Invitation to Bid

Women Empowerment Organization

Date: 02-11-2026
Subject**: Supply and Implementation of Agricultural Land Rehabilitation Works in Al-Batha District, Dhi Qar Governorate**

Project Name: **Resilient Nature-Based Water Solutions (RNBWS) Pilot Implementation**

Our Ref: IRQ-2026-W0-40-001

Dear Sir/Madam,

The Women Empowerment Organization (WEO), in collaboration with its donors, provides assistance to conflict-affected communities and returnees in Iraq. WEO receives grants from various donors to implement humanitarian assistance programmes across the country.

This Invitation to Bid (ITB) document consists of the following sections:

- **Section 2:** Instructions to Tenderers
- **Section 3:** WEO General Remarks and Special Conditions/Requirements
- **Section 4:** Pre-Qualification of Bidders
- **Section 5:** Bidding Form
- **Section 6:** Bidding Proposal
- **Section 7:** Past Projects

Please note that **Sections 5, 6, and 7 must be completed and submitted by the bidder**.

SECTION 2. – INSTRUCTIONS TO BIDDERS

- By submitting a bid, bidders fully and unconditionally accept the terms and conditions of this Invitation to Bid (ITB), which shall govern the tendering process and form the basis of any resulting contract.
- Bidders are expected to carefully review all WEO requirements and comply with the instructions, forms, contractual provisions, and technical specifications contained in this document.
- Failure to submit a complete bid, including all required information and supporting documentation, within the specified deadline, or the inclusion of unsolicited qualifications, reservations, or amendments to the ITB requirements, may result in the rejection of the bid without further evaluation.

1. SCOPE OF SERVICE

ITB No.	Location	Description of service
IRQ-2026-W0-40-001	Al-Dur'an and Al-Dunaif villages, Al-Batha District, Dhi Qar Governorate	Supply and Implementation of Agricultural Land Rehabilitation Works in Al-Batha District, Dhi Qar Governorate

1.1. Safety and Security:

- The Contractor shall be fully responsible for the safety and security of its personnel, equipment, and machinery throughout the implementation of the project.
- The Contractor shall take all necessary precautions to prevent accidents, injuries, damage, or losses during project implementation.
- The Contractor shall remain responsible for its personnel and equipment at all times. In the event of equipment loss, staff injury, or any other incident involving the Contractor's personnel or property, the Contractor shall bear the associated responsibility.
- WEO shall not be held responsible or liable for such incidents, to the extent permitted by applicable law.

1.2. Transportation and Storage

- The Contractor shall be responsible for transporting all items specified in the BoQ from local or international suppliers to the project sites.
- The Contractor shall obtain all necessary permits, approvals, and supporting documents required to transport materials, equipment, and personnel through checkpoints and into Dhi Qar Governorate.
- The Contractor shall ensure the proper protection and safety of all equipment and materials throughout transportation.
- The Contractor shall be responsible for transporting, unloading, handling, and storing all equipment and materials, including arranging suitable storage facilities at the project sites.
- The Contractor shall ensure the proper preservation and safe storage of all materials and equipment until they are required for installation or use.
- The Contractor shall take all necessary measures to ensure that spare parts and other materials are properly packaged and stored under appropriate conditions to prevent damage or deterioration before use.

2. SCHEDULE AND DEADLINE FOR SUBMISSION

The deadline for submission of bids is **11/11/2026 at 16:30 Iraqi time**. Bids received after this date will not be accepted.

Schedules	DATE	TIME* at local time of Iraq
Tender published	02-11-2026	
Closing date and time for receipt of Bids	11-11-2026	16:30
Bid Opening Date and Time	12-11-2026	

Please note that WEO reserves the right to amend or modify the tender schedule, including the dates and deadlines, when necessary. Any changes will be communicated to bidders through the appropriate channels.

3. TENDER PROCESS

1. The following procedures will be followed throughout the tendering process:
2. Tender Announcement
3. Tender Closing
4. Bid Opening
5. Administrative Evaluation
6. Technical Evaluation
7. Financial Evaluation
8. Contract Award
9. Notification of Contract Award

Tender Package Documents

The tender package provided to bidders includes the following documents:

10. Bill of Quantities (BoQ)
11. Design Narrative
12. 2D and 3D Images of the Proposed Intervention
13. Project Work Distribution / General Guidelines

Project Information and Special Notes to Bidders

Bidders must take the following points into account when preparing their bids so that they are fully aware of the project details and the implementation of the intervention:

1. **Quantities and Payment:** WEO is not obliged to purchase all items listed in the Bill of Quantities (BoQ). Purchases and payments will be based on the actual quantities delivered upon completion of the service. For provisional items, payment will be made according to the actual measured quantities after soil and water analysis and site verification.
2. **Soil and Water Testing:** The BoQ includes two highlighted items, Soil Testing (Lot 2.3) and Water Testing (Lot 2.7). The vendor shall not carry out either test until WEO gives written approval to proceed and provides the necessary guidance.
3. **Timeline:** The estimated duration of the intervention is 8–9 weeks. Seedlings and offshoots are to be delivered in the planting season (November and December 2026, January and February 2027).
4. **Location:** The intervention sites are located in Al-Dur'an and Al-Dunaif villages, Al-Batha District, Dhi Qar Governorate.
5. **Sites:** The project covers four land parcels, each owned by a different farmer, with a total area of 10 dunums (2.5 dunums per parcel):
   a) Treatment sites: two parcels, one in each village, 2.5 dunums each, totalling 5 dunums. The full intervention will take place on these sites.
   b) Control sites: two parcels, each located next to a treatment site, 2.5 dunums each, totalling 5 dunums. Only fencing will be carried out on these sites.
6. **Community Workers (Cash for Work):** In addition to the vendor's own workforce, WEO will engage 30 community workers (15 per site) to carry out basic tasks during the construction works, as part of a Cash for Work activity that supports the local community. The tasks assigned to these workers are described in the tender package (Project Work Distribution / General Guidelines). WEO will be fully responsible for paying these workers.
7. **Basic Equipment for Community Workers:** The BoQ includes items listed under "Basic Equipment for the Community Workers" (Lot 7), which the vendor shall supply to the 30 workers. Each worker will keep their equipment after the project is completed.
8. **Completing the BoQ:** Item descriptions, units and quantities in the BoQ must not be modified. Bids that modify these fields may be disqualified.
9. **Prices:** BoQ prices must include transport, delivery and unloading at the project sites, and installation and commissioning for items that state this.
10. **Warranty:** The warranty on equipment and works runs from the date of acceptance. The vendor shall replace dead seedlings to achieve a survival rate of not less than 90% until March 2027.
11. **Supporting documents:** The bidder shall attach catalogues, technical specifications and certificates of origin, plus phytosanitary certificates and varietal-conformity certificates for seedlings and offshoots.

Distribution of Project Work

Work to be carried out by local residents (young men, women, and men) under the Cash for Work activity:

1. Laborers for planting the green belt (shelterbelt) seedlings.
2. Laborers for erecting the greenhouses.

3. Laying drip irrigation pipes and planting date palms, Conocarpus, and olive trees.
4. Laborers for installing the BRC fencing.

Work requiring specialists provided by the company:

1. Technician for installing the water pump and solar power system.
2. Technician for operating the irrigation and fertigation system, the tanks, and water flow.
3. Technician for laser land leveling and for measuring the spacing between the belt rows and the rows of palms, olives, and Conocarpus.
4. Technician for erecting the fencing and pouring concrete foundations for the posts, greenhouses, tank bases, and small pumps at each site.
5. All other company work will be supervised by specialized technicians, assisted by local laborers to complete the work.

4. SUBMISSION OF BID

Bidders are requested to submit their bids in accordance with the requirements detailed below.

Bids may be submitted in hardcopy to either of the following WEO offices:

14. **WEO Head Office (HQ):** 120m Street, New Azadi (Atkonz), R5/81 and R5/83, Erbil, Iraq.
15. **WEO Dhi Qar Office:** Nasiriyah, Water City Street, Former Evening Notary Public Office, Dhi Qar, Iraq.

If you require assistance locating either office, please contact the WEO Administration Team at **0750 229 2525 or 0774 029 2525** for directions.

4.1. Hardcopy Submission

- The bidder shall place the bid documents in a securely sealed envelope.
- The bid must include all documents required under the section entitled **"Order of Precedence of Documents."**
- The envelope must be clearly marked with the following information:
  - **ITB Number:** IRQ-2026-W0-40-001
  - **Tender Title:** Supply and Implementation of Agricultural Land Rehabilitation Works in Al-Batha District, Dhi Qar Governorate
  - **WEO Address**
  - **Company Name and Stamp**
- All bids must be received no later than **11 November 2026 at 16:30 (Iraq local time)**.
- Bids received after the specified deadline will not be considered and will be returned unopened to the bidder.

4.2. Email Submission

Bids may also be submitted electronically to the following dedicated email address:

procurement@weoiraq.org

The following instructions must be observed when submitting bids by email:

1. The ITB number and tender title must be included in the email subject line as follows:

   IRQ-2026-W0-40-001 – Supply and Implementation of Agricultural Land Rehabilitation Works in Al-Batha District, Dhi Qar Governorate.

2. Bidders shall download the tender documents, complete the required forms, and prepare their bids for submission in the specified file formats.
3. All required bid documents must be attached to the email in PDF, JPEG, or TIF format. Documents may also be submitted in ZIP format containing the permitted file formats. Submissions containing editable MS Word or Excel files will not be accepted and may result in disqualification.
4. If the total size of the attachments exceeds the permitted email size, bidders may submit their documents in multiple emails. In such cases, each email must clearly indicate the ITB reference number and identify the relevant part of the submission.

WEO shall not be responsible for bid submission failures caused by internet connectivity issues, network server problems, or any other technical or software issues on the bidder's side.

4.3. Clarifications and Requests for Information

Bidders may submit questions or requests for clarification regarding the tender documents and technical specifications by email to **procurement@weoiraq.org**.

Please note that WEO may require up to two full working days to respond to clarification requests. Bidders are therefore encouraged to submit their questions sufficiently in advance of the bid submission deadline.

1. **SELECTION AND AWARD CRITERIA STAGES**

WEO has conducted an assessment of the local Iraqi market and has reviewed the prices paid by other agencies for similar services. The award of the contract(s) will be based on the evaluation criteria and weighting outlined below.

Criteria that will be used to evaluate and score the bid is as following:

60% Technical Offer, 60 points
40% Price -Value for Money, 40 points

Further Technical Information:

- Suppliers must provide pictures for items listed in Section 5.
- Technical review may be done in two stages.
- Only shortlisted suppliers may be asked to provide further pictures or physical samples, the location and timeline for delivery of samples will be communicated with shortlisted suppliers only.
- WEO may wish to visit the bidder to view samples.
- All samples are at the cost of the supplier and will be returned to unsuccessful bidders after the tender is complete.

A) Administrative Evaluation

- All bids will first undergo an Administrative Evaluation to determine compliance with the mandatory submission requirements.
- Only bids that pass this stage will proceed to the Technical and Financial evaluation stages.
- Bids that are deemed administratively non-compliant may be rejected without further consideration.
- The following documents must be submitted with the bid package:

For Companies:

Completed Bid Forms (Technical and Financial)

- Company Profile
- Company Registration Certificate

For Individuals:

- Completed Bid Forms (Technical and Financial)
- Curriculum Vitae (CV)
- Copy of Personal Identification Card

B) Financial Evaluation

All bids that pass the Financial Evaluation will proceed to Award Procedure.

C) Technical Evaluation

The Technical Evaluation will assess each bid against the following criteria:

- Compliance with the specifications and requirements outlined in this ITB.
- Proposed methodology and work plan.
- Relevant experience and capacity of the bidder.
- Quality and suitability of materials, equipment, or services proposed.
- Any additional value-added elements that enhance the technical offer.

Only bids that meet the minimum technical requirements will proceed to the **Financial Evaluation** stage.

D) Exclusion criteria:

- Any of the documents in Section 4, Section 6, Section 7 or Section 8 missing can be considered a reason for exclusion (WEO reserves the right not to exclude in certain cases as deemed appropriate)
- No provision of references
- No provision of past projects
- No Provision of a company certificate of register in Iraq-KRI
- No access permissions to operate in designated areas
- Submission of multiple bids for single Requisition

E) Award Procedure

The contract will be awarded to successful Bidder after WEO committee members made a decision based on WEO discretionary requirements and after evaluation process.
WEO is not obliged to purchase all items listed in the BoQ. Purchases and payments will be based on the actual quantities delivered upon completion of the service.

6. ORDER OF PRECEDENCE OF DOCUMENTS

The following documents must be submitted before tender closing (**submitted using WEO templates**):

Description	**To be filled by bidder**		**To be filled by WEO opening bid committee**		
	Included?		**Complete?**		**Comments**
Document to be submitted within tender	**Yes**	**No**	**Yes**	**No**	
Duly filled, signed and stamped Pre-Qualification of Bidder (Section 4)					
Duly filled, signed and stamped Bidding form (Section 6)					

Duly filled, signed and stamped Bidding proposal (Section 7)					
Duly filled, signed and stamped past projects (Section 8)					
Copy of company Certificate of Registration/ ID if it`s an individual submitting a bid					

Following documents will be additionally requested from the selected Bidder:

- Original commercial invoice letter header clearly addressing the contractor details
- Company stamp

To be filled in by WEO bid committee members only	**Eligible or Ineligible (YES/NO)**
Outcome of administrative eligibility check	

SECTION 3. - GENERAL REMARKS AND SPECIAL CONDITIONS/REQUIREMENTS

1. General Conditions/requirements

1.1 Payment terms are within 10 days of receipt of goods or certifying completion of service/delivery from WEO Program staff, and will be based on the actual quantities delivered.

1.2 WEO holds the right to change the technical description of the bid in writing. All Bidders will be informed if any changes occur.

1.3 WEO reserves the right to split the contract between different Bidders but preferred consolidate contract for sole supplier

1.4 **Bidders need to be registered and own Certificate of Registration in KRI and/or Iraq, attach copy of Certificate to the bid as described** in" Order of precedence of documents".

1.5 Bidder needs to have good reputation for the type of service/goods required. Having INGO or UN references will be an advantage. **Attach the summary of experience with other INGOs (Section 8).**

1.6 Accept inspection by WEO member staff to verify the quality of goods required or deliver samples if required by WEO.

1.7 No sub-letting is allowed.

1.8 No weapons are allowed during the work or monitoring. WEO permits to have state-authorized actors to be present at the work site.

1.9 Bidder that is awarded the Contract at the end of the process will have to comply with WEO policies on Prevention of Sexual Exploitation and Abuse and Code of Conduct/Anti-Fraud and Corruption policy

1.10 The supplier must obtain all delivery permissions from government authorities.

1.11 Consider participating in the bid is not award, you might not hear from WEO if you application has not been successful.

2. Prices/service charge

- All prices submitted must be all-inclusive, covering taxes, duties, fees, and any other costs related to the provision of goods or services.
- No additional charges of any kind will be accepted after the Contract is signed by both parties.
- Prices will remain fixed for the duration of the Framework Agreement/Contract, unless the goods or services are subject to significant market price volatility, as reasonably determined by WEO.
- The price validity period may vary depending on the size and nature of the Contract.

All prices must be indicated in USD only unless otherwise stated.

3. Payment terms

- The total contract amount shall be paid in three (3) installments as follows:
- 1. First Installment – 30%: An advance payment of 30% of the total contract value shall be paid upon signing of the Contract by both parties.
- 2. Second Installment – 40%: A payment of 40% of the total contract value shall be made upon delivery of the requested items in accordance with the specifications and requirements of the Contract, subject to WEO's verification and confirmation of receipt.
- 3. Third Installment – 30%: The remaining 30% of the total contract value shall be paid after WEO verifies and confirms that all items have been satisfactorily delivered and that all contractual requirements have been fully met.

4. Bid Validity

4.1 All bids submitted shall remain valid for the **duration of the Contract period**, or **12 months** from the bid submission deadline, unless otherwise specified by WEO.

4.2 The Bidder must clearly indicate, in writing, the **bid validity period**, taking into account the expected length of the Contract as outlined in **Section 5: Supplementary Information**.

5. Amendment of bidding documents

- WEO reserves the right to **amend or cancel** the Invitation to Bid (ITB) at any time by providing written notice to all bidders.
- Any such notice will be issued **no later than 48 hours** before the original bid submission deadline.
- To allow bidders sufficient time to adjust their bids in response to amendments, WEO may, at its sole discretion, **extend the bid submission deadline**.

6. Joint Ventures, Consortia and Associations

- Bids submitted by a **joint venture, consortium, or association** of two or more firms will only be considered if accompanied by a **formal declaration** from the bidder.
- The declaration must clearly state the **names and registration details** of all participating partners.
- All terms and conditions of the Contract shall **apply equally to all partners** involved in the joint venture, consortium, or association.
- All partners shall be **jointly and severally liable** for the performance of the Contract.

7. Sole bid from single Bidder

- Each bidder is permitted to submit **only one bid** for this ITB.
- Any bidder who submits, or participates in, more than one bid will have **all submitted bids disqualified**.

8. Right to Select/Reject

- WEO reserves the right, at its sole discretion, to **select and negotiate** with bidders it deems qualified for competitive evaluation. WEO may also **terminate negotiations** at any stage without incurring any liability.
- WEO reserves the right to **reject any or all bids** received, without providing an explanation, including disqualifying bids that fail to comply with the ITB instructions.

Additionally, WEO reserves the right to:

- **Extend the bid submission deadline** to allow for better offers, after notifying all bidders.
- **Cancel or modify the tender process** at any time, as deemed necessary to meet WEO's requirements.
- **Issue a single award or multiple awards** based on the evaluation of the bids received.

9. Award Splitting

WEO reserves the right to split awards.

10. Clarification of bidding documents

A potential Bidder shall be contacted in writing in some circumstances at discretion of WEO, if the bidding documents are incomplete or miscalculated. In most circumstances the bid will be rejected.

11. Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with this process.

Breaking confidentiality rules by Bidders will result into rejection of their bids. There are also severe consequences for WEO staff for breaching confidentiality.

12. Force majeure

12.1 Neither Party shall be considered to be in default or in breach of its obligations under the contract if the performance of such obligations is prevented by any event of force majeure arising after the date of notification of award or the date when the contract becomes effective, whichever is the earlier.

12.2 For the purposes of this Article, the term "force majeure" means acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar unforeseeable events which are beyond the Parties' control and cannot be overcome by due diligence.

12.3 If either Party considers that any circumstances of force majeure have occurred which may affect the performance of its obligations, it shall promptly notify the other Party, giving details of the nature, the probable duration, and the likely effect of the circumstances. Unless otherwise directed by the Contracting Authority in writing, the Contractor shall continue to perform his obligations under the contract as far as is reasonably practicable and shall employ every reasonable alternative means to

perform any obligations that the event of force majeure does not prevent him from performing. The Contractor shall not employ such alternative means unless directed to do so by the Contracting Authority.

13. Specific conditions

Bid must specify all details according to the Invitation to Bid text. Incomplete bids and bids that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by the WEO tender committee. In the case of an error when writing the prices, discard the page. Any alterations, including the use of correction fluid, may render your offer invalid.

13.1 All the materials supplied must be according to specifications (Section 5 – Technical description of the Bid) as well as Ministry of Health specifications if needed.

13.2 The price of goods includes all requirements as per specifications such kitting in box, delivery, road permission and government taxes (Section 5 – Technical description of the Bid).

14. Signing of Contract

Upon decision made by WEO committee members, WEO will notify successful Bidder to sign the Contract and return signed Contract to WEO International within agreed timeframe.

Note: Submission of a Bid form does not guarantee an award of a contract. Award of a contract is entirely at the discretion of the Contracting Authority, WEO.
Bidders' who do not receive written feedback within 15 days should consider their bid unsuccessful.

SECTION 4. – Pre-Qualification of Bidder

We herewith _____ (company name) declare

a. **CONDUCT.** Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or WEO staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Vendor employees or businesses or ventures related to Vendor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. Vendor shall inform WEO in writing of any violations relating to its obligations hereunder. Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism, or we have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.

b. We are not bankrupt or being wound up, we are not having our affairs administered by the courts, our business has not been suspended by local government, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations,

c. We have not been convicted of an offence concerning our professional conduct by a judgement which has the force of claim preclusion.

d. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed,

e. We have not been subject of a judgement which has the force of claim preclusion for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities financial interests,

f. We have not been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same contracting authority or another contract financed with Community funds,

g. We do respect basic social rights and condemn exploitation of child labor and women.

_____ _____

Name and Date Signature and Stamp

SECTION 5. – BIDDING FORM

5.1 Bidder business details:

Company name:	
Registered name of company (if different):	
Nature of primary business/trade:	
Primary contact name:	
Job title:	
Phone:	
Email:	
Address:	
Owner/ Manager Name:	
Business licence number:	
Country of registration	
Expiry date:	
Legal status of company (eg. Partnership, private limited company, etc.)	

5.2 Employees

Indicate the name of employee(s) who will be involved in WEO project in the event of contract awarded:

Employee name	Job title	Role on WEO project	Phone	Email
1.				
2.				
3.				

4.				
5.				

5.3 Company bank account details if capable:

Bidder name:	
Bidder account no.:	
Bidder Bank:	
Bank branch:	
SWIFT:	
IBAN:	
Bank address:	

_____ _____

Name and Date Signature and Stamp

SECTION 6. – Bidding Proposal

The tender package (Arabic and English versions) includes the BoQ, Design Narrative, 2D and 3D images of the intervention, and Project Work Distribution / General Guidelines. Bidders must read it together with the Project Information and Special Notes to Bidders in Section 2.

6.1 Supplementary information (for Bidder to fill in):

	Answer
1. Bid Validity Please confirm the validity of your bid below (in calendar days):	
2. Indicate Delivery and implementation time (in days) from the date of signing the contract (WEO's estimated duration of the intervention is 8–9 weeks).	

6.2 Instruction to Bidder (for WEO use):

Supplementary information To Bidder	**Answer**
1. Delivery Method (if applicable)/	Delivery to the project sites in Al-Dur'an and Al-Dunaif villages, Al-Batha District, Dhi Qar Governorate (unloading and storage by the Contractor).
2. Kitting required: YES/NO	NO
3.Sample Required: YES/NO	Yes First a picture and then shortlisted suppliers will be contacted for specific samples. Indicate the country of origin, please provide pictures for all items print on A4.
4.Shipment Packing / Labelling instruction & Individual packaging / kitting instructions:	N/A

_____
Name and Date

_____
Signature and Stamp