



Invitation to Bid for “WASH facility rehabilitation, care and maintenance, water tank repairs, access for disabilities and improving privacy for 1,200 IDPs and returnee families living in informal settlements in Zakho (Derabon, Khrababke & Peshabir) and Sumel (Khanke, Khirshin, Khirshin center, Rkava, Rkava center, Batel, Basitke, Shekh Khidir and Shekh Khidir center)”

INVITATION TO BID ITB/HD-IHF/SI/2021/011

DATE OF ISSUANCE: 20th October 2021

CLOSING DATE AND TIME: 17th November 2021, 12:00 PM

1. BACKGROUND

Harikar NGO, and IHF/SI partner in order to do a project of WASH facility rehabilitation, care and maintenance, water tank repairs, access for disabilities and improving privacy for 1,200 IDPs and returnee families living in informal settlements in Zakho (Derabon, Khrababke & Peshabir) and Sumel (Khanke, Khirshin, Khirshin center, Rkava, Rkava center, Batel, Basitke, Shekh Khidir and Shekh Khidir center). The provision of this service is planned under IHF/SI and implemented by Harikar NGO.

The **Iraq Humanitarian Fund** (IHF, formerly known as the Iraq Humanitarian Pooled Fund) is a pooled fund led by the Humanitarian Coordinator (HC) and managed by OCHA. Established in June 2015, the IHF quickly became one of the world's largest country-based pooled funds (CBPFs). The fund supports humanitarian partners responding to the complex and dynamic crisis in Iraq, including through direct funding to national front-line responders.

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

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

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

2. BID INFORMATION

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

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





2.1. REQUESTS FOR CLARIFICATION

Bidders are to submit any requests for clarifications/questions with respect to this ITB by Email to aram@harikar.org (0750-323-1674) (Aram), Harikar Procurement Officer) on or before 17th of November 2021, 12:00 PM. Correspondence with any other **HARIKAR NGO**, and **IHF/SI** staff member or contractor in respect of this ITB is not permitted and may constitute grounds for disqualification.

IMPORTANT: Bid Submissions are not to be sent to the e-mail address above. Inclusion of copies of your offer with any correspondence sent directly to any other address than the address indicated below will be disqualified. You will find the submission email address in the "Submission of Bid" Section 3 of this ITB. The Offers must bear your official letterhead, clearly identifying your company. Bids should be delivered in sealed and stamped envelope to **HARIKAR NGO** at Media Q. Australia Street.

2.2. CONTENT OF THE TECHNICAL AND THE FINANCIAL OFFER

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

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

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

HARIKAR NGOs standard payment terms are within 30 days after satisfactory delivery of kits to the location in good quality and confirmed with a Harikar Goods Received Note. Payment will be managed by the Harikar NGO Finance Team.

Note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.3. BID EVALUATION

1. The evaluation of bids submitted by vendors will be based on the following:

a. Tender dossier completion including the following

- i. Completed tender document including:
 - i. Valid company registration
 - ii. Company CV with staff key staff profile
 - iii. Tax clearance





iv. Bank account with recent bank statement (not less than 1 month)

II. Sealed priced offers

- b. Technical bid evaluation as per the Annex C1 criteria's, please fill out Annex C2 the technical evaluation form to evaluate your company.
 - c. Financial evaluation (value for money)
2. Bidder who failed to submit a complete tender dossier will be disqualified and disregarded; only bidders with complete dossier will be evaluated technically. Only the bidders passed the technical evaluation will be qualified for the financial evaluation.
 3. Bidders, with the best value for money and the highest technical capacities as per the technical evaluation matrix will be evaluated to recommend the first and second winners.
 4. Harikar NGO is not obliged to select the lowest bid.

IMPORTANT:

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

3. BID SUBMISSION / DEADLINE AND BID ACCEPTANCE

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

The Technical and Financial Offers shall be clearly separated.

Submission Deadline: 17th of November 2021, 12:00 PM

Opening of bids: 18th of November 2021, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-IHF/SI/2021/011
- Name of your firm

IMPORTANT:

Any bid received after this date or sent to another address may be rejected. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously. It is each bidders' responsibility to verify that bids in envelopes have been received properly before the deadline.

Harikar NGO reserves the right to accept the whole or part of your bid. Harikar NGO is not obliged to select the lowest priced bid. Harikar NGO may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by Harikar NGO at its own initiative or in response to a clarification requested by a prospective supplier.





Note that Harikar NGO is not bound to select any of the firms that are submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to Harikar NGO's needs, as well as conforms to its general principles, including efficiency to maximize economies of scale.

Name of Company:

Contact Person:

Tel. numbers:

Email:

Address of the company:

Signature/ Stamp

Date:





Annex A

SCOPE OF WORKS

IHF WASH PROJECT

For WASH facility rehabilitation, care and maintenance, water tank repairs, access for disabilities and improving privacy for 1,200 IDPs and returnee families living in informal settlements in Zakho (Derabon, Khrababke & Peshabir) and Sumel (Khanke, Khirshin, Khirshin center, Rkava, Rkava center, Batel, Basitke, Shekh Khidir and Shekh Khidir center)

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

Introduction:

The provision of construction referred to in the Bills of Quantities are planned under IHF funded project and implemented by Harikar NGO. The work includes the **Rehabilitation of WASH facilities and water storage tanks in the project targeted areas in Zakho and Sumel districts.**

Scope of Works:

Supply all labor, materials and equipment for completion of above specified facilities in the identified locations, including all the required finishes to the approval of Harikar NGO's Engineers as described in the Bills of Quantities.

The duration for the implementation of the project is (50 calendar days) take effect on the date both Parties have signed this Contract, no liability (maintenance) period is required.

BoQ is considered as the essential part of scope of work where all items are specified in details, uncleared items could be asked through Harikar's procurement team.

Awarded company will be required to hire labors/workers and skilled workers from the community itself (IDPs and Returnees), then they will be presented to the community through Harikar's project staff as an exit strategy of the project.

Awarded company will be required to take into consideration Humanitarian protection standards through project implementation (Child protection and GBV).

Awarded company has to commence the project in all areas simultaneously where the project work plan will be considered one of the bid analysis criteria.

The company has to have site monitors/representatives or engineers in order to make the process of the site handover, implementation and final measurements easier and coordinate daily matters with project staff.

The company will be responsible of their manpower and other staff's safety and security in the field and also is responsible to fix any defects done to the community properties by company staff.





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Other Consideration:

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

Deposit	Winner shall give Harikar NGO an amount (10% of the project budget) upon signing the Contract. The security deposit shall be released after Issuance Certificate of Final Completion has been issued by Harikar. The amount will be returned back to the contractor after Six Months after completion for quality assurance of the work.
Workbook	A Work Book shall be kept at the site, duly filled out and all pages numbered. The Harikar Engineer has the authority to issue new orders, and instructions to the Contractor as required and the Contractor shall be bound to follow such orders, drawings and instructions. In the Workbook, every order shall be dated and signed by the Engineer and the Contractor, in order to account for its receipt.
Programme of Work	A detailed Programme of Work showing the order of procedure and the method in which the Contractor (Bidder) proposes to carry out the Works shall be submitted as part of the bidders' technical proposal. In preparing his Programme of Work the Contractor shall pay due regard to the priority required by certain works. Should the Engineer, during the progress of work, require further modifications to the Programme of Work, the Contractor shall review the said program.
Weekly Site Meeting	A weekly site meeting will be held between the Harikar NGO Project Engineer, if any, the representative of the Contractor and the Engineer or the Engineer's Representative, in order to verify that the Works are progressing normally and are executed in accordance with the Contract.
Returns on Labor	The Contractor shall, if required by the Harikar Engineer, provide a report showing the supervisory staff and the numbers of the several classes of labour employed by the Contractor on the Site at any given work time.
Rate of Progress	A weekly progress report is to be handed over to the Harikar engineer in written form every Thursday by 12.00 hrs, clearly specifying the work completed in that week, and the percentage of the project completion. The whole of the materials, plant and labour provided by the Contractor and the mode, manner and speed of execution and completion of the Works are to be of a kind and conducted in a manner to the satisfaction of the Engineer. Should the rate of progress of the Works or any part thereof be at any time in the opinion of the Engineer too slow to ensure the completion of the Works by the prescribed time or extended time for completion, the Engineer shall so notify the Contractor in writing and the Contractor shall thereupon take such steps as the Contractor may think necessary and the Engineer may approve to expedite progress so as to complete the Works by the prescribed time or extended time for completion. If the work is not being carried on by day and by night and the Contractor shall request permission to work by night as well as by day, then, if the Engineer shall grant such permission, the Contractor shall not be entitled to any additional payment. All work at night shall be carried out without unreasonable noise and disturbance. The contractor shall indemnify the Employer from and against any claims or liability for damages on account of noise or other disturbance created while or in

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	carrying out the work and from and against all claims, demands, proceedings, costs and expenses whatsoever in regard or in relation to such noise or other disturbance. The Contractor shall submit in triplicate to the Engineer at the end of each week signed copies of explanatory Drawings or any other material showing the progress of the Works.
Removal of improper works	The Engineer shall during the progress of the Works have power to order in writing from time to time, and the Contractor shall execute at his cost and expense, the following operations: The removal from the Site within such time or times as may be specified in the order of any materials which in the opinion of the Engineer are not in accordance with the Contract; The substitution of proper and suitable materials; and The removal and proper re-execution (notwithstanding any previous test thereof or interim payment therefore) of any work which in respect of materials or workmanship is not in the opinion of the Engineer in accordance with the Contract.
Liquidated Damages	If the Contractor shall fail to complete the Works within the time for completion prescribed in the Contract, or any extended time for completion in accordance with the Contract, then the Contractor shall pay to the Employer the sum specified in the Contract as liquidated damages, for the delay between the time prescribed in the Contract or the extended time for completion, as the case may be, and the date of substantial completion of the Works as stated in the Certificate of Substantial Completion, subject to the applicable limit stated in the Contract. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained. The Employer may, without prejudice to any other method of recovery, deduct the amount of such liquidated damages from any monies in its hands due or which may become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligation to complete the Works or from any other of his obligations and liabilities under the Contract. Harikar NGO may charge a penalty for each day of delay that is counted as follows: total cost/number of project * days * 5% of the project budget. The total penalty amount per day should not be less than \$500.



WASH facility care and maintenance (Sanitation and plumbing works) for 1,200 IDPs and returnee families living in informal settlements in Zakho (Derabon, Khrababke & Peshabir) and Sumel (Khanek, Khirshin, Khirshin center, Rkava, Rkava center, Batel, Basitke, Shekh Khidir and Shekh Khidir center)

Annex B

#	Item description	Unit	QTY	Unit price USD	Total Price USD
1	Care & Maintenance (Sanitation)		sub-total		-
1.1	Provide materials and install plastic water tap for the wash facilities with all necessary works according to the instruction of the supervisor engineer.	PC	600.00		
1.2	Provide & fix/maintain existing $\frac{3}{4}$ " Plastic Water pipes network with all connection and accessories, the work includes excavations, backfill (if any) according to the instruction of the supervisor engineer.	m.l	200.00		
1.3	Provide & fix/maintain existing 1/2" Plastic Water pipes network with all connection and accessories, the work includes excavations, backfill (if any) according to the instruction of the supervisor engineer.	m.l	150.00		
1.4	Provide & fix/maintain the existing 2.5" PVC Water pipes network with all connection and accessories, the work includes excavations, backfill (if any) according to the instruction of the supervisor engineer.	m.l	68.00		
1.5	Provide & fix/maintain existing 4" PVC Water pipes network with all connections and accessories, the work includes excavations, backfill (if any) according to the instruction of the supervisor engineer.	m.l	95.00		
1.6	Provide and install Eastern toilet with all necessary connections and works according to the instruction of the supervisor engineer.	PC	24.00		
2	Improving access for PwDs		sub-total		
2.1	Provide and distribute seats for the toilet, good quality according to the instruction of the supervisor engineer.	PC	18.00		
2.2	Provide and install a Western toilet with all necessary connections and works according to the instruction of the supervisor engineer.	PC	16.00		
2.3	Toilet handrail/handle to be provided and installed inside toilet unit to support people with disabilities, the handle length should be between (20-40 cm) according to the instruction of the supervisor engineer.	PC	24.00		



2.4	Provide materials and the necessary equipment to construct Ramps for people with disabilities using solid blocks and cement-sand mixture 1:3, the ramp grade should be between 8-12% according to the instruction of the supervisor engineer.	m3	32.00		
3	Water storage tank repairs		sub-total		
3.1	Provide materials and equipment to maintain/weld existing water tanks with all necessary works according to the instruction of the supervisor engineer.	PC	200.00		
3.2	Provide materials and change water tank's top or bottom steel plate will welding and other necessary works according to the instruction of the supervisor engineer.	PC	20.00		
3.3	Provide and fix a valve to the existed water network with all necessary works according to the instruction of the supervisor engineer.	PC	25.00		
3.4	Provide and install/fix float valve to the existed water storage with all necessary works according to the instruction of the supervisor engineer.	PC	100.00		
3.5	Provide and fix water tank closet to the existing water tank with all necessary works according to the instruction of the supervisor engineer.	PC	50.00		
4	WASH facility- Doors repairs		sub-total		
4.1	Provide material and necessary equipment to change/replace PVC door lock, good quality with all needed accessories, according to the instruction of the supervisor engineer.	PC	80.00		
4.2	Provide material and necessary equipment to change/replace PVC door hinge, good quality with all needed accessories, the work include re-installing the door, according to the instruction of the supervisor engineer.	PC	62.00		
4.3	Provide material and necessary equipment to change/replace PVC door handle, good quality with all needed accessories, according to the instruction of the supervisor engineer.	PC	50.00		
4.4	Provide material and necessary equipment to change/replace Iron door lock, good quality with all needed accessories, according to the instruction of the supervisor engineer.	PC	71.00		
4.5	Provide material and the necessary equipment to change/replace Iron door hinge, good quality with all needed accessories, the work include re-installing the door, according to the instruction of the supervisor engineer.	PC	50.00		
4.6	Provide material and necessary equipment to change/replace Iron door handle, good quality with all needed accessories, according to the instruction of the supervisor engineer.	PC	100.00		

4.7	Provide material and necessary equipment to change/replace Wooden door lock, good quality with all needed accessories, according to the instruction of the supervisor engineer.	PC	90.00		
4.8	Provide material and necessary equipment to change/replace Wooden door hinge, good quality with all needed accessories, the work include re-installing the door, according to the instruction of the supervisor engineer.	PC	92.00		
4.9	Provide material and necessary equipment to change/replace Wooden door handle, good quality with all needed accessories, according to the instruction of the supervisor engineer.	PC	75.00		
5	WASH facility- Electricity repairs			sub-total	
5.1	Provide and fix existing electricity wire for the interior network (2x1.5 mm), with all necessary connections according to the instructions of the supervisor engineer.	m.l	500.00		
5.2	Provide, install, fix and test light with base, with all necessary connections according to the instructions of the supervisor engineer.	PC	300.00		
5.3	Provide, install, fix and test light switch for wash facilities, with all necessary connections according to the instructions of the supervisor engineer.	PC	200.00		
Total amount USD (Over all amount)					

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<p style="text-align: center;">Technical Evaluation Form</p> <p>for "WASH facility rehabilitation, care and maintenance, water tank repairs, access for disabilities and improving privacy for 1,200 IDPs and returnee families living in informal settlements in Zakho (Derabon, Khrababke & Peshabir) and Sumel (Khanke, Khirshin, Khirshin center, Rkava, Rkava center, Batel, Basitke, Shekh Khidir and Shekh Khidir center)"'</p>						
Annex C1						
ID	A	B	C	D	E	Minimum required:
Chapter	Work Experience	Personnel	Company Assets	Proposed Work Plan	Quality Assurance	
Score/Weight	35%	15%	15%	15%	20%	60%
Terms	<ul style="list-style-type: none"> General work: 5% (total years and experience in the field) Particular work: 20% <ul style="list-style-type: none"> o Experience in Rehabilitation of WASH facilities and water storage tanks. o Projects Duration, Budget and References. o Total value of the completed Projects. NGO experience: 10% 	Management personnel: 5% Technical personnel: 5% Field staff : 5%	List and proof. Need to list down the transportation means needed to Harikar proposed work and check the availability of item with company.	Logical sequence of the works breakdown. Timeframe compared to the project duration.	Materials Compatibility Description of the service Origin certificate. Provide a catalogue including specifications of the all requested materials that be used for rehabilitation works .	if one of the following disqualifying factors applies: -Zero proven experience in the field of the service the supplier is applying for. -Proposed work plan is not fit to the project duration. -Origin/ specification is not fit or not equivalent to the one described in the tender documents. -The company will be selected if passed Financial and Technical evaluations based on the defined set criteria.



Technical Evaluation Form
for "WASH facility rehabilitation, care and maintenance, water tank repairs, access for disabilities and improving privacy for 1,200 IDPs and returnee families living in informal settlements in Zakho (Derabon, Khrababke & Peshabir) and Sumel (Khanke, Khirshin, Khirshin center, Rkava, Rkava center, Batel, Basitke, Shekh Khidir and Shekh Khidir center)"

Annex C2

Chapter	Percentage	Description
Work experience 35%		
General work 5% (total years of experience in the field), how old is your company and in which projects have you worked?	5%	
Particular work 20%		
Experience in Rehabilitation of WASH facilities and water storage tanks, has your company work in Rehabilitation of WASH facilities and water storage tanks in the past?	10%	
Company Projects Duration, Budgets and References..?	5%	
Total value of the completed Projects.	5%	
NGO experience: 10% Does your company have experince with NGOs?	10%	
Personnel 15% How many employees do you have in your company based on the following categories ?		
Management personnel	5%	

Technical personnel	5%	
Field staff	5%	
Company Assets 15%		
List and proof. Need to list down the equipment and tools needed for Harikar proposed work and check the availability of item with company.	15%	
Proposed Work Plan 15%		
Provide Logical sequence of the works breakdown. Provide Timeframe based on the project duration.	15%	
Quality Assurance 20%		
Materials Compatibility Description of the service Origin certificate. Provide a catalogue including specifications of the all requested materials that be used for rehabilitation works . ریکھروا هاریکار بنا نہیں	20%	
Important Note: please provide all the above required information and attache copies of all the necessary documents that will prove the above information.		