NATIONAL CALL FOR TENDER - ACTED Iraq

INSTRUCTIONS TO BIDDERS - ACTED Iraq

Date: 25/08/2020

Tender N°: T/10DVI/57FRSL/ERB/25082020/001

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian aid project and inviting contractors to submit offers for the Restoration of three small livelihood infrastructures in TAL AFAR - NINEVEH. ACTED is requesting through this tender a company to provide detailed written quotations for the following works:

GENERAL WORKS DESCRIPTION

1. Description: RESTORING THREE SMALL LIVELIHOOD INFRASTRUCTURES IN TAL AFAR, NINEVEH
2. Product class / category: Works / Engineering
3. Product stage: Finished (Full scale and operational)
4. INCOTERM: DDP – Al Askary, Akarso, Al Kifa Al Shimali

<table>
<thead>
<tr>
<th>Lot</th>
<th>Description</th>
<th>INCOTERMS/ Delivery point</th>
<th>Delivery deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rehabilitation of a livelihood infrastructure in Al Askary neighborhood - One concrete (1) double culvert, dimensions (L<em>W</em>H) 4<em>3</em>1.2 (meters).</td>
<td>DDP Al Askary, Tel Afar-Nineveh</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rehabilitation of a livelihood infrastructure in Akarso neighborhood - One (1) concrete culvert, dimensions (L<em>W</em>H) 5<em>2.5</em>1.95 (meters).</td>
<td>DDP Akarso, Tel Afar-Nineveh</td>
<td>15th October 2020</td>
</tr>
<tr>
<td>3</td>
<td>Rehabilitation of a livelihood infrastructure in Al Kifa Al Shimali neighborhood - One (1) concrete double culvert, dimensions (L<em>W</em>H) 4<em>4</em>1.2 (meters)</td>
<td>DDP Al Kifa Al Shimali, Tel Afar-Nineveh</td>
<td></td>
</tr>
</tbody>
</table>

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: _____________________ (DDP - Al Askary, Akarso, Al Kifa Al Shimali) - Compulsory
2. Date of delivery: ______________________ 15th October 2020
3. Validity of the Offer: ____________________ 6 months recommended

TENDER PROCESS TIMEFRAME

Site Visit:
Due to the current situation and the COVID-19 outbreak, the site visit will not be conducted. For detailed information about the project, please refer to page 9 to 14, and the attached Annex A (pictures of the worksite).
10/09/2020 – 4 PM: 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”, “Technical Evaluation”, “Offer Form”, “Bidder’s Checklist” and “Ethical declaration”,
- Company registration papers (Valid),
- List and evidence of experience undertaking similar work: Completion certificates, contracts with references,
- Other supporting documents (If applicable),
- Datasheets, catalogues, or any other supporting technical documents are appreciated,
- Signed and stamped financial offer form,
- Full bidder’s name and address,
- Copy of the bidder’s Identification Documents (ID),
- Organigram and List of key personnel allocated to the project for management and technical support with updated CVs,
- List and evidence of company assets allocated to the project with ownership/rent proof,
- Gantt chart of the activities,
- Certificate of Origin (If requested),
- Proof of Financial Capacity (bank statements/Financial Reports),
- Colour pictures of the equipment needed for the works, followed by stock quality check (at the end of the commissioning period).

General conditions:

1. The closing date of this tender is on 10/09/2020 at 16:00 (Local time in Iraq). All the documentation must be sent at ACTED office at the following addresses:

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

   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. The Arabic version of the document is shared for information purpose only. Please refer to the English version for any inquiries.
4. Bidders will fill, sign, stamp and return all pages of this document according to ACTED’s format.
5. 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.
6. The final offer must be submitted to ACTED logistics department in a sealed envelope with the mention “T/10DVI/57FRSL/ERB/25082020/001 – Not to be opened before 10/09/2020” Or by E-mail to both: iraq.tender@acted.org Cc tender@acted.org
7. Unsealed envelopes and late bids 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).
10. The BoQ might be subject to modification according to work implementation.
11. Bidders can apply for more than one lot if desired, noting that each lot/site can be awarded to different suppliers, according to scoring criterion.

12. In case of any calculation mistakes, the unit price will be considered.

13. In case of miscalculation of prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.


15. During the implementation of this project, the successful bidder will report technically to ACTED Livelihood Programme Manager and ACTED Site Supervisor.

16. The successful bidder shall demonstrate enough liquidity and financial capacity to implement the project with partial reception of payment or in case of transfer delays due to force majeure.

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

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

**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 Nineveh Governorate – Federal Iraq or demonstrate capacity to be legally able to work in the area before the signature of the contract.

4. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.

5. The supplier should obey all the specific conditions and details mentioned in the statement of work (SoW).

6. The works will be submitted to the team’s engineer supervision who will observe daily progress on sites.

7. Supplier will make sure that no human resource-related delay will occur.

8. Delays must be anticipated.

9. 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).

10. Construction period: **SIX (6) 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 labour 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.

11. During the two (2) weeks 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 site handover.

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 (out of the PRO-08 - Procurement Memo).

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

Financial: 50%

All eligible offers administratively will be financially checked and scored according to the Total price USD, a Financial Score (50% maximum) is calculated (Lowest Total Price (USD)/Supplier Total Price (USD) * 40).

Shortlisted bids will be sent to the Program department to conduct the Technical Evaluation (50% maximum)

Technical: 50%

<table>
<thead>
<tr>
<th>#</th>
<th>CHAPTER</th>
<th>SCORE</th>
<th>TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Work experience</td>
<td>20%</td>
<td>• General work : 2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Particular work : 13%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• NGO experience : 5%</td>
</tr>
<tr>
<td>b.</td>
<td>Personnel</td>
<td>15%</td>
<td>• Management personnel : 2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Technical personnel : 13%</td>
</tr>
<tr>
<td>c.</td>
<td>Company Assets</td>
<td>10%</td>
<td>• List and written proof (registration, model, year, etc.): 5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Photos of the equipment to be used: 5%</td>
</tr>
<tr>
<td>d.</td>
<td>Service Works Proposal</td>
<td>5%</td>
<td>• Logical sequence of the works breakdown: 2.5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Timeframe compared to the project duration: 2.5%</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

Minimum required : 30%

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.

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

1. Evaluation of the financial proposal → 50% of the final Grade

The bidder receiving the highest Total Score (Financial score + Technical Score) and having passed the quality check for all chosen items will be awarded the procurement contract.

Name & Position of Bidder’s authorized representative

Authorized signature

Stamp

END OF INSTRUCTIONS TO BIDDERS
Technical Evaluation - ACTED Iraq

• **Work Experience 20%**
  
  Note: Use a separate sheet to elaborate

<table>
<thead>
<tr>
<th>Table 1: Company Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
</tr>
<tr>
<td>---</td>
</tr>
</tbody>
</table>

Evaluation in terms of:
- General work Experience (total years and experience in the field): 2%
- Particular work experience relevant to the scope that includes: 13%
  - Experience in water infrastructure rehabilitations (Such as treatment units, Boster pump station and Water network rehabilitations projects), civil works, electrical, Sanitation and emergency
  - Experience working with INGOs in same context (Ninawa Governorate and Tel Afar in particular), ACTED experience is an asset
  - Projects Duration, Budget and References.
  - Total value of the completed Projects.
- Experience with NGO as a client (reference crosschecked) : 5%

• **Personnel (Both General and allocated to the project) 15%**

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:**
1. General Manager or Chief Execitive Officer 5+ years experience
2. Head Civil Engineer 7+ years experience
3. Finance Manager
4. Accountant
5. HR Manager
6. HR Officer/Payroll Officer
7. Procurement officer/Purchasing Manager
8. Safety and Security officer

**Technical Support & field staff Structure:** Could be shared between sites, if sequence of the proposed activities in the work plan allows:
- Main Site Supervisor/Engineer/Project Manager 5+ years experience.
- Electrical engineer 5+ years experience.
- 3 plumbers 10+ years experience
- 2 Head Foreman 10+ years experience
- electrician 10+ years experience

**The evaluation is in terms of:**
- Management Structure and Qualification (Academic Background and Total Number of Years of Experience): 2%
- Technical Support & field staff Structure (Number and experience of Civil, Mechanical and Electrical Engineers): 13%

The evaluation of the personnel shall take into consideration the company current ongoing projects compared to the scale of the tender and the required staff to complete the works on time and to maintain the quality standards.
Table 2: Management Structure

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ACADEMIC QUALIFICATION</th>
<th>TOTAL YEARS OF EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 3: Technical Support & Field staff Structure

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ACADEMIC QUALIFICATION</th>
<th>TOTAL YEARS OF EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The offer has to include the detailed CV of each staff integrating the Management Structure and the Technical Support Structure.

- **Company Assets (allocated to the project) 10%**

Please attach colour pictures of the equipment needed for the works,

<table>
<thead>
<tr>
<th>ASSET</th>
<th>MODEL</th>
<th>NUMBER</th>
<th>OWNERSHIP STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The evaluation should include:
- List of equipment owned by the company and needed for the restoration of the three small livelihood infrastructures in TAL AFAR,
- Proof of ability to acquire the requested machineries (lease/framework agreement/Machinery supplier confirmation),
- Colour pictures of the equipment needed for the works (to be attached).

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 5%

Please attach your Gantt Chart.

Evaluation in terms of:
- Logical sequence of the works breakdown.
- Timeframe compared to the project duration.

Notes:
- Please note that the technical evaluation scoring is weighted as 50% of the total tender score.
- ACTED will require an operation clearance letter and/or JCMC permission from Ninawa Governorate for the successful bidders.
- Contractors scoring less than 30% of the total technical check score 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.
- 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.

Name & Position of Bidder's authorized representative

Authorized signature
Statement of Work (SoW)

This statement should be read in conjunction with the tender Bill of Quantities and serve the purpose of providing more detailed breakdown of the operational environment and required activities. The 3 small-scale projects were selected through a community consultation process including both Tel Afar City civilians (during focus group discussions) and Tel Afar local authorities. All BOQ and site reports were drafted by ACTED engineers. All projects were approved by the local authorities (Tel Afar municipality and Directorate of Water Resources).

The project located in Al-Askary neighborhood inside the city of Tel Afar will connect approximately 2500 direct beneficiaries to main livelihood sites (such as the local school, the local market and local health center). The coordinates for this project are: 36°23'34.57"N 42°28'36.86"E.

The works include:

1. Skimming and digging the site to the required depth.
2. Brushing two layers of mixed gravel (subbase).
3. Brushing two layers of nylon and pouring it with lean concrete.
4. Pouring reinforcement concrete (20 cm thick) for the foundations.
5. Pouring reinforcement concrete (20 cm thick) for the walls, wings and ceiling using a reinforcement bar.
6. Installing iron railings on the sides of the culvert for safety

The project located in Akarso neighborhood inside the city of Tel Afar will provide access to water to orchards and frame downstream and connect Al-Jazeera and Al-Khadra neighborhoods. It will also connect approximately 3000 direct beneficiaries to the local livelihood sites. The coordinates for this project are: 36°21'43.71"N 42°27'36.07"E.

The works include:

1. Skimming and digging the site to the required depth.
2. Brushing two layers of mixed gravel (subbase).
3. Brushing two layers of nylon and pouring it with lean concrete.
4. Pouring reinforcement concrete (35 cm thick) for the foundations.
5. Pouring reinforcement concrete (35 cm thick) for the walls, wings and ceiling using a reinforcement bar.
6. Casting the front and rear of the culvert with a layer of lean concrete (20 cm thick).
7. Installing iron railings on the sides of the culvert for safety

The project located in Al-Kifah/Al-Shimali neighborhood in Tel Afar will provide access to local livelihood sites to approximately 3500 direct beneficiaries.

The works include:

1. Skimming and digging the site to the required depth.
2. Brushing two layers of mixed gravel (subbase).
3. Brushing two layers of nylon and pouring it with lean concrete.
4. Pouring reinforcement concrete (20 cm thick) for the foundations.
5. Pouring reinforcement concrete (20 cm thick) for the walls, wings and ceiling using a reinforcement bar.
6. Installing iron railings on the sides of the culvert for safety
Overall, the projects should positively impact approximately 1800 households in the city of Tel Afar.

**All works include providing the necessary labor force and assets.**

**Workflow:**
- The Directorate of Water Resources, the Tel Afar municipality and ACTED will nominate a supervising committee.
- After signing the contract, the site will be officially handed over to the bidder by ACTED engineers and supervising committee. Thereafter the supplier will be expected to establish site and commence activities.
- Samples of relevant materials shall be provided for quality check and testing.
- Weekly meetings will be conducted in the field, and the attendance of responsible project manager/engineer is mandatory. The General Manager is free to attend.
- ACTED engineer and/or project team will conduct on-site visits at least twice a week on all sites.
- Upon completion of the work, the supervising committee will evaluate the works in accordance with the contractual BOQ. Without deviation in terms of quality standards and quantities, the site will be handed over to the municipality of Tel Afar

**Specific conditions:**
- The supplier is responsible for repairing any damage on the structure or assets used that occur while working.
- Safety procedures to be considered while implementation. Thus, all the workers to be provided with personal protective equipment (PPE).
- All the excavated materials should be moved to a site approved by the municipality of Tel Afar.
- If any change of the work happens by the agreement between the municipality of Tel Afar and the Supplier without confirmation from ACTED will not be considered by ACTED.

**Further detail of how to implement the work:**

1) **Al-Askary culvert**
   
   **A) Excavation works**
   - Supply all materials, equipment and manpower for drilling of the foundation of the arch wings to the required depth and for all types of soils (with compaction of the floor by suitable compactor)
   - Remove all excavated materials to a site preapproved by local authorities.
   - Clean the bed of the excavation.

   **B) Filling works (culvert)**
   - Supply all materials, tools and manpower for filling.
   - Dig to 40 cm then fill in with two layers of mixed gravel (each layer not exceeding 20 cm).
   - Works will include conducting a Proctor’s compaction test up to 95% of MDD.

   **C) Blinding concrete works**
   - Supply all materials, tools and manpower used for blinding concrete works.
   - Cast a ten centimeter-layer of plain concrete (C10) underground (and under the wings of the arch) using sulphate-resistant cement.
• Lay two layers of thick nylon.
• Works will include conducting all chemical and physical tests of the materials used in casting

D) Reinforced concrete works (foundations)

• Supply materials, tools and manpower for casting reinforced concrete.
• Install steel reinforcement bars as shown in technical drawings (16mm diameter and 15mm spacing)
• Install formwork.
• Cast two twenty centimeter (20cm) layers of concrete (C30MPa) using sulphate-resistant cement, in addition to minor and shrinkage reinforcement 12mm diameter and 20mm spacing.
• Works will include all the requirements for steel reinforcement, concrete covers and formworks.
• Works will include chemical and physical tests for materials used in casting including a Compressive Strength test for concrete (at day 7 and 28) after casting.
• Works will include all necessary works according to the BOQ, drawings and instruction of the supervising engineer.

E) Reinforced concrete works (walls, ceiling, wings)

• Supply materials, tools and manpower for casting reinforced concrete.
• Install steel reinforcement bars as shown in technical drawings (16mm diameter and 15mm spacing)
• Install formwork.
• Cast two twenty centimeter (20cm) layers of concrete (C30MPa) using sulphate-resistant cement, in addition to minor and shrinkage reinforcement 12mm diameter and 20mm spacing.
• Works will include all the requirements for steel reinforcement, concrete covers and formworks.
• Works will include chemical and physical tests for materials used in casting including a Compressive Strength test for concrete (at day 7 and 28) after casting.
• Works will include all necessary works according to the BOQ, drawings and instruction of the supervising engineer.

F) Filling works (road before and after the arch)

• Supply materials, tools and manpower used for filling works.
• Fill the sides of the culvert (10 meters long, 5 meters wide and 0.4 thick on each side) with mixed gravel (sub-base) in layers not exceeding 20cm each.
• Works will include conducting a Proctor’s compaction test up to 95% of MDD.

G) Iron quarry works

• Prepare materials, manpower and equipments to cast concrete
• Cast a forty centimeter thick and thirty centimeter wide layer of concrete (C10) under the quarry on both sides of the culvert
• Supply materials, manpower and equipments to install iron quarry.
• Install iron quarry (1 meter high) using 2-inch and 3-inch square iron pipe covered with anti-rust paint and two layers of oil paint (in accordance with the plans and directions of the supervising engineer)
2) Akarso culvert

A) Excavation works

- Supply all materials, equipment and manpower for drilling of the foundation of the culvert wings to the required depth and for all types of soils (with compaction of the floor by suitable compactor).
- Remove all excavated materials to a site preapproved by local authorities.
- Clean the bed of the excavation.

B) Filling works (culvert)

- Supply all materials, tools and manpower for filling.
- Fill with layers of mixed gravel not exceeding 20 centimeters (20cm).
- Works will include conducting a Proctor’s compaction test up to 95% of MDD.

C) Blinding concrete works

- Supply all materials, tools and manpower used for blinding concrete works.
- Lay two layers of thick nylon.
- Cast a ten centimeter-layer of plain concrete (C10) underground (and under the wings of the the arch) using sulphate-resistant cement.
- Works will include conducting all chemical and physical tests of the materials used in casting.

D) Reinforced concrete works (foundations)

- Supply materials, tools and manpower for casting reinforced concrete.
- Install steel reinforcement bars as shown in technical drawings (20mm diameter and 15mm spacing).
- Install formwork.
- Cast two thirty-five centimeter (35cm) layers of concrete (C30MPa) using sulphate-resistant cement in addition to minor and shrinkage reinforcement 12mm diameter and 20mm spacing.
- Works will include all the requirements for steel reinforcement, concrete covers and formworks.
- Works will include chemical and physical tests for materials used in casting including a Compressive Strength test for concrete (at days 7 and 28) after casting.
- Works will include all necessary works according to the BOQ, drawings and instructions of the supervising engineer.

E) Reinforced concrete works (walls, ceiling, wings)

- Supply materials, tools and manpower used for filling works.
- Install formwork.
- Cast two thirty-five centimeter (35cm) layers of concrete (C30MPa) using sulphate-resistant cement in addition to minor and shrinkage reinforcement 12mm diameter and 20mm spacing.
- Works will include all the requirements for steel reinforcement, concrete covers and formworks.
- Works will include chemical and physical tests for materials used in casting including a Compressive Strength test for concrete (at days 7 and 28 after casting).
- Works will include all necessary works according to the BOQ, drawings and instructions of the supervising engineer.
F) Filling works (road before and after the culvert)

- Supply all materials, tools and manpower for filling.
- Fill in with layers of mixed gravel (each layer not exceeding 20 cm).
- Works will include conducting a Proctor’s compaction test up to 95% of MDD

G) Casting front and rear of the culvert

- Supply of materials, tools and manpower to cast plain concrete.
- Lay two layers of thick nylon.
- Cast a twenty centimeter (20cm) layer of plain concrete (C10) at the front and rear of the culvert.
- Works will include conducting all chemical and physical tests of the materials used in casting.

H) Iron quarry works

- Prepare materials, manpower and equipments to cast concrete
- Cast a forty centimeter (40cm) thick and thirty centimeter (30cm) wide layer of concrete (C10) under the quarry on both sides of the culvert.
- Supply materials, manpower and equipments to install iron quarry.
- Install iron quarry (1 meter high) using 2-inch and 3-inch square iron pipe covered with anti-rust paint and two layers of oil paint (in accordance with the plans and directions of the supervising engineer).

3) Al-Kifah/Al-Shimali

A) Excavation works

- Supply all materials, equipment and manpower for drilling of the foundation of the arch wings to the required depth and for all types of soils (with compaction of the floor by suitable compactor)
- Remove all excavated materials to a site preapproved by local authorities.
- Clean the bed of the excavation.

B) Filling works (culvert)

- Supply all materials, tools and manpower for filling.
- Dig to 40 cm then fill in with two layers of mixed gravel (each layer not exceeding 20 cm).
- Works will include conducting a Proctor’s compaction test up to 95% of MDD.

C) Blinding concrete works

- Supply all materials, tools and manpower used for blinding concrete works.
- Lay two layers of thick nylon.
- Cast a ten centimeter-layer of plain concrete (C10) underground (and under the wings of the arch) using sulphate-resistant cement.
- Works will include conducting all chemical and physical tests of the materials used in casting.

D) Reinforced concrete works (foundations)

- Supply materials, tools and manpower for casting reinforced concrete.
• Install steel reinforcement bars as shown in technical drawings (16mm diameter and 15mm spacing)
• Install formwork.
• Cast two twenty centimeter (20cm) layers of concrete (C30MPa) using sulphate-resistant cement, in addition to minor and shrinkage reinforcement 12mm diameter and 20mm spacing.
• Works will include all the requirements for steel reinforcement, concrete covers and formworks.
• Works will include chemical and physical tests for materials used in casting including a Compressive Strength test for concrete (at day 7 and 28) after casting.
• Works will include all necessary works according to the BOQ, drawings and instruction of the supervising engineer.

E) Reinforced concrete works (walls, ceiling, wings)

• Supply materials, tools and manpower for casting reinforced concrete.
• Install steel reinforcement bars as shown in technical drawings (16mm diameter and 15mm spacing)
• Install formwork.
• Cast two twenty centimeter (20cm) layers of concrete (C30MPa) using sulphate-resistant cement, in addition to minor and shrinkage reinforcement 12mm diameter and 20mm spacing.
• Works will include all the requirements for steel reinforcement, concrete covers and formworks.
• Works will include chemical and physical tests for materials used in casting including a Compressive Strength test for concrete (at day 7 and 28) after casting.
• Works will include all necessary works according to the BOQ, drawings and instruction of the supervising engineer.

F) Filling works (road before and after the culvert)

• Supply materials, tools and manpower used for filling works.
• Fill the sides of the culvert (10 meters long, 5 meters wide and 0.4 thick on each side) with mixed gravel (sub-base) in layers not exceeding 20cm each.
• Works will include conducting a Proctor’s compaction test up to 95% of MDD.

G) Iron quarry works

• Prepare materials, manpower and equipments to cast concrete
• Cast a forty centimeter thick and thirty centimeter wide layer of concrete (C10) under the quarry on both sides of the culvert
• Supply materials, manpower and equipments to install iron quarry.
• Install iron quarry (1 meter high) using 2-inch and 3-inch square iron pipe covered with anti-rust paint and two layers of oil paint (in accordance with the plans and directions of the supervising engineer)
OFFER FORM - ACTED Iraq

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: ____________________________

4. Company Specialization: ____________________________

5. Mailing Address (Physical Address): ____________________________

a. Contact Numbers: ____________________________ / 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:

- 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 of a livelihood infrastructure in Al Askary neighborhood, Tel Afar - (Bidders can apply for one lot or more)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description in Arabic</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit in Arabic</th>
<th>Unit Price (USD)</th>
<th>Total Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ground drilling</td>
<td>حفر الارضية</td>
<td>Supply manpower, material and equipment, for drilling ground and foundation of the culvert to the required depth and for all types of soils, with compaction the floor by a suitable compactor. The price includes cleaning the bed of the excavation. All needed work to complete the job according the BoQ, Drawings will be included within the price.</td>
<td>11.2</td>
<td>m³</td>
<td>3م³</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mixed gravel (sub-base)</td>
<td>حصى خليط (سيبس)</td>
<td>Supply materials, tools and manpower for filling (in layers not exceeding 20 cm). Supply materials, tools and manpower to conduct Proctor's compaction test. Soil lumps larger than 0.10 m in size shall be broken before compaction. The moisture content of the soil shall be carefully controlled either by the natural drying or wetting with a fine spray before filling. Compaction shall be carried out by mechanical rollers, power tampers, vibro-tampers, vibrating plate, compactors or other approved plant so as to produce a dry density not less than 95% of the Maximum Dry Density (MDD) for Beddings and Covers as will be specified or ordered by our ACTED site engineer &amp;/project manager. All needed works to complete the job will be included within the price.</td>
<td>6.4</td>
<td>m³</td>
<td>3م³</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Blinding concrete works

<table>
<thead>
<tr>
<th></th>
<th>Concrete Grade/Thickness</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>C10 grade concrete</td>
<td>Supply and lay Design Mix Sulphate Resistant Concrete Grade C10 with 10 cm thick for Blinding (under ground of wings of the culvert). Prices should include admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing, cleaning, finishing the exposed surface etc., scaffolding / staging all complete, as per exhibits, specifications and drawings. The slump shall not exceed 110 mm.</td>
<td>16</td>
<td>m²</td>
<td>2 m³</td>
</tr>
</tbody>
</table>

### Reinforced concrete works (foundations)

<table>
<thead>
<tr>
<th></th>
<th>Concrete Grade/Thickness</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>C30 grade concrete</td>
<td>Supply and install reinforced concrete (Ready mix concrete) using 35 cm thick Grade 30 Sulphate Resistant Concrete for the foundation at all levels and elevations below ground for all kinds of works. Works should include supply and placing reinforcement using steel bars of diameter 16 mm @15 cm C/C. Concrete should cast in 2 layers. This work should come in addition to minor and shrinkage reinforcement using steel bars of diameter 12mm @20 C/C. This includes all required formworks, fixing and removal after specified time of plywood or steel form-works, concrete admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing including chemical and physical tests for materials used in casting and Compressive Strength test for concrete (on day 7 and 28), cleaning, straightening, cutting, bending, binding in position with annealed wire, providing concrete or plastic cover blocks, pins, separators, chairs, laps, supports for reinforcement, finishing the exposed surface etc., scaffolding / staging all complete, as per Exhibits, Specifications and Drawings. Concrete slump must be between 60 to 90 mm.</td>
<td>3.2</td>
<td>m³</td>
<td>3 m³</td>
</tr>
</tbody>
</table>
### Reinforced concrete works (walls)

|   | C30 grade concrete | Supply and install reinforced concrete (Ready mix concrete) using 35 cm thick Grade 30 Sulphate Resistant Concrete for the foundation at all levels and elevations below ground for all kinds of works.
|   |                 | Works should include supply and placing reinforcement using steel bars of diameter 20 & 12mm @15 cm C/C. This includes all required formworks, fixing and removal after specified time of plywood or steel form-works, concrete admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing including chemical and physical tests for materials used in casting and Compressive Strength test for concrete (on day 7 and 28), cleaning, straightening, cutting, bending, binding in position with annealed wire, providing concrete or plastic cover blocks, pins, separators, chairs, laps, supports for reinforcement, finishing the exposed surface etc., scaffolding / staging all complete, as per Exhibits, Specifications and Drawings.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Concrete slump must be between 60 to 90 mm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>C30 grade concrete</td>
<td>5.45 m³ 3m³</td>
</tr>
</tbody>
</table>

### Soil backfilling

|   | Mixed gravel | Supply required machines and equipment with sub-base granular material (Type A) to do the backfill of sides of the arch (10m long, 5m wide, and 0.4m thick).
|   |               | The sub base back filling should be made in multiple layers each layer with maximum thickness of 20cm and compaction must be measured in the field using appropriate testing equipment.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>All needed work to complete the job according the BoQ, Drawings and instruction of Supervisor Engineer will be included within the price.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Mixed gravel</td>
<td>40 m³ 3m³</td>
</tr>
</tbody>
</table>
### Casting works (under the quarry)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>C10 grade concrete (C10) under the quarry with a thickness of 40 cm and a</td>
<td>2</td>
<td>m²</td>
<td>2m²</td>
</tr>
<tr>
<td></td>
<td>width of 30 cm on both sides of the culvert.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Iron quarry installation works

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Iron rectangular frame with square iron tubes inside that are square in</td>
<td>6</td>
<td>m²</td>
<td>2m²</td>
</tr>
<tr>
<td></td>
<td>shape. Tubes sides should be 2 or 3 inches wide. Works should include</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>painting the quarry with anti-rust and 2 layers of oil paint according to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the plans and directions of the supervising engineer.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|   | Total Price DDP (USD)                                                      |          |      |      |

### BIDDER'S COMMENTS/REMARKS:

1. 
2. 

### BIDDER’S TERMS AND CONDITIONS:

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

**End of LOT 1**
## LOT 2: Rehabilitation of a livelihood infrastructure in Akarso neighborhood, Tal Afar - (Bidders can apply for one lot or more)

### Dimensions (L"W"H): 5.0'2.5'1.95m

### Coordinates: 36°21′43.71″N 42°27′36.07″E - Akarso

#### Excavation Works

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description in Arabic</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit in Arabic</th>
<th>Unit Price (USD)</th>
<th>Total Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ground drilling</td>
<td>حفر الارضية</td>
<td>55.2</td>
<td>m³</td>
<td>3m³</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supply manpower, material and equipment, for drilling ground and foundation of the culvert to the required depth and for all types of soils, with compaction the floor by a suitable compactor. The price include cleaning the bed of the excavation. All needed work to complete the job according the BoQ. Drawings will be included within the price.**

#### Filling works

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description in Arabic</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit in Arabic</th>
<th>Unit Price (USD)</th>
<th>Total Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Mixed gravel (sub-base)</td>
<td>حصى خاطب (سبيس)</td>
<td>8.34</td>
<td>m³</td>
<td>3m³</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supply materials, tools and manpower for filling (in layers not exceeding 20 cm). Supply materials, tools and manpower to conduct Proctor's compaction test. Soil lumps larger than 0.10 m in size shall be broken before compaction. The moisture content of the soil shall be carefully controlled either by the natural drying or wetting with a fine spray before filling. Compaction shall be carried out by mechanical rollers, power rammers, vibro-tampers, vibrating plate, compactors or other approved plant so as to produce a dry density not less than 95% of the Maximum Dry Density (MDD) for Beddings and Covers as will be specified or ordered by our ACTED site engineer &/project manager. All needed works to complete the job will be included within the price.**
### Blinding concrete works

<table>
<thead>
<tr>
<th>3</th>
<th>C10 grade concrete</th>
<th>كونكريت رتبة 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supply and lay Design Mix Sulphate Resistant Concrete Grade C10 with 10 cm thick for Blinding (under ground of wings of the culvert).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prices should include admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing, cleaning, finishing the exposed surface etc., scaffolding / staging all complete, as per exhibits, specifications and drawings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The slump shall not exceed 110 mm.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total price: 20.85 m² 2m</td>
<td></td>
</tr>
</tbody>
</table>

### Reinforced concrete works (foundations)

<table>
<thead>
<tr>
<th>4</th>
<th>C30 grade concrete</th>
<th>كونكريت رتبة 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supply and install reinforced concrete (Ready mix concrete) using 35 cm thick Grade 30 Sulphate Resistant Concrete for the foundation at all levels and elevations below ground for all kinds of works.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Works should include supply and placing reinforcement using steel bars of diameter 20 mm @15 cm C/C. This includes all required formworks, fixing and removal after specified time of plywood or steel form-works, concrete admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing including chemical and physical tests for materials used in casting and Compressive Strength test for concrete (on day 7 and 28), cleaning, straightening, cutting, bending, binding in position with annealed wire, providing concrete or plastic cover blocks, pins, separators, chairs, laps, supports for reinforcement, finishing the exposed surface etc., scaffolding / staging all complete, as per Exhibits, Specifications and Drawings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete slump must be between 60 to 90 mm.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total price: 7.3 m³ 3m</td>
<td></td>
</tr>
</tbody>
</table>
### Reinforced concrete works (walls and ceiling)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Supply and install reinforced concrete (Ready mix concrete) using 35 cm thick Grade 30 Sulphate Resistant Concrete for the foundation at all levels and elevations below ground for all kinds of works. Works should include supply and placing reinforcement using steel bars of diameter 25, 20 &amp; 12mm @15 cm C/C. This includes all required formworks, fixing and removal after specified time of plywood or steel form-works, concrete admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing including chemical and physical tests for materials used in casting and Compressive Strength test for concrete (on day 7 and 28), cleaning, straightening, cutting, bending, binding in position with annealed wire, providing concrete or plastic cover blocks, pins, separators, chairs, laps, supports for reinforcement, finishing the exposed surface etc., scaffolding / staging all complete, as per Exhibits, Specifications and Drawings. Concrete slump must be between 60 to 90 mm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>C30 grade concrete</td>
<td>11.44</td>
</tr>
</tbody>
</table>

### Soil backfilling

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Supply required machines and equipment with sub-base granular material (Type A) to do the backfill of sub-base layer. The sub base back filling should be made in multiple layers each layer with maximum thickness of 20cm and compaction must be measured in the field using appropriate testing equipment. All needed work to complete the job according the BoQ, Drawings and instruction of Supervisor Engineer will be included within the price.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Mixed gravel</td>
<td>26</td>
</tr>
</tbody>
</table>
### Casting works (front and rear of the arch)

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Details</th>
<th>Quantity</th>
<th>Area (m²)</th>
<th>Volume (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>C10 grade concrete</td>
<td>Supply materials, tools and manpower to cast plain concrete (C10) 20 cm thick for casting front and rear of the arch, and laying two layers of thick nylon. The price include all chemical and physical tests for the materials used in casting and all needed to complete the job according to the BoQ and instruction of Supervisor Engineer.</td>
<td>6.78</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Casting works (under the quarry)

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Details</th>
<th>Quantity</th>
<th>Area (m²)</th>
<th>Volume (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>C10 grade concrete</td>
<td>Preparing materials, manpower and equipments to cast concrete layer (C10) under the quarry with a thickness of 40 cm and a width of 30 cm on both sides of the culvert.</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Iron quarry installation works

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Details</th>
<th>Quantity</th>
<th>Area (m²)</th>
<th>Volume (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Iron frame</td>
<td>Supply materials, manpower and equipments to install a iron rectangular frame with square iron tubes inside that are square in shape. Tubes sides should be 2 or 3 inches wide. Works should include painting the quarry with anti-rust and 2 layers of oil paint according to the plans and directions of the supervising engineer.</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Total Price DDP (USD)**

---

**BIDDER’S COMMENTS/REMARKS:**

1. 
2. 

**BIDDER’S TERMS AND CONDITIONS:**

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

---

**End of LOT 2**
LOT 3: Rehabilitation of a livelihood infrastructure in Al Kifa Al Shimali neighborhood, Tal Afar - (Bidders can apply for one lot or more)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description in Arabic</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit in Arabic</th>
<th>Unit Price (USD)</th>
<th>Total Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Excavation Works</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Ground drilling</td>
<td>حفر الارضية</td>
<td>Supply manpower, material and equipment, for drilling ground and foundation of the culvert to the required depth and for all types of soils, with compaction the floor by a suitable compactor. The price include cleaning the bed of the excavation. All needed work to complete the job according the BoQ. Drawings will be included within the price.</td>
<td>14</td>
<td>m³</td>
<td>3m</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Filling works</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mixed gravel (sub-base)</td>
<td>حصى خايط</td>
<td>Supply materials, tools and manpower for filling (in layers not exceeding 20 cm). Supply materials, tools and manpower to conduct Proctor's compaction test. Soil lumps larger than 0.10 m in size shall be broken before compaction. The moisture content of the soil shall be carefully controlled either by the natural drying or wetting with a fine spray before filling. Compaction shall be carried out by mechanical rollers, power rammers, vibro-tampers, vibrating plate, compactors or other approved plant so as to produce a dry density not less than 95% of the Maximum Dry Density (MDD) for Beddings and Covers as will be specified or ordered by our ACTED site engineer &amp;/project manager. All needed works to complete the job will be included within the price.</td>
<td>8</td>
<td>m³</td>
<td>3m</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dimensions (L*W*H): 4*4*1.2m

Coordinates: 36°22'40.8"N 42°25'25.86"E - Al Kifa Al Shimali
**Blinding concrete works**

| 3 | C10 grade concrete | كونكرت رتبة 10 | Supply and lay Design Mix Sulphate Resistant Concrete Grade C10 with 10 cm thick for Blinding (under ground of wings of the culvert). Prices should include admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing, cleaning, finishing the exposed surface etc., scaffolding / staging all complete, as per exhibits, specifications and drawings. The slump shall not exceed 110 mm. | 20 | m² | 2m³ |

**Reinforced concrete works (foundations)**

| 4 | C30 grade concrete | كونكريت رتبة 30 | Supply and install reinforced concrete (Ready mix concrete) using 35 cm thick Grade 30 Sulphate Resistant Concrete for the foundation at all levels and elevations below ground for all kinds of works. Works should include supply and placing reinforcement using steel bars of diameter 16 mm @ 15 cm C/C. Concrete should cast in 2 layers. This work should come in addition to minor and shrinkage reinforcement using steel bars of diameter 12mm @ 20 C/C. This includes all required formworks, fixing and removal after specified time of plywood or steel form-works, concrete admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing including chemical and physical tests for materials used in casting and Compressive Strength test for concrete (on day 7 and 28), cleaning, straightening, cutting, bending, binding in position with annealed wire, providing concrete or plastic cover blocks, pins, separators, chairs, laps, supports for reinforcement, finishing the exposed surface etc., scaffolding / staging all complete, as per Exhibits, Specifications and Drawings. Concrete slump must be between 60 to 90 mm. | 4 | m³ | 3m³ |
## Reinforced concrete works (walls)

<table>
<thead>
<tr>
<th></th>
<th>C30 grade concrete</th>
<th>كونكريت رتبة 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supply and install reinforced concrete (Ready mix concrete) using 35 cm thick Grade 30 Sulphate Resistant Concrete for the foundation at all levels and elevations below ground for all kinds of works.

Works should include supply and placing reinforcement using steel bars of diameter 20 & 12mm @15 cm C/C. This includes all required formworks, fixing and removal after specified time of plywood or steel form-works, concrete admixtures, labour, materials, equipment, handling, batching, transporting, mixing, pumping, placing, levelling, compacting, curing, testing including chemical and physical tests for materials used in casting and Compressive Strength test for concrete (on day 7 and 28), cleaning, straightening, cutting, bending, binding in position with annealed wire, providing concrete or plastic cover blocks, pins, separators, chairs, laps, supports for reinforcement, finishing the exposed surface etc., scaffolding / staging all complete, as per Exhibits, Specifications and Drawings.

Concrete slump must be between 60 to 90 mm.

<table>
<thead>
<tr>
<th></th>
<th>6.25</th>
<th>m³</th>
<th>3m³</th>
</tr>
</thead>
</table>

## Soil backfilling

<table>
<thead>
<tr>
<th></th>
<th>Mixed gravel</th>
<th>حصى خابط</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supply required machines and equipment with sub-base granular material (Type A) to do the backfill of sides of the arch (10m long, 5m wide, and 0.4m thick).

The sub base back filling should be made in multiple layers each layer with maximum thickness of 20cm and compaction must be measured in the field using appropriate testing equipment.

All needed work to complete the job according to the BoQ, Drawings and instruction of Supervisor Engineer will be included within the price.

<table>
<thead>
<tr>
<th></th>
<th>40</th>
<th>m³</th>
<th>3m³</th>
</tr>
</thead>
</table>

## Casting works (under the quarry)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Casting works (under the quarry)
<table>
<thead>
<tr>
<th></th>
<th>C10 grade concrete</th>
<th>كونكرت رتبة 10</th>
<th>Preparing materials, manpower and equipments to cast concrete layer (C10) under the quarry with a thickness of 40 cm and a width of 30 cm on both sides of the culvert.</th>
<th>3</th>
<th>m²</th>
<th>2³</th>
</tr>
</thead>
</table>

**Iron quarry installation works**

<table>
<thead>
<tr>
<th></th>
<th>Iron frame</th>
<th>اطار حديد</th>
<th>Supply materials, manpower and equipments to install a iron rectangular frame with square iron tubes inside that are square in shape. Tubes sides should be 2 or 3 inches wide. Works should include painting the quarry with anti-rust and 2 layers of oil paint according to the plans and directions of the supervising engineer.</th>
<th>8</th>
<th>m²</th>
<th>2³</th>
</tr>
</thead>
</table>

**Total Price DDP (USD)**

**BIDDER’S COMMENTS/REMARKS:**

1. 

2. 

**BIDDER’S TERMS AND CONDITIONS:**

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

2. Terms of delivery: __________________________

**End of LOT 3**
# BIDDER’S QUESTIONNAIRE – ACTED Iraq

Date: -----/-----/-------

Tender N°: T/10DVI/57FRSL/ERB/25082020/001

## 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>
</tbody>
</table>

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

<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 &quot;Name&quot;)</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Licenses – State Issued Certifications</th>
</tr>
</thead>
</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>
</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 &quot;Name&quot;)</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 addresses</td>
</tr>
<tr>
<td>Is the individual a U.S. citizen or legal permanent resident?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Licenses – State Issued Certifications</th>
</tr>
</thead>
</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

<table>
<thead>
<tr>
<th>Company's staff &amp; insurance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Full Time Employees:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee average work wage per hour: ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Points of Men to Women:</td>
<td></td>
</tr>
<tr>
<td>Any employee(s) with relatives working with ACTED? ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>No. of Children:</td>
<td></td>
</tr>
<tr>
<td>What is the legal minimum wage paid? ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>In what capacity?</td>
<td></td>
</tr>
<tr>
<td>Are paid vacations offered? ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>What are their ages?</td>
<td></td>
</tr>
<tr>
<td>Are flexible working hours offered? ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Name of insurance company:</td>
<td></td>
</tr>
<tr>
<td>Staff covered by health insurance? ☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of the Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Business (multiple choices possible): ☐ Manufacturing ☐ Consulting Company ☐ Authorized Agent ☐ Manufacturing ☐ Trader ☐ Other, please specify:</td>
<td></td>
</tr>
<tr>
<td>Sector of Business (multiple choices possible): ☐ Goods / supplies ☐ Services ☐ Equipment ☐ Works ☐ Other, please specify:</td>
<td></td>
</tr>
<tr>
<td>Year Established:</td>
<td></td>
</tr>
<tr>
<td>Country of registration:</td>
<td></td>
</tr>
<tr>
<td>Licence number:</td>
<td></td>
</tr>
<tr>
<td>Valid until:</td>
<td></td>
</tr>
<tr>
<td>Working languages:</td>
<td></td>
</tr>
<tr>
<td>☐ English ☐ Arabic ☐ French ☐ Chinese ☐ Other, please specify:</td>
<td></td>
</tr>
<tr>
<td>☐ Spanish ☐ Other, please specify:</td>
<td></td>
</tr>
<tr>
<td>Technical documents available in: ☐ English ☐ Arabic ☐ French ☐ Chinese ☐ Other, please specify:</td>
<td></td>
</tr>
<tr>
<td>☐ Spanish ☐ Other, please specify:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Financial Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT Number:</td>
<td></td>
</tr>
<tr>
<td>Tax Number:</td>
<td></td>
</tr>
<tr>
<td>Bank Name:</td>
<td>Bank Account Number:</td>
</tr>
<tr>
<td>Bank Address:</td>
<td>Account Name:</td>
</tr>
<tr>
<td>Swift/BIC number:</td>
<td>Standard Payment Terms:</td>
</tr>
<tr>
<td>Has the company been audited in the last 3 years? ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Please attach a copy of the company's most recent Annual or Audited Financial Report ☐ Attached</td>
<td></td>
</tr>
<tr>
<td>Annual Value of Total Sales for the last 3 Years: ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Year: USD:</td>
<td>Year: USD:</td>
</tr>
<tr>
<td>Annual Value of Export Sales for the last 3 years: ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Year: USD:</td>
<td>Year: USD:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Experience</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company’s recent business with ACTED and/or other International Aid Agencies or United Nations Agencies: #</td>
<td></td>
</tr>
<tr>
<td>Organisation</td>
<td>Contact person</td>
</tr>
</tbody>
</table>
What is your company’s main area of expertise?

What is your company’s business coverage area?

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>
</tbody>
</table>

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

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

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

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

Company Name: ________________________________

Authorized Representative Name: ________________________________

Signature: ________________________________

Stamp: ________________________________
BIDDER’S ETHICAL DECLARATION – ACTED Iraq

Date:        ----/-----/--------

Tender N°:   T/10DVI/57FRSL/ERB/25082020/001

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 scculvert 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/10DI57F/RSL/ERB/25082020/001

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

<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><strong>Included</strong></td>
<td><strong>Present</strong></td>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>1. An original and one copy of the bid have been provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(compulsory for one original)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. (Form PRO-05) – Instructions to Bidders and the Technical evaluation are attached, filled, signed and stamped by the supplier.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. (Form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The prices in the Offer Form are in USD <em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. (Form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. (Form PRO-06-02) – Bidder’s Ethical Declaration is attached, filled, signed and stamped by the supplier.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The Bidding documents are filled in English. <em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. ANNEXES – Proofs of past performances and experience in a similar field of activity (e.g. past undertaking of similar work) are provided <em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Datasheets, contracts with references, catalogues, or any other supporting technical documents are appreciated)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. ANNEXES – A Copy of Company registration documents and license are included. <em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. ANNEXES – A copy of the bidder’s Identification Documents (ID).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Gantt Chart of the activities <em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Proof of Financial Capacity (bank statement/Financial reports) and a list and evidence of company assets allocated to the project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. List of key personnel allocated to the project for management and technical support with updated CVs <em>(compulsory)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Colour pictures of the equipment needed for the works.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name & Position of Bidder’s authorized representative**

______________________________

**Authorized signature**

______________________________

**Stamp:**

Page 35 of 35