

# Instruction to Bidders for Construction Works

## A- The bidders should supply their bidding documents as follows:

1- **Technical proposal:** which contains the following documents ( **All documents will be put in a sealed and stamped envelope and writing the name of the project on the envelop**):

- Submission of all technical specifications for all items (submersible water pump, water tanks, pipe types, and all other materials mentioned in the BoQs), this means submission of catalogues, detail sketches and any other documents that may be useful for showing bidder's idea about the project. These documents should be stamped.
  - Detailed execution schedule, stamped and signed.
  - Company profile.
  - List of previous similar works executed by the bidding company / contractor.
  - C.V of bidder's engineer (The engineer who will be on site during the project implementation).
  - Letter of price validity (**please see clause H**).
  - Valid KRI / Iraq registration
  - ID of owner
- Short-list criteria will be based on technical scoring: **The scoring will be on 50%**

#	Item	Scoring
1	Project Specification	12%
2	Detailed Project Schedule	15%
3	Company profile/ Previous Projects	15%
4	CV of Engineer	8%
	Total	<b>50%</b>

- Details of the technical scoring criteria which will be the basis on the qualification of suppliers.

The suppliers are required to submit all support related documents that mentioned above.

- And Passing grade for technical scoring is (25 %) for suppliers to be considered as qualified for the works.

2- **Financial (Commercial) Proposal:** which contains the following documents (**All documents will be put in a sealed and stamped envelope and writing the name of the project on the envelop**).

- All attached BOQ filled with prices, stamped and signed.

**Note: Additional, supplementary bids will not be allowed.**

The two envelopes (Technical and Financial proposal) must be placed in an A3 envelope and labeled as bellow:

Project name:
Company name:
<u>Erbil, English Village house #63</u>

## B- Address and time of Submission:

The A3 envelope (submission documents) will be submitted to our offices in Erbil, English Village houses #5, no later than 22<sup>nd</sup> of January 2020 at 11:00 AM.

**Offers can also be submitted via email to [iraq\\_tender@wvi.org](mailto:iraq_tender@wvi.org)**

## C- Submission disqualification:

- If any of the documents that mentioned in **(clause A)** is missing or incompleting the submission will be disqualified.

## D- Sub-contracting and Secondary contract:

- Sub-contracting is allowed.
- Secondary contract is not allowed.

**Note:**

- 1- The term **Sub-contract** means the skill workers that the company will rent them to do some specific item.
- 2- The term **Secondary contract** means a second company do the whole work under the name of Winner Company (by doing a contract between them without permission from WVI-Iraq).

## E- Selection criteria:

- Bids will be opened on the **23<sup>rd</sup> of January 2020** by World Vision committee at WV Erbil office.
- Selection will be made within one week time period
- WVI is not bound to select the supplier that offers lowest price. The selection will be according to some criteria which divided between technical proposal and financial offer.

## **F- Starting date and period of the project:**

- Starting date will be two days' maximum after the agreed contract start date.
- Detailed schedule of activities must be submitted with a stamp and signature. Demonstration of early completion will be an added advantage

## **G- Modalities of Payments**

- Payments made through transfer of approved bank accounts. Cash and checks will not be allowed.
- 1<sup>st</sup> Payment will be done 90% after the completion rate of the project reaches 100% and receipt of the project by the authorities concerned.
- 2<sup>nd</sup> Payment 10 % will be done 75 days after completion of work ( maintenance period)

## **H- Validity of offer prices**

- Please provide us (by an official letter) the period of validity of your submitted prices.
- The validity of the prices for the submitted offers will not be less than **30 days**.

## **I- Specification of Work**

- The work will be according to Iraqi Specification for General Construction Contracting and the instruction of supervisor engineer.

## **J- Address for lodging questions or complaints**

For any questions and clarifications, contact WVI-IRAQ Supply Chain team

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