



REQUEST FOR QUOTATION ACTED Iraq

Date: 09/10/2016

RFQ N°: 10CFD/T12WSA-WASH pre-assessments-ERB-09102016/001

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following consultancy services:

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|--|
| 1. Description: | Engineering Consultancy to undertake pre-assessment (including verification of BoQs, scope of work, drawings and construction plans) for 1 community level WASH project and 8 small-scale projects in Dohuk governorate. |
| 2. Product class / category: | Consultancy |
| 3. Quantity/unit: | Specified in the attached documents of the bid request email |

RESPONSIBILITIES OF THE CONTRACTOR:

- | | |
|---------------------------|--|
| 1. Terms of delivery: | Specified in the attached documents of the bid request email |
| 2. Delivery deadline: | 15 th November 2016 |
| 3. Validity of the offer: | 3 months minimum |

SPECIFIC CONDITIONS:

The answers to this RFQ should include the following elements:

- A written offer form including the total price (see ACTED template below);
- Cover letter which clearly summarizing experience and three professional references and details of previous work of a similar nature.
- The attached documents of the bid request email.
- Any relevant certifications the company might have.
- Any other relevant documents.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **16/10/2016 at 5:00 PM local 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)

ACTED representative office in Dohuk: Golvin 67 St. Malta Islam Quarter - Dohuk 3rd Street from Malta Hill Traffic Light to **Down Town**

Or emailed to both: iraq.tender@acted.org and tender@acted.org

2. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format below.



ACTED
Agency for technical cooperation and development.

3. The offer to the request for quotation will not result in the award of a contract.
4. The offer must be submitted to ACTED Logistics department in a sealed envelop stamped and signed by the company and indicating the tender title, date and time of submission. The envelope must bear the mention **“10CFD/T12WSA-WASH pre-assessments-ERB-09102016/001- not to be opened before 16/10/2016”**
5. Unsealed envelopes and late offers will not be considered.



QUOTATION FORM

Details of Company

Company Name		Company Specialization	
Representative		Phone Number	
Registration Number		Email Address	
Country of Registration		Mailing Address	

PLEASE FILL IN THE FOLLOWING TABLES:

LOT 1:

#	Description	Bidder's comments	Unit	Quantity	Unit Price (USD)	Total (USD)
1	Approval letter for Zawita WASH project		Letter	1		
2	Approval letter for Zawita / Zawita informal camp / Ardawan / Basitke small-scale projects		Letter	1		
3	Approval letter for Batel small-scale project		Letter	1		
4	Approval letter for Faqirouk small-scale project		Letter	1		
5	Approval letter for Darkar/Hizawa small-scale project		Letter	1		
6	Approval letter for Sarsink small-scale project		Letter	1		
	Total Cost					



BIDDER'S COMMENTS/REMARKS (INCLUDING MINIMUM PARTICIPANTS PER SESSION):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

DELIVERY CONDITIONS GUARANTEED BY COMPANY AFTER SIGNATURE OF THE CONTRACT:

..... Days for 100% of the items

TERMS AND CONDITIONS OF QUOTATION:

1. Valid of the offer: _____ (mandatory: 3 months)
2. Terms of delivery: _____ (complete with the delivery time you are able to warrant starting at each order date)
3. Terms of payment: _____

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.

Name of Company's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____