

NATIONAL CALL FOR TENDER - ACTED Iraq Instructions to Bidders

Date: 27/08/2020

Tender N°: T/10EBS/Y56SMA/ERB/27082020/03

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian project and inviting contractors to submit offers for the following products:

PRODUCT SPECIFICATIONS:

1. Description **2 Lots of Care and Maintenance projects in Camps:**

Lot	Description	INCOTERMS/ Delivery point	Delivery deadline
1	Relocation of electrical boxes in ChamMishko camp	ChamMishko camp, GPS Coordinate: 42° 40' 1.47" E(42.667075) ,37° 10' 38.84" N(37.177456).	Before 15-11-2020
2	Relocation of electrical boxes in Kabarto 2 camp,	Kabarto 2 camp, GPS Coordinate: 42° 51' 29.428" E(42.858174) ,36° 47' 34.892" N(36.793026).	Before 15-11-2020

2. Product class / category: Works
3. Product stage: Finished (Full scale and operational)
4. INCOTERM (delivery conditions): DDP – to the addresses mentioned in the description above.
5. Quantities and specifications: As per detailed in the offer form below

RESPONSIBILITIES OF THE CONTRACTOR:

1. Delivery lead time: Before 15/11/2020
2. Validity of the offer: **Six (6) months (Recommended)**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **16/09/2020 (Sep the 16th, 2020) at 16:00 (Iraq time)** in ACTED office at the following address:
 - **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. (Physical Submission is only allowed to Erbil ACTED Office, and **Electronic submission is highly recommended**, In case the office is not available due to the COVID 19 Curfew situation please submit your bid through Electronic submission, Emails mentioned below and no later than closing date time).
 - Or by email 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, signed, stamped, scanned and sent. **Electronic stamp and signatures are not acceptable.**
2. Offers shall be submitted in **English only. (compulsory)**
3. Bidders will fill, sign, stamp and return **all** the pages of this document according to ACTED's format. **(compulsory)**
4. Bidders will sign and return all pages of the Product Specifications for which they apply. **(compulsory)**
5. The offer to the call for tender will not result in the award of a contract.

6. Prices are **mandatory** in Iraqi Dinar's (IQD). (**compulsory**)
7. The quantities and specifications may be subject to change based on the project's scope of work reassessed at field level.
8. In case of submitting a hard copy, the offer must be submitted to ACTED purchase department in a sealed envelope with the mention "**T/10EBS/Y56SMA/ERB/27082020/03**" – Not to be opened before **16/09/2020**
9. Unsealed envelopes and late offers will not be considered.
10. Detailed pictures samples of the items are highly recommended, and ACTED will request physical sample later.
11. Preference is given to suppliers with proof of experience in the same business.
12. Bidders can apply for one lot or more. Different lots can be awarded to different suppliers.
13. Bidders need to bid for all items in one lot to be considered eligible for the lot.
14. In case of any calculation mistakes, the unit price will be considered.
15. In case of making an error when writing the prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.
16. ACTED reserves the right to cancel this tender.
17. The contractor shall follow Iraqi Standards for construction activities: General Conditions of Contract for Kurdistan Regional Government, Guidelines and Technical Specifications of Iraq (IGTS), Specifications of Housing and Reconstruction, Republic of Iraq, Iraqi technical specifications for Electrical works, National Environmental Guidelines, Work Safety Policies, Testing Specifications (NCCL&R).
18. During the implementation of this project, the successful bidder will report technically to ACTED Project Manager and ACTED Site Supervisor.
19. **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.**
20. Physical Samples of items will be asked later for quality check through a pass/fail process.
21. 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. Bidders should provide their offer in accordance to the Technical Specifications provided (**compulsory**).
2. Bidders must present a valid copy of all their registration within **Duhok Governorate – Federal Iraq** or demonstrate capacity to be legally able to work in the area before the signature of the contract.
3. All the works and materials must be approved by the Supervisor Engineer.
4. Contractor will conduct a site visit and survey the area before signing the contract.
5. The contractor must employ a permanent resident Engineer to be present at the project site during the implemented period.
6. The Contractor must set-up a temporary and adequate office at the project site.
7. In case of differences between bill of quantities and contract documents, the drawings will govern. Unless requirements of the Engineer are presented.
8. It is the duty of the contractor to check the designs for accuracy and adequacy, otherwise the Employer take no risk of the contractor's failure to accomplish of the work.

9. Clear and level the worksite, with disposal of all trash.
10. Notification of intention to start construction activity at least one week prior to commencement.
11. The contractor is responsible for any losses or delays in the project until completion of the work.
12. The contractor is to incur all duties, taxes, delivery and transport costs
13. The contractor must follow security guidelines at all times.
14. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.
15. The contractor will adhere to the ACTED Environmental Management and Monitoring Plan (EMMP):

During supplying of materials and 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)

REQUIRED DOCUMENTS:

- Company registration. (compulsory)
- Tax clearance certificate. (compulsory)
- ID of the owner. (compulsory)
- ID of the legal representative with the authorization letter (If applicable).
- Evidence of experience undertaking similar work. (Highly recommended)
- Other supporting documents (If applicable).
- Certificate of Origin for supplied items (if requested).
- Gantt Chart for activities. (compulsory)

THE OFFER WILL BE CONSIDERED NOT ELIGIBLE ADMINISTRATIVELY AND WILL NOT BE CONSIDERED FURTHER IN THE SELECTION, IF:

- The bid is late.
- Unsealed envelope in case of physical submission.
- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Mandatory documents mentioned above are not attached.
- Electronic stamp and signature (in case of submission by e-mail).

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).

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

Bids will then be sent to the Program department to conduct the Technical Evaluation (50 points maximum) according to the Technical Grid. Bidders receiving a Technical Score lower than thirty (30) points will be automatically rejected and not further considered in the selection process.

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

- **Technical: 50 points**
 - Specifications of the items offered: 25 points
 - Proof of experience in the same business 10 points: Company Profile capability of specialized knowledge and experience in similar projects.
 - Staff structure 5 points: Present site engineer (company's staff) on a daily basis with the experience not less than 5 years, Technical personnel to update technical documents as per field work, and Management personnel to manage and coordinate field work and lead project administration.
 - Proposed Work Plan 5 points: provide a logical sequence of the works breakdown and time frame compared to the project duration.
 - Company Assets 5 points: List and proof company's light and heavy-duty equipment and machinery, minimum requirements is (Excavator, backhoe loader JCB, Wheel loader, Crane, Step ladder)

- **Financial: 50 points - Best price**

OFFER FORM

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

Tender N°: T/10EBS/Y56SMA/ERB/27082020/03

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

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address (Physical Address): (_____)
Country/Governorate./City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____ / Mobile No: _____)
 - b. E-mail Address: (_____)

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

PLEASE FILL IN THE FOLLOWING TABLES:

BIDDERS CAN APPLY FOR ONE LOT OR MORE. DIFFERENT LOTS CAN BE AWARDED TO DIFFERENT SUPPLIERS.

BIDDER NEEDS TO BID FOR ALL ITEMS IN ONE LOT TO BE CONSIDERED ELIGIBLE FOR THE LOT.

LOT 1: Relocation of Electrical boxes in ChamMishko camp, GPS Coordinate : 42° 40' 1.47" E(42.667075) ,37° 10' 38.84" N(37.177456).

NO.	Items description	UNIT	QTY	Unit Price (IQD) DDP	Total Price (IQD) DDP
1	<p>Electrical cable: Supply and install insulated electrical copper stranded wire 2 core (2*2.5mm) for all relocated box with the following specification: *Construction characteristics Insulation: - PVC Conductor material: - Copper Outer sheath: - PVC Conductor flexibility: - Flexible class 5 Sheath color: - White Core identification: - Blue, brown *Dimensional characteristics Number of cores: - 2 Conductor cross-section: - 2.5mm² Nominal outer diameter: - 9.3mm Approximate weight: - 130kg/km *Electrical characteristics Rated Voltage U₀/U (Um):- 300 / 500 V Conductor electrical resistance: - 7.98Ohm/km Permissible current rating in open air: - 25A *Mechanical characteristics Cable flexibility: - Flexible *Usage characteristics Short-circuit max. conductor temperature: - 160°C Flame retardant: - IEC 60332-1-2 Operating temperature, range: - -20 .. 60°C Max. conductor temperature in service: - 70°C insulation material PVC good quality according to international IEC standards, remove old damaged wire and replace with a new one.</p>	Linear Meter	25000		
2	<p>Provide and install electrical tubular pole Supply and install galvanized electrical tubular poles at 6 m Height, 4" diameter and 3.5mm thickness with an iron cross sign on the base of the pole, excavation (40X40)cm with depth 50cm (10cm layer of crushed gravel and casting 40 cm (1:2:4 concrete</p>	Piece	56		

	mixture)), the work including Debris must be disposed of off-site in a manner approved by the municipality and camp management, contractor responsible for obtaining relevant permissions. All work must comply with technical drawings and instructions of engineer.				
3	MCB 100 Amp Triple Pole 3 Phase Type C 100A Supply, install MCB type C 100 ampere with all accessories for relocated electrical box. Debris must be disposed of off-site in a manner approved by the municipality and camp management, contractor responsible for obtaining relevant permissions. All work must comply with technical drawings and instructions of engineer.	Piece	100		
4	Insulation plastic clamps Supply and install Insulation plastic clamps 95 mm	Piece	80		
5	Supply new Padlock small size for the door of circuit breakers box with Door latch small size Hook safety door latch specs: - Type: Door Bolts Length: 85mm Width: 40mm Material: Stainless Steel Size: Small Size Thickness: 2mm Good quality performance. Padlock Specification: - Product Name: Padlock Package Content: 1 x Padlock, 3pcs x Keys Material: Brass Shackle Dia: 5mm / 0.2-inch Shackle Inner Size: 22 x 23mm / 0.87-inch x 0.91-inch (W*H) Body Size: 40 x 24mm / 1.57-inch x 0.94-inch (W*H) Good quality performance.	Piece	100		
6	Neutral bar or Busbar for relocated electrical box: supply and install Neutral bar with the following specifications: Rating current: - up to 100 amps Terminal: - 12 holes Terminal type: - screw terminal Recommended Screw: Phillips Material: - copper with ceramic cover Good quality performance.	Piece	100		
Total Price IQD (DDP)					

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 (Lead-time): _____
3-Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

- End of Lot 1 -

LOT 2: Relocation of electrical boxes in Kabarto 2 camp, GPS Coordinate : 42° 51' 29.428" E(42.858174) ,36° 47' 34.892" N(36.793026):

NO.	Items description	UNIT	QTY	Unit Price IQD (DDP)	Total Price IQD (DDP)
1	<p>Supply and install Electrical cable: Supply and install insulated electrical copper stranded wire 2 core (2*2.5mm) for all relocated box with the following specification: *Construction characteristics Insulation: - PVC Conductor material: - Copper Outer sheath: - PVC Conductor flexibility: - Flexible class 5 Sheath color: - White Core identification: - Blue, brown *Dimensional characteristics Number of cores: - 2 Conductor cross-section: - 2.5mm² Nominal outer diameter: - 9.3mm Approximate weight: - 130kg/km *Electrical characteristics Rated Voltage U₀/U (U_m):- 300 / 500 V Conductor electrical resistance: - 7.980hm/km Permissible current rating in open air: - 25A *Mechanical characteristics Cable flexibility: - Flexible *Usage characteristics Short-circuit max. conductor temperature: - 160°C Flame retardant: - IEC 60332-1-2 Operating temperature, range: - -20 .. 60°C Max. conductor temperature in service: - 70°C insulation material PVC good quality according to international IEC standards, remove old damaged wire and replace with a new one.</p>	Linear Meter	40000		
2.	<p>MCB 100 Amp Triple Pole 3 Phase Type C 100A Supply and install MCB type C 100 ampere with all accessories for relocated electrical box. Debris must be disposed of off-site in a manner approved by the municipality and camp management, contractor responsible for obtaining relevant permissions.</p>	Piece	170		
3	<p>Insulation plastic clamps Supply and install Insulation plastic clamps 95 mm</p>	Piece	180		

4	<p>Supply new Padlock small size for the door of circuit breakers box with Door latch small size Hook safety door latch specs: - Type: Door Bolts Length: 85mm Width: 40mm Material: Stainless Steel Size: Small Size Thickness: 2mm Good quality performance. Padlock Specification: - Product Name: Padlock Package Content: 1 x Padlock, 3pcs x Keys Material: Brass Shackle Dia: 5mm / 0.2-inch Shackle Inner Size: 22 x 23mm / 0.87-inch x 0.91-inch (W*H) Body Size: 40 x 24mm / 1.57-inch x 0.94-inch (W*H) Good quality performance.</p>	Piece	180		
5	<p>Neutral bar or Busbar for relocated electrical box: supply and install Neutral bar with the following specifications: - Rating current: - up to 100 amps Terminal: - 12 holes Terminal type: - screw terminal Recommended Screw: Phillips Material: - copper with ceramic cover Good quality performance.</p>	Piece	180		
Total Price IQD (DDP)					

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 (Lead-time): _____

3-Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

- End of Lot 2 -

BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date:

Tender N°: T/10EBS/Y56SMA/ERB/27082020/03

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	

Management of the company: Chief Finance Officer or Chief Accountant

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

Company's staff & insurance

No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes
In what capacity?		Paid vacations are 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

<input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)

Type of Business (multiple choices possible):			
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Suppl <input type="checkbox"/> Services	<input type="checkbox"/> Equipment <input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> Works
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"/> Russian <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"/> Russian <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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company been audited in the last 3 years?			<input type="checkbox"/> Attached
Please attach a copy of the company's most recent Annual or Audited Financial Report			
Annual Value of Total Sales for the last 3 Years:			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years			
Year:	USD:	Year:	USD:
Year:	USD:	Year:	USD:

C. Experience

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

	Organisati on	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Year	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
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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 has 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

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 and Stamp: _____

BIDDER'S ETHICAL DECLARATION – ACTED Iraq

Date: ___/___/_____

Tender N°: T/10EBS/Y56SMA/ERB/27082020/03

Bidder's name: _____

Bidder's address: _____

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

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

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

C. Business Behaviour

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

The supplier should not be engaged

1. in the manufacture of arms

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

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

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

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 CHECK LIST

Date: _____

Tender N°: T/10EBS/Y56SMA/ERB/27082020/03

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

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (compulsory)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The Bidding documents are filled in English (Compulsory) Kurdish and/or Arabic (optional).					
5. The prices in the Offer Form are in IQD (compulsory)					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (Highly recommended)					
9. ANNEXES – A Copy of Company registration documents and ID of the owner are included with Valid Tax clearance certificate (compulsory) . - ID of legal representative with authorization letter (if applicable?)					
10. Gantt Chart for activities (compulsory) .					
11. Proofs to demonstrate enough liquidity and financial capacity to implement the project (Highly recommended)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: _____

Annex A: Scope of Work:

Care and Maintenance projects in IDP Camps, Dohuk Governorate Maintenances of Electrical System (Electrical Boxes)

IDP camps are formal camps located in Dohuk governorate, the people have been displaced due to the conflict in the region. There are existing infrastructure projects e.g. electrical system, road access, sewage system...etc. in the camps, provided previously by other NGOs with the coordination of GOV. Currently, there are no active NGOs in the camps in any sector related maintenance of electrical system and local authorities support on a limited level.

ACTED with the coordination of UNHCR and camp management to make intervention for IDP camps by conducting assessments. After that, ACTED found some problems within infrastructure projects inside the camps which are affecting environment negatively. The biggest problem is:

- Lack of electrical system (relocation of electrical boxes), there are many mislocations of electrical boxes (close to the tents) and leading to an electrical fault and fire risk to the tents, mitigation of this risk is to relocate electrical boxes of the electrical system, in addition of relocating of electrical boxes is to extent electrical wire from tents to the installed electrical boxes.

Despite not being within the community, the camp population is integrated into the local community in the camp population. Therefore, there is sufficient justification within the scope of the project for activities in the camp under the guise of enhancing social cohesion.

Permission has been granted by local authorities (camp management) for activities within the camp.

Based on a rapid assessment, the situation is as follows:

- **Electrical boxes:** relocating of 100 electrical boxes and extension of 25,000 meters of electrical wire with all required accessories in ChamMishko camp.
- **Electrical boxes:** relocating of 180 electrical boxes and extension of 40,000 meters of electrical wire with all required accessories in Kabarto 2 camp.

Details of specifications for the projects in the BOQ.

ACTED will conduct the following activities to address the immediate needs in the camp:

- Advocate to local authorities, with whom there is already an existing relationship through the community-level, regarding maintenance in the camp.
- Maintenance of electrical system (relocating of electrical boxes and extension of electrical wire).

Finally, the purpose of the project is to:

- Increase safety measures inside the camp.
- Increasing flexibility of the movement between the tents.
- Reduce fire risk.
- Provide extended life-span of the electrical system.

Picture of sites:





