

NATIONAL CALL FOR TENDER - ACTED Iraq**INSTRUCTIONS TO BIDDERS - ACTED Iraq**

(To be included in the technical offer envelope)

Date: 17/04/2019

Tender N°: T/10DJY/D13/LWR/ERB/17042019/001

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian aid project and inviting contractors to submit offers for the Rehabilitation of water infrastructure (water network and booster pump station) in Ninawa Governorate - Mosul and Telafar Districts.

GENERAL WORKS DESCRIPTION

1. Description: REHABILITATION OF WATER INFRASTRUCTURE (NETWORK AND BOOSTER PUMP STATION) IN EAST MOSUL, WEST MOSUL AND TELAFAR CITY:
- Intisar Boosting Station / Lat: 36.333825° Long: 43.207144° East Mosul – Ninawa Governorate
 - 2 Silo Road Main Pipeline / Lat.: 36.325552° Long.: 43.12372° West Mosul – Ninawa Governorate
 - Hay Muntathar Water Network / Lat.: 36.35781° Long.: 42.45876° Telafar City – Ninawa Governorate

The contractor is responsible for all kind of works, which include professional and technical services, supplies, equipment and materials, labour force, freight costs, installation costs, configuration, testing, operation, and all related works/services to provide a fully operational facility, structure and equipment according to suggested standards.

2. Product class / category: Works / Engineering
3. Product stage: Finished (Full scale and operational)
4. INCOTERM : **DDP** – to the addresses mentionned in the description.
5. Validity of the offer: Recommended: Six (6) months

TENDER PROCESS TIMEFRAME**24/04/2019 – 11:00 AM: Presentation session of the tendering document and tendering process**

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

24/04/2019 – 13:00 PM: Site visit organised by ACTED

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

Bidders who are interested, should submit a written confirmation by e-mail to: iraq.tender@acted.org prior to the date of the site visit.

25/04/2019 – 10:00 AM: Site visit organised by ACTED

Meeting point at **ACTED representative office in Tel Afar, IRAQ, Al wahda Street**

Bidders who are interested, should submit a written confirmation by e-mail to: iraq.tender@acted.org prior to the date of the site visit.

09/05/2019 – 17: 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 Mosul, IRAQ, Mosul, Al wahda district, befor Al sabawi st. Traffic light, house No: 85/72 near Al-Salam Mosque

ACTED representative office in Telafar, IRAQ, Al wahda Street

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

13/05/2019 – 11:00 AM: Opening session of the tendering for the technical offer

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

PROJECT OVERVIEW

A. CONTEXT:

Alliance2015 Partners are proposing to implement the action *Supporting resilience for host communities, returnees and internally displaced persons (IDPs) in Iraq* in ‘newly retaken’² areas in Iraq, targeting the Ninewa and Salah-al-Din governorates. Partners will implement an integrated approach to promoting the resilience of at least 250,000 individuals in the sectors of water, sanitation and hygiene (WASH) and livelihoods in order to support the stabilisation and recovery efforts of Iraqi communities.

The **overall objective** of the project is *to strengthen the resilience of IDPs in Iraq as well as support the recovery of host communities and their administrations*. Resilience in this context refers to the capacity of the target communities identified to recover from the negative consequences of conflict; here with a focus on the re-establishment of essential services, access to livelihoods combined with technical capacity building of local administrations and civil society.

The **specific objective** of the project is **to fulfil the following two outcomes: 1) target population within newly accessible areas of Iraq has improved access to water and sanitation; 2) target population within newly accessible areas of Iraq have improved their income and livelihood prospect to meet their basic needs.**

Finally, by targeting the range of target groups (IDPs, host communities, and returnees), as well as working with government authorities and national partners, the action seeks to support efforts which promote social cohesion, stability and sustainable growth which is inclusive and builds on the humanitarian assistance provided to these communities in Iraq since the beginning of the crisis.

B. PROPOSED ACTIVITIES:

Numerous infrastructures related to water access, supply and treatment are damaged throughout Ninawa Governorate as a result of the post-conflict scenario since 2017. Therefore, ACTED aims to repair, upgrade and/or rehabilitate a total of three sites with a scope of work detailed in hereby document.

The focus of this intervention work is at Ninawa Governorate (Mosul and Telafar Districts) considering: public water supply network (distribution/transmission line), mainline coming from Treatment Plants and Pumping/booster stations, as well as household distributions line/connections and boosting/pumping water stations.

² The consortium defines ‘newly retaken’ areas as areas previously under ISIL control.

Each location identified for intervention is hereafter referred to as “site”. It is assumed, from initial assessments, that there are three sites within the proposed contract, expected to be fully completed and validated by a designated ACTED supervisor and DoW representative within the forecasted contract period.

Scope of Work - Rehabilitation of three (3) damaged water infrastructure in Telafar and Mosul:

- i. **Intisar Boosting Station:** Hereby Pumping Station supplies water to up to 7 neighborhoods in the East Bank of Mosul city: Intisar 1/2/3, Mithaq, Moqata, Jadida and Al Karama. This structure receives its water supply from the main treatment station at Tigris River, which at the moment the service level is still not at full capacity. Hence, 2 surface horizontal pumps, overflow mechanism and pump room upgrade is needed to increase the water access to furthest households.
- ii. **Silo Road Main Pipeline:** Hereby pipeline supplies water for up to 3 different neighborhoods at the West Bank of Mosul city: Hay Mahata, Hay Dawasa and Hay Wadi Hajar. Currently, the existing pipe at the location was installed only as mitigation measures due to the rupture of the original one due to the airstrikes faced in this region. Thus, an upgraded main pipeline is proposed to increase the water access to users by providing a piping material able to withstand the pressure.
- iii. **Hay Muntathar Water Network:** Hereby water network is proposed in order to provide water access to the users of Hay Muntathar Neighborhood located within Telafar city, making up around 600 households at the moment. No water access is available besides water trucking and individual procuring by the users, increasing the risk of vector spreading and water-borne diseases due to WASH mal-practices. Hence, a new water network is proposed for this location which shall connect to the existing Telafar grid and go into different access points for the users ease.

A broader description of each intervention at the sites is given in the Table provided in the sequence.

Service Works proposed for each site			
Item	Site Name/GPS Coordinates	Location	Scope of Work
1	Intisar Boosting Station / Lat: 36.333825° Long: 43.207144°	East Mosul – Ninawa Governorate	Replacement of two (2) horizontal surface pumps with motor included with a flow rate capacity of 600 cubic meters per hour at a dynamic head of 60 meters (operation point) with a operating pressure of at least 16 bars and rated motor power of 185 kW with a speed of 1,500 RPM with all electrical components included such as control panel, circuit breakers, layover switch, etc. Additionally, the works include the upgrade of the pumping room to repair the drainage problems inside and arrange all of the wiring, windows, gates/doors and painting works needed for the facility externally and internally, along with the repair of the overflow mechanism located at the ground storage tank.
2	Silo Road Main Pipeline / Lat.: 36.325552° Long.: 43.12372°	West Mosul – Ninawa Governorate	Replacement of existing underground PVC piping through the trenching and removal of concrete/asphaltic layer, placement of ductile iron pipe of DN 400 mm for drinking-water standards with all necessary fittings and manholes specified at site, as well as the backfilling and restoration of the trench and concrete/asphalt layer. Service works include the connection of the new pipeline to the existing points at both ends with a hydro-static test included and proper operation with no leaks.
3	Hay Muntathar Water Network / Lat.: 36.35781° Long.: 42.45876°	Telafar City – Ninawa Governorate	Installation of 700 meters of DN 200 mm, 1,000 meters of DN 160 mm and 2,000 meters of DN 110 mm crack resistant PE100 piping with all fittings and accessories included for full operation and a leak-proof work. Work services include trenching and backfilling of the piping, household connection points, manhole structures and connection to the existing water grid of Telafar City located 1 block before the neighborhood entrance. Additionally, a hydro-static test is included to ensure proper installation and operation of the pipeline.

C. CONSTRUCTION PERIOD:

EIGHTEEN (18) WEEKS OVERALL. Bidders need to provide a clear construction work plan in the form of a Gantt Chart with clearly established working days, amount of labor work and activity description. The work plan must be coherent with the Bill of Quantities (BoQ) and all technical specifications for each site, including two (2) weeks of support for the commissioning period.

During the two (2) week period, the contractor is requested to mobilize all resources to the field and make necessary procurement to start work at site level. In addition, this period will be reflected by a warranty held until the end of the handover and assisted operation period. Noteworthy that the construction or implementation period starts from the date in which both parties sign the final contractual documents.

D. DEFINITION OF THE END OF THE CONSTRUCTION:

The construction or implementation period will be considered completed after the following:

1. All services works completed as specified by ACTED's technical team, communicated by the contractor, a "partial completion of certification" will be provided by ACTED Program Manager, based on on-site quality and quantity control visit throughout the construction phase including Directorate of Water involvement;
2. By the end of the warranty period, defined in the technical description, a "Final completion of certification" will be provided by ACTED Program Manager, based on continuous follow-up of the with Directorate of Water involvement.

E. GENERAL CONDITIONS:

1. The **closing date** of this tender is on **9th of May, 2019 at 17:00 (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 Mosul, IRAQ**, Mosul, Al wahda district, before Al sabawi st. Traffic light, house No: 85/72 near Al-Salam Mosque

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

Or emailed to both: iraq.tender@acted.org Cc tender@acted.org. **In case of electronic submission, please:**

- Mention the **tender reference number** mentioned above in the subject tab.
 - Fill the tender document, sign, stamp, scan and send them. **Electronic stamp and signatures are not acceptable.**
 - Send **two separate emails** corresponding to the two separate envelopes described in condition number 5.
2. All documents shall be submitted in English. Certificates and official documents shall be submitted in English, Kurdish and/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 for one or more than one lot / site must submit in two separate envelopes, as details in point 5, a specific technical and financial offer for each lot according to the following specifications. The bidder should demonstrate his technical, financial, human resources and logistic capacity to implement all the submitted lots or sites, according to the work plan in the requested completion time.
 5. The final offer must be submitted to ACTED logistics department in **two sealed envelopes** as below:

- 1) **Technical offer (Envelope 1 out of 2): Must be clearly marked as “Technical offer – Not to be opened before 09/05/2019” and include:**
 - Signed and stamped Technical Proposal, Technical Terms and Conditions.
 - Signed and stamped “Instructions to Bidders” “Bidders questionnaire” and “ethical declaration”
 - Company registration papers (Valid).
 - Tax exemption certificate (Valid).
 - List and evidence of experience undertaking similar work (Cf. chapter F).
 - List of key personnel allocated to the project for management and technical support with updated 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).
 - Datasheets, catalogues or any other supporting technical documents are appreciated.
 - All sections of the technical proposal document must be compiled accordingly.
 - 2) **Financial offer (Envelope 2 out of 2): Must be clearly marked as “Financial offer – Not to be opened before 09/05/2019” and include:**
 - Signed and stamped financial offer (offer form).
 - 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 quotation will not directly result in the award of the contract.
 9. Prices are mandatory in US Dollar (USD) including VAT and any/all other applicable tax.
 10. The quantities and specifications may be subject to change based on the project’s scope of work reassessed at field level.
 11. Bidders can apply for more than one lot if desired, noting that each lot/site can be awarded to different suppliers, according to scoring criterion.
 12. In case of any calculation mistakes, the unit price will be considered.
 13. **In case of miscalculation of prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.**
 14. The contractor shall follow Iraqi Standards for construction activities: General Conditions of Contract for Kurdistan Regional Government, Guidelines and Technical Specifications of Iraq (IGTS), Specifications of Housing and Reconstruction, Republic of Iraq, Specifications of Iraqi State Organization for Roads and Bridges (SORB), National Environmental Guidelines, Work Safety Policies, Testing Specifications (NCCL&R).
 15. During the implementation of this project, the successful bidder will report technically to ACTED WASH Programme Manager and ACTED Site Supervisor.
 16. **The successful bidder shall demonstrate enough liquidity and financial capacity to implement the project with partial reception of payment or in case of transfer delays due to force majeure.**
 17. 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.

F. 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 Ninawa Governorate – Federal 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, Geotechnics, Geology and Hydro-geology
 - Emergency Manual and Emergency Contingency Plan
 - Water resources (surface and groundwater protection)
 - Air quality
 - Noise and Vibration
 - Public Health & Safety (Staff and residents).

G. Selection Criteria:

Offers received will be evaluated based on the following criteria:

- **40% FINANCIAL PROPOSAL.**
- **60% TECHNICAL PROPOSAL, as per the following table :**

#	CHAPTER	SCORE/WEIGHT	TERMS
a.	Work experience	40%	General work : 5% Particular work : 20% NGO experience : 15%
b.	Personnel	25%	Management personnel : 5% Technical personnel : 10% Field staff : 10%
c.	Company Assets	20%	List and proof company's light and heavy-duty equipment and machinery
d.	Proposed Work Plan	15%	Logical sequence of the works breakdown. Timeframe compared to the project duration.
TOTAL		100%	(Weight : 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 workplan is not fit to the project duration. -Origin/ specification is not fit or not equivalent to the one described in the tender documents.

Name & Position of Bidder's authorized representative _____

Authorized signature _____

END OF INSTRUCTIONS TO BIDDERS

TECHNICAL

OFFER

(File 1 out of 2)

Technical Evaluation - ACTED Iraq

- **Work Experience 40 %**

Note: Use a separate sheet to elaborate

Table 1: Company Experience

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

Evaluation in terms:

- General work Experience (total years and experience in the field) 5 %
- Particular work experience relevant to the scope that includes: 20 %
 - o Experience in water infrastructure rehabilitations (Such as treatment units, Booster pump station and Water network rehabilitations projects)
 - o Experience working with INGOs in same context (Ninawa Governorate)
 - o Previous Experience Working with ACTED.
 - o Projects Duration, Budget and References.
 - o Total value of the completed Projects.
- Experience with NGO as a client (reference crosschecked) : 15%

- **Personnel (Both General and allocated to the project) 25 %**

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.
- Mechanical Engineer 5+ Years' Experience.
- Electrical Engineer 5+ Years' Experience.

Field Technicians:

- Electrician.
- Plumber.
- Mason.
- Laboratory Technician.
- Mechanic.
- Heavy-Duty Machinery Operator.
- 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%

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 attach your Gantt Chart.

Evaluation in terms:

- Logical sequence of the works breakdown.
- Timeframe compared to the project duration.
- Planned labor-force and equipment for each activity.

● **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 DG Municipality for the successful bidders (First stage: Technical Evaluation).**
- Contractors scoring **less than 60 %** of the total technical check will be disqualified from proceeding with the bidding process or if one of the following disqualifying factors applies:
 - 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.
- 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 (including technical and financial part).
- ACTED has the right to cancel any of the locations or projects listed under each lot if necessary based on the need on ground.
- The bidders have the right to apply for more than one lot, only if they prove their capabilities (in terms of Timeframe, Personnel, financial, technical and Equipment) to work on more than one lot simultaneously.
- If supplier apologised 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.
- **The bidders with a technical grade above 60% will be eligible for a technical interview. It the supplier plan to hire a sub-contractor, the latest needs to be part of the interview and will be mentioned on the contract**

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Technical Conditions Book (TCB) - ACTED Iraq

Chapter 1: Introduction

1.1. LOT 1: Installation of water network in one neighborhood within Telafar City (Hay Muntathar)

1.1.1. Purpose of the project:

This project is part of a larger program to improve community resilience through investment in community water, hygiene (WASH) infrastructure. The purpose of hereby intervention is to provide a reliable water supply in both quantity and quality, ensuring enough water is accessing to the targeted beneficiaries.

1.1.2. Purpose of TCB (Technical Conditions Book):

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

1.1.3. Scope of Work:

Hay Muntathar neighborhood in Telafar city requires a pipe network installation as there is no infrastructure of this type within the targeted location. The current residents have to rely on water trucking and improvised hoses from the surroundings to collect some water volume which is not enough to cover the most basic needs. Additionally, a trend of increasing returnees is seen over the start of the year, increasing the water consumption needs in the area making this project of high-priority to avoid any outbreaks of water-borne diseases.

ACTED is proposing to make a connection from the main water pipeline from the city of nominal diameter (DN) of 200 mm (8 inches) for a total length of 700 meters; branch pipeline of DN 160 mm (6 inches) for a total length of 1,000 meters; and a branch pipeline of DN 110 mm (4 inches) for a total length of 2,000 meters. The piping and fittings material requested is stress cracking resistance CR – PE 100 according to technical specifications in BoQ.

1.2. LOT 2: Rehabilitation of Boosting Station in East Mosul – Intisar Neighborhood

1.2.1. Purpose of the project:

This project is part of a larger program to improve community resilience through investment in community water, hygiene (WASH) infrastructure. The purpose of hereby rehabilitation is to increase the quantity and quality of the water ensuring water availability to targeted service area.

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:

Intisar Boosting Station supplies water to up to 7 neighborhoods at the east side of Mosul city, having its main source from from the Tamim Pumping Station. Currently, this boosting station cannot provide the quantity of water as per original design, requiring the installation of a 2 surface centrifugal pumps, as well as room upgrades/repairs to provide a safe and secure environment.

Within this station 4 surface pumps are in place, currently with 2 pumps out of service, ACTED proposes the replacement of all non-functional equipment (pumps, electrical pumps, motors, etc.) and the repair of the pumping

room such as drainage system, painting, window replacement, electrical circuits upgrade, etc. according to technical specifications in BoQ and drawings.

1.3. LOT 3: Rehabilitation of a damaged water networks in West Mosul City – Silo Road main pipeline:

1.3.1. Purpose of the project:

This project is part of a larger program to improve community resilience through investment in community water, hygiene (WASH) infrastructure. The purpose of the rehabilitation of damaged networks is to increase the quantity and quality of the water and to ensure enough water is accessing to the targeted service area.

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:

Saylo main pipeline is a part of the big main pipeline that connected between Ayman Qadim WTP to supply water to distribution water networks in all of west Mosul. This main pipeline is feeding water to 4 big neighborhoods connected from this line. The existing pipeline is old and broken in several points so the module of elasticity and resistance of the material has weakened causing to reduce the water availability, flow and pressure to beneficiaries. This also leaves the network prone to contamination, impacting both water quality and public health in the community. Additionally, the water demand has been greatly increased by the combination of high population from both host and IDP communities. It is necessary to replace the existing pipeline to provide a sustainable water supply and long-term solution for the community.

ACTED will replace nearly 1 kilometer of piping from PVC to ductile iron pipe with a DN 400 mm with all required works included (excavation, backfilling, connections, valves and manholes, etc...), according to technical specifications in BoQ and drawings.

Chapter 2: General Requirements for all LOTS:

General Requirements include overview of the works needed to be done in water infrastructure rehabilitations as follows:

- The bidder is required to have the technical expertise and financial capability to carry out such works.
- The bidder shall attach with his financial and technical offer all documents proving the implementation of similar projects. The organization shall have the right to check the contractor's workshop and assess his experience with specialized questions to know his ability to execute the works.
- Contractor is invited to visit the site and to have carried out all the analyzes necessary to determine the characteristics of the materials and equipment used or installed for the construction site's achievements.
- The contractor must take care of all the deficiencies (for the installation work of the equipment listed in the book of conditions) and to complete any work in successfully.
- The contractor must test all the equipments installed by him for 24 hours after installation and all costs associated to be incurred to the contractor.
- 1 year period is suggested as fully functional warranty period of the installed equipment and performed works.
- Any modifications to the original design must be agreed prior of the implementation after discussion and agreement of all parties involved.
- Any minor work updates at site level must be checked by ACTED's on-site supervisor with a proper communication to the manager/supervisor.
- All execution work have to be done according the BOQ , technical specifecation and drawing, the work should be monitored and approved by on site by ACTED site supervisor and DOW engineers.

- Any work don't comply with the technical specifications and standard quality during the implementation, ACTED and DOW on site engineers are entitled to cancel the work and to ask the contractor to re-implement the work.
- The bidder must be aware of all Iraqi regulations and apply them rigourously, additionnaly to the technical specifications detailed in this document, during the implementation.
- The bidder must provide the technical specifications of the materials, the country of origin and the type of all the materials submitted by him, all items have to be new and not refurbished and highest marks will be given for the best quality materials. Catalogues to be submitted also.
- Only new items/equipments are accepted. All materials and supplies (products) involved in the composition of the works will be of first quality and will come from approved factories. The site supervisor will be allowed during all the construction phase to control all equipement and matarial origin and ask documentation and addicitional certification to the contractor;
- All materials, equipements and supplies used in the composition of works, such as cement, admixtures, pipes, fittings, valves, gabions, fencing, etc., must meet the Iraqi standards, or specific internation standard if required in the technical specification.
- The contractor must ensure that: all equipment installed by him/her shall be new and not renewed for all the items included.
- Submit a detailed and clear technical offer indicating the quality of the submitted materials.

Note: ACTED has the right to reject the technical offers in case the specifications of items are not clea and in case of incompleted offers after reporting this to the bidder and giving a period of time, to be determined by ACTED, and the contractor did not answer within that period.

Safety and Security:

The Contractor is responsible for security of his personnel, equipment and machinery. ACTED cannot be held responsible for any damages incurred by injury, damage or loss.

- The Contractor will ensure that the appropriate safety equipment is permanently available on all sites. The Contractor is responsible for the site safety:
- The Contractor will ensure that at any time, including after working hours, the site is identified with warning signs barriers, to avoid access to unauthorized persons, especially children.
- The contactor will guarantee the full-time presence of one experienced and qualified worker per site in charge of the safety of the operations.
- The Contractor will provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. ACTED shall bear no responsibility over losses or damages of the procured products incurred during the performance period and before acceptance of said products.
- The Contractor will provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to the Republic of Iraq social security law.

The Contractor remains fully responsible, at any time, for his equipment and staff. In case of equipment loss or staff injury, ACTED will in no case be held responsible.

Chapter 3: Technical Specifications all Lots

3.1. Field installation/preparation

- All expenses for the installation of site as well as for the store, its installation, maintenance, guarding and demolition, unloading, classification as well as the depositing 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 store.
- 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 and rubbish of all kind bush wood and trees shall be removed. And removal of said materials outside the field boundaries to be disposed 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 labours materials, etc. required for setting out the reference marks and bench 'marks 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

- Transport and import all items required as described in BoQ from inside or outside country to the site of the work is responsibility of contractor.
- The contractor is responsible to make his own approvals or documents to pass checkpoints to Telafar or Mosul for transportation of materials and staff.
- 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. For water networks installations:

1. Conduct a site visit and survey the area
2. Clear and level the worksite, with disposal of all trash
3. Excavate trenches as indicated in the provided plans
4. Cut, clear and dispose of concrete, asphalt, old pipework, and other trash
5. Install the new pipes as indicated in the BoQ and technical documents and connect to the existing main water supply system
6. Install household connection fittings
7. Install valves and manholes concurrently in locations as indicated in the provided plans
8. Disconnect the old pipework connections
9. Clean and pressure test the newly installed network
10. Fill and compact the excavated trench with soil
11. Repair asphalt or concrete damaged during the excavation
12. Clean the worksite and remove all trash
13. Participate in handover to local authorities
14. And all the activities required to achieved the work of the BoQ, according to the national standard and the technical descriptions

Due diligence must be observed at all time to minimize disruption of water supply. Disconnections from the existing water network to the installation of the new water network will occur only under instruction by local authorities to reduce downtime in water supply. It is forecasted that steps 2 to 6 will occur in stages to achieve this. Each stage

will consist of only a section of the community and water network. The stages will be identified during the site visit in consultation with local authorities. Works at all time will be conducted in coordination and under supervision with engineers from ACTED and the local authorities.

3.4. For Pumps installation:

1. Conduct a site visit and survey the area
2. Procure and install the booster pump, motor and associated fittings according to BoQ specifications
3. Connect the pump at Intisar Boosting station
4. Procure, install and connect all electrical materials (switch, starter, cables, etc.) for operating the system. All switches must be put on new electrical board and stored in a new electrical cabinet in the pumping station
5. Test the pump to meet the specifications stipulated in the BoQ
6. Clean the worksite and remove all rubbish
7. Participate in handover to local authorities
8. And all the activities required to achieved the work of the BoQ, accroding to the national standard and the technical descriptions

3.5. 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 norms associated with the scope of the work.
- 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.

3.6. 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 ACTED 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.

- 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 for All Lots.

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.
- A commissioning period will be include in the workplan before following the construction period, and before the certificate of completion.

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 perviosuly 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 Ninawa Municipality and Directorate of Water.
- The supplier shall attach any available reports, manual, technical details and specifications, and catalogs that confirms the comparability of the proposed items.

Chapter 6 : Warranty

- 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

(To be included in the Financial offer envelope)

Date:

Tender N°: T//10JY/D13/LWR/ERB/03042019/001

To be filled by Bidder (COMPULSORY)

Details of Bidding Company:

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

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

Important Note:

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

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

LOT 1: Water Network Installation for Hay Muntathar in Telefar City – Ninawa Governorate.

Item #	Description	Unit	Quantity	Unit price USD	Total price USD
1	<p>Soil Removal. Excavation works considering all soil types (coarse, fine and organic from very soft: <20 kN/m² to very stiff: >150 kN/m²) to be encountered at site. Minimum dimensions for trenches: (W) Width 0.5 - 0.7 meters and (D) Depth 1.0 meter. The use of appropriate portable, light and heavy-duty machinery is mandatory for this activity, i.e.: excavator, cutter machine, jackhammer, long-pick mattock, trenching hoes, etc. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	3,700		
2	<p>Soil Backfill. Backfilling of main trenches for piping network with clean soil (debris, rock and gravel free – particle size: < 2 mm – 0.02 mm) surrounding the newly placed pipe up to sub-base ground layer, in accordance with technical drawings. Backfill to be compacted in layers of 10 - 15 cm each with a compacting method of standard proctor of 98%. Soil to be backfilled to pre-excavation level. Activity includes the removal of all unwanted external debris to municipal waste site, responsible for obtaining relevant municipal permissions. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	3,700		
3	<p>Main Pipeline. Supply and installation of Crack Resistant High-Density Polyethylene (CR – HDPE) piping with environmental stress cracking resistance (ESCR) schedule grading – PE100, SDR17. Dimension Specs: Nominal Diameter size of 110 mm (internal diameter 4"); thickness 6.6 mm; length 6 m, 12 m or 13.5 meters; color black with blue stripes, nylon protection and material specs in outer wall. Certifications: Must comply to international standards such as: IS-4984, ISO-4427/EN12201, ISO-4437/EN1555, DIN-8074, PAS 1075. Certificate of Origin and complete product details proof Made using 100% virgin/non-toxic grade HDPE compounds for drinking-water pipelines. High-flow capacity, abrasion resistance, corrosion resistance, chemical resistance, weather – UV resistance. Hydrostatic design stress of 1 MPa (10 bar), weight of 2.17 kg/m, with an average life over 50 years under normal working conditions. Combining/Installation Methods: electro-fusion; butt-fusion/welding; socket fusion; or saddle fusion with ASTM/SGS certified equipment and trained staff to ensure a leak-proof work. Installation includes all required machinery, materials, manpower, gear, etc. Line/Activity Includes supply of all required fittings (PE100 RC, SDR 17, PN 10-bar) for connection such as: elbow, 45°, 90°, T connection, reducer, cap, etc. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	2,000		

4	<p>Main Pipeline. Supply and installation of Crack Resistant High-Density Polyethylene (CR – HDPE) piping with environmental stress cracking resistance (ESCR) schedule grading – PE100, SDR17. Dimension Specs: Nominal Diameter size of 160 mm (internal diameter 6"); thickness 9.5 mm; length 6 m, 12 m or 13.5 meters; color black with blue stripes, nylon protection and material specs in outer wall. Certifications: Must comply to international standards such as: IS-4984, ISO-4427/EN12201, ISO-4437/EN1555, DIN-8074, PAS 1075. Certificate of Origin and complete product details proof, Made using 100% virgin/non-toxic grade HDPE compounds for drinking-water pipelines. High-flow capacity, abrasion resistance, corrosion resistance, chemical resistance, weather – UV resistance. Hydrostatic design stress of 1 MPa (10 bar), weight of 4.536 kg/m, with an average life over 50 years under normal working conditions. Combining/Installation Methods: electro-fusion; butt-fusion/welding; socket fusion; or saddle fusion with ASTM/SGS certified equipment and trained staff to ensure a leak-proof work. Installation includes all required machinery, materials, manpower, gear, etc. Line/Activity Includes supply of all required fittings (PE100 RC, SDR 17, PN 10-bar) for connection such as: elbow, 45°, 90°, T connection, reducer, cap, etc. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	1,000		
5	<p>Main Pipeline. Supply and installation of Crack Resistant High-Density Polyethylene (CR – HDPE) piping with environmental stress cracking resistance (ESCR) schedule grading – PE100, SDR17. Dimension Specs: Nominal Diameter size of 200 mm (internal diameter 8"); thickness 11.9 mm; length 6 m, 12 m or 13.5 meters; color black with blue stripes, nylon protection and material specs in outer wall. Certifications: Must comply to international standards such as: IS-4984, ISO-4427/EN12201, ISO-4437/EN1555, DIN-8074, PAS 1075. Certificate of Origin and complete product details proof. Made using 100% virgin/non-toxic grade HDPE compounds for drinking-water pipelines. High-flow capacity, abrasion resistance, corrosion resistance, chemical resistance, weather – UV resistance. Hydrostatic design stress of 1 MPa (10 bar), weight of 7.079 kg/m, with an average life over 50 years under normal working conditions. Combining/Installation Methods: electro-fusion; butt-fusion/welding; socket fusion; or saddle fusion with ASTM/SGS certified equipment and trained staff to ensure a leak-proof work. Installation includes all required machinery, materials, manpower, gear, etc. Line/Activity Includes supply of all required fittings (PE100 RC, SDR 17, PN 10-bar) for connection such as: elbow, 45°, 90°, T connection, reducer, cap, etc. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	750		

6	<p>Household Connections. Supply and installation of network pipeline-to-surface 13mm (1/2-inch) diameter PPR pipe extensions, to household entrance, in accordance with technical drawings. Distance of household entrance from main pipeline will vary for each site. This line includes pipeline connections with electro-fusion technique, welding equipment, labor-work and all required fittings and accessories. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	House holds	250		
7	<p>Hydraulic Test. Internal pressure test requires filling a non-flammable liquid (water) or gaseous test sample, then a pressure medium (pneumatic compressor). Pressure Test with water is preferred and recommended method. A 25% hoop-stress should exceed during the hydro-test of operating/design pressure (10 bar). The use of certified barometer gauge for pressure measuring must be included. Tests conducted according to national Iraqi standards. This activity considers its implementation for the existing main pipeline installed in 2014 of 10 inch diameter in a 1 km length and 8 inch diameter in 1 km length in order to indentify leaks within this pipeline before connecting the new Hay Muntathar proposed pipeline. Afterwards, an evaluation of the leakage points is needed to fix them with the support of local authorities. In addition, another test shall be done to the new water network once connected to the verified existing pipeline. It is advisable to begin testing early during the pipeline installation to confirm adequacy of the fusion, laying, embedment procedures. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	L.S.	1		
8	<p>Control Valve. Supply and installation of gate valve type-P (PLUG) Round Handle of 200 mm (8 inch) diameter for HDPE pipeline installation (flanged). Made of corrosion-resistant, high impact material for drinking-water supply grading to endure high torque (cast iron or polyvinyl chloride) and withstand at least 1 MPa (10 bar) operating pressure. Stem sealed with O-ring to prevent external leaks and easy replaceability. Includes all accessories, supporter mold, spindle and welding works (electro fusion). Valves must have a valid certificate of origin, ISO certified company (European) and stainless shaft steel with surface box for manholes. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Piece	2		
9	<p>Control Valve. Supply and installation of gate valve type-P (PLUG) Round Handle of 160 mm (6 inch) diameter for HDPE pipeline installation (flanged). Made of corrosion-resistant, high impact material for drinking-water supply grading to endure high torque (cast iron or polyvinyl chloride) and withstand at least 1 MPa (10 bar) operating pressure. Stem sealed with O-ring to prevent external leaks and easy replaceability. Includes all accessories, supporter mold, spindle and welding works (electro fusion). Valves must have a valid certificate of origin, ISO certified company and stainless shaft steel with surface box for manholes.</p>	Piece	2		

	All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.				
10	<p>Control Valve. Supply and installation of gate valve type-P (PLUG) Round Handle of 114 mm (4 inch) diameter for HDPE pipeline installation (flanged). Made of corrosion-resistant, high impact material for drinking-water supply grading to endure high torque (cast iron or polyvinyl chloride) and withstand at least 1 MPa (10 bar) operating pressure. Stem sealed with O-ring to prevent external leaks and easy replaceability. Includes all accessories, supporter mold, spindle and welding works (electro fusion). Valves must have a valid certificate of origin, ISO certified company and stainless shaft steel with surface box for manholes. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Piece	4		
11	<p>Inspection Structure. Supply and construction of manholes for valves in section 3 of BoQ with all required building materials. Internal dimensions: length 1 meter by width 1 m, and depth between 1 - 1.50 meters. The walls and floor built from reinforced concrete 1:2:4 (strength 20.6 MPA), including plastering of inside and outside, and painting outside all walls, floor and inside roof with 3 layers of epoxy. The top must be Pre-cast 10 cm reinforced concrete slab with a steel lid, installation of 2 rings in the wall for inlet and outlet pipe (filling with all-purpose foam between pipe and ring). All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Piece	5		
12	<p>Network Connection. Connection of new DN 200 mm (internal diameter 8") Crack Resistant High-Density Polyethylene (CR – HDPE) piping with environmental stress cracking resistance (ESCR) schedule grading – PE100, SDR17 with existing 200 mm (8 inch) main pipeline. Connection includes supplying all required fittings for the full functionality between the new network with existing network with the replacement of any existing connecting fitting. Also, but not limited to, construction materials, necessary fittings, labor-work, light and heavy-duty machinery, equipment, tools for pipeline installation and civil works needed such as concrete demolition and re-casting. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	L.S.	1		
13	<p>Network Cleansing. Cleaning of network according to BS6700 and instructions from local authorities, 50ppm chlorine for one hour, testing at furthest point in network minimum 30ppm chlorine, provision of test certification</p>	Piece	1		

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

END OF LOT 1

LOT 2: Water Station Rehabilitation for Insitar Boosting Station, East Mosul – Ninawa Governorate.

Item #	Description	Unit	Quantity	Unit price USD	Total price USD
1	<p>Boosting Pump. Supply and installation of centrifugal (horizontal) multi-stage, split case, mechanical seal; for drinking-water supply, hot (140 Celsius) and cold-water (-30 Celsius) circulation, suitable for all clean and slightly dirty non-corrosive liquids (max. viscosity of 150 mm²/s)</p> <ul style="list-style-type: none"> - Nominal branch diameter: 160 – 200 mm - Capacity: 600 m³/h flow rate - Head: < 60 meters, as duty point (operation point), according to the pump curve and system curve relationship - Operating Pressure: Greater or equal to 16 bars - Efficiency Class: IE2 or IE3, greater or equal to 70% as per Minimum Efficiency Index (MEI) - Power: Shaft Power of 150 kW - Frequency: 50/60 Hz (Pump-drive Input) - Voltage: 380/480 Volts (Pump-drive Input) - Speed: 1,500 RPM - Origin: original certificate of warranty and production date - Brand: ISO Certified brand with temperature sensor - Flanges of appropriate size and shape for the suction side according to inlet pipe - Pressure Gauge: In suction (inlet) and distribution (outlet) pipes <p>Material: Cast Iron preferred or Stainless Steel</p> <ul style="list-style-type: none"> - Impeller, shaft, and sleeves stainless steel - Bearing house must be made of cast Iron GG-25 - Wet bolting: Stainless Steel, Base plate. Installed in the pump room according to the drawing and instruction of supervisor engineer. <p>Testing-period of at least 15 days is considered for each pump to confirm adequate installation and a leak-proof work.</p> <p>All necessary fittings, accessories, equipment and tools considered within this item such as non-return (check) valve, air valve and gate valve according to inlet diameter between 250 – 300 mm to 250 – 200 mm to main pipeline.</p> <p>Work must comply to on-site supervisor Engineer.</p>	Piece	2		

<p>2</p>	<p>Motor. Supply and installation of corresponding motor associated to centrifugal (horizontal) booster pump mentioned above (Item 1.1) with the following specifications:</p> <ul style="list-style-type: none"> -Rated power approximately 185 kW -3-phase, 400 volts, 50Hz - Speed 1,500 RPM <p>IEC standard motor, including complete electrical starter, protection device and metering (3 contactors, phase failure, main circuit breaker with overload, timer, ammeter with CT and voltmeter) and wiring/cables needed (thickness) according to the electrical load and length at site, to avoid short circuits and overheating.</p> <p>Work must comply to on-site supervisor Engineer.</p>	<p>Piece</p>	<p>2</p>		
<p>3</p>	<p>Electric Control Panel/Circuit Breaker. Supply and Installation of customized Electric Control Panel/Circuit Breaker for item 1.1 and 1.2 with the following specifications:</p> <ul style="list-style-type: none"> - Painted Stainless Steel Box of 2 – 4 mm thickness with appropriate dimensions to fit all electrical accessories to protect against outdoor exposure and extreme temperatures - Starter/Control Electric Panels with phase sequence mode. - Low and High voltage protection, - 80 meters of power cable 1 KV 3*95 Copper Core XLPE insulation steel tape armored PVC sheath, (50,95,3 mm²) - Main circuit breaker with adequate amps for pump-motor set load and contactors - Ampere Meter 630 Amps– Overload Relay timer - Voltage Meter with 0 – 500 V range. - Chromium push bars and painted metal board including all other necessary electrical equipment -Protection device and metering (3 contactors 185KW, phase failure, main circuit breaker with overload, timer, ammeter with CT and voltmeter) and wiring/cables needed (thickness) according to the electrical load to avoid short circuits and overheating. <p>Material type of wiring and conductors must be copper. All work must comply to the electrical load for the inlet pumps/engines and electrical fixtures of the room and on-site supervisor.</p>	<p>Piece</p>	<p>2</p>		
<p>4</p>	<p>Site preparation. -Remove old centrifugal pump-motor set from pumping room and place it in location specified by</p>	<p>L.S.</p>	<p>1</p>		

	<p>DoW Coordination.</p> <ul style="list-style-type: none"> - Remove existing reinforced concrete ground-level base for 2 old centrifugal pumps with necessary light and/or heavy-duty machinery, tools and equipment with adequate trenching and digging without damaging the rest of the infrastructure. Dimensions: 1.3 meters by 3 meters and 50 cm thickness. - Remove all debris from site and dispose it in proper area authorized by local authorities (DoW/Municipality). <p>Work must comply to on-site supervisor Engineer.</p>				
<p>5</p>	<p>Equipment Support. Casting of centrifugal pump-motor set base at ground-level inside pumping room with the following specifications:</p> <ul style="list-style-type: none"> -Compressive strength of 20.6 MPa with a mix ratio of 1:2:4 (C20 Grade). -Base area according to the pump-motor set dimensions specified in items 1.1 and 1.2 in order to fit it completely. -Thickness of base (between 30 – 60 cm) depending on the fitting of the inlet and outlet pipe to pumps and the equipment's total load. -Structural reinforcement: 12 mm diameter corrugated steel rebars (Grade 60) to form mesh in both direction with 15 cm c/c for each layer. -Stainless steel mold/frame/plates between pump-motor equipment and reinforced concrete base included with oil-based painting in 3 layers. <p>Work must comply to on-site supervisor Engineer.</p>	<p>Cubic Meter</p>	<p>4</p>		

<p style="text-align: center;">6</p>	<p>Drainage System. Installation of drainage system inside pumping room with the following considerations:</p> <ul style="list-style-type: none"> - Floor leveling with a cement-based mortar with mix ratio of 1:1.5:3 - Thickness: 8 – 10 cm, depending in existing level - Slope: 1.5% - Works considers the trenching/digging into existing concrete floor to create a channel of 25 cm of width, 7-10 meter length and 30 cm of depth with re-casting of floor of pumping room and inside channel with concrete mix and mortar. - Metal mesh cover for floor drainage channel with traffic-load support suitable for the channel dimensions. - Make soak-away pit or connect pumping room drainage system to nearest city sewage system in the street for adequate water disposal. <p>Activity contemplates the supply of all necessary materials, equipment, tools and labor-work.</p> <p>Work must comply to on-site supervisor Engineer.</p>	<p style="text-align: center;">LS</p>	<p style="text-align: center;">1</p>		
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7	<p>Pumping Room Rehab. Service works for the pumping room rehabilitation which include, but not limited, to the following:</p> <ul style="list-style-type: none"> - Organize all wiring/cables for each of the electrical components such as pumps/motors/control panels in a safe manner, wall-mounted with adequate clippings and safety tape with clear signs in arabic and english - Remove broken glasses from window frames and paint all of metal window frames (remove and replace in case needed) after peeling-off old paint coating - 3-layer coating paint for metal ladder structure inside room with anti-corrosive paint (oil-based) after peeling-off old paint coating - Fence/Gate restoration of metal material with 3-layer anti-corrosive paint after peeling-off old paint coating - Complete painting of exterior/interior of building with dry-old based paint and make plastering restoration (8 kg/m2) when needed. - Rehabilitation of (6) exterior and (8) interior lamps with wiring and mount trays. Power of lamps between 150 – 300 kW, advisable for exterior lamps to be solar fed surrounding the pump room in the rooftop with gel baterries and energy inverter for both electric and solar input. <p>Work must comply to on-site supervisor Engineer.</p>	LS	1		
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<p>8</p>	<p>Control Valve. Supply and installation of gate valve type, round-about handle for booster pumps with the following specifications:</p> <ul style="list-style-type: none"> - Diameter Size: DN 260 mm (10 inches) -Material: Corrosion-resistant, high impact ductile iron with drinking-water grading - Max operating pressure: >16 bars - Brand: ISO Certified with material and testing certificates, and warranty validation. Certificate of origin from manufacturing country. <p>Line includes all accessories, supporter mold, spindle and welding-work for proper leak-proof installation.</p> <p>Work must comply to on-site supervisor Engineer.</p>	<p>Piece</p>	<p>4</p>		
<p>9</p>	<p>Control Valve. Supply and installation of gate valve type, round-about handle for booster pumps with the following specifications:</p> <ul style="list-style-type: none"> - Diameter Size: DN 300 mm (12 inches) -Material: Corrosion-resistant, high impact ductile iron with drinking-water grading - Max operating pressure: >16 bars - Brand: ISO Certified with material and testing certificates, and warranty validation. Certificate of origin from manufacturing country. <p>Line includes all accessories, supporter mold, spindle and welding-work for proper leak-proof installation.</p> <p>Work must comply to on-site supervisor Engineer.</p>	<p>Piece</p>	<p>4</p>		

10	<p>Control Valve. Supply and installation of gate valve type, round-about handle for booster pumps with the following specifications:</p> <ul style="list-style-type: none"> - Diameter Size: DN 400 mm (16 inches) -Material: Corrosion-resistant, high impact ductile iron with drinking-water grading - Max operating pressure: >16 bars - Brand: ISO Certified with material and testing certificates, and warranty validation. Certificate of origin from manufacturing country. <p>Line includes all accessories, supporter mold, spindle and welding-work for proper leak-proof installation.</p> <p>Work must comply to on-site supervisor Engineer.</p>	Piece	4		
11	<p>Pressure Gauge. Supply and installation of digital pressure gauge with the specifications of 35 bar, measurements uncertainty +/- 0.25% of Full Scale (ASME Grade 3A/ISO Class 0.25), temperature -20 °C to 50 °C, material ABS / Polycarbonate Blend, Powder Coated Aluminum, ingress protection IP67 (1 meter water submersion for 30 minutes), related humidity 0% to 90% (-10 to 35°C), 0% to 70% (35 to 50°C), wetted materials 316 Stainless Steel, battery type AA Alkaline (LR6), operating altitude (max) 10,000 ft (3050 m), protection class Pollution Degree 2 (UL / IEC 61010-1), LCD display 2.4 in / 61 mm segmented LCD Display and wrench size 7/8 In / 23 mm.</p>	Piece	1		
12	<p>Float Valve. Supply and installation of galvanized iron float valve with a diameter of 2 meters within the water storage tank with the following dimensions: 40 m by 40 m by 12 meters.</p>	Piece	1		
13	<p>Water Meter. Removable cold-hot water meter, ISO 9001-2008 Certification Brand, Magnetic Drive, inter-exchangeable spare parts, 16 bar water pressure capacity and 0.01 cubic meters minimum reading. Diameter according to outlet pipe at each pump-motor set inside pumping room.</p>	Piece	5		

14	Pump Overhauling. Maintenance mechanical and electrical works for the existing horizontal surface pumps (2) at the station, engines/motor (2), cast-iron fittings (check valve, air valve, gate valve, etc.) and piping currently working with the same specifications as item 1 in order to increase the lifespan of the equipment. This activity to be done after the installation and full operation of new surface pumps to avoid cutting the service to beneficiaries in a prolonged time (more than 24 hours.)	LS	1		
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BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

END OF LOT 2

LOT 3: Replacement of Silo Road Main pipeline West Mosul – Ninawa Governorate.

Item #	Description	Unit	Quantity	Unit price USD	Total price USD
1	<p>Concrete or Asphalt Removal: Excavation works considering all soil types (coarse, fine and organic from very soft: <20 kN/m² to very stiff: >150 kN/m²) covered with at least 20 cm of concrete, asphalt or similar surface encountered at site. Minimum dimensions for trenches: (W) Width 0.7 - 0.9 meters and (D) Depth 1.0 meter. The use of appropriate portable, light and heavy-duty machinery is mandatory for this activity, i.e.: excavator, cutter machine, jackhammer, long-pick mattock, trenching hoes, etc. Debris must be disposed of in site approved by municipality; contractor responsible for obtaining relevant permissions. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	900		
2	<p>Soil Backfill. Backfilling of main trenches for piping network with clean soil (debris, rock and gravel free – particle size: < 2 mm – 0.02 mm) surrounding the newly placed pipe up to sub-base ground layer, in accordance with technical drawings. Backfill to be compacted in layers of 10 - 15 cm each with a compacting method of standard proctor of 98%. Soil to be backfilled to pre-excavation level. Activity includes the removal of all unwanted external debris to municipal waste site, responsible for obtaining relevant municipal permissions. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	900		
3	<p>Restoration of Concrete or Asphaltic Pavement: Supply and restoration of concrete or asphaltic surface base. Concrete casting of 1:2:4 – 1:2:2 dosage (compressive strength-fc: 20/3,000 – 30/4,000 MPa/PSI), 20 – 22.5 cm layer thickness and according the required width, with 6 mm laying sheet of BRC or asphaltic-type with 8 cm layer after hydraulic concrete top, herein described, with a 15 cm thickness and necessary width for proper finish with laying sheet of BRC 6 mm. Sub-base layer considered in this activity of 20cm thickness (standard proctor compaction method not less than 98%). All work and construction materials must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	900		

4	<p>Main Pipeline. Supply and installation of Ductile iron pipe. Dimension Specs: Nominal Diameter size of DN400 mm for drinking-water purposes according to ISO 2531 specifications for connection and providing certificate of origin and manufacturing date. Installation includes all required machines, materials, manpower, etc. for welding and fitting for connection such as: elbow, 45°, 90°, T connection, reducer, cap, etc. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Linear Meter	900		
5	<p>Control Valve. Supply and installation 160 mm diameter flanged gate valve with all fittings and accessories included for proper installation. Valves must have a valid certificate of origin and ISO certified manufacturer. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Piece	2		
6	<p>Inspection Structure. Supply and construction of manholes for valves in section 3 of BoQ with all required building materials. Internal dimensions: length 1 meter by width 1 m, and depth between 1 - 1.70 meters. The walls and floor built from reinforced concrete 1:2:4 (strength 20.6 MPA, and 12 mm diameter corrugated grade 40 steel rebars), including plastering of inside and outside, and painting outside all walls, floor and inside roof with 3 layers of epoxy. The top must be Pre-cast 10 cm reinforced concrete slab with a steel lid, installation of 2 rings in the wall for inlet and outlet pipe (filling with all-purpose foam between pipe and ring). All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	Piece	2		
7	<p>Network Connection. Connection of new DN 400 mm ductile iron pipe with the existing main pipe line 400mm ductile iron pipe. Connection includes supplying all required fittings for the full functionality between the new network with existing network with the replacement of any existing connecting fitting. Also, but not limited to, construction materials, necessary fittings, labor-work, light and heavy-duty machinery, equipment, tools for pipeline installation and civil works needed such as concrete demolition and re-casting. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	L.S.	2		

8	<p>Network Connection. Connection of new DN 400 mm ductile iron pipe with the existing main pipe line 160mm ductile iron pipe. Connection includes supplying all required fittings for the full functionality between the new network with existing network with the replacement of any existing connecting fitting. Also, but not limited to, construction materials, necessary fittings, labor-work, light and heavy-duty machinery, equipment, tools for pipeline installation and civil works needed such as concrete demolition and re-casting. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	L.S.	2		
9	<p>Network Connection. Connection of new DN 400 mm ductile iron pipe with the existing main pipe line 100mm ductile iron pipe. Connection includes supplying all required fittings for the full functionality between the new network with existing network with the replacement of any existing connecting fitting. Also, but not limited to, construction materials, necessary fittings, labor-work, light and heavy-duty machinery, equipment, tools for pipeline installation and civil works needed such as concrete demolition and re-casting. All work must comply with ACTED's technical and safety guidelines given by on-site supervisor.</p>	L.S.	2		

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

END OF LOT 3

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery (Leadtime): _____
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF THE FINANCIAL OFFER

BIDDER'S QUESTIONNAIRE – ACTED Iraq

(To be included in the technical offer envelope)

Date:

Tender N°: T/10DJY/D13/LWR/ERB/17042019/001

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

Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)				
Current employer and job title:		Occupation				
Address of residence		Citizenship(s)				
Province/Region		E-mail addresses				
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications				
Company's staff & insurance						
No. Full Time Employees:		Employee average work wage per hour:				
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Description of the Company						
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent		<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____			
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment		<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____			
Year Established:		Country of registration:				
Licence number:		Valid until:				
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish		<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____			
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish		<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____			
B. Financial Information						
VAT Number:		Tax Number:				
Bank Name:		Bank Account Number:				
Bank Address:		Account Name:				
Swift/BIC number:		Standard Payment Terms:				
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached			
Annual Value of Total Sales for the last 3 Years:						
Year: USD:		Year: USD:				
Annual Value of Export Sales for the last 3 years						
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)	Destination
1						
2						
3						

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

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

PART II: CERTIFICATION

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

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

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

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

BIDDER'S ETHICAL DECLARATION – ACTED Iraq

(To be included in the technical offer envelope)

Date:

Tender N°: T/10DJY/D13/LWR/ERB/17042019/001

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.

E. Relation with Terrorism and Belligerent Forces

Bidder certifies that it has not provided and will not provide material support resources, information or any other means to any individual, association or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism within Iraq or abroad. Bidders also commits to not support, advocate or assist any belligerent party that may affect ACTED alignment with humanitarian principles of impartiality and neutrality.

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 offer envelope)

Date:

Tender N°: T/10DJY/D13/LWR/ERB/17042019/001

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)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. Technical AND Financial envelopes are submitted (compulsory)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached with the technical offer , filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) –Offer Form is attached with the financial offer , 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 _____