



Kurdistan Reconstruction and Development Society

Invitation to Bid (ITB)

Announcement Date: 22 May 2023

ITB Number: KUR/ ER/ 2023/ 001

“Care and Maintenance Works at Basrma, Qushtapa,

Kawrgosk & Darashakran Refugee Camps in Erbil”

KURDISTAN RECONSTRUCTION & DEVELOPMENT SOCIETY

KURDS N.G.O

YOUR BID MUST BE RECEIVED

On: 19 June 2023 at 01:00 HRS ERBIL TIME



Dear Bidder:

Please accept this **ITB** as an invitation to submit a Bid for **(Care and Maintenance Works at Basrma, Qushtapa, Kawrgosk & Darashakran Refugee Camps in Erbil)**. Your Bid shall remain valid for sixty (60) calendar days from the bid Submittal Date and Time, **unless otherwise determined at Bidder's sole option. Please note that any contract resulting from this bidding process may be split between two or more companies.**

Please acknowledge your intention to participate in this Bid by requesting an authorized representative to sign the **Notice of Intent (Attachment 1)** and forward to KURDS Bid Evaluation Committee Secretary by mail or email by the end date of **15 June 2023**.

Please direct all other clarifications / inquiries regarding this ITB to the Tender Board Secretary through contact information are provided below:

Procurement Office
Kurdistan Reconstruction and Development Society
Baharka/Ganjan City/Mersin Villas/Villa No.
(1738)
Erbil, Iraq.
E-Mail: procurement@kurdsngo.org


KURDS N.G.O

INSTRUCTIONS TO BIDDERS

1.00 GENERAL

1.01 The Kurdistan Reconstruction and Development Society (KURDS), having its Field Office located in Erbil, Northern Iraq, by this Invitation to Bid (ITB), solicits your best price (BID) **“Care and Maintenance Works at Basrma, Qushtapa, Kawrgosk & Darashakran Refugee Camps in Erbil”**, more particularly specified in the Invitation to Bid (ITB) attached hereto as **"Annex A" (Financial Offer)**.

1.02 TENDER TIMETABLE

Item No.	Description	Due Date
1	Bid Validity Period	60 calendar days from Tender Close Date
2	ITB Close Date and Time	19 June 2023 at 01:00 HRS ERBIL TIME
3	The estimated implementation period for this project	45 Calendar days

1.03 Any Purchase Agreement or Contract resulting from this ITB will be awarded on a **non-exclusive basis** and KURDS reserves the right to award concurrently any additional purchase agreements for any or all of the goods as specified in this ITB.

2.00 INVITATION TO BID

- 2.01 Please note that:
- The terms set out in this ITB will form part of the Agreement or Contract if KURDS accepts your offer;
 - The Contract will require compliance with all statements and representations made in this ITB.
- 2.02 Bidders should limit their response to the requirements of the ITB. In submitting your Bid, it is the bidder's responsibility to fully comply with all requirements of this ITB. Failure to fully comply may prejudice the evaluation of your Bid.

3.00 INVITATION TO BID CONTENTS

3.01 This ITB comprises of:

- This letter (page 1 through page 7) (No return of this documents required)
- "Annex A" (financial offer)** – The ITB Format (page 9 through page 13).

4.00 BID LANGUAGE

All correspondence and supporting documentation on this ITB shall be expressed in **English language only**.

5.00 BID REQUIREMENTS

- 5.01 The Bidders must fill-in the Unit Price, Discount (if any) and the Total Price columns on the ITB form "**Annex A**"(financial offer). The Bid prices must be expressed in Iraqi Dinar only. Failure to complete Annex A will result in bid rejection.
- 5.02 The Bidder **must** provide (**BID will be disqualified if the bidder did not submit required documents**) the following supplementary documents that necessary to facilitate the evaluation of their Bid: -
- 5.02.01 **Renewed/valid ID from the Iraqi Ministry of Planning. The company should be established at least 3 years ago otherwise the bid will be disqualified**
- 5.02.02 **Company profile**, which should contain (company structure, management board, Asset & machinery, financial document, technical document, previous implemented projects, etc.
- 5.02.03 The Company should verify experiences in the tender specific field of project by submission documents and references of previous agreements.
- 5.03 **Bidder must submit hard copy of technical and financial offers in 2 Separate sealed envelopes/packages to KURDS office in Erbil. One envelope for the Technical offer and another envelope for the Financial offer**
- 5.03 Your Bid shall remain valid and open for acceptance for a period of at least **60 days** from the closing date of the Bid. Please indicate in your bid that it will remain valid for this minimum period.
- 5.04 The Bidders should indicate clearly the Bidder's name, address, telephone numbers and e-mail addresses if available.
- 5.05 The bidders are to sign, write their title, ensure they are an authorised representative, date and stamp an authentic Company stamp, on the offer at **Annex A (Financial offer)**.
- 5.06 White out/ liquid paper/ correction fluid, is not to be used or placed on any part of the Annex A or tender submission. If a mistake is made, bidders are to put a single line through the error, initial the correction and write the correct figure/word next to the incorrect one. Bids or Tenders received that contain white out/ liquid paper/ correction fluid will be excluded from the bidding process.

6.00 BID PRICE

- 6.01 The Bid price shall be the cost of all work items listed in the bill of quantities including labor, loading, unloading and **delivery** to the work sites, quantities to be delivered are specified in "**Annex A**".

7.00 KURDS PAYMENT TERMS

- 7.01 The Payment schedule will be as the following: -
- a) 95 % of the contract value will be paid following the completion of 100%
 - b) 5 % of the contract value will be paid three months after signing of handing over certificate (Maintenance period)
- 7.02 The KURDS standard terms of payment are net **30 days** (or similar discounted payment terms if offered by the Bidder) upon receipt of invoice(s) subsequent to satisfactory delivery of services, goods, equipment or materials etc.

8.00 DELIVERY OF BIDS

- 8.01 The Bids must be sent, and deposited at the tender box of the KURDS office in Erbil located in House No: 1738, Mersin Villas, Ganjan city, ERBIL - IRAQ, in a properly sealed envelope and clearly addressed, marked to:

Bid Evaluation Committee Secretary
Kurdistan Reconstruction
and Development Society
House No: 1738, Mersin
Villas, Ganjan city,
ERBIL - IRAQ,
E-Mail: procurement@kurdsngo.org
Mobile: _____

- 8.02 The ITB reference number is to be written in English on the front of the envelope.
- 8.03 Bids sent by means other than stipulated in this document will not be accepted. In the event where you are unable to bid, an apology letter should be forwarded to KURDS Contract Field Office at the above address stating the reasons.

BIDS MUST BE RECEIVED BY 19 June 2023, NOT LATER THAN 1:00 PM BIDS RECEIVED AFTER THIS TIME OR TO ANY OTHER ADDRESS OR NOT QUOTING ITB Number: KUR/ 2023/ ER/ 001 WILL NOT BE CONSIDERED.

- 8.04 Modification to and withdrawal of Bids may take place prior to the closing time of the submission. Bids shall not be modified or withdrawn after closing time for submission.

9.00 BID EVALUATION

- 9.01 All Bids will be reviewed and evaluated by KURDS in accordance with the provisions of the KURDS Procurement Regulations and Rules as well as the considerations contained in this ITB.



9.02 - **Technical Evaluation:**

Main criteria	Sub criteria	Remark
General Qualification of the Service Provider	Company profile, which should contain (company structure, management board, asset & machinery, financial document, technical document, previous projects, etc.....) submitted – Pass Not submitted – Fail	Pass/Fail
Relevant Experience	Proof of relevant experience within last 10 years <ul style="list-style-type: none">• List of POs, list of contract agreements, list of work order, etc., showing value, time completed, organization of firm for which completed, contact details of the clients/organizations:<ul style="list-style-type: none">- List of minimum 2 contracts or POs or work order or a mixed of them: submitted - Pass- Not submitted: Fail	Pass/Fail
Quality of the materials & technical solutions offered	<ul style="list-style-type: none">• Property, plant and equipment deployed (Leased or Owned): In addition to the list of what the contractor owns or leases the contractor should also state if the items are leased or owned<ul style="list-style-type: none">- Submitted – Pass- Not submitted - Fail	Pass/Fail



<p style="text-align: center;">Staffing</p>	<ul style="list-style-type: none"> • Technical Staffing list stating educational qualifications and relevant experience/training of the key personnel. The project's staff list should state the Project Manager, Supervisor and Site Engineers: <ul style="list-style-type: none"> - Submitted - pass - Not submitted - Fail 	<p style="text-align: center;">Pass/Fail</p>
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9.3 Financial Evaluation

Kurdistan Reconstruction and development society is not bound to accept the lowest or any bid and shall be entitled to split the award of the contract to more than one bidder if considered appropriate

9.04 KURDS will endeavor to advise you of its decision within 10 days of the closing date for receipt of Bids.

10.00 CONTRACT AWARD

10.01 This ITB does not commit KURDS to award a contract or to pay any costs incurred in the submission of the Bid, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies.

10.02 KURDS reserves the right to reject any and all Bids received in response to this ITB, and to negotiate with any of the Bidders in any manner deemed to be in the best interest of KURDS and to award more than one contract.

10.03 KURDS reserves the right to split the awards for any of the items, and place separate or multiple local purchase orders.

13.0 QUERIES

All requests for clarification and additional information must be sent E-Mail: : procurement@kurdsngo.org

Before 24 hours from the Closing Date Clarifications shall be provided to the firm.

Yours sincerely



Annex-A (Financial Offer)

Bill of Quantity (BOQ).



(001) BOQ for Care and Maintenance Works at Basrma, Qushtapa, Kawrgosk & Darashakran Refugee Camps in Erbil



Basrma Refugee Camp					
#	Item Description	Unit	Qty.	Unit Price IQD	Total Amount IQD
A	Basrma Refugee Camp				
A.1	Re-moving the warehouse of BSM and relocating it inside the old PHCC waiting area after renovating it (Renovating PHC Hall of Dimensions (14*19) Meter To be Using as a Warehouse)				
A1.1	Supply all required materials, equipment, and skilled labor for testing, re-fixing/replacing all the existing electrical systems for a hall with dimensions 14x19 M (suitable wiring size/cables, power supply points, ...etc.). The work includes removing existing defective electrical systems and making new electrical extensions (cable/wiring with suspended PVC conduit/pipe, power supply and lighting points(box) ...etc.). All the work should be done according to the electrical safety regulations and the instructions of the supervisor Engineer.	L.S	1		
A.1.2	Supply materials required equipment and skilled labor to paint the existing interior frame with dimension 14x19 M that consists of purlin, columns, and steel structure such as trusses, etc. with one coat of best-approved anti-rust and three coats of best-approved quality oily painting, ISO 9001 color will be chosen by the supervisor engineer, the price includes refining the rusty parts with sandpaper, re-welding, re-fixing defected and manufacturing missing parts (if needed) before implementing painting works all required work should be carried out according to the specification and instructions of the supervisor engineer.	L.S	1		



A.1.3	Metal door for main gate: Provide and install metal door dimensions (3mX3m) with two face plates (1.25 mm) for the main gate, and it will be painted with a layer of anti-rust paint and two layers of oil paint of all ironmonger as required, switch, metal frames, and decoration. All required work should be carried out according to the specification and instructions of the supervisor engineer.	L.S	1		
A.2	Protection Green Fence Around Septic Tank Area at newly construction Sector B				
A.2.1	Provide materials, grading, leveling & erecting steel fence (Green Fence). The fence is made from square pipe 6*6 cm, 2 mm thick, 2 m C/C length, 1.5 m height from ground level, and then installed within the concrete casting of the fence by Bolts not less than length (15 cm) best type. The price includes casting R.C. tie beam 40x25 cm over the retaining wall before installing the fence. The work should be done according to the specifications, drawings, and instructions of the site engineer.	M.L	175		
A.3	Install new water supply system from the main pipe				
A.3.1	Install new water supply system from the main pipe: Provide materials, tools, equipment, and skilled labor to install a new water supply system for each newly constructed shop with Composite PPR water pipes of min. 3 Layers side walls, ultraviolet rays, Outside Diameter (OD) 25mm, Min. PN16 Bars, Min 24 M.L per shop (#12). The work also includes providing & installing all required Fittings and accessories such as elbows, sockets, junctions, connections, valves & taps (different sizes & types) to function the new water supply system properly, excavation (required depth), backfilling with all necessary works for cold water. The pipes (Feeding, Delivery, and Distribution lines) should be extended with all required plumbing works for each shop. connection with existing/old main/feeding lines, concrete works, and all other necessary works. All work should be done according to the instructions of the supervision Engineers.	L.S	1		
A.3.2	GF Electro Fusion Coupler for water supply system connections	No.	12		
A.4	Assayish Compound, Renovation the Electricity System				



A.4.1	Supply and install best-approved Booster water pumps (One Set of Booster with water pump), well-known origin which is available in the local market, 0.5 Hp, as well the work includes conducting all necessary action to connect the Booster water pumps with the existing water tank source and manufacturing metal protection box, all required works should be carried out according to supervisor engineer instruction.	No.	2		
A.5	Remove & Re- install Street light poles (Solar Panel), Re-install the Removed 18 Solar Street Lights in Block B				
A.5.1	Foundations of lights poles				
A.5.2	Provide workforce and machinery to excavate the pole's foundation (cylindrical or cuboid shape) with 100 cm depth and min 70 Cm (diameter or width) in all types of soil, concrete, asphalt ...etc. The depth of the foundation (100 cm) must be from the NGL (for any extra excavation to reach the NGL, the contractor will be responsible for casting it with concrete). Casting the foundation will be in one stage with a kicker (20 cm above the Ground and 70 X 70 cm) by ordinary concrete 210 Kg/cm ² (ready mix and job mix must be provided before casting). The work includes fixing Anchorage rods 102 Cm length and diameter 18 mm 4 rods, coated totally with hot-dip galvanization, each rod has three HEX nut-M20 with Washer A21. The price includes all necessary works to do the foundation in a proper way and according to the specifications and according to the instruction of the supervisor engineer.	No.	18		
A.6	Registration Center, Labeling the Rooms				
A.6.1	Supply materials and equipment to print the address of the room (Label) on an aluminum plate (30x20) cm and fixing to the allocated room's wall.	No.	9		
Total Cost for Basrma Camp IQD					
B	Kawrgosk Refugee Camp				
B.1	KWG Residency Center, Renovation the Electrical cables, lights, Repair the Broken Doors & Windows and WASH Facilities for the Residency Office in KWG Camp.				



B.1.1	Supply and install stainless steel drinking water cooler (80Liter), plastic water tank, three taps, best approved well-known origin (catalog should be provided for approval), the price includes connecting the water cooler with the nearest electrical and water point using all the required materials. All the work should be done according to the specifications and the instructions of the site engineer.	No.	2		
B.1.2	Supply and install best approved type of 100 AMP battery for generator with all needed accessories and connections. All the work should be done according to the instructions of site Engineer.	No.	1		
B.2	HOPE Space KWG Camp, Improving the Shading Area.				
B.2.1	Supply materials required equipment and skilled labor to paint the existing shade frame with dimension 22x12 M that consists of purlin, columns, and steel structure such as trusses, etc. with one coat of best-approved anti-rust and three coats of best-approved quality oily painting, ISO 9001 color will be chosen by the supervisor engineer, the price includes refining the rusty parts with sandpaper if needed, re-welding, re-fixing defected and manufacturing missing parts (if needed) before implementing painting works all required work should be carried out according to the specification and instructions of the supervisor engineer.	L.S	1		
B.3	Registration Center, Renovation the Electrical Cables & Labeling the Rooms.				
B.3.1	Supply and install best-approved Booster water pumps (One Set of Booster with water pump), well-known origin which is available in the local market, 0.5 Hp, as well the work includes conducting all necessary action to connect the Booster water pumps with the existing water tank source and manufacturing metal protection box, all required works should be carried out according to supervisor engineer instruction.	No.	1		
B.3.2	Supply materials and equipment to print the address of the room (Label) on an aluminum plate (30x20) cm and fixing to the allocated room's wall.	No.	9		
Total Cost for Kawrgosk Camp IQD					
C	Qushtapa Refugee Camp				
C.1	Residency Renovation, Electrical Cables, lights, and Wash Facilities in the Residency Office in QST				



C.1.1	Supply and install the best-approved water motor, well-known origin which is available in the local market, 1.0 Hp, as well the work includes conducting all necessary action to connect the water motor with the existing water supply source, and manufacturing metal protection box, all required works should be carried out according to supervisor engineer instruction.	No.	2		
Total Cost for Qushtapa Camp IQD					
D	Darashakran Refugee Camp				
D	DSK Assaysh Compound, Renovation the electrical Cables and Lights.				
D.1	Providing voltage regulator to be adequate for feeding (Regulating) 75AMP to 150AMP, Input 160-250V and Output 220V with PV panel connection box (DC Combiner) with DC Fuse Box (if needed), protection system. All required work according to instructions of supervisor Engineer.	No.	1		
D.2	DSK Fire Fighter Station, Repairing the Electrical Cables & Voltage Regulator				
D.2.1	Supply and install the best-approved water motor, well-known origin which is available in the local market, 1.0 Hp, as well the work includes conducting all necessary action to connect the water motor with the existing water supply source, and manufacturing metal protection box, all required works should be carried out according to supervisor engineer instruction.	No.	1		
D.2.2	Providing voltage regulator to be adequate for feeding (Regulating) 75AMP to 150AMP, Input 160-250V and Output 220V with PV panel connection box (DC Combiner) with DC Fuse Box (if needed), protection system. All required work according to instructions of supervisor Engineer.	No.	1		
D.3	DSK Police Office, Renovation the Electrical Cables & Voltage Regulator.				
D.3.1	Providing voltage regulator to be adequate for feeding (Regulating) 75AMP to 150AMP, Input 160-250V and Output 220V with PV panel connection box (DC Combiner) with DC Fuse Box (if needed), protection system. All required work according to instructions of supervisor Engineer.	No.	1		
D.4	Registration Center, Labeling the Rooms				
D.4.1	Supply materials and equipment to print the address of the room (Label) on an aluminum plate (30x20) cm and fixing to the allocated room's wall.	No.	9		



	Total Cost for Darashakran Camp IQD	
	Grand Total Cost of Four Refugee Camps IQD	

Company Name:

Date:

Signature & Stamp:

E-mail:

