

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

Date: 22/09/2020

Tender N°: T/10DVI/57F/RWI/ERB/WASH/22-09-2020/001

ACTED (Agency for Technical Cooperation and Development) is implementing a humanitarian aid project and inviting contractors to submit offers for the supply and installation of horizontal centrifugal (multi-stage) water pump in Zummar, Tel Afar district, Ninewa Governorate. ACTED is requesting through this tender a company to provide detailed written quotations for the following supplies and works:

GENERAL WORKS DESCRIPTION

1. Description: Supply and installation of horizontal centrifugal (Split Case) water pump in Zummar ,Tel Afar district, Ninewa Governorate
2. Product class / category: Works / Engineering
3. Product stage: Finished (Full scale and operational)
4. INCOTERM: DDP – Zummar ,Tel Afar district, Ninewa Governorate

Lot	Description	INCOTERMS/ Delivery point	Delivery deadline
1	Supply and installation of horizontal centrifugal (multi-stage) water pump in Zummar	DDP – Zummar ,Tel Afar district, Ninewa Governorate 36.723048, 42.737384	15 days after contract signature

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: _____ (DDP – Zummar, Tel Afar district, Ninewa Governorate Mandatory)
2. Date of delivery: _____
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 Scope of Work and Annex A.

13/10/2020 – 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” (**Compulsory**), “Technical Evaluation” (**Compulsory**), “Offer Form” (**Compulsory**), “Bidder’s Checklist” (**highly recommended**) and “Ethical declaration” (**Compulsory**)
- Company registration papers (**Compulsory**)
- List and evidence of experience undertaking similar work: Completion certificates, contracts with references (**Compulsory**)
- Other supporting documents (If applicable)
- Datasheets, catalogues, or any other supporting technical documents are appreciated
- Signed and stamped financial offer form (**Compulsory**)
- Full bidder’s name and address
- Copy of the bidder’s Identification Documents (ID) (**Compulsory for contract awarding not tender administrative eligibility**)
- Organigram and List of key personnel allocated to the project for management and technical support with updated CVs (**Compulsory**)
- List and evidence of company assets allocated to the project with ownership/rent proof
- Gantt chart of the activities (**Compulsory**)
- Certificate of Origin (**If requested**)
- Proof of Financial Capacity (bank statements/Financial Reports)

GENERAL CONDITIONS:

1. The **closing date** of this tender is on **13/10/2020 at 16:00 (Local time in Iraq)**. All the documentation must be sent at ACTED office at the following address(es):
 - **ACTED representative office in Erbil, IRAQ** (6th street (Khabat street) on the right after Ankawa intersection, 1st street on the right, House #: 240/1/467 Hadiyab quarter, Ainkawa, Erbil, Iraq)

Or emailed to both: iraq.tender@acted.org Cc tender@acted.org. **In case of electronic submission, please:**

 - Mention the **tender reference number** mentioned above in the subject tab.
 - Fill the tender document, sign, stamp, scan and send them. **Electronic stamp and signatures are not acceptable.**
2. All documents shall be submitted in English. Certificates and official documents shall be submitted in English, Arabic and/or Kurdish.
3. 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. (**Compulsory**)
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/57F/RWI/ERB/WASH/22-09-2020/001 – Not to be opened before 13/10/2020”** 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) (**Compulsory**)
10. The BOQ might be subject to modification according to work implementation. A contract amendment will be required if this modification is more than 10 % cost of the total amount of the contract.
11. In case of any calculation mistakes, the unit price will be considered.

12. 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.
13. 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).
14. During the implementation of this project, the successful bidder will report technically to ACTED WASH Programme Manager and ACTED Site Supervisor.
15. 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*.
16. 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 should apply for all the items in one lot to be considered as eligible.
4. Bidders must present a valid copy of all their registration within Ninawa Governorate – Federal Iraq or demonstrate capacity to be legally able to work in the area before the signature of the contract.
5. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.
6. The supplier should obey all the specific conditions and details mentioned in the statement of work (SoW)
7. 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).
8. Implementation period: **15 DAYS 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, including two (2) weeks of support for the commissioning period.
9. 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 points maximum) as below:

Financial: 50 points

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

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

Technical: 50 points

#	CHAPTER	SCORE	TERMS
a.	Work experience	20 Points	<ul style="list-style-type: none"> General work : 3 Points Particular work : 14 Points NGO experience : 3 Points
b.	Personnel	15 Points	<ul style="list-style-type: none"> Management personnel : 3 Points Technical personnel : 12 Points
c.	Company Assets	10 Points	<ul style="list-style-type: none"> List and written proof (registration, model, year, etc.)
d.	Service Works Proposal	5 Points	<ul style="list-style-type: none"> Logical sequence of the works breakdown. 2 Points Timeframe compared to the project duration. 3 Points
TOTAL		50 Points	
Minimum required :		30 Points	<u>or if one of the following disqualifying factors applies:</u> -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 AS A FINAL STEP OF THE EVALUATION.**

1. Evaluation of the financial proposal → 50 Points 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 Points**

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) 3 Points
- Particular work experience relevant to the scope that includes: 14 Points
 - 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), 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) : 3 Points

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

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/CEO +10 years;
2. Senior Project Manager +7 years;
3. Admin/Finance Officer +5 years;
4. HR Officer +5 years; procurement officer +5 years

Technical Support & field staff Structure:

1. Site Supervisor - Eng. +5 years exp.;
2. Mechanical Eng. 5+ years exp.;
3. safety/security officer 3+ years exp.
4. Head Civil Engineer 7+ Years' Experience.
5. Electrical engineer 3+ years' experience.
6. Plumbers/pipe fitter +10 years exp.;
7. 3 daily labor;
8. 1 Head Foreman +10 years exp.
9. Electrician

The evaluation is in terms of:

- Management Structure and Qualification (Academic Background and Total Number of Years of Experience): **3 Points**
- Technical Support & field staff Structure (Number and experience of Civil, Mechanical and Electrical Engineers): **12 Points**

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 & field 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 (Both general and allocated to the project) 10 Points**

- Minimum requirements depend on each site needs, as requested for completion in both quantitative and qualitative manner, the bidder should have, but not be limited to, the following:
 - Excavator (Sized suitably to fit inside pump-room).
 - Tipper truck 6 m³.
 - Jack hammer (Air compressor, electrical or hydraulic pecker attached to excavation machinery).
 - Concrete cutter.
 - Concrete mixer with 3 m³ capacity and concrete pump.
 - Walk-behind roller/plate compactor that can fit into trench.
 - Generator 5 KVA.

ASSET	MODEL	NUMBER	OWNERSHIP STATUS

The evaluation should include:

- List of equipment owned by the company.
- Proof of ability to acquire the requested machineries (lease/framework agreement/ Machinery supplier confirmation)

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 Points**

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 Points 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 Points** of the total technical check score will be disqualified from proceeding with the bidding process or if one of the following disqualifying factors applies:
 - Zero proven experience in the field of the service the supplier is applying for.
 - Proposed workplan does not fit to the project duration.
 - Origin/ specification does not fit or not equivalent to the one described in the tender documents.
- Contract 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.
- 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. This project will supply water to between 1,000 and 6,000 households (between 6,000 and 36,000 individuals) a section of Zummar city that currently does not receive piped water due to insufficient pumping pressure in the nearest pumping station with coordinates: 36.723048, 42.737384 [North-West Ninewa].

This project (Al-Sufya) is a water pumping station, which supplies treated water to the city of Zummar.

Ninewa Directorate of Water (DoW) has requested the work. Although independent verification of the needs has been difficult due to the Covid-19 pandemic, it is clear that the pumping station has suffered from a lack of care and maintenance exacerbated by extended conflict in the region. The initial BoQ was drafted by the DoW, and edited and revised by the ACTED WASH team in Tal Afar. It was then validated by the technical committee by the DoW.

The work includes:

1. Rehabilitation in Pumping unit which includes:

- Supply and installation of one multi-stage pump
- Including the installation of the motor with aligned drive shaft

2. Electrical works

- Supply and installation of all wiring for the operation of the new pump/motor installation.
- Install and supply circuit breaker unit.
- Install and supply electric starter for motor.

Workflow:

- DOW 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 purposes such as (pumps, motors, valves, pipes, etc.), and where applicable and specified, technical certificates and certificates of origin must be made available.
- Weekly meetings will be conducted in the field, and the attendance of responsible project manager/engineer is mandatory.
- Additionally, a monthly meeting will be conducted where the General Manager/CEO's presence is mandatory.
- Upon completion of the work, the supervising committee and ACTED engineers 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 DOW.
- A period of 3 months support to operations and maintenance of the installed items is required to ensure a smooth handover.

Specific conditions:

- The supplier is responsible for repairing any damage that occur while working (pumps, cables, pipes, tanks, etc...).
- Safety procedures to be considered while implementation. Thus, all the workers to be provided with personal protective equipment (PPE).
- Provide certificate of origin for each of sourced items in the work and needs to be confirmed by DOW of Ninawa.
- The old pumps are moved by the contractor to a place that is determined by the DOW.
- Any change of the work happens by the agreement between DOW and Supplier without confirmation from ACTED will not be considered by ACTED.

- Direction of the pipe installation should be consulted with the management of the pump station.

Implementation Time: 20 working days**Staff Allocation:**

HR 1. General Manager/CEO +10 years; Senior Project Manager +7 years; Admin/Finance Officer +5 years; 4. HR Officer +5 years; procurement officer +5 years

- **Technical Staff:** 1 Site Supervisor - Eng. +5 years exp.; Mechanical Eng. 5+ years exp.; safety/security officer 3+ years exp. Head Civil Engineer 7+ Years' Experience. Electrical engineer 3+ years' experience.
- 1 Plumbers/pipe fitter +10 years exp.; 3 daily labor; 1 Head Foreman +10 years exp. Electrician

Minimum equipment required to complete work:

- Excavator (sized suitably to fit inside pump-room)
- Tipper truck 6 m³.
- Jack hammer (Air compressor, electrical or hydraulic pecker attached to excavation machinery).
- Concrete cutter.
- Concrete mixer with 3 m³ capacity and concrete pump.
- Walk-behind roller/plate compactor that can fit into trench.
- Generator 5 KVA.

Further detail of how to implement the work:**1. Rehabilitation in Pumping unit which includes:****➤ Supply and installation of multi-stage pump**

- The old existing pumps, motors, valves, and fittings to be removed carefully and transferred to a place confirmed by the management of the water treatment plant. [pump already removed, but needs to be transferred out of site]
- Demolishing existing concrete base and cleaning site from all debris and waste before installing the new pumps. And transfer the accumulated wastes to an area approved by local government or Municipality.
- Excavation all types of soil (hard + soft) or any other type of material to reach the depth of 15 cm and cleaning the site as mentioned above.
- Supply and installation one layer of reinforcement bar (item # 2.1) with providing clear cover of 5 cm through utilizing plastic cover.
- Installation of 90-degree bent anchor bolts (item # 2.2), distance between anchors will specify by supervisor Eng.
- Casting and pouring structural concrete (item # 2.3), it should be exactly leveled to avoid misalignment of pumps.
- Supply and installing metal frame base (item # 2.4), it should be fully leveled to avoid misalignment of pumps.
- Supply and installation of 1 horizontal multi-stage Centrifugal water pump (item # 3.01) on metal base through M16 bolts as mentioned in BoQ for pushing water from sedimentation basins to Zummar city, the work may require welding or drilling for making holes in metal base for mounting pumps on it. *[The onus is on the supplier to prove the Net Positive Suction Head (NPSH) available is higher than that required from the pump system, if the pump specifications cannot be met].*
- Supply and installation 1 electric inductive motor (item # 3.02) on metal base through M16 bolts as mentioned in BOQ for rotating pump impellers, the work may require welding or drilling for making holes in metal base for mounting motors on it.

- Supply and installation of 1 flanged shaft coupling (item # 3.03) for connecting motor with horizontal multi-stage Centrifugal water pumps, the work include alignment of motor and pump shafts by utilizing laser alignment and stainless-steel shims as per required to prevent misalignment.
- Supply and installation of 1 gate valve (item # 3.04) between existing suction pipeline and Double flanged spigot (item # 3.11) - the work include any modification in exist flange to be ready for connecting with the flange of new installed gate valve.
- Supply and installation of 1 elbow (item # 3.08) [DN 250] between new installed horizontal multi-stage Centrifugal water pump (item # 3.01) on suction (inlet) side and Double flanged spigot (item # 3.11). (Exact dimensions, most notably the radius of the elbow, will be verified once the pump dimensions are known)
- Supply and installation of 1 elbow (item # 3.09) [DN200] between new installed horizontal multi-stage Centrifugal water pump (item # 3.01) on discharge (outlet) side and side and Double flanged spigot (item # 3.1) . (Exact dimensions, most notably the radius of the elbow, will be verified once the pump dimensions are known)
- Supply and installation of 1 Double flanged spigot (item # 3.1) between flanged 90°elbow (item # 3.09) and check valve (non-return valve) (item # 3.06) on discharge (outlet) side.
- Supply and installation of 1 Double flanged spigot (item # 3.11) between flanged 90°elbow (item # 3.08) and gate valve (item # 3.04) on suction (inlet) side.
- Supply and installation of 1 check valve (non-return valve) (item # 3.06) between Double flanged spigot (item # 3.11) and gate valve (item # 3.05) on discharge side.
- Supply and installation of 1 gate valve (item # 3.05) after check valve (non-return valve) (item # 3.06) and before the single flanged spigot (item # 3.1) on discharge (outlet) side.
- Supply and installation of 2-water pressure test gauge (item # 3.07) on both suction and discharge side of the multi-stage pump, the work include supply and installing of DN15, PN25 ball valves before pressure gauges incase required – 0-25bar. [In order to achieve a certain accuracy in pressure and velocity measurement, the flow must be smooth and regular at the measuring points. Therefore, undisturbed straight lengths of piping need to be arranged upstream and downstream of the measurement point(s)]

2. Electrical Works (Item #4):

- Installation of cable (Item #4.1) to providing power to the Multi stage starter board item (#4.3) the supplier should remove the old cables and replace it with the new and connect it between the MCCB-NSX630N - distribution board (Item # 4.3), multistage starter and then to the multistage pump as discussed in the name plate fixed on the motor(star, delta) and in the same sequence (R,S,T) to ensure proper and safe operation of the motor, by using cable terminals for all ends of cable by using a suitable tools (crimping tool) and fixing the cable by cable tray (Item #4.4).
- Installation of electrical metal box (Item #4.2) after removing the old box and replace it with the new.
- Installation of 1 electrical starter type (star-delta) for multistage pump (Item #4.3) inside metal box (Item #4.2). The work includes installation of all necessary accessories like try cable, Rail, insulator, connectors, terminals, wiring, bolts, nuts, to finish the work properly.
- Installation of flood light item #4.5 in the places that specify by supervising committee and connect it by installed cable 2x2.5mm² (Item#4.6) to source point that used for providing power to the floodlight.
- All the removed items to be transferred to a location specified by supervisor committee.

OFFER FORM - ACTED Iraq

Date: ____/____/____

Tender N°: T/10DVI/57F/RWI/ERB/WASH/22-09-2020/001

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).

LOT 1: Supply and installation of horizontal centrifugal water pump in Zummar ,Tel Afar district, Ninewa Governorate Ninewa Governorate

Activity	Item	Item description	وصف الفقرة	Unit	Qty	Unit Price (USD)	Total Price (USD)
1.0 Site preparation	1.1	Supply tools, manpowers, machines to remove old (pumps (Multi stage), motors, valves, pipes and fittings) 1 pumps and 1 motor are expected to be removed with their fittings, all the removed items to be transferred to a location specified by supervisor committee.	توريد الأدوات والايدي العاملة والآلات اللازمة لإزالة القديم من (المضخات والمحركات والصمامات والأنابيب والملحقات) من المتوقع إزالة 1 مضخة و 1 محرك مع تجهيزاتها ، وسيتم نقل جميع العناصر التي تم إزالتها إلى مكان تحدده لجنة الاشراف.	l.s	1		
	1.2	Supply required machinery such as Jackhammer, cutter machine or any other type of equipment to demolish concrete (reinforced or mass) layer (on average 15-20 cm).	توريد الآلات المطلوبة مثل جل همر أو آلة القطع أو أي نوع آخر من المعدات لهدم طبقة الخرسانة (المسلحة أو الكتلة) (سمك 15-20 سم).	m3	2		
	1.3	Excavation all types of soil (hard+soft) or any other type of material to reach the depth of 15 cm by using manpower or appropriate machinery if required (for foundation that the pump & motor installation will be situated)	حفر جميع أنواع التربة (صلبة + لينة) أو أي نوع آخر من المواد للوصول إلى عمق 15 سم باستخدام الايدي العاملة أو الآلات المناسبة إذا لزم الأمر	m3	1		
	1.4	Supply equipment and machinery to transfer the excavated material and demolished debris from the site to a location authorised by local municipality or relevant authority.	توريد معدات وآلات لنقل المواد والحطام المهدم من الموقع إلى موقع مرخص من البلدية المحلية أو السلطة المختصة.	m3	1		
2.0 Concrete and metal frame base	2.1	Supply and installing one layer of reinforcement bar (Ø12 @15 cm c/c) in both directions.	تجهيز وتركيب طبقة واحدة من حديد التسليح (Ø12 @ 15 cm c c/ في الاتجاهين).	KG	30		
	2.2	Installation of 90 degree bent anchor bolts, size: 16mm (diameter Ø), material: galvanized iron, top end threaded, include iron washer and nut. Other end must be bent by 90° about 30cm, total length: 60cm.	تركيب رول بولت للتثبيت ، الحجم: 16 ملم ، المواد: حديد مجلفن ، نهاية مسننة ، تشمل واشر حديد وصامولة. يجب أن يتم توصيل الطرف الآخر بزاوية 90 درجة حوالي 30 سم ، الطول الكلي: 60 سم.	PCE	6		

2.0 Concrete and metal frame base	2.3	Casting and pouring structural concrete (concrete strength 25Mpa cubical), the work include all shuttering (smooth), curing, good finishing and leveling of concrete surface, thickness 20 cm. with 110 by 220 cm width and length respectively total depth of the concrete layer is 20 cm, 15 cm below ground -or top of concrete - and 5 cm above ground. The level must not have deviation of more than 0.05mm to avoid misaligning pumps.	صب وسكب الخرسانة الإنشائية) قوة الخرسانة 25 Mpa مكعبى (، يشمل العمل الانتهاء الجيد لسطح الخرسانه و المعالجة وتسوية سطح الخرسانة ، سمك 20 سم. ابعاد 220*110 العمق الكلى للطبقة الخرسانية هو 20 سم ، 15 سم تحت الأرض - أو أعلى الخرسانة - و 5 سم فوق الأرض. يجب ألا يكون للانحراف مستوى أكثر من 0.05 ملم لتجنب المحاذاة الخاطئة للمضخات.	m3	2		
	2.4	Supply and installing metal frame base: material: Galvanized section, shape: U channel, section dimension: 100x48x5.3mm height, flange width, web thickness respectively, dimension of frame: 1x2m width, length respectively and welding four partition with the same specification of frame along the length of frame (2m), distance between partition depend on dimension of new installed pumps and motors, the work include installing frame on concrete base by six available anchor bolts.	تجهيز وتركيب القاعدة المعدنية، المادة: مقطع مجلفن ، شكل: قناة U ، أبعاد المقطع: ارتفاع 100 x48x5.3mm ، عرض الحافة و سمك المقطع على التوالي ، أبعاد الإطار: 1 x2m عرض، الطول على التوالي واللحام أربعة أقسام بنفس المواصفات إطار على طول الإطار (2 م) ، وتعتمد المسافة بين التقسيم على أبعاد المضخات والمحركات المركبة الجديدة ، ويشمل العمل تثبيت الإطار على قاعدة خرسانية من خلال ستة بولتات ربط متوفرة.	PCE	1		
3.0 Supply and installation of horizontal centrifugal water pump	3.1	Supply and installation of horizontal centrifugal multi-stage water pump capacity 250m3/h, head: 180m, powered by electrical motor with 250kw ,frame mounted, body material: cast iron, shaft and bearings: stainless steel, impellers: red brass, sealing element: stoplik style 9001B Gland Packing with specialised PTFE or similar heat insulation, PN:25 inlet DN 250 and outlet DN:200 with flange ends, DN200 flange specification: diameter 360mm, no.of holes: 12, hole dia: 26mm, bolt size: M24, DN250 flange specification: diameter 425mm, no.of holes: 12, hole dia: 30mm, bolt size: M27, the work include all welding work and drilling of holes and providing M16 bolts with nuts and washers to mount on base frame.	تجهيز وتركيب مضخة مياه طاردة مركزية أفقية متعددة المراحل سعة 250 م ³ / 3 ساعة ، الارتفاع: 180 م ، تعمل بمحرك كهربائي بقدرة 250 كيلو واط ، مثبتة بالقاعدة ، مادة الجسم: حديد الصب ، الشفت والبولبرين الفولاذ المقاوم للصدأ ، البشارة: النحاس الأحمر ، العزل Stoplik style 9001B Gland :تعليب مع PTFE متخصص أو عزل حراري مماثل ، مدخل 250 ومخرج 200 DN: 200 بنهايات فلنجة 200ملم، مواصفات الفلنجة: قطر 340 مم ، عدد الثقوب: 8 ، قطر الفتحة: 23 مم ، حجم البراغي DN=250= M=16 المواصفات: القطر 400 مم ، عدد الثقوب: 12 ، قطر الفتحة: 23 مم ، حجم البراغي M20 : ، يشمل العمل جميع أعمال اللحام والحفر لأربعة ثقوب وتزويد أربعة براغي M16 بصواميل ووشرات لتثبيتها على الإطار الأساسي	PCE	1		

	3.2	Supply and installation electric inductive motor, type: (star-delta), protection: IP55, specification: 400v/413A, 50Hz, Full loadRPM 1485rpm, 250kw, efficiency: 96.0, copper coil.	تجهيز وتركيب محرك كهربائي حثي نوع: (دلتا نجمة) ، حماية IP55 ، المواصفات: 400v/413A ، 50 Hz ، v / 413A 400 ، حمولة كاملة RPM 1485 ، دورة في الدقيقة ، 250 kw ، الكفاءة: 96.0 ، ملف نحاسي.	PCE	1		
	3.3	Supply and installation of flanged shaft coupling, type: bush-pin flexible flanged, material: flanges: high-grade cast iron, pins & nut: 316 stainless steel, rings: synthetic rubber, size: depends on size of both pump and motor shafts, the work include alignment of motor and pump shafts by utilizing dial indicator and stainless steel shims as per required to prevent misalignment.	تجهيز وتركيب فلنجات اقتران مرنة، نوع bush-pin: المواد: الفلنجة: الحديد الزهر عالية الجودة ، البراغي وصمولة: 316 الفولاذ المقاوم للصدأ ، حلقات: المطاط الصناعي ، الحجم: يعتمد على حجم كل من المضخة وحجم شفتي المحرك ، يشمل العمل محاذاة شفتي المحركات والمضخات من خلال استخدام محاذاة الليزر حسب المطلوب لمنع المحاذاة غير الصحيحة.	PCE	1		
	3.4	Supply and installation of gate valve, DN 250, flange connection, PN25, material: Ductile Iron Body, light blue color coating thickness $\geq 250\mu\text{m}$ internally and externally, Stainless Steel Stem & wedge, EPDM Seals, flange specification: diameter 425mm, no.of holes: 12, hole dia: 30mm, bolt size: M27,	تجهيز وتركيب قفل بوابي ، DN 250 ، طريقة التوصيل: فلنجة ، pn25 ، المادة: جسم حديد الدكتايل ، سماكة طلاء اللون الأزرق الفاتح $\leq 250\mu\text{m}$ داخليًا وخارجيًا ، جذع الفولاذ المقاوم للصدأ ، العزل EPDM ، مواصفات الفلنجة: قطر 400 ملم ، عدد الثقوب : 12 ، قطر الفتحة: 23 ملم ، حجم البراغي M20 ،	PCE	1		
3.0 Supply and installation of horizontal centrifugal water pump	3.5	Supply and installation of gate valve, DN 200, flange connection, pn25, material: Ductile Iron Body, light blue color coating thickness $\geq 250\mu\text{m}$ internally and externally, Stainless Steel Stem & wedge, EPDM Seals, flange specification: diameter 340mm, no.of holes: 12, hole dia: 26mm, bolt size: M24,	تجهيز وتركيب قفل بوابي ، DN 200 ، طريقة التوصيل: فلنجة ، pn25 ، المواد: جسم حديد الدكتايل ، سماكة الطلاء باللون الأزرق الفاتح $\leq 250\mu\text{m}$ داخليًا وخارجيًا ، الشفت من الفولاذ المقاوم للصدأ ، العزل EPDM ، مواصفات الفلنجة: قطر 340 مم ، عدد الثقوب : 8 ، قطر الفتحة: 23 ملم ، حجم البراغي M20 ،	PCE	1		
	3.6	Supply and installation of check valve (non-return valve), DN 200, pn25, body material: ductile iron, light blue color coating thickness $\geq 250\mu\text{m}$ internally and externally, disc, springs: stainless steel, gasket: graphite non asbestos, certification: ISO9001, flange connection, flange specification: diameter 360mm, no.of holes: 12, hole dia: 26mm, bolt size: M24,	تجهيز وتركيب صمام باتجاه واحد (جك ولف) (صمام عدم الرجوع) ، DN 200 ، pn25 ، مواد الجسم: حديد الدكتايل ، سماكة الطلاء باللون الأزرق الفاتح $\leq 250\mu\text{m}$ داخليًا وخارجيًا ، البوابة والنابض: الفولاذ المقاوم للصدأ ، الواشرات: الجرافيت وليس الأسبست ، شهادة ISO9001 : ، طريقة التوصيل: فلنجة ، مواصفات الفلنجة: قطر 340 مم ، عدد الثقوب: 8 ، قطر الفتحة: 23 مم ، حجم البراغي : M20 ،	PCE	1		

3.7	Supply and installtion of water pressure test guage, Dial size : 50.8mm, Process connection : DN15 NPT male, Case : Black steel case, Window : Clear plastic, Dial plate : aluminum, with pointer stop, Pointer : Aluminum, black, DIN style, Boudon tube : Copper alloy, Connection : Brass, Accuracy : +/-3-2-3%, Pressure range : 0-25bar, double scale(psi, bar), Working temperature :-20 to 60 deg C.	تجهيز وتركيب مقياس ضغط المياه ، حجم القرص: 50.8 ملم ، نقطة الربط DN15 NPT :سن خارجي ، الجسم: هيكل من الفولاذ الأسود ، النافذة: بلاستيك شفاف ، الاطار: الألومنيوم ، مع مسند توقف المؤشر ، المؤشر: المنيوم أسود ، نمط DIN ، أنبوب بودون: سبائك النحاس ، التوصيل: نحاس ، الدقة: +/- 3-2-3% ، نطاق الضغط: 0-25 bar ، مقياس مزدوج (psi ، بار) ، درجة حرارة العمل: -20 إلى 60 درجة مئوية.	PCE	2		
3.8	"Suction [inlet] Supply and installation of 90° flanged elbow, DN250 material: ductile iron, light blue color coating thickness $\geq 250\mu\text{m}$ internally and externally, pn25, Standard: ISO2531, certification: ISO9001, flange connection, flange specification: diameter 425mm no.of holes: 12, hole dia: 30mm bolt size:M27, the work include all required cutting and welding work. Exact dimensions of reducing elbow (radius) will only be known once the dimensions of the pump are verified. "	"شفط [مدخل] تجهيز وتركيب عكس ذو حواف 90 درجة (غريب الأطوار) ، DN250 ، مادة: حديد الدكتايل ، سمك طلاء أزرق فاتح $\leq 250\mu\text{m}$ ميكرون داخليًا وخارجيًا ، pn25 ، المعيار ISO2531 ، الشهادة ISO9001 ، وصلة شفة ، مواصفات شفة: قطرها 400 مم وعدد الثقوب: 12 فتحة ضياء: 23 مم حجم البرغي M20 ، يشمل العمل جميع أعمال القطع واللحام المطلوبة. لن تُعرف الأبعاد الدقيقة لمرفق التصغير (نصف القطر) إلا بمجرد التحقق من أبعاد المضخة. للتثبيت - يجب أن يكون الجانب المائل للمخفض هو الجانب السفلي."	PCE	1		
3.9	"Discharge [outlet] Supply and installation of flanged elbow, DN200 material: ductile iron, light blue color coating thickness $\geq 250\mu\text{m}$ internally and externally, pn25, Standard: ISO2531, certification: ISO9001, flange connection, flange specification: diameter 360mm no.of holes: 12, hole dia: 26mm bolt size: M24 Exact dimensions of reducing elbow (radius) will only be known once the dimensions of the pump are verified."	تجهيز وتركيب عكس بزاوية 90 درجة ، DN 200 ، المادة: حديد الدكتايل ، سماكة طلاء اللون الأزرق الفاتح $\leq 250\mu\text{m}$ داخليًا وخارجيًا ، pn25 ، معيار الجودة: ISO2531 ، شهادة: ISO9001 ، طريقة التوصيل: فلنجة ، مواصفات الفلنجة: قطر 340 ملم ، رقم ثقوب: 8 ، قطر الفتحة: 23mm ، حجم البراغي: M20. لن تُعرف الأبعاد الدقيقة لمرفق التصغير (نصف القطر) إلا بمجرد التحقق من أبعاد المضخة	PCE	1		
3.10	Supply and installation of Double flanged spigot, DN200, length: 100mm to 700mm, material:ductile iron, light blue color coating thickness $\geq 250\mu\text{m}$ internally and externally, pn25, Standard: ISO2531, certification: ISO9001, flange connection, flange	تجهيز وتركيب حنفية ذات حواف مزدوجة ، DN200 ، الطول: 100 مم إلى 700 مم ، المادة: حديد الدكتايل ، سماكة طلاء اللون الأزرق الفاتح $\leq 250\mu\text{m}$ ميكرون داخليًا وخارجيًا ، pn25 ، المعيار: ISO2531 ، الشهادة: ISO9001 ، وصلة شفة ، مواصفات شفة: قطر 340 مم ، عدد الثقوب: 8 ، قطر الفتحة: 23 مم ، حجم البرغي: M20	PCE	1		

		specification: diameter 360mm, no.of holes: 12, hole dia: 26mm, bolt size: M24.					
	3.11	Supply and installation of Double flanged spigot, DN250, length: 100mm to 700mm, material: ductile iron, light blue color coating thickness $\geq 250\mu\text{m}$ internally and externally, pn25, Standard: ISO2531, certification: ISO9001, flange connection, flange specification: diameter 425mm, no.of holes: 12, hole dia: 30mm, bolt size: M27.	"تجهيز وتركيب حنفية ذات حواف مزدوجة ، DN250 ، الطول: 100 مم إلى 700 مم ، المادة: حديد الدكتايل ، سماكة طلاء اللون الأزرق الفاتح ≤ 250 ميكرون داخليًا وخارجيًا ، pn25 ، المعيار ISO2531 : ، الشهادة ISO9001 : ، وصلة شفة ، مواصفات شفة: قطر 400 مم ، عدد الثقوب: 12 ، قطر الفتحة: 23 مم ، حجم البرغي: M20"	PCE	1		
	4.1	Supply and install 0.6/1kv PVC insulated, multi-core cable with copper conductor size NYY 3x240+120mm ² over all diameter 60.5mm standard TS IEC 605002.	تجهيز وتركيب كابل 1 / 0.6 kv PVC معزول ومتعدد النواة مع موصل نحاسي بحجم 60.5mm المعايير القياسية TS IEC 605002 NYY 3x240 + 120mm ² القطر الكلي	Meter	20		
	4.2	Supply and install electrical painted metal box with dimensions: 120x100x50cm, with double door Thermal coating, plate thickness: 2mm , Type Mecano .	تجهيز وتركيب صندوق معدني مطلي كهربائيًا بأبعاد: 120 × 100 × 50 سم ، بطلاء حراري بباب مزدوج ، سماكة اللوحة 2 مم ، نوع ميكانو	PCE	1		
4.0 Electrical Works	4.3	"Supply and install Electrical starter type (star-delta) for multi stage pump with details: - Compact circuit breaker MCCB -NSX630N, Rated Current 630A Calibratable, Rated short circuit breaking 50KA, Frequency 50Hz, Poles Number 3P3D Micrologic 2.3 trip unit 630A - Three contactor, 3P(3 NO), AC-3, $\leq 440\text{V}$, 250kw, 400A, 220VAC, 50/60 Hz Coil. - Phase sequence and phase failure protection relay. - 3 phase voltage protection(over, Under). - Over load protection relay. - Timer 5-30 sec. - Multimeter EPM-04 True RMS, Measures the real effective value of the alternating current as well as the true rms values of the phase voltages (VL1-N, VL2-N, VL3-N, VL1-L2, VL2-L3, VL3-L1) with current transformer..	"تجهيز وتركيب ستارتر كهربائي (ستار دلتا) لمضخة متعددة المراحل مع التفاصيل: -قاطع دورة مدمج MCCB -NSX630N ، التيار 630 أمبير قابل للمعايرة ، كسر الدائرة القصيرة 50 كيلو أمبير ، التردد 50 هرتز ، عدد الأقطاب 3 P3D Micrologic 2.3 بوحدة 630 -ثلاثة قواطع ، 3 (3 NO) ، AC-3 ، $\leq 440\text{V}$ ، 250 kw ، 400 A ، 220 VAC ، 50/60 هرتز للملف. -جهاز حماية فشل احد الاطوار او اختلاف الترتيب. -جهاز حماية الجهد ثلاثي الاطوار (ارتفاع ، انخفاض). -حماية ضد الحمل الزائد. -مؤقت 5-30 ثانية. -Multimeter EPM-04 True RMS ، يقيس القيمة الفعالة الحقيقية للتيار المتناوب وكذلك قيم جذر متوسط التربيع الحقيقي لجهود الطور (VL1-N ، VL2-N ، VL3-N ، VL1-L2 ، VL2-L3 ، VL3-L1) مع محولات التيار. -مصباح مؤشر LED أحمر ، أصفر ، أخضر. -جسبار نحاسي معزول مقاس 50 × 6.3 مم لـ 630 أمبير.	PCE	1		

		- Led indicator lamp (Red, Yellow, Green). - Insulated copper busbar size 50x6.3mm for 630A - Water proof control Push Button Switch 220V. The work include all necessary accessories like try cable, Rail, insulator, connectors, terminals, wiring, bolts, nuts, to finish the work properly."	- زر التحكم والتشغيل مقاوم للمياه 220 فولت. - يشمل العمل جميع الملحقات الضرورية مثل حامل الكابلات والسكك الحديدية والعازل والموصلات والترامل والأسلاك والبراغي والصواميل لإنهاء العمل بشكل صحيح.				
	4.4	Preparation and installation of stainless steel perforated cable holder size 100x50x3000mm (width * length * height)	تجهيز وتركيب حامل الكابلات المثقبة من الفولاذ المقاوم للصدأ مقاس 100x50x3000mm (عرض * طول * ارتفاع)	PCE	4		
	4.5	"Supply and install Outdoor Floodlight 200watt with specification: IP66 water proof and dust proof, First class SMD LED cihips, water proof joint, Die- cast aluminium material with convective structure, wall light 180° adjustable mounting bracket Dimension:16.5x12.6", day light white."	تجهيز وتركيب بلاجتكور 200 واط مع المواصفات IP66 : مقاوم للماء والغبار ، من الدرجة الأولى SMD LED cihips ، وصلة مقاومة للماء ، مادة الألمنيوم المصبوب مع هيكل محدب ، مصباح حائط 180° دعامه تثبيت قابلة للتعديل الأبعاد: 16.5" x 12.6" ، ابيض وقت النهار	PCE	4		
	4.6	Supply and install PVC insulated flex copper cable 2x2.5mm ²	تجهيز وتركيب الكابلات النحاسية المرنة المعزولة PVC 2x2.5 mm ²	m	40		
TOTAL PRICE (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: _____
3. Terms of payment: 100 % after completing the service by cheque or bank transfer

BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date: ____/____/____

Tender N°: T/10DVI/57F/RWI/ERB/WASH/22-09-2020/001

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"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Trader <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other, please specify : _____		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other, please specify : _____ <input type="checkbox"/> Equipment		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other, please specify : _____		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <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
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/57F/RWI/ERB/WASH/22-09-2020/001

Bidder's name: _____

Bidder's address: _____

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

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

- *Employment is freely chosen*

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

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

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

- *Working conditions are safe and hygienic*

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

- *Child Labour shall not be used*

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

- *Living wages are paid*

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

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

Working hours are not excessive

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

- *No discrimination is practised*

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

- *Regular employment is provided*

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

- *No harsh or inhumane treatment is allowed*

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

B. Environmental Standards

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

- *Waste Management*

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

- *Packaging and Paper*

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

- *Conservation*

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

- *Energy Use*

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

- *Safety precautions for transport and cargo handling*

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

C. Business Behaviour

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

The supplier should not be engaged

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

D. ACTED procurement rules and regulations

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

Operating Principles

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

ACTED will:

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

ACTED expects suppliers to:

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

Both parties will

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

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

Qualifications to the Policy Statement

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

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

E. Relation with Terrorism and Belligerent Forces

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

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

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp

BIDDER'S CHECKLIST – ACTED Iraq

Date:

Tender N°: T/10DVI/57F/RWI/ERB/WASH/22-09-2020/001

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) Completion certificates/ contracts with references (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. Organigram and List of key personnel allocated to the project for management and technical support with updated CVs (compulsory)						

Name & Position of Bidder's authorized representative

Authorized signature

Stamp: