NATIONAL CALL FOR TENDER - ACTED Iraq

INSTRUCTIONS TO BIDDERS - ACTED Iraq
(To be included in the technical offer envelope)

Date: 29/04/2019
Tender N°: T/10DJY/D13/SWR-QIP/ERB/29042019/001

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian aid project and inviting contractors to submit offers for the rehabilitation of Al Kuwait school and Al Risala school (water infrastructure, wash facilities and layout upgrades) in Ninawa Governorate - Mosul.

GENERAL WORKS DESCRIPTION

1. Description: REHABILITATION OF AL KUWAIT SCHOOL AND AL RISALA SCHOOL (WATER INFRASTRUCTURE, WASH FACILITIES AND LAYOUT UPGRADES)
   Contractor is responsible for all kind of works, which include professional and technical services, supplies, equipment and materials, labor force, freight costs, installation costs, configuration, testing and 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 (As per construction guidelines and fully operational)

4. INCOTERM (delivery conditions): DDP - as per detail above
   Al Kuwait School, Ninewa Governorate \ Mosul district \ East Mosul \ 1st Sumer Neighborhood \ GPS Coordinates: 36.296377, 43.193692
   Al Risala School, Ninewa Governorate \ Mosul district \ West Mosul \ Al-Resala Neighborhood \ GPS Coordinates: 36.327679, 43.090449

5. Validity of the offer: Recommended: Six (6) months

TENDER PROCESS TIMEFRAME

05/05/2019 – 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

05/05/2019 – 12:00 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.

19/05/2019 – 16: 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 Dohuk, Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to Down Town

21/05/2019 – 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’ 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 2 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

Al Kuwait School: Concerning the WaSH facilities’ intervention, a rehabilitation of latrine areas, septic tank cleaning, installation of hand-washing station, waste management system and water supply works are considered to improve the water access and quality for the student-body and staff working in this institution.

Al Risala School: Concerning the WaSH facilities’ intervention, a rehabilitation of latrine areas, septic tank cleaning, installation of hand-washing station, waste management system and water supply works are considered to improve the water access and quality for the student-body and staff working in this institution.

Scope of Work - Rehabilitation of al kuwait school and al risala school (water infrastructure, wash facilities and layout upgrades):

Al Kuwait School, its caravan primary school for girls and boys in east Mosul contains a large number of students/teachers up to 1300, two shifts of morning and evening classes, there is not enough space compared to the number of students, no electricity or water network, no sources to drink pure water. Hence, classroom will reconstruction, WASH, and child-friendly spaces a football stadium will be built, add an additional area for the school, the water and electricity network will be repaired, sources to drink pure water will be provided.

Al Risala School, its girl's school in West Mosul, contains a large number of students/teachers up to 2140, two shifts of morning and evening classes, part of the school destroyed by airstrikes during liberation; more than 4 classes completely destroyed and there is a possibility of collapse other part of the school, so there is not enough space for the students, no electricity or water network; no sources to drink pure water. Hence, the destroyed and damaged part of the school will be rebuilt, the water and electricity network will be repaired, sources to drink pure water will be provided.

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

<table>
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<tr>
<th>Item</th>
<th>Site Name/GPS Coordinates</th>
<th>Location</th>
<th>Scope of Work</th>
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2 The consortium defines ‘newly retaken’ areas as areas previously under ISIL control.
C. CONSTRUCTION PERIOD

8 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 Education in Nineveh 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 Education in Nineveh involvement.

E. GENERAL CONDITIONS

1. The closing date of this tender is on 19th of May, 2019 at 16:00 (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, Ankawa, 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 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 an offer for one or more than one lot/site must submit the offer 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 19/05/2019” 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 19/05/2019” and include:

   - Signed and stamped financial 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), include VAT and any/all other applicable tax.

10. The quantities and specifications may be subject to change based on the project’s scope of work reassessed at field level.

11. Bidders can apply for more than one (1) 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 error when writing the prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.**


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. Please note that ACTED will need to follow Europe Aid’s Guidelines concerning the origin of supplies. For more information, Europe Aid procurement guidelines are fully detailed in PRAG (http://ec.europa.eu/europeaid/prag/welcome.do?header_description=Manuel%20DEVCO%20%26%20des%20procedures%20financiere%20%26%20contractuelles%20Applicable%20aux%20actions%20exterieures%20financiere%20%26%20par%20le%20budget%20%26%20de%20LUE%20%26%20du%2011e%20FE_D%20%26%20header_keywords=ePrag%2C%20europa%2C%20locale=en). In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG2018, and further in annex A2A.
18. ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of EuropeAid (please refer to Annex a2a_ecprogrammes_eligibility2014_2020_en (1))

19. 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. Please note that the arabic versions of tender documents is only for your information. It’s compulsory to fill in, sign & stamp the english versions of the documents in english.
5. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.
6. 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:

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| 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%

Offers with a technical score below 60%; or if one of the following disqualifying factors applies; will be rejected:
- 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.
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

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<th>Table 1: Company Experience</th>
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Evaluation in terms:
- General work Experience (total years and experience in the field) 5 %
- Particular work experience relevant to the scope that includes: 20 %
  - Experience in water infrastructure rehabilitations (Such as treatment units, Boster pump station and Water network rehabilitations projects
  - Experience working with INGOs in same context (Ninawa Governarate)
  - Previous Experience Working with ACTED.
  - Projects Duration, Budget and References.
  - 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 3+ Years’ Experience.
  - Civil Engineer 3+ Years’ Experience.
  - Electrical Engineer 3+ Years’ Experience.

  **Field Technicians:**
  - Electrician.
  - Plumber.
  - Mason.
  - 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%
  - Field Staff (Number and specialty of technicians) 10%

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

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<th>Table 2: Management Structure</th>
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The offer has to include the detailed CV of each staff integrating the Management Structure and the Technical Support Structure.

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

Minimum requirements depend on each site needs, as requested for completion in both quantitative and qualitative manner, the bidder should have, but not be limited to, the following per site: Two (2) 4-Wheel Drive Pick-up Vehicles, One (1) 4-Ton Truck for material transportation, One (1) Water Tanker, One (1) Soil Compactor, Two (2) Excavators (hydraulic), One (1) Shovel Loader, Two (2) electro-fusion welding machine.

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<thead>
<tr>
<th>ASSET</th>
<th>MODEL</th>
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<th>OWNERSHIP STATUS</th>
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The evaluation should include:

- List of equipment owned by the company.
- Proof of ability to acquire the requested machineries (lease agreement/ Machinary 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 Directorate of Education 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 ____________________________
Chapter 1: Introduction

1. LOT 1: REHABILITATION WORKS IN AL KUWAIT SCHOOL

1.1. Purpose of the project:

The school will be fully rehabilitated: classroom will be reconstructed, WASH, and child-friendly spaces a football stadium will be built, add an additional area for the school, the water and electricity network will be repaired, sources to drink pure water will be provided. Complete rehabilitation of the water, sanitation and hygiene facilities in the institution such as drinking stations, squatting toilets, hand-washing basins, water network, waste system and water access for both student-body and staff that attend on a daily basis. In addition, a supply of consumables such as soap, detergent and disinfecting agents is included for the school authorities so they can maintain a hygienic environment for a prolonged time in order they can capitalize to keep procuring these items in the future.

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.

1.2. LOT 2: REHABILITATION WORKS IN AL RISALA SCHOOL

1.2.1. Purpose of the project:

The school will be fully rehabilitated: the destroyed and damaged part of the school will be rebuilt, the water and electricity network will be repaired, sources to drink pure water will be provided. Complete rehabilitation of the water, sanitation and hygiene facilities in the institution such as drinking stations, squatting toilets, hand-washing basins, water network, waste system and water access for both student-body and staff that attend on a daily basis. In addition, a supply of consumables such as soap, detergent and disinfecting agents is included for the school authorities so they can maintain a hygienic environment for a prolonged time in order they can capitalize to keep procuring these items in the future.

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.

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 know 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 specification and drawing, the work should be monitored and approved by on site by ACTED site supervisor and Directorate of Education Nineveh.
- Any work don’t comply with the technical specifications and standard quality during the implementation, ACTED and Directorate of Education Nineveh 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 rigorously, addtionally 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 equipment and material origin and ask documentation and addicional certification to the contractor;

• All materials, equipments 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 clear 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 contractor 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. 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.

3.5. 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 of 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 included 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 perviously 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 Directorate of Education in Nineveh.
- The supplier shall attach any available reports, manual, technical details and specifications, and catalogs that confirm 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/10DJY/D13/SWR-QIP/ERB/29042019/001

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:

4. Company Specialization:

5. Mailing Address (Physical Address):

   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: REHABILITATION WORKS IN AL KUWAIT SCHOOL

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit price USD</th>
<th>Total price USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water Station</td>
<td>L.S.</td>
<td>1</td>
<td>178 USD</td>
<td>178 USD</td>
</tr>
</tbody>
</table>

Supply materials, equipment, tools and labor-work needed to build water station/hand-washing points (Jabiyah of water) with the following specifications:

- Dimensions: Length 5 meters, width 0.8 meters and 1.20 meters height. The jabiyah must be divided in its width in order to have taps at both sides at every 40 cm of distance and in two height levels, the 1st height level of taps at 70 cm and the second level at 100 cm, at least 48 taps must be installed of bass material and chrome finish with a discharge height of 6 cm.
- Structure works: Supply and installation of 6-inch width concrete block of high resistance with mortar-based joining material; structural closure with 1/4 inch diameter rebar at base and top of structure. The construction must be at least 30 cm from ground surface; floor preparation and casting for Jabiyah's foundation
- Piping Works: Supply and installation of 1/2 inch PPE pipe inside the structure with tap installation with teflon tape; drainage holes 2 per side of at least 5 cm diameter with a slope of 1.5% of bottom level; connection and piping from water tank to Jabiyah is included, at least 1 meter distance between both.
- Finish works: Plastering (2 layers) and high-resistance mortar layer; ceramic-tile cover of all structure;
- Drainage works: Supply and installation of drain-holes with cover and ground piping with 2% slope into a soak-pit with gravel and coarse sand next to the structure with proper cover to avoid vector spreading considering appropriate volume for grey-water percolation.

All necessary fittings, tools and equipment for adequate installation and leak-proof work are considered in this activity. Work must comply to ACTED's supervisor guidelines.

تجهيز المواد والمعدات والادوات والقيد العاملة اللازمة لبناء محوطة نهائية (فندق النظافة) حسب التعهدات التالية:

- البناء: الطول 5 متر العرض 0.8 متر و 1.20 متر ارتفاع
- الجابية يجب أن تقسم من جهة العرض لكي تتيح على حاجيات من الجابيين كل 40 سم مسافة وعلى ارتفاع مستويين المستوى الأول على 70 سم والمستوى الثاني على 100 سم على الافق 48 حفيدة. حية يجب أن تثبت و تكون من مواد البناء ومطالية بالكروم مع ارتفاع التغليف من 6 سم.
- أعمال البناء: تجهيز وتركيب من الكونكريت بعرض 6 أنج ذو مقاومة عالية مع موونة من مواد مناسبة لتميـل المفاصل مع اغلاق الجابية بدقة 1/4 أنج عند كافة وأعلى الجابية. حدو الحوض يجب أن تكون على ارتفاع 30 سم من مستوى الأرض بجهة تجهيز الأرض وصب أساس للجابية.
- تجهيز الإسكان: تجهيز وتركيب أنبوب بلاستيك نوع PPE قطر 1/2 أنج داخل الجابية وتركيب الحفيات مع استخدام التكوينات: فتحة التصرف 2 لكل حجة وعلى الافق 5 أنج مع عمل نسبي سطح 5% من أقل مستوي يشمل عمل ربط وتشييـد الأانابيب من خزان المياه إلى الجابية. على الافق 1 متر المسافة بينهما.
- أعمال الإنشاء: (تخزين) مع طبق من موته عالية العالية المقاومة مع التعليـد بالسيراميك للجابية بالكامل.
- أعمال التوافر (تخزين) وتركيب قنوات التصرف مع الغطاء. تثبيت أنبوب داخل الأرض للصرف مع شبة مستوي 2% داخل حفرة من الحبي ورمل الخشن بجانب الجابية مع عمل عطاء مدى لتجنب إصابة الأناضالات على ما بين الاختيار والحجم المناسب لترشيح المياه الرمادية.
- كل التجهيزات التضريبيات والأدوات والمعدات لتميـل الجابية ومنع التسرب كليا ضرورية في هذا العمل. العمل يجب أن يكون حسب توجيهات المهندس المشرف لمنظمة أكـد.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| 2 Water Tank | Supply and installation of steel framework for water tank base-placement with the following specs:  
- Dimensions: 1.2 meters by 1.2 meters by 2.25 meters height from ground level.  
- Material: Stainless steel channel (8 cm, 4 cm, thickness 2 mm) with 1-layer anti-corrosion and 2 layer oil-based paint for finish  
- Ladder-mounted steps embedded in the structure and a steel sheet included for top base.  
Structure must resist the 1500 kg/m3 (plus security factor) pressure of water when tank full as well as the wind and traffic (person) load when on top of the structure for maintenance purposes. Must comply to all guidelines provided by ACTED's supervisor. |
| Piece | 2 |
| 3 Tank Base | Supply materials, tools and manpower necessary to install 1.5 m3 water tank (gage 18) and all equipment from tawaf and pipes (up, down); HDPE material, three layers with food-grade and environmental friendly certificates; ISO certified brand.  
Activity includes painting supply and services of the tank base with anti-corrosion paint in two-layer application and oil-based paint in three-layer application. All considerations for an adequate and operational work are included as directed by ACTED's Supervisor.  
تجهيز المواد والادوات والقوى العامه اللازمة لتجهيز خزان ماء حجم 1.5 متر مكعب (18 مع كل المواد من بطانة تغطي سطح الخزان مع مادة حماية ضد التآكل 3 طبقات مع شهادة صناعة وشهادة صناعة البينة HDPE) مع اتوبي (مصنوع من مواد ايزو معتمدة).  
العمل يشمل تجهيز صخور وخدمة خزان مع السحب batt في خزان مع تثبيت ثلاث طبقات من صبغ دهني.  
وجميع الاعتبارات يجب أن تكون كافية والعمل التشغيلي يشمل توجيهات المهندس المرشح منظمة إلك. |
| Piece | 3 |
| 4 Water Dispenser /Cooler | Supply and installation of water dispenser/cooler with 3 taps for hot, cold and norma temperature water;  
ISO certified brand; stainless steel hot and cold tank; 13 Liter Cold Storage Capacity.  
Installation includes the connection of the dispenser with school's water network, using 1/2 inch diameter pipe with all required accessories and fittings. In addition, electrical connection is included with all wiring (2*2.5 mm2), socket switch (15 A) and eletrical points.  
Adequate drainage discharge considered according to ACTED's supervisor guidelines.  
تجهيز وتجهيز براءات مياه مع 3 حفظيات الألوان للماء الحار والثنائي للماء البارد والثاني للماء المائي للشاة مع انعكاس ايسور معتمدة مع خزان ماء لل.calls حار 13 إكر مع اتوبي خزان الماء البارد.  
العمل يشمل ربط الباءات شبكة المياه المدرسية باستخدام إلك 1/2 مج مع كل الانفصالات والتجهيزات الضرورية بالإضافة إلى الربط الكهربائي باستخدام إلك 2.5 متر تبرع ورجل سويج 15 إكر (بتوافق مع ايسور كهربائي).  
مع عمل تصريف المناسب وحساب توجيهات المهندس المرشح منظمة إلك. |
<p>| Piece | 4 |</p>
<table>
<thead>
<tr>
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</thead>
</table>
| 5 | Inlet Pipe | Supply and installation of PPE pipe of 3/4 inch diameter size. Installation required from the main network point near main street to the water tank at the other end of the plot. Activity considers connecting each water tank with all accessories, fittings, tools and equipment for adequate installation and leak-proof work as directed by the Supervisor Engineer.
|   |   |   |
| 6 | Inlet Pump | Supply and installation of electric centrifugal 1 HP clear water pump with the following minimum specs:
- 110 V, single phase 1 HP motor at 3400 RPM speed; cast iron body, stainless steel; mechanical seal; brass impeller with radial peripheral blades
- Thermal protection for motor against overloads and outdoor exposure
- Max Flow rate of 36 L/min at a maximum head of 50 meters, max. suction head of 8 meters; 1 - 1/2 inch diameter piping.
Activity includes all necessary fittings, equipment, tools and wiring for appropriate installation from nearest electric feed from the public grid until the installation point next to the main storage tank with piping connections and leak-proof work.
Guidelines given by ACTED's supervisor.
|   |   | Linear meter 115 |
| 7 | Sink/Basin Faucet | Supply and installation of water basin faucet, bass material and chrome finish with a discharge height of 18 cm. Activity includes all necessary equipment, tools and fittings for proper installation and leak-proof work. All work must comply to ACTED's supervisor.
|   |   | Piece 6 |
| 8 | Waste Bin | Supply 100 L soft waste (rubbish/garbage) bin with two wheel, HDPE material, dimensions: 54 by 49 by 80 cm; eco-friendly material/non-absorptive/corrosion resistant/stackable, ISO certified brand. Color selection depending on the area, at least 2 different colors needed.
<p>|   |   | Piece 10 |</p>
<table>
<thead>
<tr>
<th>9</th>
<th>Waste Bag</th>
<th>Supply of heavy-duty waste (rubbish/trash) bags of 120 Liter; package in roll of 100 bag units; 3 ply star seal bag; odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Desludging Services</td>
<td>Services for septic tank desludging via vacuum or desludging tanker with cylindrical tank design of 6mm wall thickness, stainless steel structure, at least 11 cubic meter volume capacity transportation. Separate or integral water tank for washing and cleaning purposes of the perimeter. Temporary volume reducer for soft waste within school with the following specifications: 600 Liters metal drum; 100 mm diameter opening in top cover for chimney installation; panel opening of 0.4 meter by 0.25 meter in bottom part of drum; perforate metal plate with 10 mm holes at 20 mm distance in between; loading door and ash door with metal hinges; chimney with head cap; heavy mesh seal bag; odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content. T he park to clean, melt, bag, odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content.</td>
</tr>
<tr>
<td>11</td>
<td>Facility Disinfection</td>
<td>General cleanup and disinfection work for all WASH related facilities such as WC, toilet seats, wall, hand-washing stations, halls and floors with adequate tools and products (e.g. liquid chlorine / Detol). Guidelines provided by ACTED's supervisor. T he park to clean, melt, bag, odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content.</td>
</tr>
<tr>
<td>12</td>
<td>Cleaning Consumables</td>
<td>Supply of cleaning consumables such as: 64 liters of Liquid Chlorine (bleach) up to 10% active concentration; 32 liters of Liquid Disinfectant Toilet Cleaner to kill up to 99.9% of viruses and bacteria. Guidelines provided by ACTED's supervisor. T he park to clean, melt, bag, odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content.</td>
</tr>
<tr>
<td>13</td>
<td>Cleaning Tools</td>
<td>Supply of cleaning tools for each bathroom area, each set must include at least: bath scrubber; toilet brush; shoes clean brush; bathroom cleaner; cleaning brush tool; 20 L bucket with wheels and handle; &quot;wet floor&quot; stand-alone sign. T he park to clean, melt, bag, odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content.</td>
</tr>
<tr>
<td>14</td>
<td>Waste Reducer</td>
<td>Temporary volume reducer for soft waste within school with the following specifications: - 200 Liters metal drum; 100 mm diameter opening in top cover for chimney installation; panel opening of 0.4 meter by 0.25 meter in bottom part of drum; perforate metal plate with 10 mm holes at 20 mm distance in between; loading door and ash door with metal hinges; chimney with head cap; heavy mesh seal bag; odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content. Guidelines provided by ACTED's supervisor. T he park to clean, melt, bag, odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content.</td>
</tr>
</tbody>
</table>
| 15 | PPE | Supply of Personal Protective Equipment set for cleaning staff. Each set must include the following: vynil plastic apron; rubber gloves; safety goggles; rubber boots; disposable dust mask with exhalation valve (30 pack), 2 janitorial/cleaning uniform.
Each item size information must comply and fit each of the cleaning staff members. |
| 16 | Hygiene Consumables | Supply hygiene consumables for toilets/bathrooms for children and staff such as: 100 L hand-washing gel with mounted foam pump or wall-mounted dispenser included; 100 rolls of toilet paper for high-traffic restrooms, plain pattern, length of roll of approximately 200 meters. ISO Certified brands, eco-friendly and must be accepted by ACTED's supervisor through a sample prior purchase. |
| 17 | Pre-fabricated Latrine | Supply materials & install pre-fabricated Latrine from sandwich panel (aluminium) sheets. The work include: install steel frame 1.5"x1.5"x3mm steel angles type with inner dimension (2"x2"x2.6)m, the door, walls, 4mm jeccker plate base for floor and roof will covered by cladding aluminium sheets; increasing the shadow of the cladding aluminium 0.2 m from the front. The price include: Supply & install stand-alone hand-washing ceramic sink/basin with faucet (bass material and chrome finish with a discharge height of 18 cm, activity includes all necessary equipment, tools and fittings for proper installation and leak-proof work), door with dimension (1*2)m, install handle and slide lock for the inside, gully trap, water tap, 18 W LCF (compact fluorescent light) lamp and connection with existing cesspit by 4" and 10m PVC pipe. Guidelines given by ACTED's supervisor. |
| 18 | Main cable | Supply materials, equipment and labor to install electric copper cable with the following specifications: 4 by 35 mm2, XLPE insulation steel tape armored PVC sheath. Installation to be done from main electric source (city grid) to the main control panel (switchboard/circuit breaker) inside the school and according to the instruction of the supervisor engineer. |
التثبيت يجب أن يكون من خطوط الشبكة الكهربائية الرئيسية لوحدة التحكم/إطارات الدورة داخل المدرسة، وحسب التوصيات المقدمة من قبل المهندس المرجع.

- مصفوفة ستانلس ستيل مطلي بسمك 2-4 مم ببعاد 80 سم في 100 سم لتناسب جميع الملحقات الكهربائية. للحماية من التعرض الخارجي ودرجات الحرارة القصوى.
- مفتاح تشغيل لوحة التحكم الكهربائية مع وضع تسليط للطوارئ.
- حماية للفولطية المضافة والعملية.
- قاطع دورة رئيسي (3 أمبير)
- قاطع دورة ثانوية (100*7 أمبير)
- مقبس إمداد الكهرباء وضمان الامداد مرفق بالمحولات الأخري.
- مساحةحبس 250*4 أمبير (مع عزلها بطبقة من المياكا)
- قاطع دورة ثانوية (100*7 أمبير)
- الفولتميتر الرقمي، مقاس الأمبير الرقمي، والأضواء لكل فاز مع المحولات.
- يجب أن يكون نوع المادة من الأسلاك والوصلات من النحاس. يجب أن يكون كل العمل مع الحمل الكهربائي للمدرسة المشرف في الموقع.

- نوع المادة من الأسلاك والوصلات من النحاس.
- يجب أن يكون كمية كل المادة من الأسلاك والوصلات من النحاس.

- نقل المواد والآلات واليد العاملة لتخصيص لوحة التحكم الكهربائية/قاطع دورة حسب المواصفات التالية:
- حديد قاطع دورة، وطبقات معدنية، وحلول للحديد، ومواد إضافية.
- استخدام مواد إضافية من النحاس، والمواد المطلقة، ومواد أخرى.
- يجب أن يكون نوع المادة من الأسلاك والوصلات من النحاس.
- يجب أن يكون كل العمل مع الحمل الكهربائي للمدرسة المشرف في الموقع.

19. Main Electrical Switchboard

Supply and Installation of customized Electric Control Panel/Circuit Breaker with the following specifications:
- Painted Stainless Steel Box of 2 – 4 mm thickness with 80 cm by 100 cm 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,
- Main circuit breaker with 3 * 250 Amps
- Chromium push bars and painted metal board including all other necessary electrical equipment
- Bass par brass size (4*200 Amps) insulation it with a piece of mica
- Secondary circuit breaker (7 * 100 A)
- Digital voltmeter, Amper-meter, and lights for each phase with current transformers (C. T.)

20. Build fence

Supply of materials, equipment and labor to build wall with dimensions: length 45 meters, 2 meter height and 20 cm thickness/width. Wall must be built with concrete block with 15 cm by 20 cm by 40 cm dimensions using cement-based mortar (1:3 proportion).

Fence foundation must comply to the following specifications: trenching/drilling works and ground preparation to place rebar skeleton: 4Ø16, rings Ø10 at every 30 cm and foundation beam: length 45 meters by 30 cm thickness and 40 cm width. A layer of nylon (Transparent Low Density Polyethylene Sheet, Thickness: 1mm) is considered for structure ground impermeabilization.

Structural reinforcement through reinforced concrete columns at every 3.5 meters offset covering the total length of the fence with the following specifications: 40 cm by 40 cm and 2 meter height. Corrugated rebars to form column skeleton and square rings as follows: 4Ø16, rings Ø10 at every 30 cm offset. Grade 60 steel. All works for fence plastering and painting in both sides considered, using: cement-based mortar with 1:3 dosage with red sand finish with the three coatings of emulsion paint with previously agreed color. Activity must comply to the guidelines given by on-site supervisor.
Main Gate

Supply materials, equipment and labor to install metal gate with dimensions: 4 meters length by 2 meter height and frame of 5cm by 5cm by 3mm. One side plate with gauge no. 18 (1.02 mm thickness).

Painting works must be done with anti-tarnishing coat (PIECE). 1

Concrete Floor for School

Supply materials, equipment and labor to cast concrete floor of an area of 530 sq. meters with a total thickness of 10 cm and a 1% slope, utilizing a cement dosage of 1:2:4.

Work includes reinforcement mesh (BRC) of 4 mm thickness and expansion joints with cork expansion strips of 1 - 3 cm thickness and covering a 4 sq. meter area.

Activity must comply to the guidelines given by on-site supervisor.

T/10DJY/D13/SW/R042019/001

Level the Site and Fill with Sub-base

Supply materials, equipment and labor to remove soil layer up to 20 cm depth from surface with site leveling simultaneously. A new bed of mixed-clean gravel is considered with a thickness of 25 cm for 3 layers with optimum moisture content and mechanical compacting. This activity includes debris removal (freight costs) to municipal dump site agreed by local authorities by written authorization.

Activity must comply to the guidelines given by on-site supervisor.

T/10DJY/D13/SW/R042019/001

Note: All activities must comply to the guidelines given by on-site supervisor.
<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Floor Casting</td>
<td>Supply materials, equipment and labor to cast concrete floor of an area of 600 sq. meters with a total thickness of 10 cm and a 0.5% slope, utilizing a cement dosage of 1:2:4. Work includes reinforcement mesh (BRC) of 4 mm thickness and expansion joints with concrete expansion strips of 1 - 3 cm thickness and covering a 5 sq. meter area. A layer of nylon (Transparent Low Density Polyethylene Sheet, Thickness: 1mm) is considered for structure ground impermeabilization. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>25</td>
<td>Projector light LED</td>
<td>Supply materials, equipment and labor to install projector light LED with the following specifications: Power 100 Watts; Input Voltage : 100-110V; Material : Iron + Aluminum + Glass, Beam Angle : 120 degrees, Product Weight : Approx. 1.32 kg, Size : Length 283MM, Width 232MM, Height 55MM, Work Temperature : Minus 20 to 60 degrees and Safety Certification : CE, ROHS, FCC. Activity includes the projector's installation with the school's electrical grid with 2*1.5 mm cables with a length of 150 meters of cable in total needed from the main control panel to the projector's location. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>26</td>
<td>Football Pitch Works</td>
<td>Supply material, equipment and labor to mark the football pitch lines on the concrete floor with an approximate width of 8 cm and a total distance of 160 meters utilizing oil-based paint for exterior use (weatherproof) with adequate paint machine for precise finish. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>27</td>
<td>Football Pitch Goalies</td>
<td>Supply material, equipment and labor to install metal goalies structure with dimensions: width of 3 m by height of 2 m using a circular tube/pipe of 3 inch diameter and a thickness of 2 mm. Activity includes the provision of a 3mm thickness according to the instruction of the supervisor.</td>
</tr>
<tr>
<td>28</td>
<td>Football Pitch Fence</td>
<td>Supply materials, equipment and labor to install mesh (BRC-style) fence with following specifications: total length of 100 meters; a height of 4 meters; a thickness of 3.6 mm. Fence will follow the football pitch limits to make enclosure with steel columns/pilars at every 3 meter offset with the following specifications: height 5 meters, cross section 8 cm by 8 cm and thickness of 3mm; connecting the iron pillars together by using iron channel of 8 cm by 8 cm with a thickness of 2 mm. Activity includes the installation of the columns/pilars with concrete blocks casted at underground level with a minimum depth of 80 cm. An access door to the pitch of a width of 3 meters and a height of 2 meters is included with all hinges, locks, etc. according to the guidelines on-site.</td>
</tr>
</tbody>
</table>

| 29 | School Fence | Supply materials, equipment and labor to install mesh (BRC-style) fence with following specifications: total length of 130 meters; a height of 2 meters; a thickness of 2.6 mm. Fence will be fixated to steel columns/pilars at every 4 meter offset with the following specifications: height 3 meters, cross section 8 cm by 8 cm and thickness of 2mm. Activity includes the installation of the columns/pilars with concrete blocks casted at underground level with a minimum depth of 70 cm. Activity must comply to the guidelines given by on-site supervisor. | M.L | 130 |

**BIDDER’S COMMENTS/REMARKS:**

1. 

2. 

**END OF LOT 1**
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit price USD</th>
<th>Total price USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water Tank</td>
<td>Piece</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supply materials, equipment, tools and labor-work needed for adequate installation of 1.5 m3 water tank (gage 18) and all equipment from tawaf and pipes (up, down) with steel base fixed on ground. HDPE material, three layers with food-grade and environmental friendly certificates; ISO certified brand. Activity includes painting supply and services of the tank base with anti-corrosion paint in two-layer application and oil-based paint in three-layer application. All considerations for an adequate and operational work are included as directed by ACTED's Supervisor.</td>
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<tr>
<td>2</td>
<td>Water Piping</td>
<td>Linear Meter</td>
<td>220</td>
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<tr>
<td></td>
<td>Supply and installation of 1/2 inch PVC pipe for water network inside the school. Installation considerations are from each 6 water tanks to each sanitation facility within the perimeter. Activity includes all necessary consumables such as glue/teflon, equipment, tools and fittings to ensure a leak-proof work as directed by ACTED's supervisor.</td>
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<tr>
<td>3</td>
<td>Wash Basin</td>
<td>Piece</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Supply and installation of wash basin with pedestal made all of ceramic material. Dimensions: Width and Length of 55 cm, 48 cm depth and 84 cm height including pedestal. Color white, 2 tap hole, single center tap-hole (drain), overflow drain. Activity includes all necessary equipment, tools and fittings for proper installation and leak-proof work. All work must comply to ACTED's supervisor.</td>
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<tr>
<td>4</td>
<td>Water Mixer Faucet</td>
<td>Piece</td>
<td>3</td>
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<tr>
<td></td>
<td>Supply and installation of water mixer faucet, bass material and chrome finish with a discharge height of 18 cm.</td>
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<tr>
<td>Activity</td>
<td>Description</td>
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<tr>
<td><strong>Activity includes all necessary equipment, tools and fittings for proper installation and leak-proof work. All work must comply to ACTED's supervisor.</strong></td>
<td></td>
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<tr>
<td><strong>Water taps</strong></td>
<td>Supply and installation of water tap, bass material and chrome finish with a discharge height of 6 cm. Activity includes all necessary equipment, tools and fittings for proper installation and leak-proof work. All work must comply to ACTED's supervisor.</td>
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</tr>
<tr>
<td><strong>Door Lock</strong></td>
<td>Supply and installation of retro door handle/lock of uPVC material, polished chrome or white finish, all screws and spindles included. Dimensions must meet the door specifications at site for proper installation. Activity includes all necessary equipment, tools and fittings for proper installation. All work must comply to ACTED's supervisor.</td>
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<tr>
<td><strong>Flush Tank</strong></td>
<td>Supply and installation of 10 inch single flush siphon (water-trap) or similar for toilet tank. All accessories fittings, tools and equipment are included within this activity as directed by ACTED's supervisor.</td>
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<tr>
<td><strong>Water Heater/Boiler</strong></td>
<td>Supply and installation of eletric water heater/boiler of 60 Liter volume capacity of ISO certified brand. Temperature controller; Mg column to purify water from impurities; Full thermal insulation; Index to illustrate temperature; Protection against high pressure and temperature; Inside tank covered with &quot;Enamel layer&quot;; Adjustable thermostat; stainless steel inner tube; energy-saver certification. Installation for water network and electricity grid with wiring of 2*2.5 mm2 size and turn on-off breaker switch of 30 Amps. All accessories fittings, tools and equipment are included within this activity as directed by ACTED's supervisor.</td>
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</tbody>
</table>

<p>| Piece | 8 |
| Piece | 8 |
| Piece | 8 |
| Piece | 3 |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Component</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Exhaust Fan</td>
<td>Supply and installation of 6 inch size ducting exhaust fan for bathrooms of ISO certified brand. Wind extraction: 200 m³/h; wall mountable; Power: 220-240V 50Hz 20W. Activity includes all electrical installation with wiring (2*1.5 mm²), socket switchs, electrical points and all necessary fittings. Guidelines provided by ACTED's supervisor.</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>Water Dispenser/Cooler</td>
<td>Supply and installation of water dispenser/cooler with 3 taps for hot, cold and norma temperature water; ISO certified brand; stainless steel hot and cold tank; 13 Liter Cold Storage Capacity. Installation includes the connection of the dispenser with school's water network, using 1/2 inch diameter pipe with all required accessories and fittings. In addition, electrical connection is included with all wiring (2*2.5 mm²), socket switch (15 A) and electrical points. Adequate drainage discharge considered according to ACTED's supervisor guidelines.</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>Water Station</td>
<td>Supply materials and repair damaged 6 m³ water station (Jabiyah) as follows: replastering and covering it with high-resistance mortar layer; remove old ceramic tills and install new ceramic-tile cover; replace old 1/2 inch diameter steel pipe with new 1/2 inch PPE pipe; install 6 new water taps, bass material and chrome finish with a discharge height of 6 cm; and all necessary fittings, tools and equipment for adequate installation and leak-proof work according to ACTED's supervisor guidelines.</td>
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<tr>
<td>12</td>
<td>Waste Bin</td>
<td>Supply 100 L soft waste (rubbish/garbage) bin with two wheel, HDPE material, dimensions: 54 by 49 by 80 cm; eco-friendly material/non-absorbitive/corrosion resistant/stackable, ISO certified brand. Color selection depending on the area, at least 2 different colors needed.</td>
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</tr>
<tr>
<td>13</td>
<td>Waste Bag</td>
<td>Supply of heavy-duty waste (rubbish/trash) bags of 120 liter, package in roll of 100 bag units; 3 ply star seal bag; odor control/antimicrobial protection/tri-laminate technology/leak-proof star seal; preferably 80% recycled content.</td>
<td></td>
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<tr>
<td>14</td>
<td>Desludging Services</td>
<td>Services for septic tank desludging via vacuum or desludging tanker with cylindrical tank design of 6mm wall thickness, stainless steel structure, at least 11 cubic meter volume capacity transportation. Separate or integral water tank for washing and cleaning purposes of the perimeter.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Facility Disinfection</td>
<td>General cleanup and disinfection work for all WASH related facilities such as WC, toilet seats, wall, hand-washing stations, halls and floors with adequate tools and products (e.i. liquid chlorine / Detol). Guidelines provided by ACTED's supervisor.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Window</td>
<td>Supply and installation of Tilt and Turn PVC window with handle; dimensions of window: 40 cm by 50 cm; white color; locking points for optimal air and water tightness; Installation services includes glass removal of existing steel window frame and placement in PVC frame if in good condition and not fractured, in different case need to provide double glazing (1 Tempered glass and 1 low-emissivity glass, 4 / 16 / 4 mm). Guidelines provided by ACTED's supervisor.</td>
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</tr>
<tr>
<td>No.</td>
<td>Item</td>
<td>Description</td>
<td>Package</td>
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<tr>
<td>17</td>
<td>Cleaning Consumables</td>
<td>Supply of cleaning consumables such as: 64 liters of Liquid Chlorine (bleach) up to 10% active concentration; 32 liters of Liquid Desinfectant Toilet Cleaner to kill up to 99.9% of viruses and bacteria.</td>
<td>LS</td>
</tr>
<tr>
<td>18</td>
<td>Cleaning Tools</td>
<td>Supply of cleaning tools for each bathroom area, each set must include at least: bath scrubber; toilet brush; shoes clean brush; bathroom cleaner; cleaning brush tool; 20 L bucket with wheels and handle; &quot;wet floor&quot; stand-alone sign.</td>
<td>Set</td>
</tr>
<tr>
<td>19</td>
<td>PPE</td>
<td>Supply of Personal Protective Equipment set for cleaning staff. Each set must include the following: vynil plastic apron; rubber gloves; safety goggles; rubber boots; disposable dust mask with exhalation valve (30 pack); 2 janitorial/cleaning uniform.</td>
<td>Set</td>
</tr>
<tr>
<td>20</td>
<td>Hygiene Consumables</td>
<td>Supply hygiene consumables for toilets/bathrooms for children and staff such as: 100 L hand-washing gel with mounted foam pump or wall-mounted dispenser included; 100 rolls of toilet paper for high-traffic restrooms, plain pattern, length of roll of approximately 200 meters. ISO Certified brands, eco-friendly and must be accepted by ACTED’s supervisor through a sample prior purchase.</td>
<td>LS</td>
</tr>
<tr>
<td>21</td>
<td>Inlet Pump</td>
<td>Supply and installation of electric centrifugal 1 HP clear water pump with the following minimum specs: - 110 V, single phase 1 HP motor at 3400 RPM speed; cast iron body, stainless steel; mechanical seal; brass impeller with radial peripheral blades - Thermal protection for motor against overloads and outdoor exposure - Max Flow rate of 36 L/min at a maximum head of 50 meters, max. suction head of 8 meters; 1 - 1/2 inch diameter piping. Activity includes all necessary fittings, equipment, tools and wiring for appropriate installation from nearest electric feed from the public grid until the installation point next to the main storage tank with piping connections and leak-proof work. Guidelines given by ACTED’s supervisor.</td>
<td>Piece</td>
</tr>
</tbody>
</table>
تجهيز وتثبيت مضخة مياه كهربائية بقدرة 110 فولت ، طاقم احدي الطور بسرعة 4400 دورة في الدقيقة وفقًا لمواصفات الآلة ، مع اغلاق ميكانيكي محكم مع شفرات محيطية متحركة. 

- الحماية الحرارية للموتور ضد الحمل الزائد وتشريع في الهواء. 
- عداد التنف الأقصى 36 للذاتية وأقصى ارتفاع 50 متراً ارتفاع الشبكية 8 متر 1/2. 
- الإلتئاب. 

يشمل العمل جميع التجهيزات والمعدات والأدوات والأسلاك اللازمة للتركيب. 

1- كهربائي من الشبكة العامة حتى نقطة التحكم جواز خزان التخزين الرئيسي مع توصيلات المواصلات. 
2- عمل مناسب لمنع التسرب. حسب توجيهات المهندس المشرف منظمة أكثر. 

<table>
<thead>
<tr>
<th>عدد</th>
<th>مادة</th>
<th>محتوى</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Main cable</td>
<td>4 by 35 mm²، XLPE insulation steel tape armored PVC sheath. Installation to be done from main electric source (city grid) to the main control panel inside the school and according to the instruction of the supervisor.</td>
</tr>
<tr>
<td>23</td>
<td>Secondary cable</td>
<td>4 by 10 mm²، XLPE insulation steel tape armored PVC sheath. It should be connected from the main control panel (switchboard) to the secondary electrical switchboard inside the school.</td>
</tr>
<tr>
<td>24</td>
<td>Wires</td>
<td>2 by 2.5 mm²، XLPE insulation steel tape armored PVC sheath. Install copper wires from the secondary electrical switchboard to the electrical switchboard in the classrooms.</td>
</tr>
<tr>
<td>25</td>
<td>Main electrical switchboard</td>
<td>Supply materials, equipment, and labor to re-arrange/fixing and connect main electrical switchboard, in accordance with: Circuit breaker (1*250 A) Bass par brass size (200 A) insulation it with a piece of mica.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Quantity</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>26</td>
<td>Secondary electrical switchboard</td>
<td>PIECE 6</td>
</tr>
<tr>
<td>27</td>
<td>LED lights</td>
<td>PIECE 100</td>
</tr>
<tr>
<td>28</td>
<td>Roof fan</td>
<td>PIECE 10</td>
</tr>
<tr>
<td>29</td>
<td>Electrical Socket Switch</td>
<td>PIECE 50</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td><strong>Electrical Socket Switch for roof fan</strong></td>
<td>Supply materials, equipment, and labor to install electrical socket switch for roof fan.</td>
<td>Dimensions: 5 x 3 x 4 inches, 3 A. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td><strong>Demolition, Remove and clean for damaged rooms</strong></td>
<td>Supply materials, equipment, and labor to demolition, remove and clean collapse walls and slabs for three rooms.</td>
<td>Clear dimensions for room 1 (length 6.95 meter, width 4.95 meter, 2.86 meter height), ground floor. Clear dimensions for room 2 (length 6.95 meter, width 4.95 meter, 2.86 meter height), 1st floor. Clear dimensions for room 3 (length 5.45 meter, width 2.62 meter, 2.86 meter height), 1st floor. Note that the thickness for the wall is 40 cm. The price includes removing everything belongs to this part of school. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td><strong>Build Walls</strong></td>
<td>Supply of materials, equipment, and labor to build the wall with dimensions (height 2.6 meter, thickness 40 cm). Wall must be built with concrete block with 15 cm by 20 cm by 40 cm dimensions using cement-based mortar (1:3 proportion). The work includes wetting/spraying the wall by water (7 days at least 3 times per day).</td>
<td>Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td><strong>Cast the Beams</strong></td>
<td>Supply materials, equipment, and labor to build rebar concrete beams (thickness 40 cm, Height 40 cm above the walls, height 1 meter above the windows and doors) by using concrete mix (1:2:4), rebar specifications (6Ø16, rings Ø10 at every 30 cm offset).</td>
<td>Activity must comply to the guidelines given by on-site supervisor.</td>
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<tr>
<td>34</td>
<td>Cast the Roofs</td>
<td>Supply materials, equipment and labor to build rebar concrete roof (thickness 20cm) the concrete mix 1:2:4 should contain (SBR), rebar specifications (Ø12 mm, spacing 20cm between bars). All the installed wood molds should not be removed before at least 12 days from the date of casting. Activity must comply to the guidelines given by on-site supervisor.</td>
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<td>M3 25</td>
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<tr>
<td>35</td>
<td>Cement Plastering</td>
<td>Supply materials, equipment and labor to plaster walls by using: cement-red sand mortar (1:3) after wash the walls with water and use spraying of cement-sand (1:1) for all walls, All surfaces should be smooth and flat the price includes spraying plastered walls by using white cement sand mortar. Activity must comply to the guidelines given by on-site supervisor.</td>
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<tr>
<td></td>
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<td>M2 220</td>
</tr>
<tr>
<td>36</td>
<td>Gypsum Plastering</td>
<td>Supply materials, equipment and labor to plaster the walls and ceiling with gypsum (thickness 2.5cm) after clean and wash the walls and ceiling, use spraying of cement-sand (1:1) for all walls and ceiling. The wall should be spray by water for 3 days before the plastering, the plastering should be smooth and flat. Activity must comply to the guidelines given by on-site supervisor.</td>
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<tr>
<td></td>
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<td>M2 300</td>
</tr>
<tr>
<td>37</td>
<td>Emulsion paint</td>
<td>Supply materials, equipment and labor to paint the walls and ceiling (paint should be three layers) by the emulsion paint. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M2 300</td>
</tr>
<tr>
<td>38</td>
<td>Oil paint</td>
<td>Supply materials, equipment and labor to paint the walls (height of paint 1.4m, paint should be three layers) by using oil paint. Activity must comply to the guidelines given by on-site supervisor.</td>
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<td>M2 100</td>
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<tr>
<td>Activity</td>
<td>Description</td>
<td>Material</td>
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<tr>
<td>39</td>
<td>Floor tiles</td>
<td>Supply materials, equipment, and labor to clean the floor and install floor tiles (30cm*30cm, Kashi mozaeek number 4) by using cement and mortar, filling the joints with white cement, the floor tiles should be flat and the joints should be clean, the prices include installing skirting tiles with height 10 cm</td>
</tr>
<tr>
<td>40</td>
<td>Metal Windows</td>
<td>Supply materials, equipment and labor to install metal window (window dimensions: 1.2 meter * 2.4 meter) The price includes supplying the window with security bars (square #1.5, spacing 15cm), installing glass (4mm) fix it by glass paste, painting with anti-corrosion paint and oil paint (3 layer), installing metal window lock.</td>
</tr>
<tr>
<td>41</td>
<td>Metal Doors</td>
<td>Supply materials, equipment, and labor to install a metal door (door dimensions: width 1 meter, height 2 meters) by using the metal plate (gage 18) with a cork layer between the two plates. All metal surfaces should be painted with anti-corrosion paint and oil paint (3 layers). The price includes supplying and install of all required locks, hinges, and handles.</td>
</tr>
<tr>
<td>42</td>
<td>External repair for cracks</td>
<td>Supply materials, equipment, and labor to repair cracks and hole bullets in the external walls by cleaning the holes and cracks and plastering it with cement sand mortar (1:3) Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>43</td>
<td>Internal repair for cracks</td>
<td>Supply materials, equipment, and labor to repair cracks by cleaning the cracks and filling it with cement and stitching the wall include drilling holes of both sides of the cracks, anchoring metal bars in the holes, filling holes with epoxy and plastering with gypsum. Activity must comply to the guidelines given by on-site supervisor.</td>
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<tr>
<td>44</td>
<td>Demolition and build walls for damaged classroom</td>
<td>Supply materials, equipment, and labor to demolition and remove the wall (length 14 meters, height 2.6 meters, thickness 0.4 meters). Re-build new wall (length 14 m, height 2.6 m, thickness 0.4 m) The wall must be built with concrete block with 15 cm by 20 cm by 40 cm dimensions using cement-based mortar (1:3 proportion) after supporting the ceiling of the room by using shoring jacks the price includes plastering the wall with gypsum after the spraying by cement-sand mortar 1:1. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>45</td>
<td>Repair metal door for the classroom</td>
<td>Supply materials, equipment, and labor to repair door (door dimensions: 1 meter * 2 meter) by welding, installing new metal door lock, re-leveling the doors, painting with oil paints (3 layers). Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>46</td>
<td>Emulsion paint</td>
<td>Supply materials, equipment, and labor to paint the walls and ceiling (paint should be three layers) by the emulsion paint. The price includes cleaning of the surface from the old paint, repairing holes by gypsum. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>47</td>
<td>Plastic paint</td>
<td>Supply materials, equipment, and labor to paint the walls and ceiling (paint should be three layers) by the plastic paint. The price includes cleaning of the surface from the old paint.</td>
</tr>
<tr>
<td>Activity</td>
<td>Material/Equipment</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>48</td>
<td>Oil paint</td>
<td>Supply materials, equipment, and labor to paint the walls (height of paint 1.4m, paint should be three layers) by using oil paint. The price includes painting the windows, doors, handrail. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>49</td>
<td>Glass</td>
<td>Supply materials, equipment, and labor to install glass (thickness 4mm, non-colored, installing it by (glass paste). The price includes removing the old glass. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>50</td>
<td>Metal window lock</td>
<td>Supply materials, equipment, and labor to install metal window lock, the price includes removing the old one. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>51</td>
<td>Handrail</td>
<td>Supply materials, equipment, and labor to install metal handrail with height 1m, the frame contain metal channal, Section of the handle should be crescent shape, divisions with iron pipe (#1, decorated), paint the handrail with anti-corrosion paint and oil paint (3 layer)</td>
</tr>
<tr>
<td>52</td>
<td>Floor tiles for stairs</td>
<td>Supply materials, equipment, and labor to install floor tiles (Mozaeek) for stairs with dimensions (0.2 meter, 0.3 meter, 1.55 meter). The price includes remove the old tiles. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>53</td>
<td>Main Gate repair</td>
<td>Supply materials, equipment, and labor to repair main metal gate (gate dimensions: 3 meter length, 2 meter height) by welding, installing new metal door lock with (barrel bolt latch lock) + re-leveling the doors, painting with oil paints (3 layers). Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>54</td>
<td>Main Gate</td>
<td>Supply materials, equipment and labor to demolition part of the wall (thickness 20cm) commensurate with the size to install new metal gate with dimensions: 3 meters length by 2 meter height and frame of 5cm by 5cm by 3mm. One side plate with gauge no. 18 (1.02 mm thickness). Painting works must be done with anti-corrosion paint applying 3-layer coating of oil-based painting for exterior. This activity includes the supply and installation of all accessories (locks, hinges, handle, screws, keys, etc.) for proper operation. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>55</td>
<td>Cast plain concrete</td>
<td>Supply materials, equipment and labor to cast plain concrete 1:2:4 (casting thickness 15cm, the work includes leveling the surface, filling with gravel(thickness 10cm) Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
<tr>
<td>56</td>
<td>Roof waterproofing</td>
<td>Supply materials, equipment and labor to clean, wash and paint by bitumen coating (Certified ISO) Note: the roof is from concrete not covered with tiles and the 220 liter of the bitumen covers almost 100 m2. Activity must comply to the guidelines given by on-site supervisor.</td>
</tr>
</tbody>
</table>
BIDDER’S COMMENTS/REMARKS:

1. 

2. 

END OF LOT 2

BIDDER’S TERMS AND CONDITIONS:

1. Validity of the offer: ______________________ (recommended: 6 months or more)

2. Terms of delivery (Lead time): ______________________

3. Terms of payment: ______________________

Name of Bidder’s Authorized Representative: ______________________

Authorized signature and stamp: ______________________

Date: ______________________

END OF THE FINANCIAL OFFER
## PART I: INFORMATION

### A. Company Details and General Information

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Trading As</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (headquarters)</td>
<td>Telephone</td>
</tr>
<tr>
<td>Zip Code (headquarters)</td>
<td>Fax</td>
</tr>
<tr>
<td>City (headquarters)</td>
<td>E-mail address 1</td>
</tr>
<tr>
<td>PO Box</td>
<td>E-mail address 2</td>
</tr>
<tr>
<td>Country (headquarters)</td>
<td>Website address</td>
</tr>
<tr>
<td>Parent Company or name of owner</td>
<td>Subsidiaries/ Associates/ Overseas Representative</td>
</tr>
<tr>
<td>Sales Person's Name</td>
<td>Sales Person's Position</td>
</tr>
<tr>
<td>Sales Person’s phone</td>
<td>Sales Persons’ E-mail</td>
</tr>
<tr>
<td>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Name (as in passport or other government-issued photo ID)</th>
<th>Date of birth (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government-issued photo Identification Document (ID) number</td>
<td>type of ID</td>
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</tr>
<tr>
<td>Current employer and job title:</td>
<td>Occupation</td>
</tr>
<tr>
<td>Address of residence</td>
<td>Citizenship(s)</td>
</tr>
<tr>
<td>Province/Region</td>
<td>E-mail addresses</td>
</tr>
<tr>
<td>Is the individual a U.S. citizen or legal permanent resident?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Professional Licenses – State issued Certifications</td>
<td></td>
</tr>
</tbody>
</table>

### Management of the company: Chief Finance Officer or Chief Accountant

<table>
<thead>
<tr>
<th>Name (as in passport or other government-issued photo ID)</th>
<th>Date of birth (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government-issued photo Identification Document (ID) number</td>
<td>type of ID</td>
</tr>
<tr>
<td>ID country of issuance</td>
<td>Rank or title in organization</td>
</tr>
</tbody>
</table>
Other names used (nicknames or pseudonyms not listed as “Name”):  

Gender (e.g. male, female):  

Current employer and job title:  

Occupation:  

Address of residence:  

Citizenship(s):  

Province/Region:  

E-mail addresses:  

Is the individual a U.S. citizen or legal permanent resident?  

☐ Yes  ☐ No  

Professional Licenses – State Issued Certifications:  

Company’s staff & insurance:  

No. Full Time Employees:  

Employee average work wage per hour:  

% of Men to Women:  

Any employee(s) with relatives working with ACTED?  

☐ Yes  ☐ No  

No. of Children:  

What is the legal minimum wage paid?  

☐ Yes  ☐ No  

In what capacity?  

Are paid vacations offered?  

☐ Yes  ☐ No  

What are their ages?  

Are flexible working hours offered?  

☐ Yes  ☐ No  

Name of insurance company:  

Staff covered by health insurance?  

☐ Yes  ☐ No  

Description of the Company:  

Type of Business (multiple choices possible):  

☐ Manufacturing  ☐ Manufacturing  

☐ Consulting Company  ☐ Trader  

☐ Authorized Agent  ☐ Other, please specify: _______________________

Sector of Business (multiple choices possible):  

☐ Goods / supplies  ☐ Works  

☐ Services  ☐ Other, please specify: _______________________

☐ Equipment  

Year Established:  

Country of registration:  

Licence number:  

Valid until:  

Working languages:  

☐ English  ☐ Arabic  

☐ French  ☐ Chinese  

☐ Spanish  ☐ Other, please specify: _______________________

Technical documents available in:  

☐ English  ☐ Arabic  

☐ French  ☐ Chinese  

☐ Spanish  ☐ Other, please specify: _______________________

B. Financial Information:  

VAT Number:  

Tax Number:  

Bank Name:  

Bank Account Number:  

Bank Address:  

Account Name:  

Swift/BIC number:  

Standard Payment Terms:  

Has the company been audited in the last 3 years?  

☐ Yes  ☐ No  

Please attach a copy of the company's most recent Annual or Audited Financial Report  

☐ Attached  

Annual Value of Total Sales for the last 3 Years:  

<table>
<thead>
<tr>
<th>Year</th>
<th>USD</th>
<th>Year</th>
<th>USD</th>
<th>Year</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Annual Value of Export Sales for the last 3 years:  

<table>
<thead>
<tr>
<th>Year</th>
<th>USD</th>
<th>Year</th>
<th>USD</th>
<th>Year</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

C. Experience:  

Company’s recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:  

<table>
<thead>
<tr>
<th>#</th>
<th>Organisation</th>
<th>Contact person</th>
<th>Phone/E-mail</th>
<th>Goods/Works/Services</th>
<th>Value (USD)</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>4</td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What is your company’s main area of expertise?  

What is your company’s business coverage area?  

☐ National  ☐ Restricted to (specify location): __________________________

To which countries has your company exported and/or managed projects in the last 3 years?  

Provide any other information that demonstrates your company’s qualifications and experience (e.g. awards): __________________________

List any national or international Trade/Professional Organisations of which your company is a member: __________________________

D. Technical Capability

<table>
<thead>
<tr>
<th>Type of Quality Assurance Certificate</th>
<th>☐ Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Certification/Qualification Documents</td>
<td>☐ Attached</td>
</tr>
<tr>
<td>International Offices/Representation</td>
<td></td>
</tr>
</tbody>
</table>

List below up to 10 of the core Goods and/or Services your company sells:  

1)  6)  
2)  7)  
3)  8)  
4)  9)  
5)  10)

List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.):  

1)  6)  
2)  7)  
3)  8)  
4)  9)  
5)  10)

E. Miscellaneous

Does your company have an Environmental Policy? (Yes/No)  

☐ Yes  ☐ No  

Does your company have an Ethical Trading Policy? (Yes/No)  

☐ Yes  ☐ No  

Does your company have an Anti-terrorist Policy? (Yes/No)  

☐ Yes  ☐ No  

Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)  

☐ Yes  ☐ No  

If you answered yes to the above two questions, please attach copies of your policy:  

☐ Attached  

Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?  

☐ Yes  ☐ No  

If you answered yes, please provide details: __________________________

Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?  

☐ Yes  ☐ No  

If you answered yes, please provide details: __________________________

Has your company ever been guilty of grave professional misconduct proven by other means?  

☐ Yes  ☐ No  

If you answered yes, please provide details: __________________________

Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?  

☐ Yes  ☐ No  

If you answered yes, please provide details: __________________________

Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?  

☐ Yes  ☐ No  

If you answered yes, please provide details: __________________________
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country? ☐ Yes ☐ No

If you answered yes, please provide details:

Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country? ☐ Yes ☐ No

If you answered yes, please provide details:

Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)? ☐ Yes ☐ No

If you answered yes, please provide details:

Do you agree with terms of payment of 30 days? ☐ Yes ☐ No

Do you accept visit of ACTED staff & external auditors to your office? ☐ Yes ☐ No

PART II: CERTIFICATION

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

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

Check list of supporting documents

<table>
<thead>
<tr>
<th></th>
<th>For ACTED use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Trading license</td>
</tr>
<tr>
<td>2</td>
<td>VAT registration/tax clearance certificate</td>
</tr>
<tr>
<td>3</td>
<td>Company profile</td>
</tr>
<tr>
<td>4</td>
<td>Proof of trading/dealership/agent</td>
</tr>
<tr>
<td>5</td>
<td>Evidence of similar contracts</td>
</tr>
<tr>
<td>6</td>
<td>References</td>
</tr>
<tr>
<td>7</td>
<td>Particulars of CEO and key personnel</td>
</tr>
<tr>
<td>8</td>
<td>Articles of Association &amp; Certificate of incorporation</td>
</tr>
<tr>
<td>9</td>
<td>Financial statements (latest)</td>
</tr>
<tr>
<td>10</td>
<td>Other (specify):</td>
</tr>
</tbody>
</table>

Company Name: __________________________

Authorized Representative Name: __________________________

Signature: __________________________

Stamp: __________________________
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°: T10DJY/D13/SWR-QIP/ERB/29042019/001

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

Please note that the arabic versions of tender documents is only for your information. It's compulsory to fill in, sign & stamp the english versions of the documents in English.

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

Name & Position of Bidder’s authorized representative

Authorized signature