been audited in the last 3 years?	☐ Yes ☐ No
Please attach a copy of the company's most recent Annual or Audited Financial Report	☐ Attached

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:

	Organisation	*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?	☐ National ☐ 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)	
List any national or international Trade/Professional Organisations of which your company is a member	

D. Technical Capability

Type of Quality Assurance Certificate		☐ Attached
Type of Certification/Qualification Documents		☐ 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)	☐ Yes	☐ No
Does your company have an Ethical Trading Policy? (Yes/No)	☐ Yes	☐ No
Does your company have an Anti-terrorist Policy? (Yes/No)	☐ Yes	☐ No
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)	☐ Yes	☐ No

If you answered yes to the above two questions, please attach copies of your policy:	☐ 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?	☐ Yes ☐ 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 as force of res judicata?	☐ Yes ☐ No
If you answered yes, please provide details:	
Has your company ever been guilty of grave professional misconduct proven by other means?	☐ Yes ☐ 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?	☐ Yes ☐ 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 organisation or any other illegal activity?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ Yes ☐ 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 Organisations (including ACTED)?	☐ Yes ☐ No
If you answered yes, please provide details:	
Do you agree with terms of payment of 30 days?	☐ Yes ☐ No — Do you accept visit of ACTED staff & external auditors to your office? ☐ Yes ☐ 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	☐ Attached	☐ Checked
2) VAT registration/tax clearance certificate	☐ Attached	☐ Checked
3) Company profile	☐ Attached	☐ Checked
4) Proof of trading/dealership/agent	☐ Attached	☐ Checked
5) Evidence of similar contracts	☐ Attached	☐ Checked
6) References	☐ Attached	☐ Checked
7) Particulars of CEO and key personnel	☐ Attached	☐ Checked
8) Articles of Association & Certificate of incorporation	☐ Attached	☐ Checked
9) Financial statements (latest)	☐ Attached	☐ Checked
10) Other (Specify):	☐ Attached	☐ Checked

BIDDER'S ETHICAL DECLARATION ACTED Iraq

(To be included in the technical envelope)

Date:

Tender N°: **T/10DLV/22F/LIV/ERB/19032019/001**

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:

1. Labour Standards

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. 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 minimising, 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 Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour 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 Labour Organisation (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 practised*

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 minimised 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.

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise 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 maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:
1. Accept responsibility for labour 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.
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. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
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/10DLV/22F/LIV/ERB/19032019/001**

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 envelops 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. **(compulsory)**					
3. PART 2 (form PRO-06) – Offer Form is attached **with the financial offer** and filled, signed and stamped by the supplier **(compulsory)**					
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 _____