INFORMATION CALL FOR TENDER – Instructions to bidders ACTED Yemen

Date: 10-04-2022

Tender No: T/15DYK/D34DPWP/DHMR/3WP/10-04-2022/001

ACTED is requesting through this tender a company to provide detailed written quotations for the implementation of the following works:

![Tender Details](image)

**WORKS SPECIFICATIONS:**

1. **Description:** Rehabilitation of 3 water sources in Jahran District - Dhamar Gouvernorat
2. **Product class / category:** Works
3. **Delivery Conditions:** DDP Jahran District - Dhamar Gouvernorate
4. **Description of materials, units of measure:** As per Offer Form table and table of quantities

<table>
<thead>
<tr>
<th>Lot</th>
<th>Description</th>
<th>Delivery Conditions</th>
<th>Deadline</th>
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<td>Rehabilitation of AFAQ Water Project.</td>
<td>Site: AFAQ JAHAN SUB-DISTRICT: SEFL-DISTRICT: JAHAN</td>
<td>8 weeks after site handover 8</td>
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<td>تأهيل مشروع مياه أفقية</td>
<td>الموقع: AFAQ manual جبران المديرية: جبران</td>
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<td>2</td>
<td>REHABILITATION OF MABAR HOSPITAL WATER PROJECT</td>
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<td>تأهيل مشروع مياه مستشفى معب</td>
<td>الموقع: MABAR manual جبران المديرية: جبران</td>
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<td>Rehabilitation of Rwsaba Water Project.</td>
<td>Site: RWSABA Well # JAHAN SUB-DISTRICT: RWSABA</td>
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</tr>
</tbody>
</table>
Responsibilities of the Contractor:

1. Date of delivery: As mentioned in the above table
2. Validity of the offer: Minimum Six Months (Recommended)

The answer to this tender should include the following elements:

1. Offer Form, filled, initialed and stamped by the supplier (compulsory)
2. Bidder’s Ethical Declaration, filled, initialed and stamped by the supplier (compulsory)
3. Bidder’s Questionnaire, filled, initialed and stamped by the supplier (compulsory)
4. Bidder’s Checklist, filled, initialed and stamped by the supplier (compulsory)
5. Instruction to Bidders, filled, initialed and stamped by the supplier (compulsory)
6. Full General Conditions of Purchase, filled, initialed and stamped by the supplier (compulsory)
7. Annex Drawings, initialed and stamped by the supplier (compulsory)
8. Relevant catalogues with technical specifications for requested supplies. (recommended)
9. Proof of past experience implementing a similar service for NGO’s/INGO’s through previously signed contracts (recommended)
10. The Bidding documents are filled in English (compulsory) and in Arabic (recommended)
11. A Copy of the following documents included:
   a. Copy of ID or passport of legal representative (compulsory)
   b. Copy of VALID Company Tax ID (compulsory)
   c. Copy of VALID Company Registration (compulsory)
   d. Copy of VALID Company Zakah ID (compulsory)

Audit

1. عرض السعر كتبته وتوقيعها وخطتها من قبل المورد (إجباري)
2. البيان الأخلاقي كتبته وتوقيعها وخطتها من قبل المورد (إجباري)
3. استبانا لمقتني الظفارات. كتبته وتوقيعها وخطتها من قبل المورد (إجباري)
4. قائمة التحقق من المرافق، كتبته وتوقيعها وخطتها من قبل المورد (إجباري)
5. تعليمات لمقدم المعرفات، كتبته وتوقيعها وخطتها من قبل المورد (إجباري)
6. الشروط العامة لشراء كتبته وتوقيعها وخطتها من قبل المورد (إجباري)
7. المرافق الرسمات توقيعها وخطتها من قبل المورد (إجباري)
8. الكالوجات وصور العينات ذات صلة بمواصفات تقنية للمواد المطلوبة. (موصى بها)
9. إثبات وخبرات سابقة أو عقود سابقة (موصى بها)
10. يتم تعنيب وثائق المناقصة باللغة الإنجليزية (إجباري) أو باللغة العربية (موصى بها)
11. يجب على مقدم العطاءات إرفاق الوثائق القانونية الثانية ولن يتم اعتماد العروض التي لا تحتوي على وثائق قانونية سارية.

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GENERAL CONDITIONS:

1. The Closing Date of this tender is fixed on 09-05-2022 at 10:00 AM (Yemen time). Offers must be submitted to ACTED Sana’a Office at the following address: Sana’a Office, Haadah, Behind Al-azani -Sana’a -Yemen in a sealed envelope with the text "T/15DYK/D34DWP/DHMR/3WP/10-04-2022/001" – not to be opened before the 09-05-2022. OR via email submission to yemen.tender@acted.org with tender@acted.org in CC with the above mention subject. Late Bids will be automatically rejected.

   A Pre-Tender Information Session will be organized on 25-04-2022 at 01:00pm in ACTED Sana’a Office - Haddah Street -Yemen. All bidders are encouraged to attend but attendance is not compulsory.

   This meeting provides interested bidders the opportunity to request further information about the tender process or to enquire about the technical specifications described in the tender documents prior to the submission deadline to better understand the supplies/services/works provided.

   وسطمانت اكتر اجتماع للفوزيون قبل تقديم العطارات في 2022 في المكتب التمثيلي التابع لمنظمة أكتد – صنعاء - شارع حدة - يوفر هذا الاجتماع للفوقي العطارات المهتمين الفرصة لطلب مزيد من المعلومات حول عملية المناقصة أو الاستماع عن المواصفات الفنية الموضوعة في وثائق المناقصة قبل الموعد النهائي لتقديم الفوقي الإعدادات/الخدمات/الأعمال المقدمة بشكل أفضل.

2. ACTED will hold a Tender Opening Session at ACTED Office – Sana’a Office, Haadah, Behind Al-azani -S -Sana’a- Yemen on 09-05-2022 at 11:00 AM (Yemen time). The presence of bidders’ representatives is permitted, for that you need to submit your contact details to the email address yemen.tender@acted.org cc tender@acted.org before the 09-05-2022 at 10:00 AM (Yemen time). will not accept to receive any bids after the time mentioned above.

   The Tender Opening Session involves the opening of all offers in front of all any bidders who attend and conducting a document check, whereby all the documents provided by each bidder are checked and compared to the Bidder’s Checklist, where the list of mandatory documents is provided. Only bidders who provide all requested mandatory documents can be deemed eligible and proceed to the next stage of the tender process.

   ستلغج لجنة أكتد للمناقصات جلسة فتح عطاءات بعض الراغبين في مكتب أكتد في صنعاء – العنوان: حدة – خلف العزائي – صنعاء - اليمن – بتاريخ 2022 الساعة 10:00 صباحا بتتوقيت اليمن. يمكن للمقدم العطاءات ضادر ارسال بريد الكتروني بالاسم والتفاصيل الى العنوان التالي tender@acted.org و إضافة نسخة الى yemen.tender@acted.org قبل التاريخ 2022 الساحة 09-05-2022 10:00 صباحا بتتوقيت اليمن. ولن يتم استلام أي عطاء بعد الموعد المحدد أعلاه.

   تتضمن الجلسة الافتتاحية للفوقي مناقصة فتح جميع العروض أمام جميع مقدمي العطاءات الذين يحضرون وإجراء فحص للوثائق ، حيث يتم فحص جميع المستندات المقدمة من قبل كل عارض ومقارنتها بالعلامة الفنية الخاصة بمقدم العطاء ، حيث يتم توقيف قائمة المستندات الإلزامية. يمكن فقط اعتبار مقدمي العطاءات الذين يقدمون جميع المستندات الإلزامية المؤهلة والانتقال الى المرحلة التالية.

3. Unsealed envelopes and late offers WILL NOT BE CONSIDERED.

   لن يتم النظر في الممتلكات غير المغلقة والعروض المتأخرة من موعد التقديم والمفتوحة (حيث يجب أن تكون مختومة ومغلقة).
5. All documents shall be submitted in **English**. Certificates and official documents shall be submitted in Arabic and/or English.

6. ACTED reserves the right to request any further information, details, breakdown or prices confirmation for delivery at any time of the tendering process.

7. Bidder’s must submit a price for each line item in a lot in order to be considered. ACTED reserves the right to reject a bidder who did not offered a price for each line.

8. All the prices in the Offer Form shall be in **USD**.

9. Should there be any confusion between the Unit Price and Total Price for each line item, ACTED will consider the **Unit Price** for evaluation purposes.

10. ACTED reserves the right to request a bank guarantee of **2.5% of the total tender amount** prior to signing a contract with a winning supplier.

11. An offer for this tender is not a guarantee of being awarded a contract.

12. Offers will not be accepted via Google Drive, Drobox, WeTransfer links, or any similar links, and if the attachments required permission or password.

13. Each page of tender documents must be **stamped**. Any pages requesting a signature must be signed and stamped.

14. Bidders are requested to **fill in, sign, stamp** and return the Offer Form, using the provided ACTED forms ONLY.

15. All questions or requests for tender documents should be directed to ACTED Yemen Logistics department at **yemen.tender@acted.org** with **tender@acted.org** in CC.

16. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.

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 contact the following phone number and/or send an e-mail to Transparency@acted.org.

Specific Conditions

1. Bidders may apply for one or more lots. ACTED reserves the right to contract with one or more supplier(s) for each lot.

2. Each lot will be evaluated separately. ACTED reserves the right to select the same supplier for one or more lots.

3. The costs of items in the B.O.Q shall be fairly estimated in line with market prices, ACTED has the right to reject any quotations whose prices are not within price ranges identified through market surveys without any notification.

4. The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises.

5. ACTED reserves the right to cancel any item mentioned in the B.O.Q without any compensation of any kind before contract signature.

6. Please note that ACTED will need to follow Europe Aid’s Guidelines concerning the rules on origin and nationality. For more information, Europe Aid procurement guidelines are fully detailed in PRAG (ePrag-en-2019.0.pdf (amazonaws.com)). In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG2019, and further in annex A2A. ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of EuropeAid (please refer Annex a2a_ecprogrammes_eligibility2014_2020_en (1) s).

7. ACTED recommends that any interested bidders conduct a site visit to better understand the scope of work requested. Should any interested bidder wish to conduct a site visit please contact the ACTED Logistics Department in Sana’a or Dhamar.

Specific Conditions:

1. بحق لكل مقترح يجب تحديد نقطة اتصال للتفصيل والنساء وتحتاج لتمكين بيئة حرة للعملاء.

2. كل مجموعات المكافحة ضد الفساد يجب أن تكون منفصلة وتحت تفويضات مكافحة الفساد وتحت تفويضات المكافحة فيgeist. بحق 2019 (1) s.

3. يتم تقبل العناصر في النقل بشكل عادل ويجب أن يتم التكاليف المتماثلة بشكل عادل بين جميع العناصر. بحق لACTED دون أي تأشيرات مماثلة.

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Evaluation Method

The Financial Offer of each bidder will be evaluated first in the Financial Evaluation Stage. All offers will be ranked from the lowest to highest price. The bidder with the lowest price will proceed to the Technical Evaluation Stage.

In Technical Evaluation Stage a bidder is evaluated using a Scoring Methodology, with their offer evaluated using the following criteria: Quality, Proof of Experience and Delivery Deadline.

Should the lowest-priced bidder fail to achieve a score of 70 points or more, they will fail the Technical Evaluation Stage and ACTED will proceed to the second lowest bidder and begin the Technical Evaluation of their offer. This process will continue until a bidder scores 70 or more points in the Technical Evaluation stage.

A detailed description of each evaluation criteria evaluated is provided below.

Financial Evaluation Stage:

➢ Price
This will be the first criteria to be considered. Offers will be ranked from lowest to highest price with the lowest-priced supplier proceeding to the Technical Evaluation Stage.

4. أسعار البنود في العقد ثابتة ولن يكون هناك أي تعويضات لأي ارتفاع في الوقود والمواد.
5. لاحق، عنصر مذكور في جدول الكميات دون أي تعويض من أي نوع ACTED.
6. ويرجى الإشارة إلى أن سيساعب أي من المبادئ التوجيهية للمعونة الأوروبية في ترتيب المبادئ التوجيهية لمشترات المساعدات الأوروبية مفصلة بالكامل في المراجع A2A. pol.pdf (amazonaws.com)
7. توحي منظمة اكتد اليمن أن يقوم أي من مقدمي العطاءات المتقدمين بزيادة المواقع للفهم أو التفعيل أو العمل المطلوب بشكل أفضل. إذا كان أي قام عطاء في صنعاء أو ذمار.

Each of the three scoring above have a maximum number of points available and the next section describes how points are awarded for each one. In total there is a maximum of 100 points available in the Technical Evaluation Stage. In order to be awarded a contract a bidder must score at least 70 points or higher.

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Technical Evaluation Stage

➢ Quality (70pts)

This stage will focus on an evaluation of the technical information provided by the best-priced bidder for all line items requested in the tender documents. The quality will be judged using a Scoring Methodology, whereby the technical specifications provided will be scored against the specifications detailed in the tender documents for all line items.

Such technical information can be provided in the form of technical sheets, technical catalogues and any other relevant form of supporting documentation. Points will be awarded based on whether the technical specifications provided by a bidder match those requested in the tender documents.

ACTED reserves the right to request physical samples for all or a subset of the requested line items during this stage of the evaluation.

➢ التقييم الفني

الجودة 70 نقطة

ستركز المرحلة الثانية على تقييم المعلومات الفنية المقدمة من قبل العارض الأفضل سعراً لجميع البنود المطلوبة في وثائق المناقصة. سيتم الحكم على الجودة باستخدام منهجية تسجيل النقاط ، حيث سيتم تقييم المواصفات الفنية المقدمة مقابل المواصفات المفصلة في وثائق المناقصة لجميع البنود.

يمكن تقديم تقديرات الفنية في شكل أوراق فنية وكالوجين فنية، ولكل أثر جزء من الوثائق الداعمة. سيتم منح النقاط بناء على ما إذا كانت المواصفات الفنية المقدمة من قبل مقدم العطاء مطابقة لتلك المطلوبة في وثائق المناقصة.

تحتفظ منظمة اكتد بالحق في طلب عينات مادية لجميع أو مجموعة فرعية من البنود المطلوبة خلال هذه المرحلة من التقليم.

➢ Proof of Experience (15pts)

Proof of Experience providing similar supplies/services/works with ACTED and/or another local or international NGO’s will be evaluated in this section. Proof should be provided through the submission of signed procurement contracts with ACTED and/or another local or international NGO’s for similar supplies/services/works as described in the tender documents.

Points will be awarded in the following manner:

- 3 or more procurement contracts for Suppling and Installing water sources works with a minimum contract value of $20,000 to an NGO/INGO = 15pts
- 1 to 2 procurement contracts for Suppling and Installing water sources works with a minimum contract value of $20,000 to an NGO/INGO = 7pts
- 0 procurement contracts for Suppling and Installing water sources works with a minimum contract value of $20,000 to an NGO/INGO = 0pts

年夜ثبت الخبرة 15 نقطة

 سيتم تقييم دليل الخبرة الذي يقدم فيه خدمات/التزامات/أشغال مماثلة مع ACTED و/أو منظمة غير حكومية محلية أو دولية أخرى في هذا الفصل. يجب تقديم دليل الخبرة من خلال تقديم عقود الشراء الموقعة مع ACTED و/أو منظمة غير حكومية محلية أو دولية أخرى لتوريدات/خدمات/أشغال مماثلة كما هو موضح في وثائق العطاء.

سيتم منح النقاط بطريقة التالية:

- 3 عقود تأهيل مصادر مياه مماثلة بقيمة حد أدنى 20,000 دولار للمنظمة غير حكومية/منظمة غير حكومية دولية = 15 نقطة
- من 1 إلى 2 عقود تأهيل مصادر مياه مماثلة بقيمة حد أدنى 20,000 دولار للمنظمة غير حكومية/منظمة غير حكومية دولية = 7 نقاط
- 0 عقد شراء تأهيل مصادر مياه مماثلة بقيمة حد أدنى 20,000 دولار للمنظمة غير حكومية/منظمة غير حكومية دولية = 0 نقطة
➢ Delivery Deadline (15pts)

Delivery Deadline will be scored at this point with a comparison between the deadline stated in the tender documents in comparison with the deadline provided by the bidder. Points will be awarded based off a bidder’s ability to meet the delivery deadline stated in the tender documents.

Points will be awarded in the following manner:

LOT 1:
- Ability to meet the deadline described in the tender documents (8 weeks after Site handover) = 15pts
- 9 -10 weeks after Site handover = 7pts
- More than 10 weeks after Site handover = 0 points

LOT 2:
- Ability to meet the deadline described in the tender documents (9 weeks after Site handover) = 15pts
- 10 -11 weeks after Site handover = 7pts
- More than 11 weeks after Site handover = 0 points

LOT 3:
- Ability to meet the deadline described in the tender documents (10 weeks after Site handover) = 10pts
- 11 -12 weeks after Site handover = 5pts
- More than 12 weeks after Site handover = 0 points

*A bidder must score 70 points or higher in order to pass the Technical Evaluation Stage. Should a bidder score less than 70 points they will fail. ACTED will move to the next lowest-priced bidder and conduct a Technical Evaluation until a bidder score 70 points or higher.*
I undersigned ____________________________, the Bidder, agree with the instructions and general conditions of this Call for Tender.

أنا الموقع أدناه ____________________________، مقدم العطاء، أوافق على التعليمات والشروط العامة لعطاء العطاء.

Company Name: ____________________________

Authorized Representative Name: ____________________________

Signature: ____________________________

Stamp: ____________________________