



**ACTED**  
Agence d'aide à la coopération technique et au développement.

## Rehabilitation/Construction of Water Network in Iraq

Tender No. ACTED/10AUM/50OWNM/50OWNT/24072011

### Schedule of Documents

PRO-5	Call for Tender		
PRO-5a (Annex 1)	Instructions to Bidders		
Annex 2	(See batches One to Thirteen below)		
Annex 3	Company Profile		
Annex 4	Bidder's Suggestions		
	Checklist		
<b>Batch One (Albo Hamdan village)</b>		<b>Batch Two (Al-Boawayed village)</b>	
Annex 2A	Offer Form	Annex 2F	Offer Form
Drawing 1-1	Albo Hamdan and Al-Boawayed site plan	Drawing 1-1	Albo Hamdan and Al-Boawayed site plan
<b>Batch Three (Hajam Al-Hamra village)</b>		<b>Batch Four (Hajam Al-Mafreq village)</b>	
Annex 2D	Offer Form	Annex 2C	Offer Form
Drawing 1-3	Hajam Al-Hamra Site Plan	Drawing 1-2	Hajam Al-Mafreq Site Plan
<b>Batch Five (Al-Barbary village)</b>		<b>Batch Six (Al-Hwaish village)</b>	
Annex 2G	Offer Form	Annex 2H	Offer Form
Drawing 1-6	Al-Barbary Site Plan	Drawing 1-7	Al-Hwaish Site Plan
<b>Batch Seven (Al-Bado village)</b>		<b>Batch Eight (Al-Sharood village)</b>	
Annex 2J	Offer Form	Annex 2K	Offer Form
Drawing 1-8	Al-Bado Site Plan	Drawing 1-9	Al-Sharood Site Plan
<b>Batch Nine (Albo-Khudiar village)</b>		<b>Batch Ten (Al-Mhashil village)</b>	
Annex 2L	Offer Form	Annex 2M	Offer Form
Drawing 1-10	Albo Khudiar Site Plan	Drawing 1-11	Al-Mahshil Site Plan
<b>Batch Eleven (Al-Tishatat village)</b>		<b>Batch Twelve (Al-Zuhoor quarter)</b>	
Annex 2N	Offer Form	Annex 2P	Offer Form
Drawing 1-12	Al-Tishatat Site Plan	Drawing 1-13	Al-Zuhoor Quarter Site Plan



**ACTED**  
Agence d'aide à la coopération technique et au développement.

Batch Thirteen (Al-Sohor village)			
Annex 2Q	Offer Form		
Drawing 1-14	Al-Sohor Site Plan		
Other Documents			
Drawing 1-15	Manhole and Connection Details		
Drawing 1-16	Bridge (Al-Barbary and Al-Mushahil villages)		
Map 1	Albo Hamdan, Al-Boawayed and Hajam Al-Hamra		
Map 2	Hajam Al-Mafreq		
Map 3	Al-Barbary		
Map 4	Al-Hwaish		
Map 5	Al-Bado		
Map 6	Al-Sharood and Al-Tishatat		
Map 7	Albo Khudiar		
Map 8	Al-Zuhoor		
Map 9	Al-Sohor and Al-Mahshil		



# ACTED

Agence d'aide à la coopération technique et au développement.

## INTERNATIONAL CALL FOR TENDER ACTED Iraq

Date: 24/07/2011

Tender N°: ACTED/10AUM/50OWNM/50OWNT/24072011

ACTED is an international, non-governmental, apolitical, not for profit organization. For implementation of its water network extension project in two governorates in Iraq (Dhi-Qar and Muthanna), ACTED is launching this call for tender inviting companies to provide detailed written offers for the implementation of the following projects:

### I. Water network extension/rehabilitation:

Batch No.	Village Name	GPS Coordinates	District/Sub-district	Governorate
1	Albo-Hamdan	30.91163 46.51344	Al-Ekaka	Dhi Qar
2	Al-Boawayed	30.91080 46.51824		
3	Hajam Al-Hamra	30.54374 46.30384		
4	Hajam Al-Mafrek	31.94756 46.00357	Al-Fajer	
5	Al-Barbary	31.448316 45.285384	Al-Warka	Muthanna
6	Al-Hwaish	31.430687 45.296606		
7	Al-Bado	31.500804 45.303311		
8	Al-Sharood	31.438008 45.412877		
9	Albo Khudiar	31.488533 45.252603		
10	Al-Mhashil	31.46168 45.262951		
11	Al-Tishatat	31.449894 45.427712		
12	Al-Zuhoor Quarter	31.53649 45.20663		
13	Al-Sohor	31.50755 45.19883	Ar-Rumaita	



**ACTED**  
Agence d'aide à la coopération technique et au développement.

Each village is a batch and includes: digging of trenches, laying pipelines, construction of manholes. Refer to (Annex 2) Offer Forms of each part and batch for more details.

Interested construction companies are invited to apply for projects/batches relevant to their zone of operations.

The deadline for the submission of offers is fixed on **10/08/2011 at 5:00 PM Iraq Time**. Offers must be submitted in a sealed envelope using the ACTED standard bidding documents by E-mail to [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and to one of the following ACTED offices. Please mark the envelope: "not to be opened before 11/08/2011"

Batch #	Offers delivery addresses
<b>1 to 4</b>	<b>ACTED DHI-QAR OFFICE:</b> Al-Mutanazah quarter, behind amusement park, next to Al-Imam Al-Baqr mosque
<b>5 to 13</b>	<b>ACTED MUTHANNA OFFICE:</b> Quoshla Al Khizael area, Samawa
<b>or</b>	
<b>All batches</b>	<b>ACTED BAGHDAD OFFICE –</b> Al-Jadriya 915 Street no.20, House no.28, next to South Korean embassy , Baghdad, Iraq

Full information regarding the technical specifications required for each water network part rehabilitation/construction, the quantities of each item and materials to be used, etc, can be obtained by downloading the full version of the bidding documents from ACTED's website: [www.acted.org/en/appels-offres](http://www.acted.org/en/appels-offres)

For all other enquiries, please call the following number: +964 771 000 4517 from Sunday to Thursday, 8am to 5 pm.



**ACTED**  
Agence d'aide à la coopération technique et au développement.

ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of the bids to ACTED. Late Bids will be automatically rejected.

---



# ACTED

Agence d'aide à la coopération technique et au développement.

## INTERNATIONAL CALL FOR TENDER – ACTED IRAQ ANNEX 1 - INSTRUCTIONS TO BIDDERS

Date: 24/07/2011

Tender Reference: ACTED/10AUM/50OWNM/50OWNT/24072011

For implementation of its school WATSAN rehabilitation in nine schools in Iraq (five in Erbil Governorate and four in Wassit Governorate), ACTED is launching this call for tender divided into two batches.

Through this tender, ACTED is requesting bidders to provide detailed written offers for each of the batches listed below.

**A: PRODUCT SPECIFICATIONS:**

1. General Description: Construction/Rehabilitation of public water network in 2 Iraqi Governorates for extension purposes :

Each batch includes:

(Refer to Annex 2 (Offer Forms) for details)

2. Product class / category: Construction/Rehabilitation  
3. Product stage: N/A  
4. INCOTERM (delivery conditions): N/A



Batch No.	Village Name	GPS Coordinates	District/Sub-district	Governorate
1	Albo-Hamdan	30.91163 46.51344	Al-Ekaka	Dhi Qar
2	Al-Boawayed	30.91080 46.51824		
3	Hajam Al-Hamra	30.54374 46.30384		
4	Hajam Al-Mafrek	31.94756 46.00357	Al-Fajer	
5	Al-Barbary	31.448316 45.285384	Al-Warka	Muthanna
6	Al-Hwaish	31.430687 45.296606		
7	Al-Bado	31.500804 45.303311		
8	Al-Sharood	31.438008 45.412877		
9	Albo Khudiar	31.488533 45.252603		
10	Al-Mhashil	31.46168 45.262951		
11	Al-Tishatat	31.449894 45.427712		
12	Al-Zuhoor Quarter	31.53649 45.20663	Ar-Rumaita	
13	Al-Sohor	31.50755 45.19883		

**Note:**

1. Prices for the above batches must include custom duties/taxes and transportation costs to locations as indicated above.
2. Each village will be considered as a separate batch at the time of offers selection and contract award.
3. Quantities are only indicative and may be subject to change.
4. Iranian, Syrian and North Korean construction products and companies registered in these countries are not eligible (restricted goods and country of origin).



# ACTED

Agence d'aide à la coopération technique et au développement.

**B: RESPONSIBILITIES OF THE BIDDER:**

1. Bidders will be responsible for the following **processes** related to each batch, but not limited to:
  - a. Provision of Work Force (skilled and Unskilled)
  - b. Supply and transport of all materials to project site
  - c. Applying the work process and installation of all fixtures as required
  - d. Responsible for formal hand over of project(s) to Local Authorities and ACTED.
  - e. Specific details will be provided within contract

2. Validity of the Bidder's offer: **Two Months**

**C: GENERAL CONDITIONS:**

1. Bidders are requested to fill in, sign, stamp and return the Offer Form(s) according to ACTED's format. Bidders will sign all pages on the Offer Form for the Batches for which they apply.
2. Bidders must also attach a copy of Company registration certificate and/or license
3. The offers must be submitted to ACTED Offices in a sealed envelope with the mention "**not to be opened before 11/08/2011**" and the Tender reference (see above, on first page) by e-mail to [www.acted.org/en/appels-offres](http://www.acted.org/en/appels-offres) or by hand to the following address:

Batch #	Offers delivery addresses
<b>1 to 4</b>	<b>ACTED DHI-QAR OFFICE:</b> Al-Mutanazah quarter, behind amusement park, next to Al-Imam Al-Baqr mosque
<b>5 to 13</b>	<b>ACTED MUTHANNA OFFICE:</b> Quoshla Al Khizael area, Samawa
<b>or</b>	
<b>All batches</b>	<b>ACTED BAGHDAD OFFICE –</b> Al-Jadriya 915 Street no.20, House no.28, next to South Korean embassy , Baghdad, Iraq

4. All offers delivered to ACTED Offices in sealed envelopes must be signed and stamped.
5. The **closing date** of this tender is fixed at **10/08/2011** at **17:00** Iraqi time for e-mail applications and hand delivery. Late offers will not be considered and will be automatically rejected.
6. The following number can be contacted for general enquiries:  
ACTED Baghdad: +964 771 000 4517

Contact person: Logistics Department, Baghdad





# ACTED

Agence d'aide à la coopération technique et au développement.

**D:**      **INSTRUCTION FOR TENDER SUBMISSION:**

1. Please fill all required information in the Offer Form for each of the batch for which you apply.
2. Please fill all required information in the Company Profile Form and attach your company requisites and registration documents.
3. Put all required documents (Instruction to Bidders, Offer Forms, Contractor Suggestion, Copy of company registration/license, past performances, technical brochures etc.) signed and stamped into an envelope and seal & stamp it.
4. Make a copy of these documents and include them in a separate envelope.
5. Write the tender reference on the 2 envelopes as indicated above
6. Send it by hand delivery to the address(es) mentioned above.
7. If you are not in a position to send your offer(s) by hand delivery, you can send your offer(s) over e-mail to ACTED by respecting the instructions below:
  - a. Scan your offer(s) after it is signed and stamped;
  - b. Make sure your scan copy is clear and readable;
  - c. Send it to [iraq.tender@acted.org](mailto:iraq.tender@acted.org) with a delivery confirmation request before the deadline mentioned above.
  - d. In the subject line, mention the tender reference (see above, first page)
8. Suppliers sending their offer by e-mail will be requested to submit original offers at a later stage if their offer is pre-selected.

**E:**      **REQUIRED DOCUMENTS TO BE SUBMITTED TO ACTED:**

1. Instructions to Bidders (Annex 1) signed & stamped
2. Offer Form (Annex 2) filled out and all pages signed & stamped
3. Company Profile (Annex 3)
4. Bidders suggestions (Annex 4)
5. Application letter on company template
6. Copy of company registration documents & licence
7. Proofs of past performances in a similar field of activity (e.g. past school rehabilitations)
8. Any supporting document the Bidder wishes to provide.

**NOTE:**

- a. Filling all sections of each Offer Form (e.g. unit prices for each batch) is compulsory; any missing information may lead to rejection of your offer(s).
- b. The submission of offer(s) to the call for tender may not result in the award of a contract.
- c. Only shortlisted suppliers will be contacted.



**ACTED**  
Agence d'aide à la coopération technique et au développement.

<b>For Bidder's use</b>
-------------------------

I undersigned, the Bidder, agree with the instructions and general conditions of the Call for Tender.

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>For Office Use Only</b>
----------------------------

Checked by Auditor:

Name/Signature:

Approved by (Coordination):

Name/Signature:



## Annex 3

### Company Profile

**Note: this Company Profile Must be filled in by Company Owner/Legal Representative**

**A. Company Name:**

**B. Company Owner(s) / Partners Full Name:**

- 1
- 2
- 3
- 4

**C. Company Legal Authorized Representative for this Tender:**

Complete Name: \_\_\_\_\_

Position in the company: \_\_\_\_\_

Signature: \_\_\_\_\_

**D. Additional information about the contractor**

Full name of the company (if different from A.): \_\_\_\_\_

2 Official date of registration: \_\_\_\_\_

Company Type/Profesion as per

3 Registration

Full name of the three contractor representatives:

Name	Position	Location	Mobile Number

5 Total number of full time employees:

6 Telephone number:

7 Fax number:

8 E-mail address:

Have you worked before with NGOs? If yes, please list them

9 with details information

- 
- 
- 

Have you worked before with same type of projects before? If yes, please list them with detailed information; (if needed please provide separate list)

- 10
- 
- 
-



# ACTED

Agence d'aide à la coopération technique et au développement.

- •  
**11** Bank account details:  
*Please use (yes) or (no) only*

Iraq	Jordan	others

## E Past performances

### 1. Project implementation history

*Please list the last projects implemented by your company since 2007 up to now*

#	Project description		Location	Partner name	Duration	Project cost USD
1						
2						
3						
4						
5						
6						

### 2. Company assets as of December 1st 2009

*Please list your company main assets (machine, equipment, premises & warehouses, trucks and heavy machinery, production centers etc.)*

#	Description	Location/Address	Quantity
1			
2			
3			
4			
5			
6			

I the undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and am aware of the fact that I will be held responsible for providing false information

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept that any false or inaccurate representation or information may result in the cancellation of any offer made by the Bidder even if discovered later.

Name \_\_\_\_\_ Position: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_ Date: \_\_\_\_\_



**ACTED**  
Agence d'aide à la coopération technique et au développement.

## **Annex 4**

### **BIDDER's SUGGESTIONS**

**Tender Ref:** ACTED/10AUM/50OWNM/50OWNT/24072011

**Company Name:** \_\_\_\_\_

*Please include all related suggestions, comments and recommendations that you would find useful to improve the activity.*

*Please specify how you plan to involve the local community in the work.*



**ACTED**  
Agence d'aide à la coopération technique et au développement.

Company Name: \_\_\_\_\_

Date:     /     /2011

Representative: \_\_\_\_\_

Position:

Signature: \_\_\_\_\_

Stamp:





**ACTED**  
Agence d'aide à la coopération technique et au développement.

## BIDDER'S CHECK LIST ACTED Iraq

Date: 24/07/2011

Tender N°: ACTED/10AUM/50OWNM/50OWNT/24072011

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by the Bidder		To be filled in by ACTED	
	Yes	No	Yes	No
1. Annex 1 – Instructions to Bidders is attached, filled, signed and stamped by the supplier.				
2. Annex 2 – Offer Form is attached, filled, signed and stamped by the supplier.				
3. Annex 3 – Company Profile Form is attached, filled, signed and stamped by the supplier.				
4. A Copy of Company registration documents and license are included				
6. Proofs of past performances in a similar field of activity (e.g. past school rehabilitations in Iraq) are provided				
7. The Bidding documents are filled in English.				
8. One original and one copy of the bidding documents are included in 2 separate envelopes				
9. The bid prices are in US Dollars				

**Please include this check list and the components listed above in a sealed envelope labelled as indicated in the Instructions to Bidders (PRO 5A/Annex 1).**