



Invitation to Tender (ITT)

Tender for the rehabilitation of the water station in Kafr Zita city in Hama Governorate and the installation of a solar power system
مناقصة اعادة تأهيل محطة المياه في مدينة كفرزيتا في محافظة حماه وتركيب منظومة
طاقة شمسية

Reference: HA/08/2026



Background

Human Appeal is a UK-based, international development and relief charity having its offices in Manchester. It was established in 1991 with a mission to alleviate the sufferings of poor people around the world. Since 2013, HA has set up an office in Turkey to provide emergency aid and services to people affected by the conflict in Syria.

Our Vision

We are a global humanitarian and development organization. We save lives, alleviate poverty, transform and empower local communities whilst championing humanity, impartiality, neutrality, and independence.

Section A: Invitation to Tender

Tender for the rehabilitation of the water station in Kafr Zita city in Hama Governorate and the installation of a solar power system

مناقصة اعادة تأهيل محطة المياه في مدينة كفرزيتا في محافظة حماه وتركيب منظومة طاقة شمسية

Tender Summary:

Human Appeal (HA) announces this tender for the purpose of ensuring an equal competitive bidding process and accordingly receiving bids for rehabilitating the water station, installation of the solar energy system, and WASH Infrastructure Implementation in Kafr Zita city in Hama Governorate.

The work must be carried out in accordance with the technical specifications indicated within this invitation to tender and its supporting documents.

1. Technical Specification/s:

The interested bidders are asked to provide their bids according to the terms indicated within this invitation to tender, following the documents attached to it, and these are:

0. ITT (1 file).
1. Technical Conditions of water station rehabilitation and installation of a solar system.
2. BOQ of water station rehabilitation and solar system

2. Site/s of Delivery:

The selected bidder is obligated to deliver the required works at the aforementioned location (Kafr Zita City - Mahardah district - Hama Governorate).

3. Schedule/s of Delivery:

- The selected bidder will be asked to undertake all the works upon completion within the agreed time.

4. Bid Folder Components:

The interested bidders are requested to provide the information below through email to:

- SY-26-09.tender@humanappeal.org.uk

- The annexes filled and Measurable Timeline for works (work plan) signed and stamped from the bidder side as PDF files (the timeline chart should be prepared by the bidder).
- Copy of the identity card, Passport, or any official document that confirms the identity of the bidder.
- Previous contracts in the solar system, water station rehabilitation, and well equipment
- In case the bidder is different from the owner of the company, establishment, or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment, or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.
- Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for those that will issue their invoices from within Syria.
- Bid Proposal Form filled with all needed information (As indicated later in this invitation to tender), signed and stamped by the bidder, including:
 - The bidder's surname, middle, and surname.
 - Bidder Address (Country/ Governorate/ District/ Sub-District/ Community).
 - The bidder's contact information (Phone Number and Email).
 - Total cost (In USD).
 - Quotation validity date.
 - Time (In working days) following the signature of the contract that is required to finalize all of the requested works, and hand over the facility accordingly.

5. Quoted Pricing:

- The interested bidders shall provide the prices within their individual quotations in US dollars USD.

6. Tender Closing Date:

- All interested bidders shall provide their quotations before **Thursday, March 19, 2026, 17.00** Syria Time.
- Any quotation received after the aforementioned deadline will not be considered for review by HA.

7. Mean/s of Delivering the Bids:

- The interested bidders shall send their bids via email to: SY-26-09.tender@humanappeal.org.uk with the inclusion of the following in the e-mail address (Water Station– Hama).
- The bidders can send their inquiries until the 19th of March, related to this tender, to the following: procurement.hat@humanappeal.org.uk

Important Note: Any competitive bid sent to the designated mail for receiving inquiries will not be subject to inclusion in the competitive bid analysis process, even if it is sent at the same time to the e-mail designated for receiving competitive offers.

8. Selection Criteria:

- To be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfil all of the requested bid components detailed above.

- The received bids will undergo competitive bid analysis by HAS, where the following factors will be evaluated to select the most appropriate bid:
 1. Financial bid.
 2. Quotation validity date.
 3. The quality of the construction materials proposed to be used.
 4. A copy of the technical conditions signed and stamped by the bidder that shows the bidder's commitment to the attached technical conditions.
 5. Based on the advertisement, a registration certificate in Idlib for the construction sector/services is mandatory.
 6. Time (**In working days**) with a timeline chart, following the signature of the contract that is required to finalize all of the requested construction works, and hand over the facility building accordingly (**the timeline chart should be prepared by the bidder; the bid without a timeline will not have any score**).
 7. **Also, the copies/ list of the awarded Contracts/ with I/NGOs that have been conducted for the provision of similar item/s might be considered as an added value for the bidders.**

Human Appeal adheres to the cost-efficiency ratio; therefore, the contract does not have to be awarded at the lowest price.

The selection criteria are based on 60% Technical & Capacity Assessment and 40% Financial Bid. Capacity assessment refers to the proven experience of the company in the area, along with the company's financial capacity and legal compliance with the local regulations. Financial bid refers to the bid's amount and the requested payment schedule. In the case of predatory bidding, the procurement committee has the authority to not consider the lowest amount of bidding to prevent the project.

In case the bidder applied the tender No (HA/2026-08) he will not be requested to share the documents related to the capacity and experience assessment.

9. Specific Conditions to the Construction Works (The interested bidders are strongly encouraged to read this particular section with caution):

- The selected bidder should adhere to the attached architectural and construction plans, and should not be entitled to amend or demand compensation for the works or quantities contrary to the dimensions shown in the plans.
- The unremarkable works are calculated at a value of 0 - 5% (within available budget) of the total value and are carried out according to the indication of the supervising civil engineer, and the supplier agrees to implement them by submitting to this tender. In such cases, Human Appeal may compensate the cost of additional works equal to a maximum 5% of the contract amount.
- The financial dues for the selected bidder will be calculated based on the work carried out and not based on the initial bill of quantities.
- All materials and goods supplied to the project must be in accordance with the technical conditions, and the technical offer submitted by the contractor, and any commodity that does not comply with the conditions will not be accepted.
- It is the sole responsibility of the selected bidder to handle any challenges that might result in delaying the implementation of the construction works.
- The interested bidders must specify the period (In working days) necessary to complete the work, where every calendar day of delay behind the proposed schedule will result in a deduction of 0.2% of the total

bid value.

- Human Appeal reserves the right to stop or justify the delayed days, based on the availability of funds, weather conditions, or any other unforeseen conditions impeding the implementation of the works. The contractor will not be held responsible in such cases where the procurement department has issued a written waiver.
- The amount of excavation is calculated according to the mathematical amount, whether it is dirt or rock.
- The selected bidder shall commit to provide all work requirements (electricity - Water - Machines. . . Etc.) on its own and shall not be entitled to demand such requirements from the organization.
- The materials that the contractor will use in construction should be inspected by the supervising engineer prior to installation.
- Human Appeal will undertake periodic inspections over the construction works to ensure about the quality of the services provided. Also, HA will undertake a final inspection after the construction works are fulfilled by the contractor, and accordingly, the organization will decide about the integrity of the provided deliverables and pay the contractor in accordance with the final inspection findings. With that being mentioned, the contractor shall hold the sole responsibility for maintaining the integrity of the deliverables provided till the final inspection is made by HA, and that the contractor must not ask for any compensation related to any inconvenient deliverable.
- In the case that the selected bidder provides materials don't match the offered materials and the technical conditions, these materials will be rejected and the bidder, at his own expense, is obligated to remove and migrate them outside the work site, at his own expense, he is not entitled to request financial dues for that.
- The selected bidder, after finishing all works, must clean the work site and remove all remaining materials and debris from the work site migrate them. The bidder must clean all Dignified Shelter to be ready for delivery to the beneficiary directly.
- In the case that any experiment or test of the provided materials is needed, the experiment or test and all requirements related to the experiment are conducted at the selected bidder expense and he is not entitled to demand the organization for a financial fee.
- During works implementation, in the case of any damage to public or private properties as a result of carrying out works, the selected bidder is obligated to repair them at its own expense, and in the case that they are not repaired, the damages shall be assessed and deducted from his financial dues and the selected bidder will be the responsible to this damage and Human Appeal will not take any responsibility for the damaged.
- The selected bidder must provide services related to engineering services (plans, studies, suitable identification, etc) to be determined by the supervising engineers. It will be done by engineers and the following surveying equipment: NIVO and Total Station during the entire project implementation period, and at his own expense.

10. Specific Conditions to Financial Bid

- The bidder must review carefully the financial offer and verify that there is no miscalculation or unreasonable difference in estimated price, Human appeal reserves the right to reject the offer in the below cases the financial offer:

- In the case that there are very large, unjustified differences in prices to the estimated prices of the quoted items, whether they are %20 more or less than the estimated average market cost of construction. This reflects the bidder's lack of knowledge of the works and services required in this offer.
- In the case that, the bidder submits more than one offer with the same name, with a difference in the financial offer without mentioning that the last offer is the approved one and the previous offers contain deficiencies or errors, otherwise all offers will be rejected.
- In the case that the bidder submits more than one offer using different names but using the same identification documents such as ID, license, previous contracts ... etc. All offers will be rejected.
- The selected bidder will get paid by deducting 10% of contract amount from the first payment as security deposit from each invoice until finalization of the project, this amount will be kept as security deposit in case he violated of contract term/s. This amount will be paid back to the selected bidder after acceptance of the works within 2 months.

11. General Considerations:

- By signing this tender form, the individual bidders accept and declare all of its terms and conditions.
- As a preliminary condition to be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfill all of the requested bid components detailed above. However, HA reserves the right to not consider any of the quoted bids.
- Other details, including the payment procedures and the regulations for terminations will be outlined within the contract with the selected bidder.
- By signing this tender form, the bidders consent that their individual bids have not been agreed or arranged with any prospective competitor or trade association and will not be communicated to any third party. And that failure to comply with this might render the relevant bids ineligible or the relevant contracts terminated from HA side.
- Bidders are required to stamp every page of this document as well as that of the required annexes with their legal/adopted company stamp and NO bid will be accepted without a genuine company stamp.
- Any quotation received after the aforementioned deadline will not be considered for review by HA.
- All taxes and financial obligations external to this tender, the provided RFQ or the consequent contract are the responsibility of the selected bidder to solely deal with.
- If a dispute occurs, Syrian Law will be applied for settlement. Also, parties can agree on alternative dispute resolutions for settlement. In case of any ambiguity, the true intentions of parties will be taken into consideration.

Section B: Bid Folder

Tender for the rehabilitation of the water station in Kafr Zita city in Hama Governorate and the installation of a solar power system

مناقصة اعادة تأهيل محطة المياه في مدينة كفرزيتا في محافظة حماه وتركيب منظومة طاقة شمسية

a. Bid Proposal Form

The interested bidders are requested to provide information within the table below:

Description	Bidder Inputs
Name, Middle and Surname of the Bidder	
Bidder Address (Country/ Governorate/ District/ Sub-District/ Community)	
Phone Number of the Bidder	
Email Address of the Bidder	
Quotation Validity Date	
Time (<u>In working days</u>) following the signature of the contract that is required to finalize all of the requested construction works, and hand over the Dignified Shelter accordingly.	
Cost (In US Dollars) for the <u>Wash Infrastructure</u>: Please provide the total cost <u>in numbers</u> within the box to the right:	_____ USD
Cost (In US Dollars) for the <u>Wash Infrastructure</u>: Please provide the total cost <u>in words</u> within the box to the right:	_____ USD

b. Bid Folder Attachment (Documents to be provided by the bidder):

- The annexes filled and **Measurable Timeline** for works signed and stamped from the bidder side as PDF files (the timeline chart should be prepared by the bidder, the bid without timeline will not scored.

The annexes are:

- ITT (1 file).
- Technical Conditions of water station rehabilitation and installation of a solar system.
- BOQ of water station rehabilitation and solar system

Copy of the identity card, Passport, or any official document that confirms the identity of the bidder.

In case the bidder is different from the owner of the company, establishment, or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment, or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.

- Bank account details for the bidders that will issue their invoices from within Turkey or PTT account

details for that will issue their invoices from within Syria. (A Must)

- Measurable Timeline for construction works, that shows the time (In working days) to finish the construction works
- Whenever feasible, the bidders are requested to provide any catalogs, specifications, or certificates relevant to demonstrating the bidder's capacity to provide the requested items.

c. Bidder's Declaration

I hereby state that I read and understood the terms indicated within the above invitation to tender form, and that I have carefully checked and examined all the provided bid related documents. I also confirm that the provided pricing is a fixed and not subject to any changes or alterations including those due to currency fluctuations. The offers are fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses (excluding overnight stays etc.), of all kinds including printing costs, telephone calls and travel/subsistence expenses necessary for the completion of the Services.

Company Name :

**Bidder's
Full Name** :

Official Stamp :

Title :

Signature :