



arche noVa
Initiative for People in Need

INVITATION TO BID

Tender Number: **AN/IRQ/ITB/20/016**

Issued on: **February 20th 2020**

Closing Date: **March 2nd 2020 at 13:00**

INTRODUCTION

arche noVa is an internationally operating, registered aid organization from Dresden, Germany. Since its foundation in 1992, arche noVa has been a trusted cooperative partner of the Federal Foreign Office, the Federal Ministry for Economic Cooperation and Development and many internationally operating aid organizations with programs of fast disaster relief, rehabilitation work and long-term projects in the field of Development Cooperation with expertise in the field of water, sanitation and hygiene. arche noVa is also a member in numerous national and international WASH (Water, Sanitation, Hygiene) networks and alliances.

Dear Madam / Sir

arche noVa invites your submission of a tender to provide services in a detailed summary of description of the scope of work.i.e. Bill of Quantity (BoQ), can be found in the attached files. arche noVa intends to issue a contract for the following services

Rehabilitation of WASH Facilities for the Wahid Aldin Baha' Aldin school

For any questions and further information please contact:

arche noVa – Initiative for people in Need

Apartment No. 22, Block A-8, 5th Floor

Pak City, Sulaymaniyah

Email: office-assistant@arche-nova.org



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Procedure timeline

No.	Activity	Date & Time
1	Issue Tender Notice and Invitation to Tender	February 20th 2020
2	Closing date for clarifications	February 24th 2020
3	Return of tenders (Closing Date)	March 2nd 2020 at 13:00

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

Bids to be submitted in a sealed envelope (1 Technical and 1 Financial), addressed to Procurement Department of arche noVa at the below address. The envelopes should indicate the Tender reference number.

Iraq/ Sulaymaniyah/ Grdi Sarchnar/ PAK city Compound/ Blok A8 - 5th floor - Apartment 22

Failure to meet the Closing Date and Time will result in the not acceptance of the tender.

Requirements / Conditions

1. General Conditions

- a. All tenders have to be submitted in writing to arche noVa Sulaymaniyah office before Closing Date.
- b. Not properly sealed or opened envelopes while submitting the bid will not be considered.
- c. The BOQ and offer shall be written, signed and stamped on each page by the concerned representative of the company or contractor.
- d. The prices of the offer will be expressed in American Dollars. The prices must be on unit price basis as well as by totals. They should be inclusive of all costs including transport and taxes.
- e. The prices will be considered fixed. No additional change of whatsoever nature and type will be accepted by arche noVa e.V.
- f. arche noVa e.V. reserves the right to divide the contract into separate lots and award the lots to various bidders.
- g. The payment will be done in American Dollars by cheque upon presentation of a commercial invoice approved by arche noVa e.V. Diyala Area Manager, payments will be done within 10 days of completion of the work unless agreed otherwise.
- h. arche noVa may choose to cancel the agreement if deemed necessary.
- i. arche noVa may terminate the contract or will impose other penalties if supplier fails to deliver items within this period.
- j. The Supplier has the right to cancel his bid award only by providing written notification while mentioning the reason of cancellation to arche nova 3 days before start date.

2. Opening Bids Procedures

A selection committee will manage the Opening of the Bids and after the opening of all envelopes received within the deadline. The committee will evaluate their content based on quality and price ratio. If the bidder does not receive contract offer, the offer has then not been considered as successful.



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3. Offers' evaluation

The Selection Committee will evaluate the offers on the basis of the following criteria:

a. Essential criteria

- i. Quality/price analysis
- ii. Delivery time
- iii. Quality standards
- iv. Past Experience of similar nature
- v. Past Experience of work with INGOs or UN agencies
- vi. Registration Certificate in both Kurdistan Regional Government and Iraq Federal Government
- vii. Validity of prices.
- viii. Period of maintenance

b. Preferred criteria

- i. Nature of the company (Manufacturer/Authorized Distributer/Whole Sale/NGOs/Retailer /General order supplier/Government Agency/ Others)
- ii. Proof of financial stability such as financial turnover of last three years or bank statement
- iii. Total Price: Bidder's prices demonstrate an economically advantageous position for arche noVa programmes and emergency response. Ability to fix prices for the project duration
- iv. Compliance with the policies and technical specification of works as referred in Essential Criteria
- v. Bidder's ability to handle emergency situations with a quick turnaround of this service
- vi. Bidder's willingness to accept 100% payment upon delivery and to be paid until the maximum of 30 days from submission of invoice with all valid supporting documents.

4. Cancellation of projects

- a. arche noVa e.V. reserves the right to cancel the tender or request for quotation process with or without any reason. arche noVa e.V. will not be responsible for any damages on the cancellation of the tender or request for quotation process,
- b. The Invitation to Bids / request for quotations do not commit arche noVa e.V. to implement the project announced nor to procure the materials. Nothing will be due to the contractor in case this procurement needs to be canceled due to whatsoever reason.

5. Special Terms & Conditions

- a. The contractor or the company shall attach following:
 - i. Valid License of business
 - ii. Profile of the company or business
 - iii. Previous experience of work of similar nature
 - iv. Previous experience of work with INGOs or UN agencies
 - v. Latest company financial statement
 - vi. Fulfilled, signed and stamped Bidder / Supplier Declarations form
 - vii. Fulfilled, signed and stamped Code of Conduct form
- b. After completion final payment will be made on clearance certificate or handover certificate.
- c. The supplier should provide standard quality of the items and materials

6. Exclusion Criteria



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Any Bidder is required to confirm in writing that:

- a. Neither he/she nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. Neither he/she nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- c. Neither he/she nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.
- d. Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

7. Conflict of Interest

Any Bidder is required to confirm in writing:

- a. The bidder is not aware of any connection between himself/herself or any of the company directors or senior managers and the directors and staff of arche noVa which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them in the Supplier / Bidder Declaration form.
- b. The bidder has not communicated to anyone other than arche noVa amount or approximate amount of the tender.
- c. The bidder has not and will not offer, pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

8. Use of arche noVa name and emblem

The Supplier shall not use the name, emblem or official seal of arche noVa for any purpose.

9. Late tenders/ Disqualifications

Following are disqualifications terms and conditions:

- a. Litigation / Black Listed Companies (Any case with NGO and black listed by NGOs / UN agencies)
- b. Supplier not complying with a policy of conflict of interest and compliance check will also disqualified irrespective of their marks obtained
- c. The firms/companies engaged in hiring/employment of workers under age of 18
- d. Suppliers providing false information regarding any point in qualification documents.

10. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to arche noVa's employees, servants, officers, and partners as confidential

11. Correspondence



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All communications from Bidders to arche noVa relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 3 days before the Closing Date, as defined in the Invitation to Tender. Responses to questions submitted by any Bidder will be circulated by arche noVa to all Bidders to ensure fairness in the process.

12. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to arche noVa's Terms and Conditions of Purchase. arche noVa reserves the right to undertake a formal review of the contract after one (1) months.

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Apartment No. 22, Block A-8 5th Floor

Pak City, Sulaymaniyah



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Supplier Information

Name of company.....

Registered address.....

Telephone.....

E-mail.....

Names and nationalities of principals/directors and associates.....

Type of company (natural person, partnership, corporation, etc).....

Description of company (e.g. general civil engineering contractor).....

Company's nationality.....

Number of years' experience as contractor

- In own country.....

- Internationally.....

Registration details (Please attach copy of the registration certificate).....

Name(s) and address (es) of companies involved in the project and whether subcontractor/other:

.....

Signature:

Stamp

Date: