

Invitation to Tender for Contractors

A1

(Construction Works)

Project (PN).	23.2165.1-163.01	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Project Name	ZME	Registered offices Bonn and Eschborn, Germany
Cosoft No.	83466636	Friedrich-Ebert-Allee 32+36 53113 Bonn, Germany T +49 228 4460-0 F +49 228 4460-1766
Tender Subject	Renovation offices and bathrooms for MoLSA	Dag-Hammarskjöld-Weg 1-5 65760 Eschborn, Germany T +49 6196 79-0 F +49 6196 79-1115
Submission	Interested Tenderers are also requested to submit their technical offers to IQ_Quotation@giz.de before the deadline.	E info@giz.de I www.giz.de
Email Submission address	The Tenderers are requested to submit the whole package tender to the following email address. The email subject (83466636 - Renovation offices and bathrooms for MoLSA) If E-Mail attachments exceeding 20MB will not be received in GIZ Mailbox, Bidders shall send the bid in multiple emails.	Registered at Local court (Amtsgericht) Bonn, Germany Registration no. HRB 18384 Local court (Amtsgericht) Frankfurt am Main, Germany Registration no. HRB 12394 VAT no. DE 113891176 Tax no. 040 250 56973 Chairperson of the Supervisory Board Jochen Flasbarth, State Secretary
Deadline	23 June 2024 At 10:00 AM	Management Board Thorsten Schäfer-Gümbel (Chair) Ingrid-Gabriela Hoven (Vice-Chair) Anna Sophie Herken
Important Note		Commerzbank AG Frankfurt am Main BIC (SWIFT): COBADEFFXXX IBAN: DE45 5004 0000 0588 9555 00

1. INTRODUCTION

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Dag-Hammarskjöld-Weg 1-5, D - 65760 Eschborn, Federal Republic of Germany in Iraq assists the Iraqi Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) the Federal Foreign Office (AA) and the European Union (EU). GIZ offers a wide range of services concentrating on the following sectors: Reconstruction and peacebuilding; Economic development and employment; Good governance.

The execution of the Works will be performed within the frame of the Technical Cooperation between the Federal Republic of Germany and the Federal Republic of Germany and the Republic of Iraq. It is intended to award the contract for the Works as detailed in the attached Drawings, Specifications, and Bill of Quantities.

2. Tender Documents consist of

- Tender Instruction
 - A1 Invitation to Tender for Contractors
 - A4 Tender Conditions for Contractors.
 - Annex A: Tenderer Information Form.
 - A5 Letter of Tender.
- A3 Bill of Quantities (BOQ).

3. If you are willing to execute the Works, you are requested to hand in the enclosed.

3.1 Soft Copy Submission

(Please refrain from adding any other GIZ e-mail; otherwise, the GIZ will assume the offer is unresponsive and invalid).

- Separate emails shall be used for the Financial offer' and 'Technical offer', and the Subject Heading of the email shall indicate which type the email contains
 - A. The financial offer shall only contain the financial offer – A3-BOQ
 - B. Company Administration Documents referring to (A4 Tender Condition Clause 12)
 - C. All Above attached documents are signed and stamped (A4 Tender Condition Clause 12)
- Tender documents required, shall be included as an attachment to the e-mail in PDF format, or the same type of files provided as a ZIP file. Documents in MS Word or Excel and other types of formats will result in the offer being disqualified.
- Email attachments shall not exceed 20MB; otherwise, the Tenderer shall send the offers in multiple emails.

The A3-BoQ form must be printed, filled, signed, and stamped.

It may result in the tender not being considered received if the above process is not followed.

3.2 If your company does not receive order in writing within 4 months of expiry of the deadline of the offer submission your offer has not been accepted. You shall not receive separate notice to this effect

TENDER CONDITIONS FOR CONTRACTORS

A4

1. GENERAL

- 1.1 The Tender must comply with the following conditions and instructions. Failure to do so is liable to result in the rejection of the Tender.
- 1.2 "Tenderer" means any person or persons, partnership, firm or company, being prequalified and submitting a fully priced Bill of Quantities in accordance with the Tender.
- 1.3 All recipients of the Tender Documents shall, whether they submit a Tender or not, treat the details of these documents as confidential.

2. TENDER DOCUMENTS

- 2.1 The Tender must be made out on the forms provided in the Tender Documents duly completed in ink or in print. The Bill of Quantities must be fully priced, totaled, checked arithmetically, and the grand total must be in compliance with the sum entered in the Letter of Tender. Tender and Contract Documents must be kept intact.
- 2.2 The Tender Documents and accompanying documents shall be signed by the Tenderer or his legally authorized representative and be returned to the address according to the "Invitation to Tender for Contractors".

The Tender must be accompanied by:

- (a) Letter of Tender, together with the Bill of Quantities, fully priced and summarized.
- 2.3 Any missing document may result in the rejection of the Tender.
Prices must be quoted for all items in the Bill of Quantities.

3. EXAMINATION OF SITE

- 3.1 Tenderers shall visit the site of the Works only by prior approval of the Employer and obtain for themselves all information that may be necessary for completing their Tenders and for entering a contract with the Employer. Tenderers shall acquaint themselves with the requirements of the contract, e.g. characteristics of the site and its surroundings, hydrological and climatic conditions.

In particular, Tenderers shall acquaint themselves with the conditions of:

- A. existing access roads or other means of communication and access to the site of works, incl. police regulations concerned therewith.
 - ✓ available land for storage, workshops, toilets, and site office(s).
 - ✓ available connections to electricity and water for construction,The availability of local labor, their quarters on-site (if necessary), local materials and other local resources, as well as any local technical and legal requirements, shall also be considered by the Tenderers.

4. MODIFICATIONS / ADDITIONAL OFFERS

- 4.1 The Tender may contain only the prices and statements required in the Tender Documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration of the Tender Documents may result in the rejection of the Tender.
- 4.2 Additional offers/proposals for modifications that, from the technical point of view, deviate from the Engineer's Specification or such which entail a demand for other conditions of payment, execution deadlines or price reserves, shall only be admitted in connection with the submission of the base Tender.

Instructions for construction tenders

- 4.3 Proposals for modifications and additional offers shall be made in a separate annex and must be clearly marked as such.
- 4.4 Modifications by the Tenderer concerning prices quoted or statements made shall be unambiguous. Samples and patterns submitted with the Tender must be clearly marked as appertaining to the Tender.

5. PRICES

- 5.1 All prices (unit prices, lump-sum prices, settlement rates, hourly wages, bonuses) shall be stated **without** taxes (turnover tax, value-added tax, or alike). The amount of applicable taxes shall be based on the locally valid tax rate and shall be added as the last item on the summary sheet of the Tender.
- 5.2 The offer of a discount shall apply to all amendments to the contract.
- 5.3 The Employer will not be held responsible if the local bank in the recipient country converts the payments to the Contractor into local currency before crediting the same to the Contractor's account. The Contractor is not entitled to claim for any charges or fees deducted by the bank due to the exchange and/or transfer of payments.
- 5.4 The Tenderer shall bear all costs associated with the preparation and submission of its offer, and The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 5.5 The financial offer must be in IQD currency.

6. AMBIGUITIES

If, in the Tenderer's opinion, the Tender Documents contain ambiguities which might influence the calculation of the prices, the Tenderer shall indicate this to the Employer by E-Mail, letter or telefax before submitting his Tender within 5 days after the receipt of the Tender Documents. Necessary clarification will be made by Circular Letter(s).

7. CIRCULAR LETTER

- 7.1 In the event that the Employer sends Circular Letters to the Tenderers during the tendering period in order to comment, clarify, or modify the Contract Documents, these Circular Letters shall become an integral part of the Contract Documents and it shall be assumed that they have been taken into account by the Tenderers in drawing up their Tender.
- 7.2 The Tenderer shall confirm the receipt of a Circular Letter to the Employer immediately. No Circular Letter shall be dispatched within 5 days before the submission date for the Tender, except one that confirms a due postponement of the original submission date.

8. PROHIBITED AGREEMENTS

- Agreements restricting the competition are not permitted, especially arrangements and negotiations with other Tenderers in respect of submitting or not submitting a tender.
- the prices to be demanded and profit rates,
- binding arrangements for other compensation,
- processing cost margins and other price components,
- terms of payment and delivery and other conditions of contract insofar as they influence the prices directly or indirectly,
- indemnity or compensation payments for non-participation or limited participation in the competition, and profit-sharing.

9. SUBCONTRACTORS

- 9.1 If parts of the Works are intended to be executed by subcontractor(s), the Tenderer shall indicate the nature and scope of such parts of the works and state name and address of the subcontractor(s) considered.
- 9.2 Engaging any subcontractors by subletting of the Works hereunder by the Tenderer, or of any part thereof, shall require the express written and prior consent of the Employer. This approval may be revoked at any time in case serious complaints arise. The Tenderer shall be liable for all services performed by his subcontractors in the same manner as for his own services.

10. JOINT VENTURES

- 10.1 Tenders submitted by Joint Ventures or other Bidding Combinations shall be accepted only if the following information is provided with the Tender:
 - ✓ A list of the members of the Joint Venture/Bidding Combination designating the duly authorized representative(s).
 - ✓ A declaration, signed by duly authorized representatives of all members, stating the lead member of their Joint Venture, stating that the duly authorized representatives shall represent the members specified in the list in a legally binding manner vis-a-vis the Employer, and that all members are jointly and severally liable for the performance of the contract with the Employer.
 - ✓ It will be the same lead member that shall provide any security/bank guarantee in favor of the Employer that might be required by the relevant construction contracts, when and if their Tender is selected as the best.

11. OPENING OF TENDERS

- 11.1 Tenderers shall not be permitted to attend the opening session of the Tenders.
- 11.2 The session shall be held for opening and reading out the Tenders. Until this session all Tenders received shall be kept unopened emails. For the Opening Session the following procedure shall be observed and laid down in the minutes of the meeting, stating the place, date, and time of the opening:
 - A. Samples and patterns submitted with any Tender shall be on hand and duly marked.
 - B. The Tenders shall be opened one after another and all major parts marked. The names and addresses of the Tenderers and the final amounts of their Tenders or of individual sections as well as other particulars concerning the price shall be read out. It shall be announced if and by whom proposals for modifications and/or additional offers have been submitted. Other details of the contents shall not be made known.
 - C. The minutes shall be signed by the chairman of proceedings and secretary.
- 11.3 Tenders that were not received prior to the submission time and date shall be specified separately in the minutes or addendum thereto. The time of receipt and the reason for the delay of the receipt shall be noted. emails and other means of proof shall be kept in safe custody.
- 11.4 The minutes of the opening session shall not be published.

12. EVALUATION OF TENDERS

The bid opening and analysis committee will carry out the analysis as follows:

A. Evaluation of administrative files.

To be considered eligible and administratively accepted, please follow the instructions below:

Criterion	معیار	Tick the box if Attached
Company registration certificate (<i>applicable only for companies</i>)	شهادة تسجيل الشركة (تنطبق على الشركات فقط)	☐
Tax Clearance document	اوراق التخليص الضريبي (عدم الممانعة/إيكانه)	☐
Valid bank account under bidder's name	حساب مصرفي فعال بإسم مقدم العرض	☐
Annual Turnover of the last 3 years (<i>applicable only for companies</i>)	العائد السنوي او الميزانية عامة لآخر ٣ سنوات (ينطبق على الشركات فقط)	☐
Similar contracts (Minimum 3 contracts)	عقود مماثلة (الحد الأدنى ٣ عقود)	☐
Valid Grading ID issued by the Ministry of Planning	هوية تسجيل خاصة بالشركات المقاوله سارية المفعول صادرة من وزارة التخطيط العراقية	☐

The received bids will be filtered through the above criteria. In this step, the criteria of **pass/fail** (Yes/No) will be applied, and the interested bidders must carefully follow the above criteria, The offers with "No" mean the relevant documents are missing and will not be considered in the next evaluation phases. Any lack of documents indicates that the company did not read and follow the instructions as requested

The bidder must fill, sign, and stamp all tender annexes.

Tax Clearance (عدم الممانعة/إيكانه) must be issued 6 months before the date of submitting the offer, any tax document beyond the specified duration will be considered expired.

GIZ encourages legal firms to submit bids utilizing their professional domains

The Company Profile, which encompasses an overview of the company's strategies, mission, and vision, along with a Diagram (maximum 5 pages)

All companies must include signatures below the email, comprising the name of the officer/manager, position, phone number, and official company address.

GIZ retains the right to conduct phone inquiries with any companies to verify the information furnished by the bidder. Any ambiguous responses or disparities observed between the documents submitted and the bidder's answers may result in excluding the company from the competition.

B. Technical plausibility check.

The bids that have passed the admissibility stage will be submitted to the technical plausibility check stage, assessed according to the technical plausibility check grid (Appendix 1).

The following documents, aligned in the following order, must be preceded by a cover page on which the words << TECHNICAL PLAUSIBILITY FILE >> must appear, and must be broken down as follows:

- ✓ Proof of the site visit
- ✓ Construction schedule or planning
- ✓ List of equipment, material and small tools to be used on site.
- ✓ Personal to be deployed for the construction measure.
- ✓ Provide at least three references of experience in similar construction projects, and implementation in the last three (3) years.

Bids not meeting this criterion will be eliminated.

Only companies that have passed the plausibility analysis, in accordance with the indications in this Tender conditions, will proceed to the analysis of the financial offer.

C. Financial evaluation.

At this stage, all companies are placed on an equal footing, with price being the decisive factor. There will be no weighing between technical and financial bids.

13. Evaluation process is based on financial offer 100%, after full filling the requirements.

The following Tenders shall be excluded:

- A. Tenders received after submission date and time.
- B. Tenders submitted by Tenderers who have entered into an agreement which constitutes a prohibited restriction of competition.

- 13.1 In selecting the Tenders to be considered for the award of contract, only those Tenderers who offer the necessary security for the performance of the contractual obligations will be taken into account. This shall entail the necessary expertise and experience, performance capacity and capability, the reliability as well as technical and financial means and resources.
- 13.2 Tenders, of which the prices are obviously disproportionate to the Works concerned, will be disregarded. Only such Tenders from which proper execution and covering of the defect liability period can be expected with due regard to rational and thrifty construction operations and efficient management will be considered. From those Tenders the award will be made to the one which appears to be the most acceptable with regard to all technical, functional, environmental, and economical aspects.
- 13.3 Any arithmetical error by the Tenderer in pricing the Bill of Quantities or in the additions or in carrying forward subtotals to the summary or to the Tender shall be corrected during the evaluation of the Tenders. In such cases the Tender sum shall be adjusted accordingly, and the Tenderer shall be informed. It shall be assumed that the unit price rates entered in the Bill of Quantities are correct.
- 13.4 Proposals for modifications and additional offers which the Employer has admitted or requested for the tendering action shall be evaluated in the same way as the base tender. Other proposals for modifications and additional offers may be considered.
- 13.5 The Employer does neither bind himself to accept the lowest Tender or any Tender, nor will he be responsible or pay for expenses or losses which may be incurred by any Tenderer with the preparation of his Tender.

- 13.6 Only technically compliant offers will be considered in financial evaluation and the most compliant and economical offer will be selected.

14. AWARDING OF THE CONTRACT

- 14.1 Upon the properly completed evaluation and comparison of all duly received Tenders by the Employer, the Employer will award the contract to the most successful Tenderer.
- 14.2 Such Tenderer, whose Tender has been accepted, will be required to enter into the relevant contract, which has been presented to all Tenderers together with the Tender Documents and that in form of the template of the contract. Only technical details may be modified therein, as well as that the therein missing data may be entered into it as well. No further changes of that template of the contract will be acceptable unless the parties to it agree under mutual consent.
- 14.3 The same successful Tenderer, who has been awarded with the herein above stated contract, has to initiate immediately the necessary procedures with its reputable bank, so that he could present to the Employer the necessary Advance Payment Guarantee on time, and that latest within 21 calendar days upon the signing of the same contract.
- 14.4 If such successful Tenderer fails to sign the contract – based on the above-mentioned template of the contract – within 14 calendar days after the Employer requests its signing, in such case may the Employer cancel his decision on the awarding of the contract, this being without prejudice to any claims, rights or remedies that the Employer may have towards such Tenderer in respect to such failure.
- 14.5 All other Tenderers, which were not successful, will be informed by the Employer that their Tenders were not accepted.

15. ELIGIBLE TENDERERS

- 15.1 Tenderers shall not be eligible for the award of contracts and GIZ may reject the whole offer or may terminate a contract in whole or in part, without compensation.

IF:

- A. The company has demonstrably infringed applicable environmental, social or labor law obligations in the performance of public contracts.
- B. The company is insolvent, if insolvency proceedings or similar proceedings have been initiated against the assets of the company, if the initiation of such proceedings has been refused for lack of assets, if the company is in liquidation or has ceased its activities
- C. The company demonstrable has been committed a gross misconduct which questions the integrity of the company.
- D. GIZ has enough evidence that the company has entered into agreements or concerted practices with other companies which purpose or effect the prevention, restriction, or distortion of a competition.
- E. There is a conflict of interest in the process of the award procedure which could affect the impartiality and independence of a person working for GIZ in the process of the award procedure and which cannot be effectively eliminated by other less restrictive measures.
- F. A distortion of competition results from the fact that the company was already involved in the preparation of the award procedure and this distortion of competition cannot be eliminated by other, less restrictive measures.
- G. The organization has substantially or persistently inadequately fulfilled services or deliveries during an earlier contract which resulted in premature termination, damages, or an equivalent legal consequence.
- H. The company has committed serious fraud or withheld information or is unable to provide the necessary/supporting evidence/documents.

- I. The company has attempted to improperly influence the decision-making of GIZ, has attempted to obtain confidential information through which it could obtain improper advantages in the award procedure, or has negligently or intentionally transmitted misleading information which could significantly influence the award decision of the GIZ, or has attempted to transmit such information.

The Tenderer shall, upon request, certify and provide evidence to the GIZ that none of these circumstances mentioned in this clause apply.

16. PAYMENT TERMS

- 16.1 Payment for the Contractor's services shall be made within 30 days period after the receipt and acceptance of invoice and shall be concluded in a manner consistent with the written agreement of both parties.
- 16.2 The company's bank account details must be submitted with the Invoice.
- 16.3 GIZ will only transfer payments to the bank account which is on company's name.
- 16.4 All payments shall be made in IQD, GIZ will not be responsible if the local bank of the contractor converts the payments into another currency. The contractor is not entitled to claim for any charges or fees deducted by the bank due to the exchange and/or transfer of payments.

17. CANCELLATION OF THE TENDERING ACTION

- 17.1 The tender can be canceled, if:
 - ✓ No bids have been received which corresponds to the Tender conditions,
 - ✓ There have been substantial changes to the basis of the Tendering Action, or
 - ✓ There are other serious reasons for such cancellation.
- 17.2 The Tenderers shall be informed without delay of the cancellation of the Tendering Action by the Employer or his Engineer and of the reasons for the same

Annex A - Supplier Information Form

General Information

Section 1: General Information	
Bidder's Name	
Full Address	Country: Street: City: Office No:
Phone/Fax Numbers	Phone: Email: Website:
Company Owner's Information	Full Name: Phone No: Email: Current address:
Stakeholder's Name	Full Name: Phone No: Email: Position Held:
Number of Staff	
Number of Locations	
Year established	
Type of business	

Financial Information (only fill if available/applicable)

Section 2: Bank Account information	
Account Name	
Bank Name and Address	
Account NO	
IBAN	
Swift Code	

Letter of Tender

Project PN: 23.2165.1-163.01

Cosoft No: 83466636

Project Subject: Renovation offices and bathrooms for MoLSA

Company Name :

To DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT
(GIZ) GMBH GIZ Iraq)
Dag-Hammarskjöld-Weg 1 - 5
D - 65760 Eschborn
Federal Republic of Germany

Dear Sir or Madam,

1. Having examined the Conditions of Contract, Drawings, Specifications, Bill of Quantities, any circular letters and all other documents received with the Invitation to Tender for the execution of the Works in connection with the above-named Project, we, the undersigned offer to execute and complete such Works and remedy any faults and defects therein in conformity with the conditions spelled out in the afore-mentioned documents for the sum of

..... (IQD)

(in words :)

or such other sums as may be ascertained in accordance with the said conditions.

2. We acknowledge that the format of the Construction Contract forms part of our Tender.
3. We undertake, if our Tender is accepted, to commence the Works within the time required in the contract conditions, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Conditions.
4. We agree to abide by this Tender for the period of 120 calendar-days from the submission/opening date stated in the Invitation to Tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a Contract Agreement is signed, this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any Tender you may receive.

Instructions for construction tenders

We acknowledge our understanding and acceptance of the GIZ General Conditions of Contract, and all the conditions described in this ITT. We also confirm that the above-mentioned Company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or executing, any Contracts and has never been in any dispute with any Governmental Agency nor international aid organization.

DECLARATION I/we the undersigned state that the above information is correct and that I/we give the right to GIZ to seek any references concerning my/our company from whatever sources deemed relevant.

Name of Bidder

Name of Authorized Manager

Function Title

Bidder Stamps and Signature

Date