INVITATION TO BID ITB/HD-CARE GAC/2020/022
DATE OF ISSUANCE: 16th of September 2020
CLOSING DATE AND TIME: 27th of September, 12:00 PM

1. BACKGROUND

Harikar NGO, and CARE International in Iraq, partner in order to do a project of Installation of grey water network (open channels) in Chamishku camp/ Zakho. The provision of this service is planned under CARE International in Iraq, implemented by Harikar NGO.

CARE International is a major international humanitarian agency delivering emergency relief and long-term international development projects. Founded in 1945, CARE is nonsectarian, impartial, and non-governmental organization strives to serve individuals and families in the poorest communities in the world. Drawing strength from our global diversity, resources and experience, we promote innovative solutions and are advocates for global responsibility.

HARIKAR NGO was founded in 2004 with the purpose of developing civil society and ensuring protection of the disadvantaged ones.

HARIKAR NGO invites qualified service providers to make a firm offer for the establishment of one or more contracts for the provision referred to hereafter as “services”. The contract is planned to start as soon as possible.

Note that this document is not construed in any way as an offer to contract with your firm. It is strongly recommended to read this Invitation to Bid and its Annexes, thoroughly. Failure to observe the procedures lay out therein may result being disqualified from the evaluation process.

2. BID INFORMATION

The following annexes form integral part of this Invitation to Bid:

Annex A: Scope of work
Annex B: Financial offer (Bill of Quantity)
Annex C1: Technical Evaluation
Annex C2: Technical evaluation Form

2.1. Eligibility Criteria

The Bidder, including subcontractors, shall be registered in the KRI. The bidder shall have previous experience with construction and open channel, similar to the (Installation of grey water network (open channels))

2.2. REQUESTS FOR CLARIFICATION

Bidders are to submit any requests for clarifications/questions with respect to this ITB by e-mail or Phone call to (contact No: 0751-424-9705) or Email to aram@harikar.org (Aram), Harikar Procurement Officer) on or before 27th of September 2020, 12:00 PM. Correspondence with any other HARIKAR NGO, and CARE International in Iraq staff member or contractor in respect of this ITB is not permitted and may constitute grounds for disqualification.
IMPORTANT: Bid Submissions are not to be sent to the e-mail address above. Inclusion of copies of your offer with any correspondence sent directly to any other address than the address indicated below will be disqualified. You will find the submission email address in the “Submission of Bid” Section 3 of this ITB. The Offers must bear your official letterhead, clearly identifying your company. Bids should be delivered in sealed and stamped envelope to HARIKAR NGO at Nohadra Q.Jeen Street. House #13,1005 BA.

2.3. CONTENT OF THE TECHNICAL AND THE FINANCIAL OFFER

Your offer shall be prepared in English. Please submit your offer only using the Annexes provided. Any offers not conforming to the requested formats may be not taken into consideration. The offers must be signed, stamped, scanned, and uploaded as two documents labeled Financial and Technical.

Your Financial Offer must be in USD only. The financial offer must cover all the works and services to be provided including transportation to the target location (price “all inclusive”).

The Financial Offer is to be submitted as per duly filled out Bill of Quantities in Annex B. Bids that have a different price structure may not be accepted. Please give all-inclusive prices. HARIKAR NGO is exempt from all direct taxes, customs duties and VAT. With this regard, price has to be given without VAT. For the purpose of evaluating the bids, the value of the Bill of Quantities shall be used and compared. **Note that the bidder should apply for all the items stated in Bill of Quantities, otherwise the offer will be disqualified.**

HARIKAR NGOs standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order. Note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.4. BID EVALUATION

1. The evaluation of bids submitted by vendors will be based on the following:
   a. Tender dossier completion including the following
      I. Completed tender document including:
         i. Valid company registration
         ii. Company CV with staff key staff profile
         iii. Tax clearance
         iv. Bank account with recent bank statement (not less than 1 month)
      II. Sealed priced offers
   b. Technical bid evaluation as per the Annex C1 criteria’s, please fill out Annex C2 the technical evaluation form to evaluate your company.
   c. Financial evaluation (value for money)

2. Bidder who failed to submit a complete tender dossier will be disqualified and disregarded; only bidders with complete dossier will be evaluated technically. Only the bidders passed the technical evaluation will be qualified for the financial evaluation.
3. Bidders, with the best value for money and the highest technical capacities as per the technical evaluation matrix will be evaluated to recommend the first and second winners.

4. Harikar is not obliged to select the lowest bid.

**IMPORTANT:**
The Financial Offer will only be opened for evaluation if your company complies with the criteria indicated above / is meeting the Harikar NGO technical specifications.

### 2.5 SITE VISIT

Unless otherwise instructed in writing by Harikar NGO, all bidders are invited to visit the following locations at the same time and place on the following dates:

**22 of September 2020 from 9:00 AM to 3:00 PM**

- **Location**: Chamishku camp/Zakho
- **For Construction Work**: (Eng. Harbi Sadiq Ramadhan 07738227291)

The site visit will be conducted for the purpose of providing background information only. The site inspection shall not be mandatory. A bidder who does not attend the site inspection will not become ineligible to submit a bid under this ITB. Bidders participating in a site inspection shall be responsible for arranging their own transportation and wearing appropriate personal protective equipment if needed. Bidders are requested to note that Harikar NGO will not be liable for loss or damage to any real or personal property; personal injury, disease or illness to, or death of, any person; financial loss or expense, arising out of the visit of any site. Harikar NGO will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site visit. Bidders shall not rely upon any information, statement or representation made at a site visit unless that information, statement or representation is confirmed by Harikar NGO in writing.

### 3. BID SUBMISSION / DEADLINE AND BID ACCEPTANCE

The Offers must include a copy of your official letterhead, clearly identifying your company. Bids should be delivered in sealed and stamped envelope to HARIKAR NGO at Nohadra Q, Jeen Street, House #13, 1005 BA. Submissions can also be made online, by sending the offers to tender@harikar.org. All submission must include the required documents and only using the attached documents provided. Any documents sent for evaluation not in the format provided are subject to disqualification.

The Technical and Financial Offers shall be clearly separated.

**Submission Deadline**: 16th of September 2020, 12:00 PM  
**Opening of bids**: 28th of September, 09:30 AM  
Please indicate on the cover of the envelope the following:
- ITB/HD-CARE GAC/2020/022
- Name of your firm

**IMPORTANT:**  
Any bid received after this date or sent to another address may be rejected. HARIKAR NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously. It is each bidders' responsibility to verify that bids in envelopes have been received properly before the deadline.
HARIKAR NGO reserves the right to accept the whole or part of your bid. Harikar is not obliged to select the lowest priced bid. HARIKAR NGO may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services. HARIKAR NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by HARIKAR NGO at its own initiative or in response to a clarification requested by a prospective supplier. Note that HARIKAR NGO is not bound to select any of the firms that are submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to HARIKAR NGO’s needs, as well as conforms to its general principles, including efficiency to maximize economies of scale.

Name of Company: .............................................................................

Contact Person: ..................................................................................

Tel. numbers: .....................................................................................

Email: ..................................................................................................

Address of the company: .................................................................

Signature/ Stamp .............................................................................

Date: ..................................................................................................

Page 4 of 4
Annex A

SCOPE OF WORKS
FOR Installation of grey water network (open channels).
ITB/HDD-CARE GAC/2020/022

DOCUMENT FOR SCOPE OF WORKS INCLUDE THE BILLS OF QUANTITIES AND TECHNICAL SPECIFICATIONS.

Introduction:

The provision of construction referred to in the Bills of Quantities are planned under CARE funded project and implemented by Harikar NGO. The work includes the Installation of grey water network (open channels).

Scope of Works:

Supply all labor, materials and equipment for completion of above specified facilities in the identified locations, including all the required finishes to the approval of Harikar NGO’s Engineers as described in the Bills of Quantities.
The duration for the implementation of the project is (20 calendar days) take effect on the date both Parties have signed this Contract + (6 Months defects liability period).

Other Consideration:

The bidder is requested to note that the following contract provisions will apply, shall your company be selected following this tendering exercise:

<table>
<thead>
<tr>
<th>Deposit</th>
<th>Winner shall give Harikar NGO a Cheque (10% of the project budget) upon signing the Contract. The security deposit shall be released after Issuance Certificate of Final Completion has been issued by Harikar. The cheque will be returned back to the contractor after Six Months after completion for quality assurance of the work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workbook</td>
<td>A Work Book shall be kept at the site, duly filled out and all pages numbered. The Harikar Engineer has the authority to issue new orders, and instructions to the Contractor as required and the Contractor shall be bound to follow such orders, drawings and instructions. In the Workbook, every order shall be dated and signed by the Engineer and the Contractor, in order to account for its receipt.</td>
</tr>
<tr>
<td>Programme of Work</td>
<td>A detailed Programme of Work showing the order of procedure and the method in which the Contractor (Bidder) proposes to carry out the Works shall be submitted as part of the bidders' technical proposal. In preparing his Programme of Work the Contractor shall pay due regard to the priority required by certain works. Should the Engineer, during the progress of work, require further modifications to the Programme of Work, the Contractor shall review the said program.</td>
</tr>
<tr>
<td>Weekly Site Meeting</td>
<td>A weekly site meeting will be held between the Harikar NGO Project Engineer, if any, the representative of the Contractor and the Engineer or the Engineer's Representative, in order to verify that the Works are progressing normally and are executed in accordance with the Contract.</td>
</tr>
<tr>
<td>Returns on Labor</td>
<td>The Contractor shall, if required by the Harikar Engineer, provide a report showing the supervisory staff and the numbers of the several classes of labour employed by the Contractor on the Site at any given work time.</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rate of Progress</td>
<td>A weekly progress report is to be handed over to the Harikar engineer in written form every Thursday by 12.00 hrs, clearly specifying the work completed in that week, and the percentage of the project completion. The whole of the materials, plant and labour provided by the Contractor and the mode, manner and speed of execution and completion of the Works are to be of a kind and conducted in a manner to the satisfaction of the Engineer. Should the rate of progress of the Works or any part thereof be at any time in the opinion of the Engineer too slow to ensure the completion of the Works by the prescribed time or extended time for completion, the Engineer shall so notify the Contractor in writing and the Contractor shall thereupon take such steps as the Contractor may think necessary and the Engineer may approve to expedite progress so as to complete the Works by the prescribed time or extended time for completion. If the work is not being carried on by day and by night and the Contractor shall request permission to work by night as well as by day, then, if the Engineer shall grant such permission, the Contractor shall not be entitled to any additional payment. All work at night shall be carried out without unreasonable noise and disturbance. The contractor shall indemnify the Employer from and against any claims or liability for damages on account of noise or other disturbance created while or in carrying out the work and from and against all claims, demands, proceedings, costs and expenses whatsoever in regard or in relation to such noise or other disturbance. The Contractor shall submit in triplicate to the Engineer at the end of each week signed copies of explanatory Drawings or any other material showing the progress of the Works.</td>
</tr>
<tr>
<td>Removal of improper works</td>
<td>The Engineer shall during the progress of the Works have power to order in writing from time to time, and the Contractor shall execute at his cost and expense, the following operations: The removal from the Site within such time or times as may be specified in the order of any materials which in the opinion of the Engineer are not in accordance with the Contract; The substitution of proper and suitable materials; and The removal and proper re-execution (notwithstanding any previous test thereof or interim payment therefore) of any work which in respect of materials or workmanship is not in the opinion of the Engineer in accordance with the Contract.</td>
</tr>
<tr>
<td>Liquidated Damages</td>
<td>If the Contractor shall fail to complete the Works within the time for completion prescribed in the Contract, or any extended time for completion in accordance with the Contract, then the Contractor shall pay to the Employer the sum specified in the Contract as liquidated damages, for the delay between the time prescribed in the Contract or the extended time for completion, as the case may be, and the date of substantial completion of the Works as stated in the Certificate of Substantial Completion, subject to the applicable limit stated in the Contract. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained. The Employer may, without prejudice to any other method of recovery, deduct the amount of such liquidated damages from any monies in its hands due or which may become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligation to complete the Works or from any other of his obligations and liabilities under the Contract. Harikar NGO may charge a penalty for each day of delay that is counted as follows: total cost/number of project * days * 5% of the project budget. The total penalty amount per day should not be less than $500.</td>
</tr>
</tbody>
</table>
## Bill of Quantity

### Annex B

<table>
<thead>
<tr>
<th>NO</th>
<th>Item Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price (USD)</th>
<th>Total Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Site preparation and Excavation:-</strong> provide materials, equipment and manpower to clean the path of the open channel from debris and lean soil and excavate the open channel in dimension (width = 80 cm and depth = 25 cm) with slope 1% to lead water drain quickly to the main open drain channel, then compact the base of the channel well by compactor, lay 10 cm of montine sub-base with well compacting, the cost including to repair any pipe and concrete damage during the work soon by contractor, and clean the site after finishing the work, all work should done according to the instruction from Harikar field staff</td>
<td>m.l</td>
<td>2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td><strong>Casting of open channel</strong> provide materials, tools, machine and man power to cast the open channel by the concrete with rate 1:2:4, C25, by using framework, width of concrete should be 60 cm and depth of concrete should be 15 cm in the edge of the channel and 5 cm in the middle as should in the attached drawing, then fill the edge of the channel by the compacted sub-base, the contractor is responsible for curing the concrete 3 time in day in one week, the concrete should be slope 1% to lead the water to the main channel, all the work should be done according to instructions of Harikar field staff, the contractor also responsible to take compressive test for the concrete in the one governorate construction laboratory in Dohuk and provide Harikar the report</td>
<td>m.l</td>
<td>2000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount**
Ground Lever

compacted sub base 10 cm

open channel 0.6 m width
Technical Evaluation Form
For installation of grey water network (open channels) in Chamishku camp
Annex C1

<table>
<thead>
<tr>
<th>ID</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Minimum required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter</td>
<td>Work Experience</td>
<td>Personnel</td>
<td>Company Assets</td>
<td>Proposed Work Plan</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>Score/Weight</td>
<td>35%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>20%</td>
<td>60%</td>
</tr>
</tbody>
</table>
| Terms | • General work: 5% (total years and experience in the field)  
      • Particular work: 15%  
      o experience with construction and open channel projects.  
      o Projects Duration, Budget and References.  
      o Total value of the completed Projects.  
      • NGO experience: 15% | Management personnel: 5%  
                           Technical personnel: 5%  
                           Field staff: 5% | List and proof. Need to list down the equipment and tools needed to Harikar proposed work and check the availability of item with company. | Logical sequence of the works breakdown.  
                           Timeframe compared to the project duration. | Materials  
                           Compatibility  
                           Description of the service  
                           Origin certificate | if one of the following disqualifying factors applies:  
                           - Zero proven experience in the field of the service the supplier is applying for.  
                           - Proposed work plan is not fit to the project duration.  
                           - Origin/ specification is not fit or not equivalent to the one described in the tender documents.  
                           - The company will be selected if passed Financial and Technical evaluations based on the defined set criteria. |
Technical Evaluation Form
For installation of grey water network (open channels)
Annex C2

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work experience 35%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General work 5% (total years of experience in the field), how old is your company and in which projects have you worked?</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Particular work 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>experience with construction and open channel projects, has your company work in construction and open channel projects in the past?</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Company Projects Duration, Budgets and References..?</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Total value of the completed Projects.</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>NGO experience: 15%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your company have experience with NGOs?</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Personnel 15%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many employees do you have in your company based on the following categories?</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>Management personnel</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Technical personnel</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>Field staff</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td><strong>Company Assets 15%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List and proof. Need to list down the equipment and tools needed for Harikar proposed work and check the availability of item with company.</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td><strong>Proposed Work Plan 15%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provid Logical sequence of the works breakdown. Provide Timeframe based on the project duration.</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td><strong>Quality Assurance 20%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Compatibility Description of the service Origin certificate</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

**Important Note:** Please attached copies of all the necessary documents that will prove the above information.