

# **INVITATION TO BID**

## **Renovation of 9 wells in Bahshiqa and Bahzany Sub-Districts - Ninawa Governorate IRAQ**

**ITB 097/17**



**United Nations Development Programme**

April, 2017

## Section 1. Letter of Invitation



Erbil - Iraq

Date: **April 13<sup>th</sup> 2017**

### **ITB 097/17 – Renovation of 9 wells in Bahshiqa and Bahzany Sub-Districts – Ninawa Governorate**

Dear Sir/Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 – Form for Bid Security
- Section 9 – Form of Performance Security
- Section 10 – Form for Advanced Payment Guarantee- Not Applicable
- Section 11 - Technical specifications for equipment required
- Section 12 – Contract to be Signed, including General Terms and Conditions

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Mohammed Mudawi  
Operations Manager  
Head of Service Center, UNDP Iraq

## Section 2: Instruction to Bidders<sup>1</sup>

### Definitions

- a) *“Bid”* refers to the Bidder’s response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *“Bidder”* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *“Contract”* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *“Country”* refers to the country indicated in the Data Sheet.
- e) *“Data Sheet”* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *“Day”* refers to calendar day.
- g) *“Goods”* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *“Government”* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *“Instructions to Bidders”* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *“ITB”* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *“LOI”* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *“Material Deviation”* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *“Schedule of Requirements and Technical Specifications”* refers to the document included in this

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<sup>1</sup> Note: this Section 2 - Instructions to Bidders shall not be modified in any way. Any necessary changes to address specific country and project information shall be introduced only through the Data Sheet.

ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP's receipt and acceptance of the goods.

- n) *"Services"* refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) *"Supplemental Information to the ITB"* refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

## A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
  - 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other

- documents to be used for the procurement of the goods and related services in this selection process;
- 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
  - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the following must be disclosed in the Bid:

- 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
- 6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

- 7. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.
- 8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

## **B. CONTENTS OF BID**

### **9. Sections of Bid**

Bidders are required to complete, sign and submit the following documents:

- 9.1 Bid Submission Cover Letter Form (**see ITB Section 4**);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (**see ITB Section 5**);
- 9.3 Technical Bid (**see prescribed form in ITB Section 6**);
- 9.4 Price Schedule (**see prescribed form in ITB Section 7**);
- 9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8);
- 9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

### **10. Clarification of Bid**

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bid, unless UNDP deems that such an extension is justified and necessary.

## **11. Amendment of Bid**

- 11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

## **C. PREPARATION OF BID**

### **12. Cost**

The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### **13. Language**

The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

### **14. Bid Submission Form**

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

## 15. Technical Bid Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Bidder shall structure the Technical Bid as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.
- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder's response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS noS. 29 and 30).

Bidders must be fully aware that the goods and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All bidders are therefore required to submit the following in their bids:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
  - b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
  - c) Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".
- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project or programme through no fault of the Bidder, shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:

- a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Bidder fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

## 16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

## 17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

- 17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.



## **18. Documents Establishing the Eligibility and Qualifications of the Bidder**

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

- a) That, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this ITB; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;
- e) they are subcontractors to each other's bid, or a subcontractor to one bid also submits another Bid under its name as lead Bidder; or
- f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

## **19. Joint Venture, Consortium or Association**

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another Bid, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

## 20. Alternative Bid

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.

## 21. Validity Period

- 21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.
- 21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

## 22. Bidder's Conference

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to

the ITB.

## D. SUBMISSION AND OPENING OF BID

### 23. Submission

23.1 The Technical Bid and the Price Schedule **must be submitted together and sealed together in one and the same envelope**, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :

- a) Bear the name of the Bidder;
- b) Be addressed to UNDP as specified in the **Data Sheet** (DS no.20); and
- c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.

23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

### 24. Deadline for Submission of Bid and Late Bids

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS no. 20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

## **25. Withdrawal, Substitution, and Modification of Bid**

- 25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.
- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.
- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## **26. Bid Opening**

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

## **27. Confidentiality**

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a

debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

## **E. EVALUATION OF BID**

### **28. Preliminary Examination of Bid**

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

### **29. Evaluation of Bid**

29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30. Clarification of Bid**

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bid, in accordance with ITB Clause 35.

Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bid.

### **31. Responsiveness of Bid**

UNDP's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission.

If a Bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### **32. Nonconformities, Reparable Errors and Omissions**

32.3 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be

rejected.

## **F. AWARD OF CONTRACT**

### **33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid**

- 33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.
- 33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/))

### **34. Award Criteria**

Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price (See DS No. 32).

### **35. Right to Vary Requirements at the Time of Award**

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related services, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

### **36. Contract Signature**

Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP.

Failure of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security if any, and on which event, UNDP may award the Contract to the Bidder with the second highest rated Bid, or call for new Bid.

### **37. Performance Security**

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract

that will be signed by and between the successful Bidder and UNDP.

### **38. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

### **39. Vendor Protest**

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  
<http://www.undp.org/procurement/protest.shtml>



## Instructions to Bidders DATA SHEET<sup>2</sup>

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	<b>Funding Facility for Immediate Stabilization (FFIS)</b>
2		Title of Goods/Services/Work Required:	<b>ITB 097/17 - Renovation of 9 wells in Bahshiqa and Bahzany Sub- Districts- Ninawa Governorate</b>
3		Country:	Iraq
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-Bid conference will be held on:	Time: 1100HRS – 1300HOURS Date: April/17/2017 Venue: <b>9 Wells in Bashiqa &amp; Bahzany sub districts</b>  The UNDP focal point for the arrangement is: <b>Focal Person:</b> Eng. Aree Umer Qadir, Mobile Telephone: +964 07504494800
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days

<sup>2</sup> All DS number entries in the Data Sheet are cited as references in the Instructions to Bidders. All DS Nos. corresponding to a Data must not be modified. Only information on the 3<sup>rd</sup> column may be modified by the user. If the information does not apply, the 3<sup>rd</sup> column must state "n/a" but must not be deleted.

9	B.9.5 C.15.4 b)	Bid Security	<p><input checked="" type="checkbox"/> <b>Required Amount: US\$12,500 Issued</b> in the names of the <b>Resident Representative, UNDP-Iraq.</b></p> <p>The original bid Security must be submitted within 7 days after the bid closing date</p> <p><b>Copy of the bid security should be submitted separately and properly marked along with the Offer.</b></p> <p><b>All bids without a bid security will be rejected.</b></p> <p><b><u>Note: For verification of Bid Securities, the bidder is requested to provide:</u></b></p> <ul style="list-style-type: none"> <li>a) Bank/Branch Manager/focal person Full name:</li> <li>b) Bank/Branch Manager/ phone's number including country and area codes:</li> <li>c) Bank/Branch Manager/ email's ID:</li> <li>d) Bank/Branch detailed Address</li> </ul>
10	B.9.5	Acceptable forms of Bid Security <sup>3</sup>	<p><input checked="" type="checkbox"/> Bank Guarantee (<b>See Section 8</b> for template) or</p> <p><input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check</p> <p><input type="checkbox"/> Other negotiable instrument</p> <p><input type="checkbox"/> Cash (exceptionally, if none of the other forms are feasible)</p> <p><input checked="" type="checkbox"/> Others Not Applicable</p>
11	B.9.5 C.15.4 a)	Validity of Bid Security	<b>150 days</b>
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions:</p> <p>Percentage of contract price per day of delay:<b>0.05 per each week delayed up to a maximum of 10% of contract price</b></p> <p>Max. no. of days of delay:<b>30</b></p> <p>Next course of action: <b>Termination/cancellation of contract</b></p>

<sup>3</sup> Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

14	F.37	Performance Security	<input checked="" type="checkbox"/> Required amount: 10% of contract price will be retained from the payment for a period of 12 months to cover defect liability period
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <i>Reference date for determining UN Operational Exchange Rate: Not Applicable</i>
16	B.10.1	Deadline for submitting requests for clarifications/questions	Five (5) days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions <sup>4</sup>	Focal Person in UNDP: Lilian Byansi E-mail address dedicated for this purpose: <a href="mailto:lilian.byansi@undp.org">lilian.byansi@undp.org</a>  <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax <input checked="" type="checkbox"/> Direct communication to prospective Bidders by Posting on the website <sup>5</sup> <a href="http://procurement-notices.undp.org/">http://procurement-notices.undp.org/</a>
19	D.23.3	No. of copies of Bid that must be submitted	Please refer to DS 23 (electronic submission)
20	D.23.1 b) D.23.2 D.24	Bid submission address	Please refer to DS 23 (electronic submission)
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time: <b><u>Wednesday April 26<sup>th</sup> 2017 by 15:00 hours</u></b>
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Electronic submission of Bid <sup>6</sup>
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:bids.iraq.sc@undp.org">bids.iraq.sc@undp.org</a>

<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

<sup>5</sup> Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

<sup>6</sup> If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

			<input checked="" type="checkbox"/> Format: PDF files only <input checked="" type="checkbox"/> Max. File Size per transmission: 5MB <input checked="" type="checkbox"/> Max. No. of transmission: no limit <input checked="" type="checkbox"/> Scan documents for Virus prior to transmission <input checked="" type="checkbox"/> No. of copies to be transmitted: 1 <input checked="" type="checkbox"/> Mandatory subject of email: <b>ITB 097/17 - Renovation of 9 wells in Bahshiqa and Bahzany Sub- Districts – Ninawa Governorate + (<i>Company Name</i>)</b> <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>Erbil local time.</i>
24	D.23.1 c)	Date, time and venue for opening of Bid	<b><u>Wednesday April 26<sup>th</sup> 2017 by 1500Hours</u></b> in the presence of UNDP Authorized Bid opening committee
25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid
26	C.15.1	<p>Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only)</p> <p><i>[check all that apply, delete those that will not be required.]</i></p>	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the <i>three years: (2013-2014-2015)</i> ; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top <i>[three]</i> Clients in terms of Contract Value; <input checked="" type="checkbox"/> Implementation timetable as per project requirements <b>(90- Calendar Days)</b> ; <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. <input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client’s contact details who may be

			<p>contacted for further information on those contracts. A minimum number of <b>3 contracts</b>, implemented over the past 5 years;</p> <p><input checked="" type="checkbox"/> CVs of proposed key personnel as per the requirement;</p> <p><input checked="" type="checkbox"/> Section 4: <b>Bid Submission Form</b> duly signed and stamped.</p> <p><input checked="" type="checkbox"/> <b>Section 5:</b> Documents Establishing the Eligibility and Qualifications of the Bidder</p> <p><input checked="" type="checkbox"/> Section 6: <b>Technical Bid Form.</b></p> <p><input checked="" type="checkbox"/> Section 7: Price schedule, properly filled in as per the format with company stamp and signature;</p> <ul style="list-style-type: none"> <li>• <b>Bidder <u>should</u> provide BOQ in PDF &amp; Excel formats.</b></li> </ul> <p><input checked="" type="checkbox"/> Section 11: <b>Filled technical compliance data sheets</b></p> <p>UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p>
27		Other documents that may be Submitted to Establish Eligibility	As per the evaluation criteria mentioned under 32
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<p>Technical bid should be prepared and documents submitted as per Section 2, Clause 15 (Instruction to Bidders) and as per Section 3a (Schedule of Requirements and Technical Specifications) and Section 3b (Related Services) and data listed under Section 6 Technical Bid Form;</p> <p>Please use the list of documents included into the set of Bid Documentation to determine the documents necessary for submission</p>
29	C.15.2	Latest Expected date for commencement of Contract	<p><b>Tentative 30<sup>th</sup> May, 2017</b></p> <p>Note: The Contractor must start the works within one-week timeframe upon receipt of signed notice of commencement from UNDP Project Engineer</p>
30	C.15.2	Maximum Expected duration of contract	<b>Ninety (90) Calendar Days</b> from the date of receipt of Award (Purchase Order (PO)/ Contract) from UNDP

31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Bidder only UNDP will award the contract who will be considered technically qualified and offers the lowest evaluated price.
32	F.34	Criteria for the Award and Evaluation of Bid	<p><b><u>Award Criteria</u></b></p> <input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications <input checked="" type="checkbox"/> Compliance on the following qualification requirements: <b><u>Bid Evaluation Criteria<sup>7</sup></u></b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Minimum 5 years’ of experience in construction/renovation/Rehabilitation works; <input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements; <input checked="" type="checkbox"/> Full compliance of offered equipment to the required technical specifications; <input checked="" type="checkbox"/> Minimum Average annual turnover for <i>three years (2013-2014-2015)</i> should be no less than <b>US\$450,000/-</b> <input checked="" type="checkbox"/> Minimum number of two similar projects in water sector undertaken over the past 5 years with contracts value and client details who may be contacted for reference; <input checked="" type="checkbox"/> Qualification of the Key personnel as per the following details: <input checked="" type="checkbox"/> Warranty on parts and services for a minimum period of <i>One Year</i> ; <b>Project Team Leader</b> A minimum of 5 years’ work experience in the Civil Engineering field, & must have handled at least 1 project of similar nature and complexity equivalent to this assignment. Should have a Degree in Civil Engineering and a member of a recognized Engineering Institution. CV must be attached. <b>One Electrical Engineer</b> A minimum of 3 years’ work experience in the electrical Engineering field, & must have handled at least 1 project of similar nature and complexity equivalent to this assignment. Should have a Degree in electrical Engineering and a member of a recognized Engineering Institution. CV must be attached. and <b>One Mechanical Engineer</b> A minimum of 3 years’ work experience in the mechanical Engineering field, & must have handled at least 1

<sup>7</sup> Pls. reconcile and ensure consistency with the contents of the Technical Specifications

			project of similar nature and complexity equivalent to this assignment. Should have a Degree in Mechanical Engineering and a member of a recognized Engineering Institution. CV must be attached
33	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> UNDP's receipt of Performance Bond <input checked="" type="checkbox"/> UNDP's approval of plans, drawings, samples, etc. <input checked="" type="checkbox"/> UNDP's Handover of Site to Contractor <input checked="" type="checkbox"/> Contract signature of the civil works by both UNDP and Contractor; <input checked="" type="checkbox"/> Provision of Liability Insurance as per clause 23 of the General Terms and Conditions for Works;
35		Other Information Related to the ITB <sup>8</sup>	N/A
36		Documents Establishing Conformity of Equipment Incorporated into the Works	<p>Where electrical and mechanical goods and equipment form part of the Works, the Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all equipment and related services, which the Bidder proposes to supply under the contract</p> <p>The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of detailed description of the essential equipment</p>

<sup>8</sup> Where the information is available in the web, a URL for the information may simply be provided.

			meeting the required specifications.
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## Section 3a: Schedule of Requirements and Technical Specifications

### ITB 097/17 - Rehabilitation Works of Renovation of 9 wells in Bahshiq and Bahzany Sub- Districts

#### Section 3a: Required Services

The proposed services focus on the Rehabilitation Works of Renovation of 9 wells in Bahshiq and Bahzany Sub- Districts - **Ninawa** Governorate.

The Contractor is required to perform the required **Civil works**, site works, including masonry works using solid concrete block: Supplying of materials, test and construction of walls with solid concrete blocks with cement mortar and filling all joints from inside and outside the walls with cement mortar. **Electrical Works:** Provision of materials, tools and manpower to Supply, install and all necessary for the completion of work for the installation of missing electrical fittings and electrical boards. **Mechanical Works:** Provision of materials including pumps, tools and manpower.

The Contractor shall visit the designated sites to be familiar with the condition of the work areas, the structures, it is the bidders' responsibility to acknowledge the site conditions before submitting the bids.

In general, the Contractor should be familiar with all current conditions and circumstances which may affect the work progress.

The Contractor shall implement the Project based on a detailed work plan which shall be approved by the Project Engineer. The contractor is expected to produce/performance works which conforms in quality/quantity and accuracy of detailed specification. The Contractor is to institute a quality control system to ensure adequate monitoring of the works progress at all times

To perform the proposed services, the Contractor will work in close coordination and consultation with the technical team at Renovation of 9 wells in Bashiq and UNDP Project Engineer.

#### TERMS OF DELIVERY

The Contractor is required to perform/execute rehabilitation, supply and installation of all other requirements according to the Bill of Quantities, and Technical Specifications within **Ninety (90) Calendar Days calendar days**.

## Section 3b: Related Services

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP
Exact Address of Delivery/Installation Location	Location sites for the 9 wells in Bahshiqa and Bahzany Sub- District - Ninawa Governorate.
Mode of Transport Preferred	<input type="checkbox"/> AIR <input checked="" type="checkbox"/> LAND <input type="checkbox"/> SEA <input type="checkbox"/> OTHER <i>[pls. specify]</i>
UNDP Preferred Freight Forwarder, if any <sup>9</sup>	<input checked="" type="checkbox"/> Not applicable
Distribution of shipping documents <i>(if using freight forwarder)</i>	<input checked="" type="checkbox"/> None
Delivery Date	<b>Maximum Ninety (90) Calendar Days after the award of the contract/Purchase Order and site hand over</b> (This includes supply, delivery, installation and commissioning at the site)
Customs, if needed, clearing shall be done by:	<input checked="" type="checkbox"/> Supplier
Inspection upon delivery	<input checked="" type="checkbox"/> Required
Installation Requirements	<input checked="" type="checkbox"/> Required
Testing Requirements	<input checked="" type="checkbox"/> Required
Scope of Training on Operation and Maintenance	<input checked="" type="checkbox"/> Required
Technical Support Requirements	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB technical requirements.
Payment Terms <i>(max. advanced payment is 20% of total price as per UNDP policy)</i>	<input checked="" type="checkbox"/> 100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice. <input checked="" type="checkbox"/> Testing: Fully functioning <input checked="" type="checkbox"/> Proof of Acceptance of Goods based on full compliance with ITB requirements.

<sup>9</sup>A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred courier may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

After-sale services required	<input checked="" type="checkbox"/> Warranty on Parts for minimum period of 1 (One) year. <input checked="" type="checkbox"/> Guarantee on manufacturing defects of the supplied equipment for 1 (One) year. <input checked="" type="checkbox"/> Technical Support Availability, as and when required <input checked="" type="checkbox"/> Provision of repairs and maintenance service from local supplier/agent in Iraq <input checked="" type="checkbox"/> Others: 1. Confirmation letter from the bidder to provide the Guarantee and Warranty cards/documents.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

## Section 4: Bid Submission Form<sup>10</sup>

***(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)***

---

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for **ITB 097/17** – 9 wells in Bahshiqa and Bahzany Sub- Districts - **Ninawa Governorate** in accordance with your Invitation to Bid dated *Insert: bid date*. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for *[insert: period of validity as indicated in Data Sheet]*.

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

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<sup>10</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

We remain, Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

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*[Please mark this letter with your corporate seal, if available]*

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## Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

### Bidder Information Form<sup>11</sup>

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of:  <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

<sup>11</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

# Joint Venture Partner Information Form (if Registered)<sup>12</sup>

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any): <a href="#">Click here to enter text.</a>		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. <a href="#">Click here to enter text.</a>		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

<sup>12</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

## Section 6: Technical Bid Form<sup>13</sup>

### ITB 097/17 – Renovation of 9 wells in Bahshiqa and Bahzany Sub- Districts - Ninawa Governorate

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

#### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

*This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.*

**1.1 Brief Description of Bidder as an Entity:** Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

**1.2. Financial Capacity:** Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

**1.3. Track Record and Experiences:** Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

#### SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES

*This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed*

<sup>13</sup> Technical Bids not submitted in this format may be rejected.



*description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.*

**2.1. Scope of Supply:** Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

Item No.	Description/ Specification of Goods	Source/ Manufacturer	Country of Origin	Qty	Quality Certificate/ Export Licenses, etc. (indicate all that applies and if attached)

*A supporting document with full details may be annexed to this section*

**2.2. Technical Quality Assurance Mechanisms:** The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

**2.3. Reporting and Monitoring:** Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

**2.4. Subcontracting:** Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

**2.5. Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

**2.6 Implementation Timelines:** The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.7. Partnerships (Optional):** Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

**2.8. Anti-Corruption Strategy (Optional):** Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

**2.9 Statement of Full Disclosure:** This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

**2.10 Other:** Any other comments or information regarding the bid and its implementation.

### SECTION 3: PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

<b>Name:</b>		
<b>Role in Contract Implementation:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Relevant Work Experience:</b>		
<b>Language Skills:</b>		
<b>Education and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>           Signature of the Nominated Team Leader/Member         </div> <div style="width: 35%; text-align: right;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>           Date Signed         </div> </div>		

## Section 7: Price Schedule Form<sup>14</sup>

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders. The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### BILLS OF QUANTITIES (BOQ)

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#	Item Description	Unit	Qty	Price\$	Total \$
	<b>Civil Works</b>				
1	Supply, materials, tools, equipment and manpower to demolish the damaged concrete rooms, works include removing all debris from the site to allocation approved by the local authority.	EA	4		
	اعمال الهدم والتنظيف : القيام باعمال تكسير الغرف المهتمة للابار ورفع الانقاض ورميها خارج حدود البلدية مع كل متطلبات العمل .				
2.A	<b>Construction of well rooms:</b> Supply, materials, tools, and manpower for the reconstruction of the well rooms with dimensions (6x4.5) m (four rooms) in accordance with the below items and enclosed drawing.				
	انشاء غرف للابار: للأبار بأبعاد ( 6×4,5 ) م , عدد أربعة غرف ( الكميات ادناه لأربعة غرف ) انظر الى المخطط رقم 1 وحسب الفقرات ادناه				

<sup>14</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

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#	Item Description	Unit	Qty	Price\$	Total \$
2.A.1	<b>Site cleaning and replacement the soil:</b> providing, equipment, tools, trucks and manpower for excavation in all types of soils for minimum of 50 cm depth for the whole area, clearance of the project site and cleaning of the surfaces before and after the completion of the project. Price should include backfilling with layers of approved material/tested sub-base mix up to appropriate levels and height according to the site work requirements. The layers thick should not exceed 20 cm, compacting each layer to reach 95% degree of compaction from the maximum density. The work includes leveling to appropriate level in accordance to specification with all the required works to complete the Job. (Contractor to prepare shop drawing prior of starting excavation)	m2	100		
	<b>تنظيف الموقع وتبديل التربة:</b> والمعدات والعدد والعمال لأجل حفر كل أنواع التربة لعمق لا يقل عن 50 سم لجميع المساحة المطلوبة مع التنظيف الكامل للانقاض قبل وبعد تسليم المشروع ومن ثم القيام بدفن المساحة بواسطة تكتلة جبسية متدرجة حسب المواصفات لنفس المنسوب مع الرش بالماء ومن ثم الحدل بشكل جيد لكي تصل الى نسبة أكثر من 95% من الكثافة الكلية . ويشمل العمل كل المتطلبات وحسب المواصفات لانجاز العمل. ( على المقاول تحضير مخططات تنفيذ الحفريات قبل البدء بالعمل )				
2.A.2	<b>Foundation excavation:</b> providing, tools, trucks and labors to excavate the footing with 60 cm width and 70 cm deep under natural level and leveling all sides and bottom of footing, price should include laying and compacting of a crushed stone layer of 10 cm and laying a nylon for all footings with all the required works to complete the Job.	m3	40		
	<b>حفر الأساسات :</b> للقيام بعملية الحفر للأساسات بعرض 60 سم وعمق 70 سم تحت منسوب الأرض الطبيعية مع تعديل أسفل الحفر والحدل مع كل متطلبات العمل مع فرش طبقة من الحجر المكسر وطبقة من النايلون وحسب المواصفات الهندسية.				
2.A.3	<b>Reinforced concrete for foundation:</b> Supplying materials, tools and manpower for casting reinforced concrete 1:2:4 foundations 60 cm width and 30 cm thick with Concrete Compressive Strength 280 kg/cm <sup>2</sup> , the price should include steel reinforcement with deformed steel bar of 12 mm no. 6 and stirrups bar dia 10 mm @250 mm c/c. and leveling the face of concrete with curing with all the required works to complete the Job.	m3	35		
	<b>الكونكريت المسلح للأساسات:</b> الأساس بالخرسانة المسلحة بعرض 60 سم وسمك 30 سم ومقاومة انضغاط 280 كغم / سم <sup>2</sup> والتسليح بحديد قطر 12 ملم عدد/6 مع حلقات بحديد قطر 10 ملم كل 25 سم وحسب المواصفات الفنية. مخطط رقم 2.				

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#	Item Description	Unit	Qty	Price\$	Total \$
2.A.4	<p><b>Masonry works solid concrete block under DPC:</b> Supplying materials, tools, and manpower for the construction of solid concrete blocks 15*20*40cm with cement mortar (1:3), the works includes filling all the joints with cement mortar (1:3) with all the required works to complete the Job.</p> <p>اعمال التكعيب بالبلوك: تجهيز مواد والقيام بالتكعيب باستخدام البلوك الصلب بارتفاع 50 سم وعرض 40 سم بمونة الاسمنت والرمل بنسبة 3:1 وفق الشروط والمواصفات الفنية مع اعمال الدفن بالتراب الى نهاية التكعيب وعلى شكل طبقات مع الحدل وحسب المخطط رقم 2 .</p>	m3	25		
2.A.5	<p><b>Masonry works using solid concrete block:</b> Supplying of materials, test and construction of walls with solid concrete blocks 15X20X40 cm with cement mortar (1: 3) and filling all joints from inside and outside the walls with cement mortar (1:3) the high of wall 2.7m and all job requirements to complete a good work.</p> <p>بناء الجدران بالبلوك: تجهيز مواد وبناء الجدران بالبلوك الصلب بعد اخضاعه للفحص المختبري ومونة الاسمنت والرمل بنسبة 3:1 وبسمك 20 سم وارتفاع 2.7 م وحسب المخطط رقم 3 وحسب المواصفات</p>	m2	240		
2.A.6	<p><b>Concrete works for slabs and beams:</b> Supply materials, tools and manpower to cast reinforced concrete 1:2:4(strength of materials 280kg/ cm2) for slabs 15 cm thickness and beams around the walls 20 cm width and 30 cm thick including a cantilever of 50 cm around the sides of the room and 1 m in the front, by using steel reinforcement 12mm dia @ 15/15 two direction two layer. and additional bars with grid of 15*15 cm, price include a drain for slab by using a PVC pipe from roof to ground dia 3" length 3 m, 1x1m opening in the ceiling, timber formworks and shuttering with all the required works to complete the Job.</p> <p>اعمال الكونكريت للسقوف والجسور الحولية: صب الاربطة والجسور والسقف والبيجات بالخرسانة المسلحة قوة التحمل لاتقل 280 كغم/سم2 ( الجسور عرض 20 سم , عمق 30 سم ) ( البيجات عرض 50 سم حول الغرفة والجهة الامامية 1 م ) السقف سمك 15 سم ) مع عمل فتحة في السقف مربعة الشكل بابعاد ( 1×1 ) م مع النصب للقالب الخشبي والتسليح وحسب المخطط رقم 3 مع تجهيز وتثبيت انبوب بلاستيك لتصريف ماء المطر طول 3 م قطر 3 انج.</p>	m3	38		
2.A.7	<p><b>Steel windows:</b> Supply materials, tools, and manpower to install steel window 1.5*1.5m, steel sheet 3mm, Price include installing of steel protection guard (1" dia at 15cm interval), steel frame 10cm, steel air vent 1*0.5m, painting with 2 layers of Anti rust, 3 layers of oil based paint, 4mm glass including putty, handless and all the related accessories with all the required works to</p>	EA	5		

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#	Item Description	Unit	Qty	Price\$	Total \$
	complete the Job.				
	شباك حديد: الحماية وبابعد (1.5×1.5) م مع تجهيز هوائية حديدية مع الحماية وبابعد ( 0.5×1 ) م مع الصبغ بمانع الصدأ ثم الدهان قاطين وباللون المناسب مع تجهيز وتركيب يدات زجاج سمك 4 ملم مع المعجون شاملا السعر القيام بتثبيت الشباك والهوائية في الاماكن المحددة لها , وحسب المواصفات والارشادات.				
2.A.8	<b>Steel doors:</b> Supplying materials , tools and manpower to install new steel double face doors size (3×2) m using plate gauge18(1.41mm) and steel frame size 2 " angle shape ( two doors) .The price include door lock, handle, insulation with Styrofoam, painting of steel door using 2 layers of anti-rust and 3 layers of oil painting with all required works to complete the Job.	EA	9		
	باب حديد: بابعد (3×2) م يكون مركوم من الجهتين بالليليت كيج 18 والملين حديد زاوية 2 " مع تجهيز ونصب الكيلون والاقفال والسراكي مع كافة اعمال الصبغ بمانع الصدأ ثم الدهان قاطين وباللون المناسب وحسب المواصفات الفنية.				
2.A.9	<b>Casting of floor:</b> Supply materials, tools and manpower for spreading and laying 10cm thick crushed stone and casting the floor by concrete 1:2:4 (20kg/cm2) thickness 15 cm to the exact level the work including the backfilling with 10cm subbase mixed and compaction with all the required works to complete the Job.	m2	108		
	صب الارضيات: بفرش طبقة من الحصو الخشن سمك 10 سم ثم القيام بصب الارضيات بالخرسانة الاعتيادية الصقيلة ونسبة 1:2:4 سمك 15 سم بعد الدفن بالتبليكة الجبلية سمك 10 سم مع الحدل الجيد ولمستوى التكعيب وحسب المواصفات				
2.A.10	<b>Walkways for well room :</b> Supplying materials , tools and man power for casting the walkways with concrete (1:2:4, 20MPa) the width 1 m and the thickness 15 cm, Backfilling the walkways with 10cm compacted subbase mixed and build the side of walkways by concrete blocks ( 40x20x15) cm , spreading and laying of crushed stone under the concrete cast with expansion joint every 3 m and filling the joint with mastic ( good quality) according the specifications with all the required works to complete the Job.	m2	96		
	المماشي لغرف الابار : صب المماشي بالكونكريت العادي عرض 1م سمك 15 سم مع الدفن بالتبليكة الجبلية سمك 10 سم مع الحدل الجيد مع عمل سكة من البلوك سمك 30 سم تحت القدمة مع فرش طبقة من الحصو الخشن تحت الصب مع عمل مفاصل تمدد للقدمة مع كل ما يتطلبه العمل وحسب المواصفات الهندسية وحسب المواصفات الفنية.				

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#	Item Description	Unit	Qty	Price\$	Total \$
2.A.11	<b>Cement plastering:</b> Supplying materials, tools and manpower for plastering the walls by cement mortar 1:3 (three layers) the work must have leveled from all sides (vertical and horizontal) by using a vertical level pads every 80 cm. the, price including cleaning the site with all required works to complete the Job.	m2	700		
	<b>البلخ بالاسمنت:</b> تجهيز المواد والعدد والأيدي العاملة اللازمة والقيام ببلخ الجدران الخارجية بمونة الاسمنت والرمل بنسبة 1:3 ويكون العمل بشكل مستوي باستخدام المساطر كل 80 سم بشكل شاقولي ومستوي ويكون العمل 3 طبقات ( الشربة وطبقة خشن ثم التنعيم) ويشمل العمل كافة الاحتياجات من السكالات وغيرها مع التنظيف وحسب المواصفات الفنية.				
2.A.12	<b>Plastic painting:</b> Supplying materials, tools and manpower for painting the exterior walls with three-layer of silicon (water proof), the job includes cleaning the walls and removing the dirt and dust before painting with all the required works to complete the Job.	m2	300		
	<b>الصبغ البلاستيكي :</b> تجهيز مواد والقيام بأعمال صبغ الجدران من الخارج بالأصباغ سليكوني (عازل للرطوبة) يكون العمل 3 قاط من اجود الانواع ويشمل العمل القيام بأعمال التنظيف الجيد وكل ما يتطلبه العمل .				
2.A.13	<b>Steel cover :</b> Supplying materials , tools and manpower necessary to install Galvanized steel cover for the well opening with 2" angle G.I steel frame, the thickness of plate (1.411 mm) gage 18, the price includes the locks , painting with double layer of anti-rust and then 3 layer oil paint according the specifications, with all the required works to complete the Job	EA	4		
	<b>غطاء حديد:</b> تجهيز غطاء حديدي مغلول لفتح البئر الموجودة في السقف مع ملين حديد مغلول زاوية 2 " وبليت كيج 18 مع عمل السراكي والقفل من الداخل مع اعمال الصبغ الدهني قاطين مع كل ما يتطلبه العمل وحسب المواصفات .				
2.A.14	<b>Emulsion Painting:</b> Supplying materials, tools and manpower necessary to paint the interior walls with three-layer of emulsion painting, the job includes cleaning the walls and removing the dirt and dust before painting with all requirements to complete a good work.	m2	400		
	<b>صبغ الاموشن:</b> تجهيز مواد والقيام بأعمال صبغ الجدران من الداخل بالأصباغ الاموشن من اجود الانواع ويكون العمل 3 قاط ويشمل العمل القيام بأعمال التنظيف الجيد وكل ما يتطلبه العمل .				

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#	Item Description	Unit	Qty	Price\$	Total \$
3	<p><b>Walkways and floors (From well to the rooms) :</b> Supplying materials, tools, and manpower to remove the old walkway, room and corridor floor, cleaning the site , excavation the walkway boundary and construction with solid concrete block 15*20*40cm with cement mortar 1:3, backfilling with layers not exceed 20cm using tested and approved mixed sub base to the appropriate level in accordance with site condition, compaction to 95% degree of compaction from the maximum density, casting 15cm thick concrete with 1:2:4 (20MPa) including B.R.C reinforcement 6mm thick at 20*20cm, and expansion Joints every 3m in each direction with all the required works to complete the Job.</p> <p><b>المماشي والممرات:</b> القيام باعمال رفع القدمات المتضررة وارضيات الغرف والمداخل ورمي الانقاض خارج حدود البلدية ومن ثم اعمال الحفر لاساس سكة القدمة وبناءها بالبلوك الصلب ومونة الاسمنت والرمل ومن ثم اعمال الدفن بالتراب الناعم التنظيف على شكل طبقات مع الحدل ومن ثم تجهيز مواد والقيام باعمال الصب للارضيات والمداخل والقدمات بالخرسانة المسلحة بطبقة من شبكة BRC وبنسبة خلط 4:2:1 شاملا السعر اعمال القالب الخشبي ولبخ جوانب القدمات بمونة الاسمنت 3:1 مع كل متطلبات العمل وحسب المواصفات الهندسية .</p>	m2	250		
4	<p><b>Reinforcement concrete base:</b> Supplying materials, tools, and manpower for casting reinforced concrete bad 3*3m and 25cm thick for the electrical generator, the price includes steel reinforcement 12mm dia at 20*20cm C/C double layers in both direction, with all the required works to complete the Job.</p> <p><b>قاعدة كونكريتية مسلحة:</b> تجهيز مواد وعدد وعمال ماهرين لاجل عمل قاعدة كونكريتية مسلحة لمولدة الكهرباء بابعاد ( 3*3 ) م وسمك 25 سم مسلحة بحديد تسليح طبقتين قطر 12 ملم بمسافات كل 20 بالاتجاهين للطبقتين وبنسبة مزج 4:2:1 مع اعمال الرش بالماء وحسب المواصفات ومع كافة المتطلبات.</p>	m3	25		
5	<p><b>Steel doors:</b> Supplying materials, tools and manpower to remove old steel doors and install new steel double face doors (2.2×1) m using plate gauge 18(1.41mm) and steel frame with a layer of Styrofoam insulation to be placed between the two faces. The price includes door lock, hinges, fixing a stopper on the floor or the wall, painting of steel door using 2 layers' anti-rust and 3 layers of oil painting with all requirements to complete a good work.</p> <p><b>الابواب الحديدية:</b> تجهيز مواد والقيام باعمال قلع الابواب القديمة وتركيب ابواب حديد جديدة ركم وجهين بابعاد (2.2*1) م كيج 18(1.41 ملم) مع الاطار والحشو من الداخل بالقفلين مع الكيلون ذو نوعية جيدة ويشمل العمل تركيب فتحات السقف مع صبغ الابواب صبغ اساس بطبقتين ودهني ثلاث طبقات مع كل ما يتطلبه العمل الجيد .</p>	EA	9		



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#	Item Description	Unit	Qty	Price\$	Total \$
6	<b>Excavation for line pipes:</b> Supply materials, tools, labors and equipment for excavation in all types of soils for minimum 100 cm depth for the pipes line with 60 cm width, the price includes removing of all trash and surplus material out of side the site to allocation approved by the relevant local authority and clean the site with all required works to complete the Job.	m.l	2,600		
	<b>الحفريات الترابية :</b> والمكانن اللازمة لحفر مسار الانابيب بعرض 60 سم وعمق 1 متر فوق الانابيب لانابيب 110 ملم , وفي جميع انواع التربة ( الصخرية والعادية) ويشمل العمل في جميع انواع الارضيات مع رفع جميع الانقاض ورميها في الاماكن المحددة من قبل المهندس المشرف.				
7	<b>Pipes Backfilling:</b> Supply materials, tools, manpower and equipment for backfilling the pipe trench using 15cm lean sand for bedding, and 10cm lean sand above the pipe, and the rest of the trench (65cm) with mixed subbase for the paved area, the price should include compaction of subbase in layers Not exceed 20cm, reinstatement the damaged area of concrete and asphalt, with all the required works to complete the Job.	m.l	2,600		
	<b>دفن الانابيب:</b> والمكانن والقيام بدفن الانابيب بالرمل الزراعي ( رمل حديقة) بسمك 15 سم تحت الانابيب وبسمك 10 سم فوق الانابيب للمناطق غير المبلطة بالكونكريت , ويشمل السعر الدفن بالتكلفة الجبلية للمناطق المبلطة بالكونكريت مع الحدل( بعد الدفن برتاب الحديقة ) واعادة المناطق المتضررة او المبلطة بالاسفلت او الكونكريت لمناطق التي حفرها لمسار الانابيب. وحسب المواصفات الهندسية.				
8	<b>Oil Painting:</b> Supplying materials, tools and manpower to paint the steel doors, windows, and internal walls skirting at 1.2 m height using 3 layers of oil paint, the price includes all requirements to complete a good work.	m2	300		
	<b>الصبغ الدهني:</b> العاملمة اللازمة للقيام بصبغ الابواب والشبابيك الحديدية بالاصباغ الدهنية وكذلك الجدران الداخلية بازارة بارتفاع 1.2م 3 طبقات شاملا السعر كل ما يتطلبه العمل الجيد .				
9	<b>Glass:</b> Supplying materials, tools and manpower to remove the damaged glass and paste then install 4 mm Glass with white (best quality) of paste with all the required works to complete the Job.	m2	10		
	<b>الزجاج:</b> العاملمة اللازمة للقيام بأعمال تركيب زجاج 4 ملم ابيض مع المعجون ذو نوعية جيدة ويشمل العمل التنظيف الجيد للزجاج المكسر وكل ما يتطلبه العمل الجيد .				

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#	Item Description	Unit	Qty	Price\$	Total \$
10	<b>Emulsion Painting works:</b> Supplying materials, tools and manpower necessary to paint the interior walls with three-layer of emulsion painting, the job includes cleaning the walls and removing the dirt and dust before painting with all the required works to complete the Job.	m2	750		
	أعمال الصبغ الاموشن: صبغ الجدران من الداخل بالأصباغ الاموشن من اجود الانواع ويشمل العمل القيام بأعمال التنظيف الجيد وكل ما يتطلبه العمل .				
	<b>Subtotal for Civil Works</b>				
	<b>Mechanical works</b>				
1	<b>Black steel tank with base:</b> Supplying tools, manpower and install black steel fuel tank with capacity 1300lt, gauge 16, cylindrical shape, the price should include steel base for the tank 1.5*1.5m, 3m height, painting the base using 2 layers of anti-rust paint and 3 layers of oil based paint, with all the required works to complete the Job.	EA	9		
	<b>خزان حديد مع القاعدة:</b> تجهيز ونصب خزان حديد أسود سعة 1300 لتر اسطواناني للوقود يوضع على قاعدة حديدية مناسبة ( حسب متطلبات الموقع) مع أعمال الصبغ للقاعدة الحديدية بمانع الصدأ والدهان ثلاثة طبقات وكل ما يتطلبه العمل وحسب التوجيهات.				
2	<b>Submersible pump:</b> Supply and install a good brand submersible pump for the wells as per enclosed specification for pump H= (120-140) m, Q= (30-35) M3/hr., (sp 17-30) with all the required works to complete the Job.	EA	9		
	<b>مضخة غاطسة:</b> غاطسة للآبار من النوع الجيد اوربي المنشأ وبالمواصفات التالية : م/3 ساعة (h=120-14) sp17-) Q=30-35 ( , (30) متر مع كل متطلبات العمل وحسب المواصفات				

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#	Item Description	Unit	Qty	Price\$	Total \$
3	<p><b>Installation of pumps and cables for the wells :</b> Supplying materials, tools and labors to remove and dismantle the old submersible pump including all pipes and fitting and install the new submersible pump with all pipes and cable to operate the pump the size of cable ( 4x10) mm2 suitable for well with length 135 m between submersible pump and operation system and supply, install with test the cable size ( 16x4) mm2 with operation system and resource with length 40 m, with all requirement to install the galvanized steel pipes suitable for well the diameter 3 " with all valves, fitting and all requirement for work according to the specification.</p> <p><b>نصب طواقم اليازر:</b> رفع الغاطس القديم مع الانابيب بالكامل من البئر مع تنزيل الطاقم الجديد مع الانابيب والكيبيلات شاملا السعر القيام باعمال تجهيز وربط الكابل الجديد قياس 10x4 ملم نوع شعري دبل مطاطي خاص بالابار وبطول 135م بين الغاطس ومنظومة التشغيل وتجهيز ونصب كيبيل 16x4 ملم بين منظومة التشغيل ومصدر الطاقة بطول 40 م مع كل متطلبات العمل من تجهيز ونصب انابيب حديدية مغلوطة نوع ثقيل خاصة بالابار قطر 3 عقدة من منشأ جيد. وتجهيز ونصب اقفال ومواد مانية ومواد الربط وكل متطلبات العمل وحسب الشروط والمواصفات الفنية.</p>	EA	9		
4	<p><b>Chlorine System:</b> Supply, Install, test and operate the gas chlorine capacity 50 L / Hr. (European brand) with plastic tank 500 liter and suitable electric mixer with starter. The work includes all the fittings, pipes 10 bar, valves and all requirement to connect this system with feeding pipe according the specification.</p> <p><b>منظومة الكلور:</b> تجهيز وتركيب وفحص منظومة حقن الكلور سعة 50 لتر / ساعة من منشأ اوروبي جيد مع خزان بلاستيكي سعة 500 لتر مثبت عليه الخلاط الكهربائي المناسب مع لوحة التشغيل الكهربائي. شاملا السعر كافة اعمال الربط وتجهيز الانابيب البلاستيكية بضغط 10 بار والخاصة باجهزة الكلور مع الملحقات واقفال التحكم مع كل مايتطلبه العمل حسب المواصفات الفنية</p>	EA	9		
5	<p><b>Polyethylene pipes:</b> Supply materials, tools and manpower to install polyethylene pipe (Black color) type (HDPE 100 SDR 11 , PN16 BAR) for water supply with outside diameter 110mm, 10mm thick, density 3.14 kg/m. Connect all pipes and fittings by electro fusion (All pipes, fittings, and Joint should be from the same manufacturer), the price should include pressure test not less than 16 bar for 24 hour to ensure No leakage on the installed pipeline, with all the required works to complete the Job. (As per the enclosed technical specifications)</p>	m.l	2600		

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#	Item Description	Unit	Qty	Price\$	Total \$
	<p><b>انابيب بولي اثيلين:</b>                      لون اسود ( 11 SDR, HDPE 100 , PN 16 BAR ) . الخاص بمياه الشرب قطر خارجي 110 ملم , سمك 10 ملم , بكثافة وزن 3.14 كغم/ م . ويكون الربط بطريقة ( electro fusion ) على ان يكون السلك الداخلي ظاهريا لجميع الملحقات ويتم الربط على المصدر واجراء الفحص الهيدروليكي للشبكة ( حسب المواصفات ) مع كافة الملحقات من اقفال وعكس وغيرها ويشمل السعر كافة الفحوصات لجميع القطع ومطابقتها للمواصفات . (على ان تكون الانابيب والقطع من نفس الشركة المصنعة )</p>				
6	<p><b>Polyethylene valves:</b>                      Supplying materials, tools and install polyethylene Gate valves PN (16 bar) type (flap PE shut -off valve) with all the required fitting needed to connect the valve and pipes by (electro fusion) the price include all molds and supply the spindle and stainless steel shaft with surface box cover valve according the specifications with all the required works to complete the Job.</p> <p><b>اقفال بولي اثيلين:</b>                      تجهيز ونصب اقفال بولي اثيلين ( 16 بار ) من نوع قفل بوابة ( shut- off valve flap PE ) منشأ اوريبي مع تجهيز كافة الملحقات اللازمة للربط مع الانابيب بطريقة ( electro fusion ) ويشمل السعر عمل قوالب التقوية مع تجهيز spindle منشأ اوريبي شفت التوصيل بين القفل والسطح الخارجي من نوع ستانلس ستيل مع غطاء لصندوق الخدمة لاكمال العمل</p>	EA	4		
	<b>Subtotal for Mechanical works</b>				
	<b>Electricals Works</b>				
1	<p>providing, materials, labor and tools to install the lighting system for rooms of well for four rooms as details below:</p> <p>تجهيز وتركيب تراكيب الانارة لغرفة الابار وحسب التفاصيل ادناه بالكميات لاربعة غرف</p>				
1.1	<p><b>Cable:</b>                      providing, materials, labor and tools to connect the cable size (4x25) mm2 from transformer circuit to the room of wells and connect the changeover if generator existing. With all requirement</p> <p><b>كابل:</b>                      تجهيز وربط كابل حجم ( 4 × 25 ) ملم 2 من قاطع المحولة الى غرفة البنر والربط على الجنج اوفر في حالة وجود مولدة</p>	m.l	100		
1.2	<p><b>Fluorescent:</b>                      Supplying materials, tools and manpower, to install, connect and commissioning best quality of fluorescent base 120 cm (4 Foot) with Lamp, and starter using cable 2*1.5mm and all accessories needed with all requirements to complete a good work.</p> <p><b>فلورسنت :</b>                      تجهيز المواد والعدد والايدي العاملة اللازمة لتركيب وفحص وتشغيل قاعدة فلورسنت 120 سم مع المصباح والستارتر شاملا السعر كل ما يتطلبه العمل .</p>	EA	36		

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#	Item Description	Unit	Qty	Price\$	Total \$
1.3	<b>External lighting:</b> Supplying materials, tools and manpower to install and connect best quality of external light lamp (mercury type) 400 W using cable 2*1.5 mm and all accessories needed with all requirements to complete a good work.	EA	9		
	انارة خارجية : تجهيز وربط وتشغيل انارة خارجية ( كلوب زئيفي) مع الاسلاك ( 2*1.5 ) ملم 2 منشأ جيد مع كافة المتطلبات				
1.4	<b>Switch plug:</b> Supplying materials, tools and manpower to install, connect and commissioning best quality of 13A switch plug using screws, cable 2*2.5mm <sup>2</sup> and all requirements to complete a good work.	EA	17		
	ماخذ كهرباء : تجهيز المواد والعدد والايدي العاملة لتتركيب وربط بلك سويج 13 امبير باستخدام البراغي والكابل 2*2.5 ملم شاملا السعر كل ما يتطلبه العمل .				
1.5	<b>Circuit breaker:</b> Supplying materials, test, install and connect the circuit breaker (branch circuit 20 A for each circuit) from good brand with all requirement.	EA	16		
	قاطع دورة: تجهيز وربط وتشغيل قاطع دورة ( سركت فرعي سعة كل قاطع 20 امبير) من منشأ جيد مع كافة المتطلبات				
2	<b>Starter:</b> Supplying starter 22 Kw, 100 Amper (European brand) contain for protection device and phase failure, gauges for current and voltage, indicating lamps and all fitting with all requirement for work.	EA	9		
	ستارتر: تجهيز ستارتر 22 كيلو واط 100 امبير نوع رصين يحتوي على اجهزة حماية وفيزفلر ويحتوي على محولتين مع مقياس التيار والفولطية ومصباحي الاشارة وكافة الملحقات وتكون الكوننكرات من منشأ جيد مع كل متطلبات العمل.				
3	<b>Change over:</b> Supplying, and install change over 100 Amper (European brand) the price include the testing and cables for connection and all requirement for works.	EA	9		
	مفتاح تحويل ذو خطين: تجهيز وتركيب جنج او فر سعة 100 امبير نوعية جيدة من منشأ جيد مع كل متطلبات العمل واعمال الفحص والكيبلات وحسب الشروط والمواصفات الفنية.				

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#	Item Description	Unit	Qty	Price\$	Total \$
4	<b>Generator:</b> Supply, install and operate generator of 35 KVA, Prime Power, and 400-volt muffler the engine must be Perkins with European generator full automatic with all mechanical and electrical connection, according the specifications with all accessories fitting from gauges, cables and spare parts with changeover 160Amps with all requirements for good work.	EA	9		
	<b>المولدة:</b> مولدة كهربائية نوع كاتم للصوت بقدرة 35 KVA, فولتية 400 فولت ذات محرك بيركنز انكليزي مع راس توليد نوع اوريبي فول اوتوماتيك اصلي المنشأ بعد المصادقة على الكتلوكات وكل الاعمال الميكانيكية والكهربائية والكابلات وحسب الشروط والمواصفات الهندسية مع كافة الملحقات من الكيجات والمؤشرات والكابلات والمواد الاحتياطية مع جنج اوفر 160 امبير. مع كافة الملحقات وحسب المواصفات				
5	<b>Transformer:</b> supply, operate, test and install electric transformer 100 kVA type and the work include to install the transformer on (H pole) and connect it with the main network 11 KVA, and supply main panel board with circuit breaker 160 Amper (adjustable ) ( European or turkey) with steel box size (100x80) cm and make an earth and connect it with all pieces and all safety with all requirement to connect the wires and isolation according the specifications and instruction.	EA	4		
	<b>محولة كهربائية:</b> وفحص محولة كهربائية ذات قدرة 100 kVA نوع تركي او الماني او انكليزي المنشأ ويشمل العمل كافة الملحقات المطلوبة لنصب المحولة على اعمدة (H POLE) وربطها مع الشبكة الكهربائية على خط 11 kVA , تجهيز وربط بورد رئيسي وقاطع دورة رئيسي حجم 160 امبير قابل للمعايرة نوع الماني او فرنسي او انكليزي يوضع ويثبت داخل بورد مع عمل الارضي والتوصيل مع كل عناصر الامان والمساعدات لكل مايتطلبه العمل لايصال اسلاك وعوازل والملحقات الاخرى وحسب المواصفات الفنية شاملا السعر كافة المتطلبات وحسب المواصفات الفنية				
6	<b>Electric pole:</b> Supplying materials, tools and manpower to install an electric pole (high tension) high 11 m to get the electricity to the wells. The works including the isolation and fitting with all requirement according the specifications.	EA	24		
	<b>اعمدة الكهرباء:</b> تجهيز ونصب اعمدة ضغط عالي مغلوقة لايصال الكهرباء من المصدر الى مواقع الابار شاملا السعر تجهيز كافة الاسلاك والفناجين والعوازل والملحقات الاخرى وحسب المواصفات والارشادات.				
	<b>Subtotal for Electricals Works</b>				
	<b>Total</b>				

Warranty for a period of one year: Yes: -----, No: -----

Delivery & Installation within **Ninety (90) Calendar Days**: Yes:-----, No: ----- days

Authorized Dealership in Iraq for the offered equipment: Yes\_\_\_\_\_, No: \_\_\_\_\_

Brand of the Transformer set (*attach catalogues/Brochures*): -----,

Brand of the Air Conditioners (*attach catalogues/Brochures*): -----

Brand of the Generator (*attach catalogues/Brochures*): -----

Brand of the Submersible pumps (*attach catalogues/Brochures*): -----

Name of Bidder: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Name of authorized signatory: \_\_\_\_\_

E-mail: \_\_\_\_\_

Stamp of the Company \_\_\_\_\_

## Section 8: FORM FOR BID SECURITY

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

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To: UNDP  
*[Insert contact information as provided in Data Sheet]*

WHEREAS *[name and address of Contractor]* (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated [Click here to enter a date.](#) , to deliver goods and execute related services for *[indicate ITB title]* (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bid;
- c) Fails to comply with UNDP’s variation of requirement, as per ITB Section F.3; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee]* *[in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until 30 days after the date of validity of the bids.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .....

Name of Bank .....

Address .....



## Section 9: FORM FOR PERFORMANCE SECURITY<sup>15</sup>

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS *[name and address of Contractor]* (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. Click to enter dated Click to enter , to deliver the goods and execute related services Click here to enter text. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .....

Name of Bank .....

Address .....

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<sup>15</sup> If the RFP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder's Bank will issue shall use the contents of this template

## Section 10: Form for Advanced Payment Guarantee<sup>16</sup>-(Not Applicable)

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

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\_\_\_\_\_ [Bank's Name, and Address of Issuing Branch or Office]  
**Beneficiary:** \_\_\_\_\_ [Name and Address of UNDP]  
**Date:** \_\_\_\_\_ ++++++  
**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_

We have been informed that [name of Company] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the contract] dated [insert: date] with you, for the provision of [brief description of ITB requirements] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in words] ([amount in figures]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in words] ([amount in figures])<sup>17</sup> upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number \_\_\_\_\_ at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the \_\_ day of \_\_\_\_\_, 2\_\_, 20\_\_ whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

\_\_\_\_\_  
[signature(s)]

**Note:** *All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.*

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<sup>16</sup> This Guarantee shall be required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor's Bank must issue the Guarantee using the contents of this template.

<sup>17</sup> The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currency/ies of the advanced payment as specified in the Contract.

## Section 11- Technical specifications for equipment required

### Technical Compliance

**The following Technical data shall be furnished and filled by the bidders:**

#### **Compliance Sheet of Renovation of 9 wells in Bahshiq and Bahzany Sub- Districts**

#### Compliance Sheet (Electrical works)

##### Item 4 -General 35kVA generator – prime power

#	Description	UNDP specifications	Bidders Offered specification
1-	Make:	Original manufacturer or assembled under the authorization of original manufacturers	
2	Name of manufacturer		
3-	Country of origin		
4-	Reference standards:	IEC/ISO	
5-	Ambient temperature:	Maximum:55/C Minimum: -10/C	
6-	Relative Humidity:	92% maximum	
7-	Altitude:	1000M above MSL	
8-	System Voltage:	400V	
9-	No of phase:	3PH	
10	Frequency:	50Hz	
11-	Guarantee:	one year ,1000HR / operation	
12	Generator output Range	35 KVA prime power	
13	Main MCCB breaker	4pole A...	
14-	Daily base tank	Minimum 8 -10-hour fuel capacity	
15	Submit Manufacturers' certification:		

##### Item 5-Distribution Transformer 11/0.416 kV 100 KVA

No	Description	UNDP required specifications	Bidders Offered specification
1	Make/Brand/Model:		
2	Name of manufacturer		
3	Type:	Oil-immersed hermetically sealed - bolted type	
4	Country of origin		
5	Reference standard	IEC 60076-1, 2,3,5,8,	

		IEC 60214, IEC 60137	
6	Ambient temperature:	Maximum:55/C Minimum: -10/C	
7	Air humidity:	92% maximum	
8	Altitude:	1000M above MSL	
9	Number of poles	3	
10	Indoor or outdoor	Outdoor	
11	Highest system voltage	12 kV	
12	Short circuit current on 11 kV side	25 KA	
13	11 kV system earthing	Neutral isolated / earthed through a resistor	
14	Low voltage side earthing	Neutral solidly earthed	
15	Voltage Ratio	11/0.416 KV	
16	Type of cooling	ONAN	
17	Rated power - Continuous	100 kVA	
18	Rated Frequency	50Hz	
19	Altitude:	1000M above MSL	
20	Impedance voltage at 75 deg at nominal tap	To completed upon manufacturer	
21	Nominal Voltage of winding a) H.V.	11 kV	
	b) L. V	0.416 kV	
22	Insulation level 11 kV a) Lightning Impulse	75 kV	
	b) AC power frequency	28 kV	
23	Insulation level LV -phases/neutral AC power frequency	3 V	
24	Winding temperature rise at rated power	50 C	
25	Top oil temperature rise at rated power	45 C	
26	No load loss in	.....KW	
27	Load loss at full load at 75 deg temperature	.....KW	
28	Guaranteed magnetizing current	.....A	

29	Maximum flux density in iron at rated frequency and at rated voltage ratio at nominal voltage	$\leq 1.65$ Tesla	
30	Maximum current density in windings at rated power a) H.V. winding b) L.V. winding		
31	No load current at rated voltage	...A	
32	Material of windings	Copper	
33	Type of winding a) H.V. b) L.V.		
34	Type of insulation of winding a) H.V. b) L.V.		
35	Type of insulation of a) Core assembly b) Core laminations		
36	Thickness of transformer a) tank b) sides c) bottom	Minimum 3 mm Minimum 3 mm Minimum 3 mm	
37	Thickness of radiator plates and for cooling tube	..... mm	
38	Winding connection a) H.V.  b) L.V.	Delta  Star (Neutral brought out)	
39	Vector group symbol	Dyn11	
40	Type of core		
41	Core sheet materials		
42	Tap changer	Off-load tap changer with 5 positions in the HV winding giving $\pm 2 \times 2.5 \%$ .	
43	11 kV side terminal arrangement	Clamp type for terminating up to	

		150 mm <sup>2</sup> copper conductor	
44	Low voltage terminal arrangement	Suitable for terminating copper cables of cross section area 6x1x95+1x70 mm <sup>2</sup> (1 hole per phase)	
45	Test pressure of oil leak test of tank		
46	Noise level at 0.3 m distance		
47	Transformer oil		
1	Type of oil	IEC60296 class 1	
2	Manufacturer		
3	Place of manufacture		
4	Manufacturer's type designation		
5	Applied IEC standard	IEC 60296	
6	Kinematic viscosity mm <sup>2</sup> /s		
	At 40 deg	≤ 16.5	
	At -15 deg	≤ 800	
7	Flash point	≥ 140 C	
8	Pour point	≤ - 30 C	
9	Density at 20 deg C – kg/dm <sup>3</sup>	≤ 0.895	
10	Breakdown strength	kV	
48	Dimensions of transformer	L 1230 (mm) x W 700 (mm) x H 1300 (mm)	
49	Weight of transformer	kg	
50	Type of corrosion protection on steel parts a) Inside tank b) Outside tank	Oil resistant paint Metalized, aluminum paint or equivalent	
51	11 kV bushings		
1	Name of manufacturer		
2	Make/Brand/Model:		
3	Reference standard	IEC 60137	
4	Type of bushing		
5	Rated current	A	

6	Rated voltage	KV	
7	Material	Porcelain	
8	Color	Brown	
9	Creepage distance		
52	L V bushings		
1	Name of manufacturer		
2	Make/Brand/Model:		
3	Reference standard	IEC 60137	
4	Type of bushing		
5	Rated current	A	
6	Rated voltage	KV	
7	Material	Porcelain	
8	Color	Brown	
9	Creepage distance		
53	Warranty period	One year	
<b>54</b>	<b>Submit Manufacturer certification:</b>		
<b>55</b>	<b>Submit type test certificates or reports:</b>		
<b>56</b>	<b>Submit Detail drawings, drawings of HV and LV bushings, details of accessories, brochures and catalogues:</b>		

### **Compliance Sheet (Mechanical works)**

**The following Technical data shall be furnished and filled by the bidders:**

#### **Item 2 Submersible pumps**

##### **Motor**

<b>No.</b>	<b>Description</b>	<b>UNDP Requested specifications</b>	<b>Bidders Offered specification</b>
<b>1-</b>	<b>Rated voltage</b>	:380V-400V	
<b>2-</b>	<b>No of phase</b>	: 3PH Y/D	
<b>3-</b>	<b>Frequency</b>	50Hz	
<b>4-</b>	<b>Make</b>	Original manufacturer	
<b>5-</b>	<b>Type:</b>	Grandfos, willo, Lowara or equivalent	
<b>6-</b>	<b>Rated speed</b>	2850 rpm	
<b>7-</b>	<b>Rated power</b>	18 – 20 KW	
<b>8-</b>	<b>Rated current</b>	According to manufacture	

No.	Description	UNDP Requested specifications	Bidders Offered specification
9-	Cos phi	0.83-0.80	
10-	Start method	Star – Delta	
11-	Enclosure class	(IEC 34-5) IP 68	
12-	Insulation class	F	
13-	Motor Protect	Control panel	
14-	Thermal Protection	: External	
15-	Built-in temperature transmitter	: yes	

### - Split Air-Conditioning Units (Cool & Hot)

UNDP specifications		Bidders' Offered specifications
Wall mounted split air-conditioning unit 24,000 BTU (2 Ton)		
Cooling & Heating		
Cooling Capacity: 2 Tons		
Compressor Type: Rotary		
Coverage Area: 30-50 m <sup>2</sup> used a friendly environmental gas.		
Air Swing & Remote Control		
Filter Type: Washable		
Voltage: 220V-50Hz		
	Submit Manufacturer certification:	
	Submit Detail drawing brochure catalogue	



### Suction Pump

No.	Specifications	UNDP Required Specification	Bidders Offered specification
1	Pump type	Deep well pump	
	No. of stages	Multi Stages	
2	Manufacturer/Make:	Granados ,willo, Lowara or equivalent	
3	Type:	Original manufacturer	
4-	Pump liquid:	Well Water	
5	Rated flow	30 -35 m3/h	
6	Rated head	<b>120 -140 m</b>	
7-	Shaft Materials	Stainless steel	
8	Impeller & Stages:	<b>Stainless steel</b>	
9	External Casing	Stainless steel	
10	Wear Ring	Bronze	
11	Temperature	-5 to 40 C	
12	Shaft	Stainless steel	
13	Sand Content Max	100g/m3	
14	Submit Manufacturer certification and test reports	Submit Manufacturer certification and test reports	
15	Outlet diameter	3 “ (inch)	
16	Submit Detail drawing brochure catalogue:	Submit Detail drawing brochure catalogue:	
17	Certification of origin	Certification of origin	

**SEC ( 2) Item 4- Chlorine system unit**

No.	Description	UNDP Requested specifications	Bidder offer
1	Chlorinator	Cabinet type	
2	Application:	drinking Water Treatment	
3	Working temperature:	-5C to 50C	
4	Type	Wall mounted	
5	Manufacturer/Make	Grondfos,willo ,Lowara or equivalent	
6	Product Name:	Chlorine Gas Dosing system	
7	Dosing Capacity	50Lit/hr	
8	Dosing tank:	500 Lit	
9	Material of tank	Polyethylene	
10	Mixing Motor	0.45kw	
11	No of Phase	1 single 220v/50HZ	
12	Motor speed	1500 rpm	

**Compliance Sheet (Mechanical works)**

**SEC (2) Item 5- Polyethylene 4” pipe (Pipes, fittings and Joints should be from the same manufacturer)**

No.	Description	UNDP Requested specifications	Bidder offer
1	Material	HDPE SDR 11	
2	Material Approved	By (NSE)	
3	Manufacture test	Mini 1600 psi according to ASTM D2837	
4	Application:	Portable Water	
5	Color	Black	
6	Diameter	110 mm ASTM F714	
7	Thickness	10mm ASTM D3035	
8	Density	Mini 3.14kg/m ASTM 1505	
9	Type of connection	Electro fusion	
10			

## **Section 12: Contract & GENERAL TERMS AND CONDITIONS FOR WORKS**

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Annex I\_General  
Terms and Conditions

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