

Tender Document
Concern Worldwide

**PROVISION, DELIVERY AND INSTALLATION OF VERTICAL AND
HORIZONTAL WATER PUMPS – Framework Agreement**

Letter Of Invitation To Tender



Tender Reference: CW/SY/PUMPS/AUG/2021

Date: 07/10/2021

SUBJECT: INVITATION TO TENDER FOR PROVISION, DELIVERY AND INSTALLATION OF VERTICAL AND HORIZONTAL WATER PUMPS

Dear Sir/Madam,

Concern Worldwide Iraq/Syria requires Provision, delivery and installation of vertical and horizontal water pumps to North-East Syria locations as part of the humanitarian response.

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

1. **Tender Dossier**
 - Instructions To Tenderer (Annex 1)
 - Concern's Terms and Conditions (Annex 2)
 - Company Details & Profile (Annex 3)
 - Tenderer's Relevant Experience (Annex 4)
 - Tenderer's Declaration (Annex 5)
 - Financial Offer (Annex 6)
 - Technical Specifications (Annex 7)
2. **Additional Documentation**
 - Safeguarding Policies (Annex 8)
 - Anti-Fraud and Whistleblowing Policy (Annex 9)

We look forward to receiving your tender on or before **21st of October 2021 – 16:00 Syria time** at the address specified in Appendix 1 – Instructions to Tenderer.

Your tender bid **must include** the following documentation so please use the list below as a 'Checklist' before submitting your tender to Concern.

Description	Checklist
1. Financial Offer – (Annex 6) - Signed and stamped	
2. Technical Specifications and technical evaluation criteria (Annex 7) - Signed & Stamped	
3. Catalogues for pumps, conforming to at minimum all the technical specifications in Appendix 7	
4. Tenderers Declaration (Annex 5) - Signed and Stamped	
5. Company Certificate of Registration with Company owner and co-owners IDs	
6. Completed Tenderers Relevant Experience Form (Annex 4) - Signed & Stamped	
7. Completed Company Details & Profile (Annex 3) - Signed & Stamped	

For your submission, please carefully follow the instructions specified in the annexed document "Instructions to Tenderers".

Yours sincerely,

Tenders Committee Concern Worldwide-Syria/Iraq