



NATIONAL CALL FOR TENDER - ACTED Iraq

Date: 26/09/2021

Tender N°: T/10EKK/87U/92U/30UENU/WME/MCM/ERB/26092021/001

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

PRODUCT SPECIFICATIONS:

1. Description: **1 lot of: Supply and installation of steel water tanks to Gowelan Camp GPS Coordinates (36.339098, 43.615522)**
2. Product class / category: Works
3. Product stage: Finished products
4. INCOTERM (delivery conditions): DDP + Offloading to Gawelan Camp, GPS Coordinates (36.339098, 43.615522)
5. Quantities and specifications: As per below details

| Lot | Description | INCOTERMS/Delivery point | Delivery deadline |
|-----|--|--|-------------------|
| 1 | Supply and installation of steel water tanks | DDP + offloading to Gowelan Camp GPS Coordinates (36.339098, 43.615522) | 08/11/2021 |

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: DDP + offloading to Gowelan Camp
GPS Coordinates (36.339098, 43.615522)
2. Date of delivery: 08/11/2021
3. Validity of the offer: **Six (6) months (Recommended)**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **17/10/2021 (October, 17th, 2021) at 16:00 (Iraq time)** in ACTED office at the following address(s):
 - **ACTED representative office in Erbil**, Ankawa, 4 Towers, Building B - Floor 5
 - **ACTED representative office in Nineveh**, Mosul Al-Mazaree, District near ALQader Mosque, Nineveh governorate, House number 39,108/258
 - **ACTED representative office in Dohuk**, Golvin 67 St. Malta Islam Quarter/Duhok/ KRI, 3rd Street from Malta Hill Traffic Light to Down Town.
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 US Dollar (USD) **(Compulsory)**.



7. The quantities and specifications may be subject to change.
8. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "T/10EKK/87U/92U/30UENU/WME/MCM/ERB/26092021/001" – Not to be opened before 17/10/2021 (**Compulsory**).
9. Unsealed envelopes and late offers will not be considered.
10. Preference is given to suppliers with proof of experience in the same business.
11. Bidders can apply for one lot or more. Different lots can be awarded to different suppliers according to scoring criterion (If applicable).
12. In case of any calculation mistakes, the unit price will be considered.
13. 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.
14. **Any change in ACTED's tender document template 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 supplier is to incur all duties, taxes, delivery, offloading and transport costs.
3. ACTED reserves the right to contact previous experiences and any financial or security authority for verification.
4. On request, ACTED will request to check samples.

Required documents to be submitted to ACTED:

1. PART A – Instructions to Bidders must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
2. PART B – Offer Form must be attached, filled, signed and stamped by the supplier on every page. The bid prices shall be in USD and all columns of items applied to have been filled (compulsory).
3. ANNEXES – Bidder Questionnaire Form must be attached, filled, signed and stamped by the supplier on every page (**compulsory**).
4. ANNEXES – Bidder's Ethical Declaration must be attached, filled, signed and stamped by the supplier on every page (**compulsory**).
5. ANNEX – General Conditions of Purchase (**compulsory**).
6. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past similar items deliveries);
7. ANNEXES – Application Letter on Company Template.
8. ANNEXES – A valid copy of a government issued ID (drivers license or passport) of the company's authorized representative in addition to a copy of A valid Certificate of Incorporation and Official Operational License (**Compulsory**).



9. ANNEXES - A valid copy of the Company registration certificate (**compulsory**).
10. An original and one copy of the bid to be provided (**Compulsory for the original**).

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.
- Any change to ACTED's tender template.

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).

- **Best price 50%.**
- **Technical evaluation 25%:**
 1. **Specifications of the items offered:** The bidder must provide the required specifications.
 2. **Human Resources (Technical and field staff):** Bidder must provide a detailed resume/CV for each enlisted staff, clearly integrating and representing the Technical Support Structure. Staff required:
 - Civil/WASH engineer.
 - Technical supervisor.
 - Technician staff.
 - Daily labor
 3. **Company Assets:** Bidder must provide a detailed list of company assets to be allocated to the project with proof of ownership and/or capability to acquire the requested machinery, most important machines are:
 - Crain.
 - Truck.
 - Welding machine, and
 - Welding tools.
- **Work Experience 5%:** Bidder must provide proof of past experiences (General Work, Particular Work, and Humanitarian Partner Experience) in area of expertise required for the project with implementing period and scope of work with references).
- **Service Works Proposal (Lead time: 20%):** Bidder must provide a detailed breakdown (Logical sequence of activities breakdown and Timeframe comparison with expected vs offered) of each activity proposed in the tendering document through a Gantt Chart with clear starting and ending dates for the implementation phase with needed staff for its completion.

OFFER FORM

Date: ___/___/____

Tender N°: T/10EKK/87U/92U/30UENU/WME/MCM/ERB/26092021/001

To be Filled by Bidder (COMPULSORY)**Details of Bidding Company:**

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
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.

PLEASE FILL IN THE FOLLOWING TABLES:

LOT 1 – SUPPLY AND INSTALLATION OF STEEL WATER TANK

| NO. | Item | Technical Specifications | Unit | Quantity | Unit Price USD (DDP +Offloading) | Total Price USD (DDP +Offloading) |
|--------------------------|-------------------|---|-------|----------|-------------------------------------|--------------------------------------|
| 1 | Water Tank | <p>Supply and installation of steel water tanks (stainless steel materials) Capacity: 500L, 1.2mm thickness, diameter 28 inches, height 56 inches, tank orientation vertical, and color silver.</p> <p>The price includes the supply of all required fittings for connection with all required machines, materials (PVC PPR pipes, elbow, 45°, 90°, T connection, reducer, cap, Teflon tape, etc.) , manpower, etc. for installation.</p> <p>For the installations, the water tanks will be mostly placed and installed over the shelter roof.</p> <p>Debris must be disposed of off-site in a manner approved by the municipality and camp management, the contractor is responsible for obtaining relevant permissions. All work must comply with the instructions of the supervision team.</p> | Piece | 268 | | |
| Total Price (USD) | | | | | | |

Exchange Rate: USD = _____ IQD



ACTED

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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



BIDDER'S CHECK LIST

Date: ___/___/_____

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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 for the original) | | | | | |
| 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 USD (compulsory) | | | | | |
| 6. ANNEXES - (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 7. ANNEXES - (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory) | | | | | |
| 8. ANNEXES – General Conditions of Purchase (compulsory) | | | | | |
| 9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided (Highly recommended) | | | | | |
| 10. 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). | | | | | |
| 11. Detailed pictures samples of the items. (Recommended) . | | | | | |

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp: _____