



NATIONAL CALL FOR TENDER - ACTED Iraq

Date: 24/08/2020

Tender N°: T/10EBS/Y56SMA/ERB/24082020/02

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

PRODUCT SPECIFICATIONS:

1. Description: **5 Lots of Services and Supply Items for Care and Maintenance projects in Camps**
2. Product class / category: Supplies/Services
3. Product stage: Finished products
4. INCOTERM (delivery conditions): DDP + Offloading – to the addresses mentioned in the table below.
5. Quantities and specifications: As per below details

Lot	Description	INCOTERMS/ Delivery point	Delivery deadline
1	Supply Construction Materials and Tools in Bjdkandala 2 camp.	(DDP+ Offloading) / Bjdkandala 2 camp, GPS Coordinate: 42° 26' 48.293" E(42.446748) ,37° 3' 19.336" N(37.055371).	Before 31-10-2020
2	Supply Construction Items and Tools for Bjdkandala 2 camp.	(DDP+ Offloading) /Bjdkandala 2 camp, GPS Coordinate: 42° 26' 48.293" E(42.446748) ,37° 3' 19.336" N(37.055371).	Before 31-10-2020
3	Supply Construction Materials and Tools to Kabarto 2 camp.	(DDP+ Offloading) /Kabarto 2 camp, GPS Coordinate: 42° 51' 29.428" E(42.858174) ,36° 47' 34.892" N(36.793026).	Before 31-10-2020
4	Supply Electrical Items and Tools to Bersive 1 camp.	(DDP+ Offloading) /Bersive 1 camp, GPS Coordinate: 42° 51' 13.385" E(42.853718) ,37° 10' 51.581" N(37.180995).	Before 31-10-2020
5	Supply Electrical Materials Kabarto 2 camp,	(DDP+ Offloading) /Kabarto 2 camp, GPS Coordinate : 42° 51' 29.428" E(42.858174) ,36° 47' 34.892" N(36.793026).	Before 31-10-2020

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: _____
2. Date of delivery: Before 31/10/2020
3. Validity of the offer: **Six (6) months (Recommended)**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **07/09/2020 (September the 7th, 2020) at 16:00 (Iraq 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.



(Physical Submission is only allowed to Erbil ACTED Office, and **Electronic submission is highly recommended**, In case if the office is not available due to the COVID 19 Curfew situation please submit your bid through Electronic submission, Emails mentioned below and no later than closing date time).

- Or by email to both: iraq.tender@acted.org and 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. **Electronic stamp and signatures are not acceptable.**
- 2. Offers shall be submitted in English only. **(compulsory)**
- 3. Bidders will fill, sign, stamp and return **all** the pages of this document according to ACTED's format. **(compulsory)**
- 4. Bidders will sign and return all pages of the Product Specifications for which they apply. **(compulsory)**
- 5. The offer to the call for tender will not result in the award of a contract.
- 6. Prices are mandatory in Iraqi Dinar's (IQD) including VAT and any/all other applicable tax. **(compulsory)**
- 7. The quantities and specifications may be subject to change.
- 8. In case of submitting a hard copy, the offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/10EBS/Y56SMA/ERB/24082020/02" – Not to be opened before **07/09/2020 (compulsory)**.
- 9. Unsealed envelopes and late offers will not be considered.
- 10. **Detailed pictures samples of the items are mandatory, and ACTED will request physical samples later (compulsory).**
- 11. Preference is given to suppliers with proof of experience in the same business.
- 12. Bidders can apply for one lot or more. Different lots can be awarded to different suppliers according to scoring criterion.
- 13. In case of any calculation mistakes, the unit price will be considered.
- 14. In case of making an error when writing the prices, please discard the page. Any alterations, including the use of correction fluid (white ink), will render your offer invalid.
- 15. ACTED reserves the right to cancel this tender.
- 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. Bidders should provide their offer in accordance to the Technical Specifications provided **(compulsory)**.
2. The contractor is to incur all duties, taxes, delivery and transport costs.
3. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.



REQUIRED DOCUMENTS:

- Company registration (**Compulsory**).
- Tax clearance certificate (**Compulsory**).
- ID of the owner (**Compulsory**).
- ID of the legal representative with the authorization letter (If applicable).
- Evidence of experience undertaking similar work (Highly recommended)
- Other supporting documents (If applicable).
- Certificate of Origin for supplied items (if requested).

THE OFFER WILL BE CONSIDERED NOT ELIGIBLE ADMINISTRATIVELY AND WILL NOT BE CONSIDERED FURTHER IN THE SELECTION, IF:

- The bid is late.
- Unsealed envelope.
- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Mandatory documents mentioned above are not attached.
- Electronic stamp and signature (in case of submission by e-mail).

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 IQD, a Financial Score (50 points maximum) is calculated (Lowest Total Price (IQD)/Supplier Total Price (IQD) * 50).

Only Four Cheapest Bids will be Shortlisted to the technical check, and bids will be sent to the Program department to conduct the Technical Evaluation (50 points maximum)

Technical: 50 points

- Best lead time (10 points).
- Past performance and experience with INGOs (10 points): Company Profile capability of specialized knowledge and experience in similar projects.
- Quality (PASS/FAIL): Conformity with the technical specifications for all items, (30 Points for all the samples passed)

The bidder receiving the highest Total Score (Financial score + Technical Score) and having passed the quality check for all its items will be awarded the procurement contract.

PLEASE FILL IN THE FOLLOWING TABLES:

BIDDERS CAN APPLY FOR ONE LOT OR MORE. DIFFERENT LOTS CAN BE AWARDED TO DIFFERENT SUPPLIERS.

BIDDER NEEDS TO BID FOR ALL ITEMS IN ONE LOT TO BE CONSIDERED ELIGIBLE FOR THE LOT.

LOT 1: Supply Construction Materials and Tools in Bjdkandala 2 camp , GPS Coordinate : 42° 26' 48.293" E(42.446748) ,37° 3' 19.336" N(37.055371):

NO.	Items description	Unit	Quantity	Supplier's specifications (if different)	Country of Origin	Unit Price IQD (DDP + Offloading)	Total Price IQD (DDP + Offloading)
1	Steel bar 10mm diameter scratchy used for casting Length: 12m -materials: stainless steel, corrosion resistance, acid resistance	Pieces	10				
2	Angle Grinders -Rated Power Input: 900W -No-load Speed: 11.000 Rpm -Disc Diameter: 115 mm -Rubber Sanding Plate Diameter: 115 mm	Pieces	1				
3	Angle grinder cutting disc material -Product Type: Cutting Discs for cutting metal -Disc Diameter: 115 mm	Pieces	20				
4	Spray paint: Color: Red Size: 400ml	Pieces	3				
5	Plastic Builder Bucket 14LTR: Durable plastic construction for tough working conditions. Metal Handle with Plastic Grip 15kg Max. Load	Pieces	5				
6	Hammers feature a square beveled face and angular cross pein 3 kg -with fiberglass handle	Pieces	1				



7	Rental of Jackhammer: for demolition Specifications: AMPS: 14 Blows Per Minute (variable speed): 730 - 1,450 BPM Impact Energy (ft.lbs.): 25.7 Vibration Control : No Vibration (m/s ²): 12 Noise Level: 101 dB Cord Length (ft): 16.4' Overall Length: 32-1/2" Bit Type: 1-1/8" Hex Breaker/Demo class: 35	Day	2				
8	Rental of Vibratory Hand flat Compactor -Type: stroke single cylinder Steel Wheel Size: (500mm * 750mm *600mm) -Exciting Force: 15-25KN -compaction depth:15-30mm -Travel Speed: 0-2km/h - Engine: Fuel	Day	2				
9	Work gloves for earthwork (set=12pairs) Size: large Material: rubber coating material: micro foam nitrile	Set	8				
10	Work gloves for casting (set=12pairs) Size: large Material: rubber Water proof	Set	4				
11	Shovelhead and handle handle dimensions: L=1.5m and D=0.04m handle material: wood head dimensions: L=30cm , W=25cm head material: steel wight of head: 1kg	Pieces	14				
12	Corrugated drain pipe: D40cm , SN 8 , Inner diameter: 400mm, Outer diameter: 460mm	MI	2.5				
13	Stainless steel wires roll 1mm and 2 kg	Roll	1				



14	Wheelbarrow for concrete and earthwork - Material: Iron -Usage: Concrete, Bricks -Capacity: 100 kg – 200 kg -Type: Pneumatic wheel good quality	Pieces	4				
15	Water hose -Material PVC -Working Temperature -5 to +70 Degree -Diameter ¾ Inch -Coil Length (roll of 50 m)	Roll	1				
16	Pickaxe (2 kg) with fiberglass handle good quality	Pieces	2				
17	Trowel to smooth the concrete surface with wood handle	Pieces	2				
18	Straw hat for work minimum Dimensions (16.5-17.2)Lx (15.5-17)Wx (7-9)D inches (set=12)	Set	7				
19	Plier , steel material with High Plastic Anti-Slip Handle suitable for gripping and cutting (200) mm	Pieces	2				
20	Cement bag 50kg, cement: 1. Fineness (Blaine) M2 / Kg 225 Min 2. Soundness a. Le. Chatelier Expansion mm 10.00 Max b. Autoclave Expansion% 00.8 Max 3. Setting Time a. Initial Minutes 30 Min b. Final Minutes 600 Max 4. Compressive Strength a. 72+ 1 hours (3 days) Mpa 27 Min b. 168 + 1 Hours (7 days) Mpa 37 Min c. 672 + 4 hours (28 days) Mpa53 Min color:green iraq made Size+ 3 mm – Min. 70 % – 3 mm – Min. 30 %	Bag	30				



21	<p>Safety gum-boot white with size 41 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)</p>	Pairs	3				
22	<p>Safety gum-boot white with size 42 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)</p>	Pairs	3				
23	<p>Safety gum-boot white with size 43 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)</p>	Pairs	3				
24	<p>Safety gum-boot white with size 44 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)</p>	Pairs	1				
25	<p>Crushed gravel According to ASTM standard and ASHTO standard, BS standard</p>	M3	2				
26	<p>Fuel for compactor Gasoline Density 15°: 715-770 kg m⁻³, Reid vapor pressure (RVP), 37.8 C: 54–103 kpa, Research octane number (RON) —Min. 95., Distillation temperature: T10 max 70 °C, Oxidation stability, 110°C: 240 Minutes, Oxygen content: 5.5–11.0Volume%</p>	Liter	60				
27	River sand < 4.75 mm	M3	3				
28	Gravel > 4.75 mm usually between (9.5-37.5)mm	M3	6				



29	Supply steel cover of inlet(1.2m*1.2m): with erosion paint space between short beams 2 cm beam : material: steel square tube: 4 cm*4 cm thickness 2 mm side beam : material: steel angle 4 cm*4 cm thickness 3 mm	S.L	1					
30	Face mask (muzzle), 50 pieces per pack -3 layer filter in the middle -High filtering ability, extremely low resistance, easy to breathe - Filters at least 95% of airborne particles (0.3 micron) particles.	Pack	3					
31	Carpentry nails 6 cm length	Kg	1					
32	Plywood 12 mm thickness (0.7*2.44)m - Black Carcass Stipple Melamine Both Sides on Plywood - Substrate: Mixed Hardwood/Poplar Lightweight Plywood Core	Pieces	4					
Total Price IQD								

BIDDER'S COMMENTS/REMARKS:

1 _____

2 _____

BIDDER'S TERMS AND CONDITIONS:

1- Validity of the offer: _____ (recommended: 6 months or more)

2- **Lead-time:** _____ **Day (s)**

3-Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

- **END OF LOT 1** -

LOT 2: Supply Construction Items and Tools for Bjdkandala 2 camp , GPS Coordinate : 42° 26' 48.293" E(42.446748) ,37° 3' 19.336" N(37.055371):

NO.	Items description	Unit	Quantity	Supplier's specifications (if different)	Country of Origin	Unit Price IQD (DDP + Offloading)	Total Price IQD (DDP + Offloading)
1	Rental of Jackhammer: for demolition Specifications: AMPS: 14 Blows Per Minute (variable speed): 730 - 1,450 BPM Impact Energy (ft.lbs.): 25.7 Vibration Control : No Vibration (m/s ²): 12 Noise Level: 101 dB Cord Length (ft): 16.4' Overall Length: 32-1/2" Bit Type: 1-1/8" Hex Breaker/Demo class: 35	Day	2				
2	Plastic Builder Bucket 14LTR: Durable plastic construction for tough working conditions. Metal Handle with Plastic Grip 15kg Max. Load	Pieces	5				
3	Hammers feature a square beveled face and angular cross pein 3 kg -with fiberglass handle	Pieces	1				
4	Work gloves for earthwork (set=12pairs) Size: large Material: rubber coating material: micro foam nitrile	Set	6				
5	Shovelhead and handle handle dimensions: L=1.5m and D=0.04m handle material: wood head dimensions: L=30cm , W=25cm head material: steel wight of head: 1kg	Pieces	10				



6	<p>Supply steel cover of Box channel: steel filter cover for Box channel 0.7m width, with erosion paint space between short beams 2cm short beam 0.7m: material: steel square tube: 4cm*4cm thickness 2mm long beam material: steel angle 4cm*4cm thickness 3mm</p>	MI	30				
7	<p>wheelbarrow for concrete and earthwork - Material: Iron -Usage: Concrete, Bricks -Capacity: 100kg - 200kg -Type: Pneumatic wheel, good quality</p>	Pieces	7				
8	<p>Pickaxe (2kg) with fiberglass handle good quality</p>	Pieces	2				
9	<p>Straw hat for work minimum Dimensions (16.5-17.2)Lx (15.5-17)Wx(7-9)D inches (set=12)</p>	Set	5				
10	<p>Safety gum-boot white with size 41 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)</p>	Pairs	2				
11	<p>Safety gum-boot white with size 42 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)</p>	Pairs	4				
12	<p>Safety gum-boot white with size 43 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)</p>	Pairs	3				



13	Safety gum-boot white with size 44 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)	Pairs	1				
14	Face mask (muzzle) , 50 pieces per pack -3 layer filter in the middle -High filtering ability, extremely low resistance, easy to breathe - Filters at least 95% of airborne particles (0.3 micron) particles.	Pack	3				
Total Price IQD							

BIDDER'S COMMENTS/REMARKS:

- 1 _____
- 2 _____

BIDDER'S TERMS AND CONDITIONS:

1- Validity of the offer: _____ (recommended: 6 months or more)

2- **Lead-time:** _____ **Day (s)**

3-Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

- **END OF LOT 2** -

LOT 3:Supply Construction Materials and Tools to Kabarto 2 camp, GPS Coordinate : 42° 51' 29.428" E(42.858174) ,36° 47' 34.892" N(36.793026):

NO.	Items description	Unit	Quantity	Supplier's specifications (if different)	Country of Origin	Unit Price IQD (DDP + Offloading)	Total Price IQD (DDP + Offloading)
1	Welded wire mesh panels (BRC) 6mm2 diameter space @15cm*15cm W2m*L6m scratchy used for casting -materials: stainless steel -corrosion resistance -acid resistance	Pieces	12				
2	Angle Grinders -Rated Power Input: 900W -No-load Speed: 11.000 Rpm -Disc Diameter: 115 mm -Rubber Sanding Plate Diameter: 115 mm	Pieces	1				
3	Angle grinder cutting disc material -Product Type: Cutting Discs for cutting metal -Disc Diameter: 115 mm	Pieces	8				
4	White gypsum: for delimitation, Any type of the path of open channel bag 20kg	Bag	2				
5	Hammers feature a square beveled face and angular cross pein 3 kg -with fiberglass handle	Pieces	1				
6	Hammers feature a square beveled face and angular cross pein 5kg -with fiberglass handle	Pieces	1				
7	Rental of Vibratory Hand flat Compactor -Type:stroke single cylinder Steel Wheel Size: (500mm * 750mm *600mm) -Exciting Force:15-25KN -compaction depth:15-30mm -Travel Speed: 0-2km/h - Engine :Fuel	Day	4				



8	Work gloves for earthwork (set=12pairs) Size: large Material: rubber coating material: micro foam nitrile	Set	5				
9	Work gloves for casting (set=12pairs) Size: large Material: rubber Water proof	Set	4				
10	Shovelhead and handle handle dimensions: L=1.5m and D=0.04m handle material: wood head dimensions: L=30cm , W=25cm head material: steel wight of head: 1kg	Pieces	10				
11	Stainless steel wires roll 1mm and 2 kg	Roll	2				
12	Lever for lifting broken concrete , with weight 8.5kg, length 1.55m, diameter 3cm	Pieces	1				
13	Wheelbarrow for concrete and earthwork - Material: Iron -Usage: Concrete, Bricks -Capacity: 100kg - 200kg -Type: Pneumatic wheel , good quality	Pieces	5				
14	Water hose -Material PVC -Working Temperature -5 to +70 Degree -Diameter 3/4Inch -Coil Length(roll50m)	Roll	2				
15	Pickaxe (2kg) with fiberglass handle good quality	Pieces	6				
16	Polypropylene Baler Twine with 500 grams.	Roll	2				
17	Trowel to smooth the concrete surface with wood handle Size: 4inch W x 16inch L Material: High Carbon Steel Blade	Pieces	7				



18	Straw hat for work minimum Dimensions (16.5-17.2)Lx (15.5-17)Wx(7-9)D inches (set=12)	Set	5				
19	Plier , steel material with High Plastic Anti-Slip Handle suitable for gripping and cutting (200)mm	Pieces	2				
20	Cement bag50kg, cement: 1. Fineness (Blaine) M2 / Kg 225 Min 2. Soundness a. Le. Chatelier Expansion mm 10.00 Max b. Autoclave Expansion% 00.8 Max 3. Setting Time a. Initial Minutes 30 Min b. Final Minutes 600 Max 4. Compressive Strength a. 72+ 1 hours (3 days) Mpa 27 Min b. 168 + 1 Hours (7 days) Mpa 37 Min c. 672 + 4 hours (28 days) Mpa53 Min color:green iraq made Size+ 3 mm – Min. 70 % – 3 mm – Min. 30 %	Bag	170				
21	Safety gum-boot white with size 41 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)	Pairs	5				
22	Safety gum-boot white with size 42 -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed)	Pairs	7				



23	<p>Safety gum-boot white with size 43</p> <ul style="list-style-type: none"> -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed) 	Pairs	4			
24	<p>Safety gum-boot white with size 44</p> <ul style="list-style-type: none"> -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed) 	Pairs	4			
25	<p>Safety gum-boot white with size 45</p> <ul style="list-style-type: none"> -Chemicals and Oil/ Acid resistant - water proof, Anti-Static, Anti-Slip - Height : 38cm or 32cm (Average) - Upper Material: 100% pure PVC material + Plasticizer for both upper and sole (Easy to be washed) 	Pairs	3			
26	<p>Crushed stone (white) According to ASTM standard and ASHTO standard, BS standard</p>	M3	17			
27	<p>Fuel for compactor Gasoline Density 15°: 715-770 kg m⁻³ Reid vapor pressure (RVP), 37.8 C: 54–103 kpa Research octane number (RON) —Min. 95. Distillation temperature: T10 max 70 °C Oxidation stability, 110°C: 240 Minutes Oxygen content: 5.5–11.0Volume%</p>	Liter	60			
28	<p>River sand <4.75mm</p>	M3	12			
29	<p>Gravel > 4.75mm usually between (9.5-37.5)mm</p>	M3	24			
30	<p>Face mask (muzzle), 50 pieces per pack</p> <ul style="list-style-type: none"> -3 layer filter in the middle -High filtering ability, extremely low resistance, easy to breathe - Filters at least 95% of airborne particles (0.3 micron) particles. 	Pack	3			



31	Carpentry nails 6 cm length	Kg	3				
32	Plywood 12mm thickness (0.1*2.44)m - Black Carcass Stipple Melamine Both Sides on Plywood - Substrate: Mixed Hardwood/Poplar Lightweight Plywood Core	Pieces	80				
						Total Price IQD	

BIDDER'S COMMENTS/REMARKS:

- 1 _____
- 2 _____

BIDDER'S TERMS AND CONDITIONS:

1- Validity of the offer: _____ (recommended: 6 months or more)

2- Lead-time: _____ Day (s)

3-Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

- **END OF LOT 3** -

LOT 4: Supply Electrical items and Tools to Bersive 1 camp, GPS Coordinate : 42° 51' 13.385" E(42.853718) ,37° 10' 51.581" N(37.180995):

NO.	Items description	Unit	Quantity	Supplier's specifications (if different)	Country of Origin	Unit Price IQD (DDP + Offloading)	Total Price IQD (DDP + Offloading)
1	electrical circuit breaker box: material: aluminum dimension:(50*40)cm thickness of aluminum plate: 1 mm shade area for circuit: 15 cm capacity: 15 circuit with busbar and Ceramic connector and Padlock small size(Material: Brass ,Body Size: 40 x 24 mm / 1.57-inch x 0.94- inch (W*H)) for the door of circuit breakers box with Door latch small size	Piece	320				
2	Threaded steel bar 13 mm diameter length: 55cm	Piece	450				
3	Steel clamp 10cm diameter, 2mm thickness with hole 13mm in fixing side	Piece	330				
4	Steel washer hole:13mm outer dieiameter:25mm	Kg	5				
5	Steel nute bolt 13mm	Kg	4				
6	L Type Pipe Perforation Elbow Wrench Double Head Outer Hexagon Sleeves Wrench 13mm Material: high carbon steel	Piece	10				
7	Shell Cutter Pliers Item specifications DIY Supplies: Electrical Size: (Length 16-21 cm) Handle isolation material: - rubber Good quality performance.	Piece	8				



8	Electrical Screwdriver Phillips Handle isolation material: - rubber Size: - medium size (Length=21cm) Good quality performance.	Piece	8					
9	Electrical flat Screwdrivers Handle isolation material: - rubber Size:- medium size (Length=21cm) Good quality performance.	Piece	8					
10	Electrical Linesman Pliers -Handle isolation material: - rubber Size:- medium size (Length=21cm) -Good quality performance	Piece	8					
11	Voltage Tester Slot Screwdriver Size: -medium size (Length=21cm) Good quality performance.	Piece	8					
12	Electrical Insulation Tape Good quality performance	Piece	20					
13	Electrical pliers slim nose Item specification: - Size: 7-Inch Handle isolation material:- rubber Good quality performance.	Piece	8					
14	12 step ladder material: - aluminum Good quality performance.	Piece	4					
Total Price IQD								

BIDDER'S COMMENTS/REMARKS:

- 1 _____
- 2 _____

BIDDER'S TERMS AND CONDITIONS:

1- Validity of the offer: _____ (recommended: 6 months or more)



ACTED

T/10EBS/Y56SMA/ERB/24082020/02

2- **Lead-time:** _____ **Day (s)**

3-Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

- END OF LOT 4 -

LOT 5: Supply Electrical Materials Kabarto 2 camp, GPS Coordinate : 42° 51' 29.428" E(42.858174) ,36° 47' 34.892" N(36.793026).

NO.	Items description	Unit	Quantity	Supplier's specifications (if different)	Country of Origin	Unit Price IQD (DDP + Offloading)	Total Price IQD (DDP + Offloading)
1	<p>Electrical cable: Supply insulated electrical copper stranded wire 2 core (2*2.5mm) with the following specification: *Construction characteristics Insulation:- PVC Conductor material :- Copper Outer sheath :- PVC Conductor flexibility:- Flexible class 5 Sheath color:- White Core identification:- Blue, brown *Dimensional characteristics Number of cores:- 2 Conductor cross-section:- 2.5mm² Nominal outer diameter:- 9.3mm Approximate weight:- 130kg/km *Electrical characteristics Rated Voltage U₀/U (Um):- 300 / 500 V Conductor electrical resistance:- 7.98Ohm/km Permissible current rating in open air:- 25A *Mechanical characteristics Cable flexibility:- Flexible *Usage characteristics Short-circuit max. conductor temperature:- 160°C Flame retardant:- IEC 60332-1-2 Operating temperature, range :- -20 .. 60°C Max. conductor temperature in service :- 70°C</p>	Linear Meter	15000				



2	MCB 100 Amp Triple Pole 3 Phase Type C 100A Supply MCB type C 100 ampere	Piece	89				
3	Supply Insulation plastic clamps 95mm	Piece	90				
4	Supply padlock small size for the door of circuit breakers box with Door latch small size Hook safety door latch specs:- Type: Door Bolts Length: 85mm Width: 40mm Material: Stainless Steel Size: Small Size Thickness: 2mm Good quality performance. Padlock Specification: - Material: Brass Shackle Dia: 5mm / 0.2-inch Shackle Inner Size: 22 x 23mm / 0.87-inch x 0.91-inch (W*H) Body Size: 40 x 24mm / 1.57-inch x 0.94-inch (W*H)	Piece	90				
5	Supply threaded steel bar 13mm diameter length: 55cm	Piece	70				
6	Supply steel clamp 10cm diameter, 2mm thickness with hole 13mm in fixing side	Piece	120				
7	Supply steel washer hole: 13mm outer diameter: 25mm	KG	4				



8	Supply steel nute bolt 13mm	KG	4				
9	Supply L Type Pipe Perforation Elbow Wrench Double Head Outer Hexagon Sleeves Wrench 13mm Material: high carbon steel	Piece	6				
10	Supply Neutral bar or Busbar: Rating current: - up to 100 amps Terminal: - 12 holes Terminal type: - screw terminal Recommended Screw: Phillips Material: - copper with ceramic cover	Piece	80				
Total Price IQD							

BIDDER'S COMMENTS/REMARKS:

- 1 _____
- 2 _____

BIDDER'S TERMS AND CONDITIONS:

1- Validity of the offer: _____ (recommended: 6 months or more)

2- Lead-time: _____ Day (s)

3-Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

- **END OF LOT 5** -



BIDDER'S QUESTIONNAIRE – ACTED Iraq

Date: ___/___/_____

Tender N°: T/10EBS/Y56SMA/ERB/24082020/02

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)		Gender (e.g. male, female)	



not listed as "Name")			
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:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Paid vacations are 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"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)		
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Supply <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)		
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)		
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <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:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the company been audited in the last 3 years?			<input type="checkbox"/> Attached				
Please attach a copy of the company's most recent Annual or Audited Financial Report							
Annual Value of Total Sales for the last 3 Years:							
Year:		USD:	Year:		USD:	Year: USD:	
Annual Value of Export Sales for the last 3 years							
Year:		USD:	Year:		USD:	Year: USD:	
C. Experience							
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:							
	<i>Organisation</i>	<i>Contact person</i>	<i>Phone/E-mail</i>	<i>Goods/Works/Services</i>	<i>Value (USD)</i>	<i>Year</i>	<i>Destination</i>
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: _____ Title/Position _____ E-mail address (for contact for verification purposes): _____ Phone number (for contact for verification purposes): _____	Date: _____ Place: _____ Signature: _____ 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 and Stamp: _____



BIDDER'S ETHICAL DECLARATION – ACTED Iraq

Date: ___ / ___ / _____

Tender N°: T/10EBS/Y56SMA/ERB/24082020/02

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.



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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.

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 Tenderer's authorized representative _____

Authorized signature _____

Stamp:



BIDDER'S CHECK LIST

Date: ___/___/_____

Tender N°: T/10EBS/Y56SMA/ERB/24082020/02

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)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (compulsory)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The Bidding documents are filled in English (Compulsory) Kurdish and/or Arabic (optional).					
5. The prices in the Offer Form are in IQD (compulsory)					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (compulsory)					
9. ANNEXES – A Copy of Company registration documents and ID of the owner are included with Valid Tax clearance certificate (compulsory) . - ID of the legal representative with the authorization letter (If applicable). - Other supporting documents (If applicable). - Certificate of Origin for supplied items (if requested).					
10. Detailed pictures samples of the items. (compulsory) .					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: