



INVITATION TO TENDER

TENDER DOSSIER

ITT Title : Establishing a Green Belt for the Entrance of the City of Heet
and the City of Fallujah

إنشاء حزام أخضر لمدخل مدينة هيت ومدينة الفلوجة

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TABLE OF CONTENT

INSTRUCTIONS TO TENDERERS	3
1 PURPOSE OF THE TENDER DOSSIER	3
2 INVITATION TO TENDER TIMETABLE.....	3
3 INSTRUCTIONS TO TENDERERS	3
3.1 Supplier Application	4
3.2 Tender Proposal	4
3.2.1 Currency	4
3.2.2 Tender validity.....	4
3.2.3 Tender Presentation.....	4
3.2.4 Compliance.....	5
3.2.5 Technical Offer.....	5
3.2.6 Price proposal	6
4 CONDITIONS OF TENDERING	6
4.1 Questions / Request for clarification.....	6
4.2 Clarification meeting / site visit	6
4.3 Alteration or withdrawal of tenders	6
4.4 Costs of preparing tenders.....	6
4.5 Late Proposal	6
4.6 Eligibility	6
4.7 Compliance.....	6
4.8 Right to reject all tenders.....	6
4.9 Power to accept part of a tender	6
4.10 Specification	6
4.11 Confidentiality.....	6
4.12 Tender Process.....	7
4.13 Notification award and contract signature	7
4.14 Ownership of tenders.....	7
4.15 Type of contract	8
4.16 Cancellation of the tender procedure	8
APPENDIXES	8
APPENDIX A: TECHNICAL SPECIFICATIONS
APPENDIX B: TENDERER'S DECLARATION.....
APPENDIX C: SUPPLIER CODE OF CONDUCT
APPENDIX D: SUPPLIER QUESTIONNAIRE.....	14
APPENDIX E: PRICE PROPOSAL	17
APPENDIX F: CONTRACT TEMPLAT.....

INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER DOSSIER

The purpose of this Tender is to obtain competitive offers for **Establishing a Green Belt for the Entrance of the City of Heet and the City of Fallujah**

A detailed description of the assignment and services required by Oxfam is contained in the technical specifications (see APPENDIX A – Technical specifications).

2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Issue invitation to tender	30 th Dec 2024	
Questions from supplier due date	9 th Jan 2025	09:00
Deadline for OXFAM to reply to supplier questions	11 th Jan 2025	09:00
Deadline for intent to bid	12 th Jan 2025	14:00
Last date and time of the quotation/proposal (bid) submission to Oxfam	14 th Jan 2025	16:00
Tender Opening	15 th Jan2025	

3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this tender dossier.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

The participation procedure will be carried out in two successive stages; both are to be submitted together.

1. Suppliers' application analysis
2. Tender proposal analysis from qualifying applicants.

Responses should be sent in an outer sealed single envelope which will contain two further envelopes corresponding to the two different sections of the tender:

- Inside Envelope 1: "Supplier Applications" – 1 copy
- Inside Envelope 2: "Supplier Tender Proposals" – 1 copy

Outer envelope to be marked as follows:

Oxfam - ITT-IQRMD-24-0005
Do not open before 14th Jan 2025

Tenderers do not have the option of submitting their tender electronically, unless clearly stated by the Oxfam procurement team.

Language: All documents shall be submitted in English Language

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الدواجن مكتب اوكسفام

It is the responsibility of the Tenderer to ensure that their offer is complete and meets Oxfam's requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

3.1 Supplier Application

The application must be submitted in an envelope entitled:

“Supplier Application “Supplier name” response to Oxfam tender: ITT-IQRMD-24-0005

Which contains:

- APPENDIX B - Tenderer's Declaration
- APPENDIX D- International Supplier Questionnaire

All of which must be initialled and signed by an authorised person, with powers to represent the company.

3.2 Tender Proposal

Tenderers are invited to submit their best technical and economic tender in English to the exact formats and specifications required by Oxfam. Tenders not respecting these formats and specifications will be rejected.

The tender must be submitted in an envelope entitled:

“Tender proposal “Supplier name” to Oxfam tender: ITT-IQRMD-24-0005

Which contains:

- Tender Technical offer
- Price proposal

Price proposal must be initialled and signed by an authorised person.

3.2.1 Currency

All prices shall be expressed in **IQD** including VAT. This is to allow for a fair comparison of prices, following the award of the contract; the working currency will be decided between Oxfam and the contracted party. Where exchange rates have been used to arrive at an **IQD** figure this should also be provided.

3.2.2 Tender validity

Tenders shall remain valid for a period of minimum 2 calendar months after the deadline for receipt of tenders, however Oxfam will welcome any longer validity period for the tender.

3.2.3 Tender Presentation

Tenderers may submit a tender for No Food Items mentioned according with the list of stock shown clearly in the response.

Prices and lead times, presented in the tender, should be firm and valid for the period of Two years from the date of its signature by both Parties.

The price proposal should be submitted according to the template in APPENDIX E – Invitation to Tender form.

3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the:

- Appendix A : Technical Spécification
- Appendix E : Price proposal.

Award of the contract is based on the criteria listed at paragraph 4.12 Tender Process

3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principals and values of Oxfam.

The tender should include the bellow information for the technical and quality evaluation otherwise it might be excluded:

- THE SPECIFICATION OF ALL THE ITEM SHOULD BE PROVIDED IN THE OFFER.
- COUNTRY OF ORIGIN OF ALL THE ITEMS SHOULD BE STATED IN THE OFFER.
- DELIVERY TIME AND (IF ANY ARE AVAILABLE IN STOCK).
- PICTURES OF ALL ITEMS MUST BE ATTACHED OTHER WISE THE TENDER MIGHT BE EXCLUDED.
- THE REAL CATALOGUES OF THE EQUIPMENT'S SHOULD BE SUBMITTED WITH THE TENDER DOSSIER.
- THE FINANCIAL OFFER SHOULD INCLUDE ALL AND ANY RELATED TAXS AND OR COSTUME CLEARANCE.
- DEALING WITH CUSTOMS CLEARANCE AND TAXES SHOULD BE THE COMPANY'S RESPONSIBILITY.

يجب توفير مواصفات جميع العناصر في العرض
يجب ذكر بلد المنشأ لجميع العناصر في العرض
وقت التسليم (إن وجد) و(إذا كان متوفراً في المخزون)
يجب إرفاق صور لجميع العناصر وإلا فقد يتم استبعاد العطاء

يجب تقديم الكatalogات الحقيقية للمعدات مع ملف العطاء
يجب ان يتضمن العرض المالي كافة انواع الضرائب و او التخليص الجمركي
ان وجدت يجب أن تكون معالجة التخليص الجمركي والضرائب من مسؤولية الشركة

يمكن للشركات تقديم العروض التنافسية لموقعين (الفلوجة و الهيت) او يتقدم لوقع واحد فقط

3.2.6 Price proposal

- Clear breakdown of costs related to goods requested, and a detailed **price list** for all the services and goods linked to the technical requirement (e.g., equipment)
This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this price list, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.
- Additional services that the service provider would be willing to provide Oxfam at no cost.
- Each BoQ will be evaluated separately, please insure to not mix the financial proposals for the BoQs, we might award all BoQs to one supplier or each BoQ to one suppliers per the need and evaluation.

4 CONDITIONS OF TENDERING

4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to arashad@oxfam.org.uk BEFORE **12th Jan 2025**

4.2 Clarification meeting / site visit.

No site visit required

4.3 Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

4.4 Costs of preparing tenders

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

4.5 Late Proposal

Tenders must be received before **13th Jan 2025 16:00** Iraqi time. Tenders received after the closing date will not be considered, unless in Oxfam sole opinion there are exceptional circumstances which have caused the delay.

4.6 Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company.

4.7 Compliance

Oxfam reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

4.8 Right to reject all tenders

Oxfam is under no obligation to accept any tender.

4.9 Power to accept part of a tender.

Oxfam reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

4.10 Specification

If the tenderer wishes to propose modifications to the specification (which may provide a better way to achieve Oxfam's objectives) these must be considered as an alternative offer. The Tenderer must make alternative offers in a separate letter to accompany the tender. OXFAM is under no obligation to accept alternative offers.

4.11 Confidentiality

Tenderers must treat the invitation to tender, and all associated documentation supplied by OXFAM as confidential.

4.12 Tender Process

Oxfam reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

Tenders will be evaluated according to the below essential criteria.

#	Description	Scoring / Weighting
1	Administrative	10%

2	Technical and quality	30%
3	Financial proposal	30%
4	Time Delivery	30%

This part concerns the information given in the supplier questionnaire, each tenderer Should also include the bellow documents, otherwise the tender might be excluded, the bellow document will assist us in judging their suitability according to the below criteria:

ADMINISTRATIVE Evaluation :

- **Proof of Company Registration in Iraq.**
- **A copy of the audited financial statements for last two years (balance sheet and income statement).**
- **Data on business activity volume and capacity to deliver the product/service requirements (Reputation and business practices).**
- **List of previous work experience related to the tender subject.**
- **Three satisfactory references of customers for whom the same or similar services was provided; Oxfam reserves the right to contact these references, without notifying the Tenderer.**
- **List of customers in the last 12 months. Ideally NGOs and of a similar size to Oxfam**

In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence Oxfam in its decision concerning the award of the contract will result in the immediate rejection of his tender.

4.13 Notification award and contract signature

The successful tenderer will be informed in writing that their tender has been chosen (notification of award). Oxfam will agree with the selected tenderer on the final contract version and will send the signed documents in two original copies to the successful tenderer.

The unsuccessful tenderer will be informed by e-mail/letter within the **20 days** following the award.

Within **7 working days** following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within **7 working days**, Oxfam can consider (after notification) the award as null and void.

4.14 Ownership of tenders

Oxfam retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

Oxfam guarantees that tender offers shall remain confidential.

4.15 Type of contract

The contract that will be concluded between the successful tenderer and Oxfam is done according to Oxfam's standard contract. A contract draft is included in Appendix F – Contract Template.

By submitting an offer to this Invitation to Tender, the tenderer accepts Oxfam's contract terms. If any remark or reserve were to be raised by the tenderer, they should be clearly written down in a free format document included in the tender. Such documents should include the tenderer's proposal to replace the discussed sections of the contract.

If the tenderer submits an offer with no clear feedback on Appendix F – Contract Template, then Oxfam will consider the submitted contract draft has been accepted in full by the tenderer.

4.16 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by Oxfam.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to Oxfam.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will Oxfam be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if OXFAM has been warned of the possibility of damages.

Tenderers are requested not to contact Oxfam during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing Oxfam supplier, and then only in pursuit of existing Oxfam business.

APPENDIXES

Appendix A: Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Supplier Code of Conduct

Appendix D: Supplier Questionnaire

Appendix E: Price Proposal

Appendix A: TECHNICAL SPECIFICATION

The supplier is requested to provide price according to the bellow specification- BOQ:

- *The Offer must include the below document otherwise the offer might be excluded:*
 1. Company Registration.
 2. List of previous work and experience with other organizations relevant to this tender without attaching previous contracts.
 3. Supplier Questionaries' and tender declaration.
 4. Financial proposal.
 5. Catalogue of the equipment's/Items.
 6. Certificate of origin.
 7. any legal documents needed for dealing with the gov.

Estimated Bill of Quantities (BoQ) for Establishing a Green Belt for the Entrance of the City of Heet

#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	بالعربي الفقرة وصف
1	Backfilling with Crushed Gravel Supply materials, equipment, and labor to perform backfilling using layers of compacted sub-base. Each layer will have a thickness of 25 cm, with a total compacted thickness of no less than 50 cm. The work includes water spraying and proper compaction of each layer to meet required standards. All activities shall be implemented according to the supervising engineer's instructions, ensuring	3,110	M3			تجهيز المواد والاليات والعمل على الدفن بالحصى الخابط بشكل طبقات بسمك 25 سم للطبقة الواحدة ويسمك كلي لا يقل عن 50 سم مع الرش والحدل وحسب توجيه المهندس المشرف
2	Installation of Perforated Pipe with Gravel Backfill Supply materials, equipment, and labor to install a 6-inch perforated pipe (top-perforated, rated for 6-bar pressure) for groundwater drainage. The work includes laying the pipe, backfilling the top with a 30 cm layer of cobblestone gravel, and connecting the pipe to the nearest water drainage point. All tasks must be completed to ensure a fully functional filtration and drainage system, in compliance with specific project requirements and under the guidance of the supervising engineer.	150	M.L			تجهيز المواد والاليات والعمل على مد انبوب مثقب من الاعلى قطر 6 انج ضغط 6 بار لعمل فلتر تصريف المياه الجوفية مع الدفن من الاعلى باستخدام الحصى (الجلمود) سمك 30 سم والربط باقرب نقطة تصريف مياه لانجاز عمل متكامل وحسب المتطلبات الخاصة وتوجيه المهندس المشرف
3	Construction of Stone Foundation with Protective Coatings Supply materials and work to construct of a solid stone foundation using solid stone type (Ma'moura) and a mortar mix of sulfate-resistant cement and sand at a 1:3 ratio. The foundation shall have a width of 40 cm and be built to the required levels. The work includes internal and external plastering, and the application of high-quality water and plastic paints in three layers. Additionally, the foundation's exterior will be treated with hot Heet bitumen for waterproofing. All tasks must be carried out as per the supervising engineer's instructions to ensure durability and compliance with project specifications.	150	M3			تجهيز المواد والعمل على بناء اساس باستخدام الحجر الصلد (المعمورة) بمونة الاسمنت المقاوم للاملاح والرمل بنسبة خلط (1:3) بعرض 40 سم وحسب المناسيب المطلوبة مع التلكيف من الداخل والليخ من الخارج والطلاء بالاصباغ المائية والبلاستيكية الجيدة ثلاث طبقات مع التسيليل بالقيور الهيئي الحار وحسب توجيه المهندس المشرف.
4	Casting of D.P.C Supply materials and work to casting of D.P.C with a width of 40 cm and a thickness of 10 cm, using sulfate-resistant cement with a mix ratio of 1:2:4 (cement, sand, gravel). The work includes all necessary preparations and tasks required to achieve a complete and high-quality footing. All	600	M.L			تجهيز المواد والعمل على صب بادلو اساسي بعرض 40 سم وسمك 10 سم باستخدام الاسمنت المقاوم للاملاح وبنسبة خلط (1:2:4) وكل ما يتطلبه العمل لانجاز عمل متكامل وحسب توجيه المهندس المشرف.
5	Construction of support Walls Supply materials and work to construct of support walls using solid stone type (Ma'moura) with a mortar mix of sulfate-resistant cement and sand at a 1:3 ratio. The walls shall have a width of 30 cm and be constructed in accordance with the supervising engineer's instructions to ensure stability and compliance with project requirements.	100	M3			تجهيز المواد والعمل على بناء الجدران الساندة من الحجر الصلد (المعمورة) ومونة الاسمنت المقاوم للاملاح وبنسبة خلط (1:3) بعرض 30 سم وحسب توجيه المهندس المشرف.
6	Backfilling with mixing soil for Agriculture (loamy soil) Supply materials, equipment, and labor to perform backfilling using high-quality loamy soil suitable for agriculture, ensuring a total thickness of no less than 60 cm. The work includes leveling and preparing the soil to ensure optimal conditions for planting. All tasks must be carried out in accordance with the supervising engineer's instructions, ensuring compliance with project standards and agricultural requirements.	3,700	M3			تجهيز المواد والاليات والعمل على الدفن بالتربة المزيجية الصالحة للزراعة الجيدة وسمك كلي لا يقل عن 60 سم مع التعديل والتهيئة للزراعة وحسب توجيه المهندس المشرف
7	Installation of Colored Interlock Paving Supply materials and work to install of 3D-colored interlock tiles with a thickness of 6 cm for walkways. The work includes the use of red sand as the base layer, ensuring proper leveling, alignment, and both long and side slopes. Side edges should be strengthened by concrete and the surface must filling by sand. The designs and geometric shapes to be used must follow the approved sketches and plans provided at the project's starting. All tasks are to be completed in accordance with the supervising engineer's instructions, ensuring aesthetic and functional requirements are met.	600	M2			تجهيز المواد والعمل على تغليف الممشي بالانترلوك الملون ثلاثي الابعاد بسمك 6 سم باستخدام الرمل الاحمر مع مراعاة الاستوائية والميول الطولية والجانبية مع الرشته بالرمل والخين من الجوانب وحسب توجيه المهندس المشرف مع مراعاة اعتماد الاشكال الهندسية والمخططات والتصاميم التي ستقدم ابان المباشرة بالمشروع
8	Installation of Water Supply Connection for Irrigation System Supply materials and work to install water supply connection to serve the sprinkler and drip irrigation system. The work includes all necessary piping, fittings, and connections to ensure a fully functional system, meeting the project's irrigation requirements. All tasks must be carried out in accordance with the supervising engineer's instructions to guarantee proper installation and operation.	L.S	L.S			تجهيز المواد والعمل على سحب ايصال مائي وايصاله الى منظومة الري بالرش والتنقيط وحسب توجيه المهندس المشرف.
9	Construction of Reinforced Concrete Water Tanks for Irrigation Supply materials, equipment, and labor to construct reinforced concrete water tanks with internal dimensions of (8m x 4m x 2m) and a minimum wall thickness of 20 cm. The scope includes excavation, leveling, and laying a compacted layer of sub-base, followed by a 10 cm-thick blinding concrete layer. A 25 cm-thick reinforced concrete base with 12 mm steel bars spaced 14 cm x 14 cm will be cast, along with reinforced concrete walls featuring two layers of 12 mm bars spaced similarly. A 25 cm-thick water stop will be installed for waterproofing, using smooth plywood molds and vibrating machines. The interior and exterior walls will be coated with three layers of flancoat paint, and the inner walls will be finished with acid-resistant ceramic tiles. A galvanized iron cover, secured with angle iron, will be installed, and the tank elevation will be set 1 meter below the garden level. All work will follow technical specifications and the supervising engineer's instructions to ensure quality and functionality.	1	No			تجهيز المواد والمعدات والقيام باعمال انشاء خزانات الماء الكونكريتية والمخطط استخدامها لغرض السقي وربط منظومة الري عليها موزعة على المساحة المخطط زراعتها داخل الحديقة بابعاد من الداخل (2*4*8)م وسمك الجدار لا يقل عن 20 سم ويشمل العمل الحفريات الترابية وقرش طبقة الحصى الخابط مع الحدل وصب خرسانة التعمية (البلاندنك) سمك 10 سم وصب قاعدة كونكريتية بسمك 25 سم مسلحة قطر الحديد 12 ملم وابعاد التسليح (14*14) سم وكذلك يشمل العمل صب الجدران الكونكريتية المسلحة بحديد التسليح بقطر 12 ملم وابعاد تسليح (14*14) وبطبقتين مع تثبيت مانع نفاذية وموقف ماء (WATER STOP) بسمك 25 سم حول الجدران على ان تكون اوجه الجدران ذو وجه صقيل باستخدام القوالب الخشبية الملساء (البلايبود) واستخدام الهزازات الكهربائية (الفايربرتر) ويشمل العمل الطلاخ بالفلاتكوت ثلاث طبقات من الداخل والخارج على ان يكون منسوب الخزان اقل من منسوب الحديقة مقدار 1م شاملا العمل تغليف الجدران الداخلية بالسيراميك الحامضي الجيد ويتم وضع غطاء من الاعلى من الحديد المغلون يتم تثبيته بحديد زوايا وحسب المواصفات الفنية وتوجيهات المهندس المشرف .

10	<p>Installation of Main Electrical Supply Connection Supply materials, equipment, and labor to install a main electrical supply connection, including the installation of a distribution board and control switches. The work will involve all necessary wiring, connections, and safety measures to ensure a complete and functional electrical system. The installation must meet technical specifications and comply with the supervising engineer's instructions to ensure safe, reliable operation.</p>	L.S	L.S		تجهيز المواد والعمل على سحب اقبال كهربائي رئيسي مع عمل بورد وقواطع تحكم وكل مايلزم لانجاز عمل جيد ومتكامل وحسب توجيه المهندس المشرف.
11	<p>Installation of Wooden Enclosure Cage Supply materials and labor to install a wooden cage structure with a roof, using high-quality, heat- and moisture-resistant wood. The structure will be built with wooden beams (10.5x10.5 cm) and internal dividers (9x4.5 cm). The work includes the installation of a metal base, securely anchored to the ground with a concrete foundation. All tasks required for a complete and functional installation will be performed in accordance with the supervising engineer's instructions to ensure quality and durability.</p>	1	No		تجهيز المواد والعمل على تنصيب وتركيب قفص خشبي مسقف باستخدام الخشب المقاوم للحرارة والماء وذو نوعية جيدة وباستخدام ذلك خشبية (10.5*10.5) سم وقواطع داخلية (4.5*9) سم مع عمل قاعدة حديدية وتثبيتها على الارض بصبه خرسانية وكل مايتطلبه العمل لانجاز فقرة متكاملة وحسب توجيهات المهندس المشرف .
12	<p>Supply, Implement, and Operate a Sprinkler Irrigation System The work includes supplying materials, equipment, and implementing a fully operational sprinkler irrigation system to cover the entire area of a garden. Installation and operation will be executed according to the supervising engineer's requirements and the details below: Water Pump: 20 HP, Turkish origin, with an electrical control panel, quantity: 1. High-Pressure Hose: Diameter 2.5 inches, 700 meters in length. Sprinklers: Quantity: 40. Clamps: Quantity: 40. Locks: Quantity: 4. Dividers: Quantity: 10. Reverse Flow Connectors: Quantity: 10. End Caps: Quantity: 5. The project involves water line connections from the tank, electrical foundations, and pump connections to ensure full system functionality and optimal performance.</p>	1	No		تجهيز وتنفيذ وتشغيل منظومة الري بالرش يشمل العمل تجهيز المواد والآليات وتنفيذ منظومة ري متكاملة بالرش لتغطية مساحة الحديقة الواحدة، مع التركيب والتشغيل وفقاً لتوجيهات المهندس المشرف. تتضمن التفاصيل التالية: مضخة ماء: قدرة 20 حصان، تركيبة المنشأ، مزودة بلوحة تحكم كهربائية، عدد 1. خرطوم ضغط عالي: قطر 2.5 إنش بطول 700 متر. مرشات: عدد 40. مربط: عدد 40. قفل: عدد 4. تقسيم: عدد 10. عكس: عدد 10. نهاية خط: عدد 5. يشمل العمل التأسيس المائي من الحوض، التأسيس الكهربائي اللازم، والربط الكهربائي بالمضخة والبورد. يتم التنفيذ لضمان تغطية شاملة وتحقيق الأداء الأمثل للمنظومة.
13	<p>Supply, Implement, and Operate a Drip Irrigation System The work involves supplying materials, equipment, and implementing a fully operational drip irrigation system to cover the entire garden area. The system includes laying a high-pressure 1.5-inch hose along the garden's length, connecting it to 20 mm Jordanian hoses with dedicated drip emitters, and integrating the system with the water source tank. Installation and operation will be conducted as per the supervising engineer's specifications and the details below: Water Pump: 3 HP, quantity: 1. Hose (1.5 inches): Quantity: 3 rolls. Hose (20 mm): Quantity: 4 rolls. Drip Emitters: 1 carton. Dividers: 1 carton. The project includes all necessary electrical and water connections, ensuring a complete and functional irrigation setup tailored to the garden's requirements.</p>	1	No		تجهيز وتنفيذ وتشغيل منظومة الري بالتنقيط يشمل العمل تجهيز المواد والمعدات وتنفيذ وتشغيل منظومة ري بالتنقيط لتغطية كامل مساحة الحديقة. تتضمن المنظومة تمديد خرطوم ضغط عالي بقطر 1.5 إنش على طول الحديقة وربطه بخراطيم قطرها 20 ملم (أردنية الصنع) مع المنقطات الخاصة بها وربط النظام بالمآخذ المائي من الخزان. سيتم التنفيذ والتشغيل وفقاً لتوجيهات المهندس المشرف والتفاصيل الموضحة أدناه: مضخة ماء: قدرة 3 حصان، العدد: 1. خرطوم (1.5 إنش): العدد: 3 لفات. خرطوم (20 ملم): العدد: 4 لفات. منقطات: كارتون واحد. تقسيمات: كارتون واحد. يشمل العمل تأسيس الوصلات الكهربائية والمائية اللازمة لضمان تشغيل المنظومة بشكل متكامل لتلبية احتياجات الحديقة.
14	<p>Installation of Vertical Decorative Lighting Supply materials and labor to install vertical decorative lighting poles, each 3 meters in height. This includes all necessary electrical connections, wiring, breakers, and conduit for wiring, as well as secure installation on concrete bases to ensure stability and safety. The work will be carried out according to the project requirements and the specific instructions of the supervising engineer to ensure a complete and functional lighting installation.</p>	55	No		تجهيز المواد والعمل على تركيب وتنصيب ائارة ديكوربة عمودية بطول 3 م شاملا العمل جميع الايصالات الكهربائية والاسلاك والقواطع اللازمة وانايبب التسليك والتثبيت على قواعد كونكريتية لانجاز عمل متكامل وحسب متطلبات العمل وتوجيه المهندس المشرف.
15	<p>Garden Turfing with High-Quality Grass Supply materials and labor to leveling and plant the garden with high-quality type "Four Seasons" grass. The work will be executed according to the instructions and specifications provided by the supervising engineer to ensure a well-maintained and visually appealing garden.</p>	5,400	M2		تجهيز المواد والعمل على تعديل وزراعة الحديقة بالثيل (الفصول الاربعة) نوع جيد باستخدام قطع الثيل الجيد وحسب توجيهات المهندس المشرف.
16	<p>Planting of Acacia, Albizia, Dodonaea, Cypress, and Palm Seedlings Supply materials and labor for the planting of Acacia, Albizia, Dodonaea, Cypress, and Palm seedlings. The seedlings will be systematically distributed throughout the garden as per the instructions and specifications provided by the supervising engineer to ensure a harmonious and well-structured planting layout.</p>	140	No		تجهيز وزراعة شتلات الاكاسيا والابيزيا والددونيا وشتلات سرو ونخيل وتوزيعها بشكل نظامي داخل الحديقة وحسب توجيه المهندس المشرف.
17	<p>Wooden Seating Installation Supply materials and labor to install and construct a shaded wooden seating area using high-quality, heat- and water-resistant wood. The construction will utilize wooden beams (10.5 cm x 10.5 cm) and internal partitions (9 cm x 4.5 cm). A steel base will be created and anchored to the ground with a concrete foundation. All necessary work and materials required to complete the installation will be provided, according to the instructions and specifications of the supervising engineer, ensuring a sturdy and functional seating area.</p>	4	No		تجهيز المواد والعمل على تنصيب وتركيب جلسة خشبية مسقفة باستخدام الخشب المقاوم للحرارة والماء وذو نوعية جيدة وباستخدام ذلك خشبية (10.5*10.5) سم وقواطع داخلية (4.5*9) سم مع عمل قاعدة حديدية وتثبيتها على الارض بصبه خرسانية وكل ما يتطلبه العمل لانجاز فقرة متكاملة وحسب توجيهات المهندس المشرف
Total					

Estimated Bill of Quantities (BoQ) for Establishing a Green Belt for Fallujah City (5 km * 30 m)_ENG						
#	ITEM Description Eng	Qty.	Unit	Unit Price Received (IQD)	Total Price Received (IQD)	بالعربي المفصلة وصف
1	<p>Construction of Reinforced water Concrete Tank</p> <p>Supply materials and all the necessary of labors to work on the construction of a reinforced concrete water tank with dimensions of 12 m x 4 m x 2 m, including the following works: building a double-layer reinforced concrete foundation with a thickness of 25 cm, laid on a compacted sub-base. A lowered area (1 m x 1 m x 1.5 m) shall be constructed at one end of the tank for water withdrawal and maintenance. The walls and roof of the tank shall be 20 cm thick, made of reinforced concrete with 16 mm rebar and a 15 cm spacing reinforcement grid, using plywood wood mold. Water stops must be installed where necessary. one maintenance opening (M.H) will be provided in the roof above the withdrawal area, with galvanized steel ladders installed for access and a secure cover for the openings. The interior and exterior walls shall be coated with high-quality epoxy paint. All works, materials, and equipment necessary for the complete and proper execution of the tank construction must comply with the supervising engineer's instructions.</p>	2	PCs			<p>تجهيز المواد والعمل على بناء خزان كونكريتي مسلح بأبعاد 12*2*4م مع عمل قاعدة كونكريتية مسلحة بطبقتين بسمك 25 سم بعد الدفن بالحصى الخابط والحدل وعمل منطقة منخفضة عند طرف الخزان لأغراض السحب والصيانة بقياس 1*1*1.5 م مع صب جدران الخزان والسقف بسمك 20 سم بالكونكريت المسلح حديد تسليح 16 ملم وشبكة تسليح ذات مسافات 15 سم باستخدام قالب صقيل ووضع (water stop) للاماكن التي تحتاج اليه مع ترك بابيه لأغراض الصيانة في السقف فوق منطقة السحب وعمل درج من الحديد المغلون وعمل غطاء محكم لفتحة الصيانة مع صب جدران الخزان من الداخل والخارج بالايوبوكسي الجيد مع كل ما يطلبه العمل لإنجازه بشكل متكامل وحسب توجيهات المهندس المشرف</p>
2	<p>Installation of Water Transmission Line</p> <p>Supply materials and work to install of a water transmission line from the main pipe to the first and second storage tanks, using a (3-inch, 16 bar) polyethylene pipe. The work includes excavation, pipe laying, all required connections, and fittings, as well as sealing and securing the pipeline. All tasks must be completed in accordance with the supervising engineer's instructions, ensuring proper functionality and adherence to quality standards.</p>	1,500	M.L			<p>تجهيز المواد والعمل على مد خط ناقل للماء الخابط من الانبوب الرئيسي والى حوض التخزين (الأول والثاني) باستخدام أنبوب بولي اثيلين (3) انج 10 بار شاملا السعر الحفر والمد وجميع التوصيلات والاقفال حسب توجيهات المهندس المشرف</p>
3	<p>Supply and Install of a 60-HP Pump</p> <p>Supply materials and working to install the 60-HP pump with a suction and discharge size of 4 x 4 inches, Italian-made. The scope of work includes installing a 3 x 3-meter pyramidal metal shelter above the pump, setting up a two-phase electrical control board mounted on the surface of the storage tank, and completing all required electrical and mechanical connections. All works must be carried out according to the supervising engineer's instructions, ensuring proper functionality and adherence to quality standards.</p>	2	PCs			<p>تجهيز المواد والعمل على تجهيز مضخة (60) حصان سحب (4*4) أنج نوع ايطالي المنشأ شاملا السعر نصب مسقف (3*3) م هرمي الشكل ونصب بورد بمرحلتين ينصب على سطح الحوض مع جميع التوصيلات الكهربائية والميكانيكية حسب توجيهات المهندس المشرف</p>
4	<p>Installation of Main Drip Irrigation Pipe</p> <p>Supply materials and working to install the main drip irrigation pipe using (5-inch, 16 bar) polyethylene pipes. The work includes excavation, pipe laying, cleaning, and all necessary connection fittings. The installation must adhere to the supervising engineer's instructions, ensuring a clean and fully functional system upon completion.</p>	2,500	M.L			<p>تجهيز المواد والعمل على مد أنبوب التنقيط الرئيسي باستخدام أنابيب بولي اثيلين قياس (5) انج. 16 (بار) شاملا السعر الحفر والمد والتنظيف مع جميع فتكات الربط وحسب توجيهات المهندس المشرف</p>
5	<p>Installation of Polyethylene Pipes (2-inch)</p> <p>Supply materials and work to install of 2-inch polyethylene pipes branching from the main line, with a total length of 25 meters extending 25 meters to the right and 25 meters to the left. The work includes excavation, pipe laying, connections, and all necessary fittings. All tasks must be completed according to the supervising engineer's instructions, ensuring proper installation and functionality of the irrigation or water distribution system.</p>	2,000	M.L			<p>تجهيز المواد والعمل على مد أنابيب بولي اثيلين قطر (2) أنج تتفرع من الخط الرئيسي بطول (25) م يميناً (25) يساراً شاملا السعر الحفر والمد وجميع التوصيلات وحسب توجيهات المهندس المشرف</p>
6	<p>Installation of Drip Irrigation Pipes</p> <p>Supply materials and work to install the 20 mm diameter drip irrigation pipes in 6 lines, including excavation, pipe laying, connection, and all necessary fittings. The work should be carried out according to the supervising engineer's instructions, ensuring proper alignment, secure connections, and functionality of the irrigation system.</p>	1,000	M.L			<p>تجهيز المواد والعمل على مد أنابيب التنقيط قطر (20) ملم وبعد (6) خطوط شاملا السعر المد والربط وجميع الفتكات وحسب توجيهات المهندس المشرف</p>
7	<p>Excavation and Soil Replacement for Planting Pits</p> <p>Supply materials and working to excavation of planting pits measuring 80 cm x 80 cm x 80 cm, aligned in a straight row with a spacing of 5 meters between each pit. The work includes the removal of old soil and its replacement with nutrient-rich loamy soil suitable for planting. All tasks are to be carried out in accordance with the supervising engineer's instructions, ensuring proper preparation for tree planting.</p>	1,000	PCs			<p>تجهيز المواد والعمل على عمل حفر قياس 80*80*80سم وبخط مستقيم على ان تكون المسافة بين حفرة وأخرى 5م شاملا السعر استبدال التربة القديمة بالتربة المزيجية الصالحة للزراعة وحسب توجيهات المهندس المشرف</p>
8	<p>Planting Trees</p> <p>Supply materials and working to plant the trees with a height of 2 meters, ensuring a spacing of 5 meters between each tree. The planting will use Albizia, Acacia, and Jatropha species, with each row planted uniformly with a single type of tree. All works are to be performed as per the supervising engineer's instructions, ensuring proper alignment, spacing, and species selection for optimal growth and sustainability.</p>	1,000	PCs			<p>تجهيز المواد والعمل على زراعة أشجار ارتفاع 2م ويكون البعد بين شجرة وأخرى 5م باستخدام أشجار الالبيزيا والاكاسيا والجatroفا على ان يكون كل خط يزرع بنوع واحد وحسب توجيهات المهندس المشرف</p>
Total						

Appendix B: TENDERER'S DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood, and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the Oxfam Ethical and Environmental Policy. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Oxfam's discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by Oxfam.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Oxfam in writing.

We declare that are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform Oxfam in written.

Company name and address:
Company's Representative name:
Title of Representative in the Company:
Representative's signature and stamp:
City, date:

APPENDIX C: SUPPLIER CODE OF CONDUCT

Supplier code of conduct will be shared and signed with the winner bid.

Appendix D: SUPPLIER QUESTIONNAIRE

ALL Suppliers and Subcontractors to complete Sections 1-6 and the declaration.

Suppliers providing branded products and services, rental vehicles, and construction projects to also complete section 7 and 8.

1 A) Company Profile	
Name of Company	
Name of Oxfam staff member you have contact with; if any. (Name, Department, Location)	
Registered Office address	
Ordering Address (if different)	
Payment Address (if different)	
Telephone Number	
Email	
Website	
Company Registration number (Please attach a copy of the certificate)	
Year established	
Please state your position in the supply chain e.g., Agent, Manufacturer, Service Provider, Importer, Trader	
Please specify the product/service being supplied to Oxfam	
Do your goods or services carry the Oxfam brand?	
Company turnover in trading currency (please attach recent financial statement)	

Turnover of the part of the business that would serve Oxfam	
Location of other operational sites (national and international), their functions and approximate numbers of employees where Oxfam goods or services could be positioned	

1 B) Total Number of Workers			
	Men (%)	Women (%)	Total
Permanent Workers			
Temporary directly employed workers			
Agency indirectly employed workers			
Homeworkers/outworkers			
Management			
Is your company committed to achieving the labour, environmental and business integrity standards in Oxfam's Ethical and Environmental Policy			Yes
			No

2) Health & Safety	
Is there anyone designated as being responsible for Health and Safety issues in your company?	Yes/ No. Give details

3) Management Systems and Policies		
Do you have or are you working towards any of the following ethical/environmental, legal and technical management standards (add more fields if necessary)	ISO9001 - Quality	
	ISO14001 - Environment	
	ISO26000 - Social Responsibility	
	SA8000 - Labour standards	
	Other	
Confirm which policies your company has in place. Please attach these:	Quality	
	Health & Safety	
	Environmental Management	
	Labour Standards	
	Equal Opportunities	
	Training & Development	
	Other	

4) Ethical (Labour) Standards	
Do you ensure your company meets worker related legislation? (e.g wages, hours, health & safety) Please share what you have in place to support this.	Yes/No. Give details.

5) Environmental Standards	
Do you ensure that your company meets all required local laws/regulations covering the environment? Please share what you have in place to support this.	Yes/No. Give details.
Do you have an environmental policy in place? Please attach	Yes No

6) Experience & Subcontracting
Please provide details of 3 customers/clients for whom you have completed contracts for in the last 3

years, willing to provide a reference. If available, attach reference letters.			
	Reference 1	Reference 2	Reference 3
Customer/Organisation			
Contact name			
Telephone No			
Date awarded contract			
Contract scope and details			
Please detail what experience you have with dealing with International Non-Governmental Organisations (INGO): If yes, please provide details about the scope of contract and the INGO name.			
If you supply services to OXFAM, do you subcontract/outsource services? If yes, please share name and contact details of the sub-contractors and the type of service provided.			

Please complete Sections 7 and 8 IF providing branded products or services, rental vehicles or construction projects

7) Pay & Hours

What is the national minimum wage (per hour)?	
What is the lowest hourly pay in your company?	
What deductions taken from worker's wages e.g., pension, tax?	
If yes, how much are the charges and what are they for?	
What are the normal weekly working hours for employees?	
Do workers have at least 1 day off in 7?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the average overtime worked each month	
What is the minimum age of worker your company would hire?	
Explain how you ensure workers are not hired below the minimum age requirement	
Were any health and safety risk assessments carried out in the last year?	<input type="checkbox"/> Yes

		No	
8) Worker Management Communications			
How do you ensure employees are aware of their rights?	Written Contracts		<input type="checkbox"/>
	Staff notice boards		
	Intranet		
	Employee Handbook		
	Other		
What forms of representation are used?	Union		<input type="checkbox"/>
	Employees share ownership		
	Elected Health & Safety Committee		

Supplier Name: _____

	Worker's co-operative		<input type="checkbox"/>
	Works Council		
	Staff Association		
	Other		
Do any workers belong to a Trade Union		Yes No	<input type="checkbox"/>
If yes, please provide the name/s of the Union/s			

Declaration (to be completed by Senior Authorised Manager. Please insert electronic signature or type name): I confirm that all the information given is accurate. For and on behalf of the supplier:

Name:	Position:
Date:	Signature:

For Oxfam use only - Risk Rated by

NB There are some industries Oxfam has run campaigns on to highlight the harm they can cause to poor communities. If your company, or any parent or subsidiary, has any involvement with the production or sales of weapons, pharmaceuticals, infant formula or pesticides; or with the Finance industry please tell your Oxfam contact.

Name:	Position:
Date:	Risks:

Contact Person:

Telephone Number:

Email Address:

Office Address:

Signature/Stamp:

Date:

Payment terms

Payment method

Delivery time
