

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

Date: 02/09/2020

Tender N°: T/10CFD/ACT/ERB/02092020/001

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian aid project and inviting companies to submit proposal for the following lot:

GENERAL WORKS DESCRIPTION

1. Description: Design, evaluation and monitoring strategy of a municipal Solid Waste Leachate Treatment Plant (LTP)
2. Product class / category: Consultancy / Engineering
3. Product stage: Finished
4. Delivery Point: **Remote Consultancy**

Lot	Description	Delivery point	Delivery deadline
1	Design evaluation and monitoring strategy of a municipal Solid Waste Leachate Treatment Plant (LTP)	Remote Consultancy	15th of October 2020

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: _____ (DDP Dohuk, Iraq) Mandatory
2. Date of delivery: _____
3. Validity of the Offer: _____ 6 months recommended

TENDER PROCESS TIMEFRAME

20/09/2020 – 4:00 PM Iraq Time: Bid closing date

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

THE ANSWER TO THIS TENDER SHOULD INCLUDE THE FOLLOWING ELEMENTS:

- Signed and stamped "Instructions to Bidders" "Bidders questionnaire" (**Compulsory**), "Technical Evaluation" (**Compulsory**), "Offer Form" (**Compulsory**), "Bidder's Checklist" (**highly recommended**) and "Ethical declaration" (**Compulsory**)
- Company registration papers - In case the bidder is applying through a consultancy offices/companies
- List and evidence of Experience: Example of previous work of a similar scope (locally and/or internationally). Demonstrated knowledge of local area required. (**Compulsory**)
- Other supporting documents (If applicable)
- Datasheets, catalogues, or any other supporting technical documents are appreciated
- Signed and stamped financial offer form (**Compulsory**)
- Full bidder's name and address
- Copy of the bidder's Identification Documents (ID) (**Compulsory for contract awarding not tender administrative eligibility**)

- **Team:** CV of each of the consultant/s on the team highlighting relevant qualifications; Teams made up jointly of international and local experts recommended. Must clearly outline the role and responsibilities of each, and the expectations of ACTED staff available, as well as any other resources and documentation that may be needed in addition to what is mentioned under the “additional information” section - (Please refer to the TOR attached) (**Compulsory**)
- **Methodology:** Interested consultants should provide a detailed methodology, including: Guiding design review questions/ Design software/ Outline (structure) of the reporting deliverables. (**Compulsory**)
- Workplan: including timeline and estimated number of man-days per deliverable. (**Compulsory**)
- Certificate of Origin (**If requested**)
- Proof of Financial Capacity (bank statements/Financial Reports)

GENERAL CONDITIONS:

1. The **closing date** of this tender is on **20/09/2020 at 04:00 PM (Local time in Iraq)**. All the documentation must be sent at ACTED office at the following address(es):
 - **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)

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.**
2. All documents shall be submitted in English. Certificates and official documents shall be submitted in English, Arabic and/or Kurdish.
3. Bidders will fill, sign, stamp and return **all pages** of this document according to ACTED’s format. (**Compulsory**)
4. The bidder should demonstrate their technical, financial, human resources and logistic capacity to implement the work, according to the work plan in the requested completion time.
5. The final offer must be submitted to ACTED logistics department in a **sealed envelope with the mention “T/10CFD/ACT/ERB/02092020/001 – Not to be opened before 20/09/2020”** Or by E-mail to both: iraq.tender@acted.org Cc tender@acted.org.
6. Unsealed envelopes and late bids will automatically be rejected.
7. The quotation will not directly result in the award of the contract.
8. Prices are mandatory in US Dollar (USD) (**Compulsory**).
9. In case of any calculation mistakes, the unit price will be considered.
10. In case of miscalculation of prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.
11. 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*.
12. 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.

Selection method:

A tender opening committee will be organized, during which all offers received will be opened, except the ones received after the submission deadline. An administrative check will be conducted, to make sure all mandatory documents have been included in the received bids. Bids without all mandatory documents are considered ineligible and are not further considered in the selection process.

The highest total score method will apply. The total score (100 points maximum) as below:

Financial: 30%

All eligible offers administratively will be financially checked and scored according to the Total price in USD, a Financial Score (30%) is calculated (Lowest Total Price (USD)/Supplier Total Price (USD) * 30).

Shortlisted bids will be sent to the Program department to conduct the Technical Evaluation (**70% weight**)

Technical: 100 points (weight: 70%)

Technical Proposal Evaluation	Score Weight
Team: CV of each of the consultant/s on the team highlighting relevant qualifications; Teams made up jointly of international and local experts recommended. Must clearly outline the role and responsibilities of each, and the expectations of ACTED staff available, as well as any other resources and documentation that may be needed in addition to what is mentioned under the “additional information” section above,.	10
Experience: Example of previous work of a similar scope (locally and/or internationally). Demonstrated knowledge of local area required.	15
Methodology: Interested consultants should provide a detailed methodology, including: Guiding design review questions/ Design software/ Outline (structure) of the reporting deliverables.	50
Workplan: including timeline and estimated number of man-days per deliverable;	25

- **QUALITY (PASS/FAIL): CONFORMITY WITH THE TECHNICAL SPECIFICATIONS FOR SOME CHOSEN ITEMS AFTER SELECTION PROCESS.**

1. Final Evaluation

The bidder receiving the highest Total Score (Financial score + Technical Score) will be awarded the procurement contract.

Name & Position of Bidder’s authorized representative: _____

Authorized signature: _____

Stamp: _____

END OF INSTRUCTIONS TO BIDDERS

OFFER FORM - ACTED Iraq

Date: ___/___/_____

Tender N°: T/10CFD/ACT/ERB/02092020/001

To be filled by Bidder (COMPULSORY)**Details of Bidding Company:**

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

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

PLEASE FILL IN THE FOLLOWING TABLE:

LOT 1: Design evaluation and monitoring strategy of a municipal Solid Waste Leachate Treatment Plant (LTP) – DDP Dohuk, Iraq

Deliverables	Duration (days)	Completion Date
Phase 1		
Design evaluation	5	5 October 2020
Recommendations and related cost	3	8 October 2020
Phase 2		
Process monitoring strategy	2	10 October 2020
Operational guidance note	5	15 October 2020

Item	Deliverables/ Duration	Output	Quantity	Unit Price (USD)
Phase 1				
1	Design evaluation / 5 days	-	1	
2	Recommendations and related cost / 3 days	-	1	
Phase 2				
1	Process monitoring strategy / 2 days	-	1	
2	Operational guidance note / 5 days	The operational guidance note should include all the findings of the above steps with sections on the findings of the design evaluation, recommendations and cost and the process monitoring strategy.	1	

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____
3. Terms of payment: 100 % after completing the service by cheque or bank transfer

End of lot 1

BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date:

Tender N°: T/10CFD/ACT/ERB/02092020/001

PART I: INFORMATION

A. Company Details and General Information

Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	

Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)				
Current employer and job title:		Occupation				
Address of residence		Citizenship(s)				
Province/Region		E-mail addresses				
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications				
Company's staff & insurance						
No. Full Time Employees:		Employee average work wage per hour:				
Points of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Description of the Company						
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent		<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____			
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment		<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____			
Year Established:		Country of registration:				
Licence number:		Valid until:				
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish		<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____			
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish		<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____			
B. Financial Information						
VAT Number:		Tax Number:				
Bank Name:		Bank Account Number:				
Bank Address:		Account Name:				
Swift/BIC number:		Standard Payment Terms:				
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached			
Annual Value of Total Sales for the last 3 Years:						
Year: USD:		Year: USD:				
Annual Value of Export Sales for the last 3 years						
Year: USD:		Year: USD:				
C. Experience						
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						
4						

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

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

PART II: CERTIFICATION

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

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

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

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

BIDDER'S ETHICAL DECLARATION – ACTED Iraq

Date:

Tender N°: T/10CFD/ACT/ERB/02092020/001

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:**1. Labour Standards**

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their

employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

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

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.

4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

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

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

E. Relation with Terrorism and Belligerent Forces

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

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp

BIDDER'S CHECKLIST – ACTED Iraq

Date:

Tender N°: T/10CFD/ACT/ERB/02092020/001

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (compulsory for one original)					
2. (Form PRO-05) – Instructions to Bidders and the Technical evaluation are attached, filled, signed and stamped by the supplier. (compulsory)					
3. (Form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD (compulsory)					
5. (Form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. (Form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. The Bidding documents are filled in English. (compulsory)					
8. ANNEXES – CV of each of the consultant(s) (compulsory)					
9. Experince: Example of previous work of a similar scope (locally and/or internationally). Demonstrated knowledge of local area required. (compulsory)					
10. Methodology: detailed methodology, including: Guiding design review questions/ Design software/ Outline (structure) of the reporting deliverables. (compulsory)					
11. Workplan: including timeline and estimated number of man-days per deliverable. (compulsory)					
12. ANNEXES – A Copy of Company registration documents and license are included. (compulsory)					
13. ANNEXES – A copy of the bidder's Identification Documents (ID).					
14. Proof of Financial Capacity (bank statement/Financial reports) and a list and evidence of company assets allocated to the project					
15. TOR attached, signed and stamped by the supplier					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp:

TERMS OF REFERENCE

Environmental Engineering Consultancy

Department: WASH, ACTED Iraq.

Deadline for applications: **20 September 2020**

ASSIGNMENT

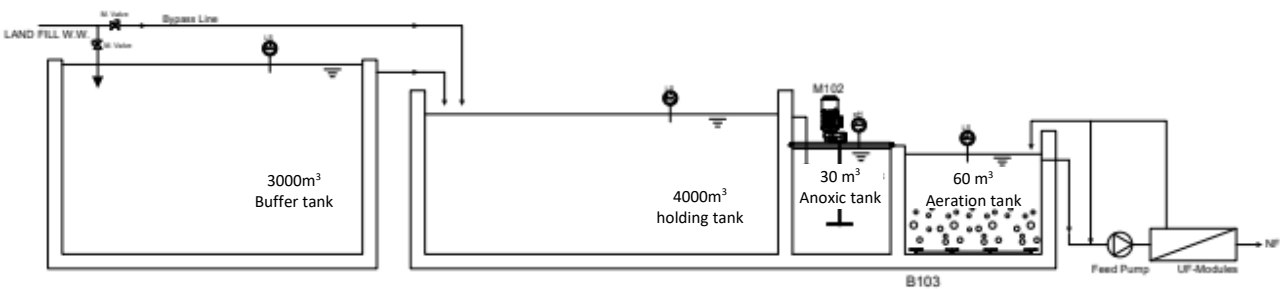
Design evaluation and monitoring strategy of a municipal Solid Waste **Leachate Treatment Plant (LTP)**

BACKGROUND

As a result of an influx of Internally Displaced Persons and refugees arriving in camps and host community in Dohuk Governorate, the volume of solid waste generated increased significantly. To decrease the pressures of pollution and reducing the risk of related illnesses on the affected population, an LTP was constructed.

The leachate is collected and conveyed from a sanitary/engineered landfill to a 3000m³ concrete raw leachate buffer tank (RLBT). Following the 3000m³ RLBT is a 4000m³ holding tank connected to a Membrane Bio-Reactor (MBR) consisting of 1 x 30m³ anoxic and 1 x 60m³ aerated tanks connected in series. Ultra and nano membrane filters are connected to the MBR before permeate is discharged into a buffer zone.

Sub-standard performance where the effluent quality exceeds the allowable limits for parameters such as Biological



Oxygen Demand (BOD) and Chemical Oxygen Demand (COD) resulted in a request from the joint technical committee to perform a post-hoc design evaluation.

Estimated characteristics of the waste arriving at the plant:

- 52% Organic waste (mainly food)
- 17% Recyclables such as plastic (6.3%), metal (2.8%), paper and card (7.9%)
- 10% potentially recyclable (textiles (8%), glass (2.3%), E-waste (0.3%))
- 21% residual waste (mainly nappies (8.8%), medical care (1%), construction (1.8%), non-recyclable composite plastics (9.4%))

Theoretical design parameters for raw leachate influent (to be confirmed as part of the consultancy – see specific objectives below):

Parameter	unit	Value
pH	#	7.5-9
COD	mg/L	11,000
BOD ₅	mg/L	5,000
TSS	mg/L	700
Conductivity	mg/L	20,000
NH ₃	mg/L	1,350
NH ₄	mg/L	1,350
NO ₃	mg/L	1,500
PO ₄	mg/L	20
SO ₄	mg/L	1,000

OBJECTIVES

The main objective of this consultancy is to conduct a **remote theoretical evaluation** of the LTP design. To this end, consideration must be given to the available raw leachate parameter concentrations and the capacity of the unit processes of the constructed plant to reduce the effluent concentrations to levels below that specified by the regulator.

Specific Objectives:

- Conduct a systematic comparative analysis of the LTP design (including equipment/material specifications: pumps, membrane, refusers, air blowers, chemical feeding system for the RO and the ultra filtration, etc) with industry standards to consequently evaluate the capacity in terms of hydraulic and organic loading limitations.
- Confirm the theoretical design parameters for leachate influent.
- Recommend remedial **design** measures (if any) to improve the plant performance - including the anticipated capital expenditure required for upgrades.

Secondary Objectives:

- Develop a monitoring strategy with key performance indicators including at least the hydraulic flow, TDS, BOD, COD, NH₄-N, NO₂, NO₃, SSV, MLSS, MLVSS, pH and DO with guidelines that include threshold ranges for the unit processes, and a proposed sampling frequency.
- Prepare an operational guidance note to support the plant operators with the troubleshooting when certain parameters exceed threshold values.

DELIVERABLES

Deliverables	Duration (days)	Completion Date
Phase 1		
Design evaluation	5	5 October 2020
Recommendations and related cost	3	8 October 2020
Phase 2		
Process monitoring strategy	2	10 October 2020
Operational guidance note	5	15 October 2020

ADDITIONAL INFORMATION

- Existing engineering drawings, designs, water sampling results and available data will be shared with the successful consultant.

PROFILE
Required qualifications and technical competencies

1. The consultant or firm must be registered with a relevant Engineering Board/Council.
2. A Chartered Engineer (Environmental/Civil/Chemical) with minimum 5 years of relevant experience should lead the project.
3. The firm must have previous related experience in the field of environmental consulting and leachate treatment processes design, operations and maintenance.
4. Individuals/consultancies that can provide CAD software and computer-based modelling to support analysis and recommendations would be preferred.

Evaluation criteria:

The consultant should provide the following components for the evaluation of the offer:

Technical Proposal Evaluation (Weight 70%)	Score Weight
Team: CV of each of the consultant/s on the team highlighting relevant qualifications; Teams made up jointly of international and local experts recommended. Must clearly outline the role and responsibilities of each, and the expectations of ACTED staff available, as well as any other resources and documentation that may be needed in addition to what is mentioned under the "additional information" section above,.	10
Experience: Example of previous work of a similar scope (locally and/or internationally). Demonstrated knowledge of local area required.	15
Methodology: Interested consultants should provide a detailed methodology, including: Guiding design review questions/ Design software/ Outline (structure) of the reporting deliverables.	50
Workplan: including timeline and estimated number of man-days per deliverable;	25

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: