

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**

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

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).

15/09/2020 – 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 **15/09/2020 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 15/09/2020”** 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.
14. The contractor shall follow Iraqi Standards for construction activities: Guidelines and Technical Specifications of Iraq (IGTS), Specifications of Housing and Reconstruction, Republic of Iraq, Specifications of Iraqi State Organization for Roads and Bridges (SORB), National Environmental Guidelines, Work Safety Policies, Testing Specifications (NCCL&R).
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%

#	CHAPTER	SCORE	TERMS
a.	Work experience	20%	<ul style="list-style-type: none"> • General work : 2% • Particular work : 13% • NGO experience : 5%
b.	Personnel	15%	<ul style="list-style-type: none"> • Management personnel : 2% • Technical personnel : 13%
c.	Company Assets	10%	<ul style="list-style-type: none"> • List and written proof (registration, model, year, etc.): 5% • Photos of the equipment to be used: 5%
d.	Service Works Proposal	5%	<ul style="list-style-type: none"> • Logical sequence of the works breakdown. 2,5% • Timeframe compared to the project duration. 2,5%
TOTAL		50%	
Minimum required :		30%	<p><u>or if one of the following disqualifying factors applies:</u></p> <ul style="list-style-type: none"> -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 1: Company Experience

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

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%**
 - o Experience in water infrastructure rehabilitations (Such as treatment units, Booster pump station and Water network rehabilitations projects), civil works, electrical, Sanitation and emergency
 - o Experience working with INGOs in same context (Ninawa Governorate and Tel Afar in particular), ACTED experience is an asset
 - o Projects Duration, Budget and References.
 - o 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 Executive 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

NAME	POSITION	ACADEMIC QUALIFICATION	TOTAL YEARS OF EXPERIENCE

Table 3: Technical Support & filed staff Structure

NAME	POSITION	ACADEMIC QUALIFICATION	TOTAL YEARS OF EXPERIENCE

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,

ASSET	MODEL	NUMBER	OWNERSHIP STATUS

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:
 - o Zero proven experience in the field of the service the supplier is applying for.
 - o Proposed workplan is not fit to the project duration.
 - o 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 frams 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 day 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

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

Tender N°: T/10DVI57F/RSL/ERB/25082020/001

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

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

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

Important Note:

- 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)

No.	Item	Description in Arabic	Description	Quantity	Unit	Unit in Arabic	Unit Price (USD)	Total Price (USD)
Dimensions (L*W*H) : 4*3*1.2m								
Coordinates: 36°23'34.57"N 42°28'36.86"E - Al Askary								
Excavation Works								
1	Ground drilling	حفر الارضية	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.	11.2	m ³	3م		
Filling works								
2	Mixed gravel (sub-base)	حصى خابط (سبيس)	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.	6.4	m ³	3م		

Blinding concrete works								
3	C10 grade concrete	كونكرت رتبة 10	<p>Supply and lay Design Mix Sulphate Resistant Concrete Grade C10 with 10 cm thick for Blinding (under ground of wings of the culvert).</p> <p>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.</p> <p>The slump shall not exceed 110 mm.</p>	16	m ²	2م		
Reinforced concrete works (foundations)								
4	C30 grade concrete	كونكرت رتبة 30	<p>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.</p> <p>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.</p> <p>Concrete slump must be between 60 to 90 mm.</p>	3.2	m ³	3م		

Reinforced concrete works (walls)								
5	C30 grade concrete	كونكريت رتبة 30	<p>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.</p> <p>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</p> <p>Concrete slump must be between 60 to 90 mm.</p>	5.45	m ³	3م		
Soil backfilling								
6	Mixed gravel	حصى خابط	<p>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).</p> <p>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.</p> <p>All needed work to complete the job according the BoQ, Drawings and instruction of Supervisor Engineer will be included within the price.</p>	40	m ³	3م		

Casting works (under the quarry)								
7	C10 grade concrete	كونكرت رتبة 10	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.	2	m ²	2م		
Iron quarry installation works								
8	Iron frame	اطار حديد	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.	6	m ²	2م		
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)

No.	Item	Description in Arabic	Description	Quantity	Unit	Unit in Arabic	Unit Price (USD)	Total Price (USD)
Dimensions (L*W*H): 5.0*2.5*1.95m								
Coordinates: 36°21'43.71"N 42°27'36.07"E - Akarso								
Excavation Works								
1	Ground drilling	حفر الارضية	<p>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.</p> <p>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.</p>	55.2	m ³	3م		
Filling works								
2	Mixed gravel (sub-base)	حصى خابط (سييس)	<p>Supply materials, tools and manpower for filling (in layers not exceeding 20 cm).</p> <p>Supply materials, tools and manpower to conduct Proctor's compaction test.</p> <p>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</p> <p>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</p> <p>All needed works to complete the job will be included within the price.</p>	8.34	m ³	3م		

Blinding concrete works								
3	C10 grade concrete	كونكرت رتبة 10	<p>Supply and lay Design Mix Sulphate Resistant Concrete Grade C10 with 10 cm thick for Blinding (under ground of wings of the culvert).</p> <p>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.</p> <p>The slump shall not exceed 110 mm.</p>	20.85	m ²	2م		
Reinforced concrete works (foundations)								
4	C30 grade concrete	كونكرت رتبة 30	<p>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.</p> <p>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</p> <p>Concrete slump must be between 60 to 90 mm.</p>	7.3	m ³	3م		

Reinforced concrete works (walls and ceiling)								
5	C30 grade concrete		<p>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.</p> <p>Works should include supply and placing reinforcement using steel bars of diameter 25, 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</p> <p>Concrete slump must be between 60 to 90 mm.</p>	11.44	m ³	3م		
Soil backfilling								
6	Mixed gravel	حصى خابط	<p>Supply required machines and equipment with sub-base granular material (Type A) to do the backfill of sub-base layer.</p> <p>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.</p> <p>All needed work to complete the job according the BoQ, Drawings and instruction of Supervisor Engineer will be included within the price.</p>	26	m ³	3م		

Casting works (front and rear of the arch)								
7	C10 grade concrete	كونكرت رتبة 10	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 the BoQ and instruction of Supervisor Engineer.	6.78	m ²	2م		
Casting works (under the quarry)								
8	C10 grade concrete	كونكرت رتبة 10	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.	2	m ²	2م		
Iron quarry installation works								
9	Iron frame	اطار حديد	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.	5	m ²	2م		
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)

No.	Item	Description in Arabic	Description	Quantity	Unit	Unit in Arabic	Unit Price (USD)	Total Price (USD)
Dimensions (L*W*H) : 4*4*1.2m								
Coordinates: 36°22'40.8"N 42°25'25.86"E - Al Kifa Al Shimali								
Excavation Works								
1	Ground drilling	حفر الارضية	<p>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.</p> <p>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.</p>	14	m ³	3م		
Filling works								
2	Mixed gravel (sub-base)	حصى خابط (سييس)	<p>Supply materials, tools and manpower for filling (in layers not exceeding 20 cm).</p> <p>Supply materials, tools and manpower to conduct Proctor's compaction test.</p> <p>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</p> <p>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</p> <p>All needed works to complete the job will be included within the price.</p>	8	m ³	3م		

Blinding concrete works							
3	C10 grade concrete	كونكرت رتبة 10	<p>Supply and lay Design Mix Sulphate Resistant Concrete Grade C10 with 10 cm thick for Blinding (under ground of wings of the culvert).</p> <p>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.</p> <p>The slump shall not exceed 110 mm.</p>	20	m ²	2م	
Reinforced concrete works (foundations)							
4	C30 grade concrete	كونكرت رتبة 30	<p>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.</p> <p>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.</p> <p>Concrete slump must be between 60 to 90 mm.</p>	4	m ³	3م	

Reinforced concrete works (walls)								
5	C30 grade concrete	كونكريت رتبة 30	<p>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.</p> <p>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</p> <p>Concrete slump must be between 60 to 90 mm.</p>	6.25	m ³	3م		
Soil backfilling								
6	Mixed gravel	حصى خابط	<p>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).</p> <p>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.</p> <p>All needed work to complete the job according the BoQ, Drawings and instruction of Supervisor Engineer will be included within the price.</p>	40	m ³	3م		
Casting works (under the quarry)								

7	C10 grade concrete	كونكرت رتبة 10	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.	3	m ²	2م		
Iron quarry installation works								
8	Iron frame	اطار حديد	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.	8	m ²	2م		
							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

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/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 sculverte 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/10DVI57F/RSL/ERB/25082020/001

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. 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 – Proofs of past performances and experience in a similar field of activity (e.g. past undertaking of similar work) are provided (compulsory) (Datasheets, contracts with references, catalogues, or any other supporting technical documents are appreciated)					
9. ANNEXES – A Copy of Company registration documents and license are included. (compulsory)					
10. ANNEXES – A copy of the bidder's Identification Documents (ID).					
11. Gantt Chart of the activities (compulsory)					
12. Proof of Financial Capacity (bank statement/Financial reports) and a list and evidence of company assets allocated to the project					
13. List of key personnel allocated to the project for management and technical support with updated CVs (compulsory)					
14. Colour pictures of the equipment needed for the works.					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: