Request for Tender Package (RFB)

1. Request for Tender Package (RFB):

**Tender No:** ADE 5838

**Tender Name:**

1. Rehabilitation of Water network system in Al Bakri area, Al Buryqah district, Aden Governorate.

**Location:**

(Yemen): Al Buryqah and Sira districts – Aden Governorate

**Correspondence Language(s):**

Arabic/English

**Brief Summary Description of Project:**

**Project name:** Yemen multi-sectoral emergency and recovery assistance

**Activity Type:**

1. Rehabilitation of Water network system in Albakri area, Al Buryqah District, Aden Gov.
2. Rehabilitation of Drainage network in Al Khosaf area in Sira district, Aden Gov.

**Location of project:** Aden Governorate as the following:

1. Water network system in Albakri area, Al Buryqah District, and:
2. Drainage network in Al Khosaf area Sira district.

**Deadline for Offer Submission:**

Wednesday 29 July 2020

**Tenders@mercycorps.org**

**Tender Package Available from:**

Thursday 23 July 2020

**www.mercycorps.org/tenders**

**Tender Package Pickup Location**

Tender package can be downloaded from Yemen HR website below link.

**www.yemenhr.com/tenders**

**www.mercycorps.org/tenders**
Submit Offers to:
Soft stamped copy electronic submission to:
tenders@mercycorps.org
Subject for the email should clearly be marked/state
“Yemen: Full Bid ADE 5838 Rehabilitation of Water network system in Albakri and Drainage network in Alkhosaf area, Aden Governorate.”
OR
A hard copy inside a sealed envelope with the tender name and number in addition to bidder name written on it to Mercy Corps Yemen - Aden office, Khormaksar district,

Note: bids will not be accepted after the deadline

Mercy Corps reserves the right to accept or reject any late offers

Site Visit: Both Sites will be visited in the same day: a. to the location of the water network system in Albakri area in Al Buryah district and b. to the location of the Drainage Network in Alkhosaf area in Sira District in Aden Governorate.

Time and Date: Sunday 26 July 2020 @ 08:30 AM
Meeting Point: Mercy Corps office in Khormaksar in Aden

Note: Offerers should come to these site visits with their private means.
- Offers for those who didn’t attend both sites visits will not be accepted for analysis.

Questions will be answered through
Direct response during the work site visit

Site Visit:

The request is submitted online or hard copy in a sealed envelope with the tender name and number written on it to Mercy Corps Yemen - Aden office, Khormaksar district.

Note: bids will not be accepted after the deadline.

Mercy Corps reserves the right to accept or reject any late offers.

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1. General Condition for Tender
Mercy Corps invites offers for the services described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the volume of services specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Mercy Corps’ Anti-Bribery and Anti-Corruption Statement
Mercy Corps strictly prohibits
• Any form of bribe or kickback in relation to its activities
This prohibition includes any request from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or

3. The Conditions of the Tender
Tender ADE 5838

Tender Package — Request for Bid (RFB)
<p>the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.</p>

- **Conflicts of interests in the awarding or management of contracts**

  If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

- **The sharing or obtaining of confidential information**

  Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps’ price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.

- **Collusion between/among offerors**

  Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting bids can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to: integrityhotline@mercycorps.org

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

وفي حال حدوث أي انتهاكات لهذه القواعد والقواعد فقد يتم الإبلاغ عنها إلى البريد الإلكتروني أدناه مع تقديم الوثائق الداعمة تلك الانتهاكات:

integrityhotline@mercycorps.org

وستقوم المنظمة بالتحقيق في كافة الانتهاكات بشكل كامل واتخاذ الإجراءات المناسبة حسب ذلك، وفي حال أن أفادت أي شركة أو شخص بالمشاركة في تلك التصرفات الممنوعة، فإنه من المفترض أن تقوم الشركة أو ذلك الشخص بالنظر في ذلك علناً، واتخاذ الإجراءات المناسبة في ذلك الموقف.

وفي حالة مشاركة أي من موظفي المنظمة في فسخ عقود العمل الخاص بهم.
Violations will also be reported to Mercy Corps’ donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

2.2 Tender Basis

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical proposal, proposed methodology, implementation plan, delivery schedule, etc. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.

- No respondent should add, omit or change any item, term or condition herein.

- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.

- Each offeror may make one response only.

- Each offer shall be valid for the period of [180 days] from its date of submission.

- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.

- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.

- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.

- This Tender does not obligate Mercy Corps to
### 2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies and don’t submit Valid Registration Card
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have No Valid Tax Card and not submitted
- Have NO Valid License for Practicing and not submitted
- Are guilty of serious misinterpretation in supplying information
- Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti Corruption Statement
- Supplier (or supplier’s principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

### 2.4 Response Documents

Offerors must submit an offer in their own format and ensure it contains all the required documents and information specified in this tender. Where an itemized Price Offer Sheet is included in the tender package, the offeror must complete and submit it with the rest of their offer.

### 2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

### 2.6 Certification Regarding Terrorism

You must complete the portion of the tender package addressing terrorism certification.

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execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of bids. Furthermore, Mercy Corps reserves the right to reject any and all offers, if such action is considered to be in the best interest of Mercy Corps.

**2.3 أهلية الموردين:**

لا يجوز للموردين تقديم العطاء وسيتم رفضه بكونه غير مؤهل في حال:

- إنها شركة غير مسجلة رسمياً وَلم تقدم بطاقة تسجيل صالحة.
- إنه في حالة إفلاس أو على وشك الإفلاس.
- أنه تم الحكم عليه بممارسة أنشطة فساد غير قانونية و/أو أرتكب تصرف غير مهني.
- أنه تم إدانته بارتكاب سوء التصرف المهني الجسيم.
- أنه لم يقي بشكل متسندي ما عليه من الالتزامات مالية ضريبية ورسوم الضمان الاجتماعي.
- أنه لم يوفر بطاقة مزاولة المهنة ولم يتم تقديمها للمراجع.
- أنه تم إدانته بالسماح أو التدليس فيما يتعلق بتقديم المعلومات.
- أنه قد خالف وانتهك سياسات منظمة مرسي كور المتصور عليها في بيان مكافحة الرشوة أو مكافحة الفساد.
- أن يكون المورد نفسه (أو مديري المورد) على أي من القوائم المحددة، من قبل الأمانة المتحدة، أو من الاتحاد الأوروبي، أو الأمانة المتحدة نفسها أو أي حكومات محلية أو أي من المنظمات الدولية الأخرى أو أنه تم استبعادهم حالياً من هذه الجهات أو تم حظرهم من المشاركة في هذه المناقصة بأي من تلك الجهات.

ويقدم الجزء (3-2) من حزمة هذه المناقصة معايير إضافية حول أهلية المورد، وان كان ذلك ممكناً.

**2.4 وثائق رد مقدم العطاءة:**

يجب على مقدمي العطاءات تقديم عرض سعر في نماذجهم الخاصة واتباع وطبيعتها، وفي حال أن يتم تقديم عرض سعر في قائمة عرض السعر مع البنود المطلوبة وتقديمها ضمن حزمة وثائق المناقصة يجب على مقدم العطاءات تعبئة تلك قائمة وتقديمها مع بقية وثائق عرض السعر.

**2.5 قبول الردود الفائزة:**

سقّم المنظمة بالتحقق من كافة الوثائق التي يقدمها مقدمي العطاءات وعلى أثر ذلك سيتم تقييم عقد مع مقدم العطاء الفائز بحسب المبلغ الذي تم تقييمه واتخاذ الاتفاق عليه.
It is Mercy Corps’ policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorism activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3- Criteria of Submittal

3.1 Contract Terms
Mercy Corps intends to issue a Fixed Price contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in Section 6 herein. By submitting an offer, offers certify that they understand and agree to a Section 6.

3.2 Specific Eligibility Criteria
Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” must be submitted with offers. Offerors who do not submit these documents may be disqualified from any further technical or financial evaluation.

Eligibility Criteria:
- The offeror must be legally registered and has a valid legal business registration card
- The offeror must be in good standing with its governing tax authority and has a valid tax card.
- Willingness to accept retention to ensure quality and the implementation timeline
- Have No Valid Insurance Card and not submitted
- Have NO Valid License for Practicing and not submitted

3.3 Tender Submittals
Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or
information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

Documents for the company to pass the Eligibility Criteria .and be evaluated technically

- Valid Legal Business Registration
- Valid Tax Registration Certificate/Card
- Willingness confirmation to accept % retention from total contract Value to ensure quality of the work and the timeline of implementation.
- Valid Insurance Card
- Valid License for Practicing

Documents to conduct the Technical Evaluation and additional Due Diligence

1- Company Details:
   - Company profile (2 pages max)
   - Supply information form
   - Copy of Business Registration Card
   - Copy of Tax Card
   - Copy of the bank account in IBY in name of the business or business owner
   - Acceptance of the 10% value retention in .name of the guarantee

2- BoQs A, A1 and A2 signed and stamped by the applicants

3- Scope of work (SOW) signed and stamped by applicants

4- List of similar construction projects along with the work contracts, divided by the donor/contractor, period of implementation, cost and reference names for each. Mercy Corps will take in account only those work projects which are implemented during 2018, 2019 and 2020 as their value is at least 50% of this project estimation

5- Minimum 3 References from previous similar work projects with INGOs and other entities with min value of 25% of their application

6- List of machinery and tools to be engaged to perform the project (number of excavators, trucks, (vehicles, etc

7- Completed and Filled all tender submittal documents with all its annexes

8- Bid Application from the tender documents

9- Covid 19 measures and protection plan during the work

10- Safety and Security Plan for the project implementation

11- Environmental plan for the project implementation

12- List of materials for implementation with brand name and made and origin

13- Shorter Implementation plan gantt chart and

An عدم وجود مثل هذه الوثائق أو المعلومات وعدم تقديمها لا يدلين على عدم أهلية الموردين إلا أن افتقارها قد يسبب في احتمالية حدوث تأثير سلبي و سيء على التقييم الفني لعروض السعر.

وثائق داعمة معايير الاهلية

- شهادة المهمة المتميزة
- استمارة معلومات الامور المتميزة
- نسخة من الدفاتر التجارية
- نسخة من البطاقات الضرورية
- نسخة من اثاث ملكية النصاب البشري بالإسم التجاري أو المالك
- نسخة من الدفاتر التجارية لدى بنك اليمن الدولي.
- تأكيد الاستعداد لقبول نسبة الاحتياط من إجمالي قيمة العقد لضمان جودة التنفيذ للعمال والأدوات بالدول الريفي.

توضيح اسمة في السجل التجاري لدى بنك اليمن الدولي.

- قبول حجز 10% من إجمالي العقد مبلغ قابل للاسترداد كضمان اداء

1- تفاصيل عن الشركة:

- لائحة عن الشركة (صقلي الصحف)
- استمارة معلومات الامور المتميزة
- نسخة من الدفاتر التجارية
- نسخة من البطاقات الضرورية

2- ححاول الكربلا للأسعار (أ و أ) وموقعة ومخطوطة من قبل المتقدمين

3- نطاق العمل موقع ومخصص من قبل المتقدمين

4- قائمة بمشاريع البناء المتصلة إلى جانب قدمت أعمال المنفصلة على الجهة المانحة / المقاول وقطرة التنفيذ والتكلفة والأسماء المرجعية لكل منها. ستاخذ مرسوم كور في الاعتبار فقط مشتراع العمل التي يتم تنفيذها خلال 2018، 2019 و 2020 حيث تبلغ قيمتهن 50 % على الأقل من التكلفة المقدرة للمشتراع بالي

5- الحد الأدنى 3 مشاريع من مشاريع العمل المتميزة السابقة مع المنظمات الأخرى ومثلها بقيمة لا تقل عن 25% من طلب الطلب

6- قائمة بالأعمال والأدوات التي ستستخدم لتقييم المشاريع (عدد الحافلات، (الشاحنات، ركوب، الخ)

7- استكمال وتعبئة جميع مستندات تقديم العطاء وجميع المرفقات

8- طلب العطاء من فتح المناقصة Covid-19

9- خطة الحماية أثناء العمل

10- خطة السلامة والأمن تنفيذ المشاريع

11- الخطة البيئية تنفيذ المشاريع

12- قائمة المواد التي سوف يوردها لغرض تنفيذ المشاريع مع اسم العلامة التجارية والصناعة والمنشأة

13- أقصر مخطط تقني جدول زمني للتسليم (مفصل لكل من

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مناقصة رقم (38) (ADE 5838)

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The Price Offer should be submitted through Annex A BoQ by filling the price Amount in USD column taking in consideration all expenses including tax to government. Any alternation of the form will automatically lead to disqualification of the Candidate. The final value of application must be at the last row of the BoQ which will represent the total and final value of applications which have considered all other expenses in terms of meeting conditions from the section 5 of this document but also TAX of the government etc.

For the price offer contractors must fill in full the PDF version of BOQ Annex’s A, A1 and A2. The offer must be signed and stamped by the applicant the cost must contain all the provisions including any tax applicable.
### Evaluation Criteria

<table>
<thead>
<tr>
<th>Technical evaluation</th>
<th>التقييم الفني</th>
<th>PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min 3 work/construction projects implemented through INGOs with value of min 25% of the BoQ Application</td>
<td>كحد أدنى تنفيذ 3 مشاريع عمل / بناء على الأقل من خلال المنظمات غير الحكومية بقيمة 25% على الأقل من ما ينطبق على جداول الكميات.</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>List of materials to be used meeting min 80% of the BoQ requirements (attachment)</td>
<td>قائمة المواد التي سيتم استخدامها تلبية 80٪ على الأقل من متطلبات جداول الكميات (مرفق)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>List of the technical staff and their CVs(construction engineers x 3 min)</td>
<td>قائمة بالموظفين الفنيين وسيرتهم الذاتية (مهندس البناء × 3 سيرة ذاتية كحد أدنى)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>List of Work Machinery to be used (Excavators, Trucks (10MT, Trucks &gt; 10 MT, etc &gt;)</td>
<td>قائمة الآلات العمل التي سيتم استخدامها (حفارات ، شاحنات سعة أكبر من 10 طن مترى ، شاحنات سعة أقل من 10 طن مترى ، إلخ)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>BoQ application is equal at the range of +/- 20% of the organizations estimated cost</td>
<td>عرض جداول الكميات يساوي في نطاق 20٪ زيادة أو نقص من التكلفة التقديرية.</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>projects implementation 2 Gantt Chart for individual period</td>
<td>مخطط تنفيذي وجدول زمني للتسليم (فصل لكل من المشروعين كلا على حدة)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Covid 19 Measures and Protection Plan</td>
<td>تدابير COVID 19 وخطة الحماية أثناء العمل</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Safety and Security Plan for work Implementation</td>
<td>خطة السلامة والأمن لتنفيذ المشاريع</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Environmental Plan for the Project Implementation</td>
<td>الخطة البيئية لتنفيذ المشاريع</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Price/Cost (Lowest Technical Acceptable Application)</td>
<td>التكلفة/السعر (أدنى عطاء مقبول فنيا)</td>
<td>PASS/FAIL</td>
</tr>
</tbody>
</table>
### 3.5.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations, Mercy Corps may choose to engage in additional due diligence processes with a particular offeror or offeror(s). The purpose of these processes is to ensure Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Service provider’s office facility visits
- Any other visit to previous project sites with NGOs or Government
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier’s ability to perform

### 4- Offer Form

Offerors must submit their own independent offer including at least but not limited to:

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Bid” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

### Documents Comprising the Bid

The following information must be included in the offer of any potential offeror:

- **Cover Letter explaining interest to be a part of the project and implement in accordance to the requirements from the list below.**
- **Valid Legal Business Registration**
- **Valid Tax Registration Certificate/ Card**
- **Completed and signed Mercy Corps Supplier Information Form**

**Notes:**

- ** ela Letter:** Please ensure the cover letter indicates interest to be a part of the project and implement in accordance to the requirements.
- **Valid Legal Business Registration:** Please ensure the legal registration is valid and up to date.
- **Valid Tax Registration Certificate/ Card:** Please ensure the tax registration certificate is valid and up to date.
- **Completed and signed Mercy Corps Supplier Information Form:** Please ensure the information form is completed and signed.

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**Requests for Tender:**

The following requests for tender must be submitted in the offer:

- **Proposal:** Please ensure the proposal includes a detailed description of the proposals and the methodology to be followed.
- **Budget:** Please ensure the budget is detailed and accurate.
- **Timeline:** Please ensure the timeline is realistic and achievable.
- **Risk Management Plan:** Please ensure the risk management plan is comprehensive and includes all possible risks.
- **Quality Assurance Plan:** Please ensure the quality assurance plan is detailed and includes all quality control measures.
- **Safety Plan:** Please ensure the safety plan is detailed and includes all safety measures.
- **Environmental Plan:** Please ensure the environmental plan is detailed and includes all environmental protection measures.
- **Social Plan:** Please ensure the social plan is detailed and includes all social responsibility measures.
- **Legal and Compliance Plan:** Please ensure the legal and compliance plan is detailed and includes all legal and compliance requirements.
- **Compliance Plan:** Please ensure the compliance plan is detailed and includes all compliance measures.
- **Project Management Plan:** Please ensure the project management plan is detailed and includes all project management measures.
- **Monitoring and Evaluation Plan:** Please ensure the monitoring and evaluation plan is detailed and includes all monitoring and evaluation measures.
- **Reporting Plan:** Please ensure the reporting plan is detailed and includes all reporting measures.
- **Training Plan:** Please ensure the training plan is detailed and includes all training measures.
- **Logistics Plan:** Please ensure the logistics plan is detailed and includes all logistics measures.
- **Equipment Plan:** Please ensure the equipment plan is detailed and includes all equipment measures.
- **Purchase Plan:** Please ensure the purchase plan is detailed and includes all purchase measures.
- **Implementation Plan:** Please ensure the implementation plan is detailed and includes all implementation measures.
- **Maintenance Plan:** Please ensure the maintenance plan is detailed and includes all maintenance measures.
- **Evaluation Plan:** Please ensure the evaluation plan is detailed and includes all evaluation measures.
- **Disposal Plan:** Please ensure the disposal plan is detailed and includes all disposal measures.
- **Disaster Plan:** Please ensure the disaster plan is detailed and includes all disaster measures.
- **Emergency Plan:** Please ensure the emergency plan is detailed and includes all emergency measures.
- **Security Plan:** Please ensure the security plan is detailed and includes all security measures.
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Tender Package — Request for Bid (RFB)

- Annex A - BoQ/Price Sheet (Financial Application) For both Projects (Signed and Stamped)
- Annex A1 – BoQ/Price Sheet (Financial Application) For Rehabilitation of Water network in Bir fadl in Al Mansouriya District. (Signed and Stamped)
- Annex A2 – BoQ/Price Sheet (Financial Application) For Rehabilitation of Child friendly space in Alburyqah District. (Signed and Stamped)
- Annex B1 - Scope of Work (SoW) for Rehab. Of water network (Signed and Stamped)
- Annex B2 - Scope of Work (SoW) for Rehab. Of Drainage network (Signed and Stamped)
- Minimum 3 Work/Construction Contracts implemented with other NGOs with value of min 25% of the BoQ application
- List of materials to be used meeting min 80% of the BoQ requirements
- List of the technical staff and their CVs (construction engineers x 3 min)
- List of Work Machinery to be used (Excavators, Trucks < 10MT, Trucks > 10 MT, etc
- Gantt Chart for the 2 projects implementation period (for each project separately)
- COVID 19 Measures and Protection Plan designed by Applicant
- Safety and Security Plan for work Implementation Designed by Applicant
- Environmental Plan for the Project Implementation
- Other important documents offeror feels need to be attached to support their bid

The original bid shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
5- Special Conditions to be met (Important)

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<th>Condition</th>
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<td>All offerors must have in consideration the special conditions during application and must perform the special conditions listed during the work. These COVID-19 preparation plans must be submitted as Annex (max 5 pages excluding point 4 which will be separate plan submitted) along with the other documents for application:</td>
<td>يجب على جميع المتقدمين مراعاة الشروط الخاصة أثناء التطبيق ، ويجب عليهم تنفيذ الشروط الخاصة المدرجة أثناء العمل. يجب تقديم حكمة التحضير للفيروس كورونا كملحق (5 صفحات كحد أقصى باستثناء النقطة 4 التي سيتم تقديم خطة منفصلة) مع الوثائق الأخرى للتطبيق:</td>
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<td>1. Site Access &amp; Security - Contractor shall be responsible for maintaining access by the public to all areas around the limits of construction. Any temporary measures such as additional walkways, pedestrian bridges or security barriers shall be provided by the Contractor.</td>
<td>الوصول إلى الموقع والأمن - يكون المقاول مسؤولاً عن الحفاظ على وصول الجمهور إلى جميع المناطق حول حدود البناء. يجب على المقاول توفير أي تدابير مؤقتة مثل الممرات الإضافية أو جسور المشاة أو الحواجز الأمنية.</td>
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<td>2. Traffic Control - Contractor shall ensure continuous traffic control in the vicinity of the works to maintain movement of public traffic to the maximum extent possible. Any required signage, temporary diversions or flagging shall be the responsibility of the Contractor.</td>
<td>رقابة حركة المرور - يجب على المقاول ضمان رقابة حركة المرور المستمرة في محيط الأعمال للحفاظ على حركة المرور العامة إلى أقصى حد ممكن. يتحمل المقاول مسؤولية أي لافتات أو تحويلات مؤقتة أو وضع علامات مطلوبة.</td>
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<td>3. Protection of existing improvements - Prior to start of construction, the Contractor and the Engineer shall jointly photograph all improvements in the site vicinity to document initial site conditions prior to the work. All roads, paths, fencing, signage, utilities, lighting and all other existing improvements shall be protected at the Contractors cost throughout the construction. Any damage incurred due to the project construction activities shall be restored at the Contractor’s cost.</td>
<td>حماية التحسينات الحالية - قبل بدء البناء ، يجب على المقاول والمهندس تصوير كل التحسينات في محيط الموقع لتوثيق ظروف الموقع الأولية قبل العمل. يجب حماية جميعطرق ، والممرات ، والمبارزات ، والعلامات ، والمرافق ، والإضاءة وجميع التحسينات الأخرى القائمة بنكهة المقولين طوال فترة الإنشاء. يتم أسترداد أي ضرر ناجح عن أنشطة بناء المشروع على حساب المقاول.</td>
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<td>4. Health and Safety – see Annex F for the health and safety protection plan during COVID-19 period. – for this point contractor will generate separate plan as per the Annex F.</td>
<td>الصحة والسلامة - انظر الملحق F للتعريف على خطة حماية الصحة والسلامة خلال فترة COVID - 19 . بالنسبة لهذه النقطة ، سيبقى المقاول بوضع خطة منفصلة وفقاً للملحق F.</td>
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<td>5. Environmental protection - Contractor is responsible for protecting the environment in the vicinity of the works including vegetation, water courses and drainage ways. The Contractor shall ensure no oils, lubricants fuels, or hazardous waste products are allowed to spill on the ground. Any such spills shall be reported to the Mercy Corps Engineer and cleaned up immediately as approved by the MC Engineer and at the cost of the Contractor.</td>
<td>حماية البيئة - المقاول مسؤول عن حماية البيئة بالقرب من الأعمال بما في ذلك النباتات ودورات المياه وطرق الصرف. يجب على المقاول التأكد من عدم السماح للزيوت أو زيوت التشحيم أو منتجات النفايات الخطرة بالتسرب على الأرض. يجب الإبلاغ عن أي انكسارات من هذا القبيل لمهندس ميرسي كور وتوزيعه على الفوز على النحو الذي وافق عليه مهندس ميرسي كور وعلى حساب المقاول.</td>
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<td>6. Noise and Dust Control - Contractor shall implement measures to control noise and dust to avoid creating a nuisance for the public as required.</td>
<td>التحكم في الضوضاء والغبار - يجب على المقاول تنفيذ تدابير السيطرة على الضوضاء والغبار لتجنب إزعاج العامة كما هو مطلوب بموجب القوانين واللوائح المحلية ووفقًا لتوجهات مهندس ميرسي كور.</td>
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by local laws and regulations and as directed by the Mercy Corps Engineer. Hours of construction shall be limited as dictated by local laws and regulations where applicable.

7. **Record Drawings** – As-built record drawings shall be maintained by the Contractor and shared with the Mercy Corps Engineer at project completion. All modifications and variations from the work as tendered shall be shown.

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### 6. Annexes

- Annex A – Financial Summary Application for the 2 projects in Aden.
- Annex A1 – BoQ/Price Sheet (Financial Application) For Rehabilitation of Water network system – Al Bakri area.
- Annex A2 – BoQ/Price Sheet (Financial Application) For Rehabilitation of Drainage network – Al Khosaf area.
- Annex B1 - Scope of work (SOW) For the Rehabilitation of Water network.
- Annex B2 - Scope of work (SOW) For the Rehabilitation of Drainage network.
- Annex C - Sample of the contract for ADE 5838.
- Annex D - Supplier information form for ADE 5838.
- Annex E - list of materials and tools / equipment used in the rehabilitation of the 2 projects.
- Annex D – Acceptance of the Retention Conditions.

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*Haqza Wathiq al-Manaqasha - al-Dawah Letqidim Mqatrathat*

Tender Package — Request for Bid (RFB)

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Arabic Translation:

- يجب أن تكون ساعات البناء محدودة على النحو الذي تمليه القوانين واللوائح المحلية فيما ينطبق ذلك.
- رسومات التسجيل – يجب أن يحتفظ المقاول برسومات التسجيل المدمجة ويتم مشاركتها مع مهندس ميرسي كور عند اكتمال المشروع. يجب أن تظهر جميع التعديلات والاختلافات عن العمل كما عرضت.

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*Haqza Wathiq al-Manaqasha* — *dawah Letqidim Mqatrathat*

**Tender Package — Request for Bid (RFB)**

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