Invitation to Bid

Danish Refugee Council
Syria – Damascus -Abu Rumaneh.
Mahdi Ben Barakeh Street – Building 28.

13 Oct 2026

To: Contractors

Invitation to Bid No.: ITB-SYR-007091 –Rehabilitation and maintenance of boreholes, including supply and installation of the solar system in Hama & Idlib

The Danish Refugee Council (DRC) has received a grant from ECHO HIP 2026 for the implementation of the humanitarian aid operation entitled Housing and Infrastructure. Part of this operation is **Community Infrastructure Rehabilitation.** Therefore, the DRC requests you to submit price bid(s) for the supply of the item(s) and services listed on the attached DRC Bid Form Annex A.

The validity of the bids should be at least 90 days from the date of the ITB closure.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	ITB published	13 October 2026
2	Closing date for clarifications	27-October-2026 at 13:30 PM UTC (04:30 PM Syria Time)
3	Closing date and time for receipt of Tenders	10 November 2026 at 13:30 PM UTC (04:30 PM Syria Time)
4	Tender Opening Location	DRC Country office -Syria – Damascus – Abu Rumaneh – Mahdi Ben Barakeh Street, Building 28, first floor
5	Tender Opening Date and time (Closed sessions)	11-November-2026 at 07:00 AM UTC 10:00 AM. Local time

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS ITB:

- The delivery time of the service shall be within 8 weeks starting from the date of the site's clearance after signing the contract.
- The DRC may terminate the contract or impose other penalties if the supplier fails to deliver items within this period.
- The contractor can apply for one lot or more based on their capacity, and DRC has the right to award the tender to multiple contractors.
- The payments will be divided into 3 payments, after the completion of 30%, 70%, and 100% of the work.
- **Financial agreements will be made only in SYP (New currency) and the payment will be paid in SYP through bank transfer**
- **Performance Guarantee**: Certified cheque or bank Guarantee with an amount of **5% (five per cent)** of total contract value, it should be for 6 months, starting from the date DRC receives the handover.
- No advance payment will be paid to the awarded contractor. The awarded contractor is expected to mobilize his own resources to deliver the agreed service.
- If there is any difference between the financial bid form and the calculation of bids, DRC will evaluate the financial bid form and depend on the unit price.
- Any bidder that fails in the implementation may not be considered for future contracts

- The potential supplier must be commercially registered in Syria and have an active Syrian bank account, and payments will be made in New SYP in accordance with the instructions and regulations issued by the Central Bank of Syria.

- **<u>This tender has only eight lots:</u>**

LOT #	Project Code	Governorate	Area	Expected Duration in weeks
1	WB-HA-15	Hama	Murak	8 weeks
2	WB-HA-16	Hama	Qbariyeh	8 weeks
3	WB-HA-17	Hama	Lahaya	8 weeks
4	WB-HA-18	Hama	Maarkaba	8 weeks
5	WB-HA-20	Hama	Karkat	8 weeks
6	WB-HA-21	Hama	Madiq Castle	8 weeks
7	WB-ID 05	Idleb	Kafranbel, Marzeta	8 weeks
8	WB-ID 06	Idleb	Khan Shekhoun, Moqa	8 weeks

III. SELECTION AND AWARD CRITERIA

This tender will be awarded to the lowest cost technically compliant bid. The technical evaluation criteria are as per the specifications stated in Annex A1.

A. Administrative Evaluation

#	Annex #	Document	Instructions
1	A1.1 A1.2 A1.3 A1.4 A1.5 A1.6 A1.7 A1.8	Bid Form (Technical bid, lot 1) Bid Form (Technical bid, lot 2) Bid Form (Technical bid, lot 3) Bid Form (Technical bid, lot 4) Bid Form (Technical bid, lot 5) Bid Form (Technical bid, lot 6) Bid Form (Technical bid, lot 7) Bid Form (Technical bid, lot 8)	Complete ALL sections in full, sign, stamp and submit **Mandatory and essential**
2	A2.1 A2.2 A2.3 A2.4 A2.5 A2.6 A2.7 A2.8	Bid Form (Financial bid, lot 1) Bid Form (Financial bid, lot 1) Bid Form (Financial bid, lot 3) Bid Form (Financial bid, lot 4) Bid Form (Financial bid, lot 5) Bid Form (Financial bid, lot 6) Bid Form (Financial bid, lot 7) Bid Form (Financial bid, lot 8)	Complete ALL sections in full, sign, stamp and submit **Mandatory and essential** (<u>In Separate envelope</u>)
3	B	Tender and Contract Award Acknowledgement Certificate	Fill, sign, stamp and submit **Mandatory and essential**
4	C1, C2, C3, C4,	Master Details Drawing	It's only for information. Not Mandatory

	C5, C6, C7, C8		
5	D1, D2, D3, D4, D5, D6, D7, D8	Calculation Sheet	Complete ALL sections in full, sign, stamp and submit Not Mandatory If it's put in, it should be in the financial envelope
6	E1 till E17	Technical Specification (General & Private)	It's only for information. Not Mandatory
7	F	Supplier Code of Conduct	**Mandatory and essential**
8	G	General Conditions of Contract	**Mandatory and essential**
9	H	Supplier Profile and Registration Form	**Mandatory** Complete ALL sections in full, sign, stamp and submit
10	I	Sit Plan	It's only for information. Not Mandatory
11	-	Commercial registration valid in 2026	Please submit a copy **Mandatory and essential**
12	-	Copy of a similar contract in the last five years	Please submit a copy **Mandatory and essential**
13	-	Hand over documents for the similar contract provided by the bidder requested in line 6	Please submit a copy **Mandatory and essential**
14	-	**Tax Registration:** showing that you are registered in the tax system and clearly indicating the tax number	Please submit a copy **Mandatory and essential**
15	-	**Proof of financial capacity** Financial and Professional capability record with financial annual turnover reports for at least the last three years.	Please submit a copy **Mandatory and essential**

If any information required during the administrative evaluation is not provided by the bidders, DRC may choose to request bidders to provide this information within 48 hours of the tender opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as price/technical information.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB. A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it will be rejected.
The technical criteria are stipulated in Annexes A1 – Technical Bid Forms.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing

- Tender Opening
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the ITB requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the **DRC Bid Form (Annex A)**

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- **Tender & Contract Award Acknowledgment Certificate (Annex B), and if required the Supplier Profile and Registration form (Annex H), plus any other documents required as outlined in this invitation letter. (Annex F: Supplier Code of Conduct, Annex G: General Conditions of Contract)**
- **Copy of valid Commercial Registration document.**
- **Copy of a similar contract in the last five years**
- **Hand over documents for the same contract provided by the bidder**
- **Tax Registration:**
- **Proof of financial capacity.**

Bids not submitted on Annex A, or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the ITB requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and Technical Bid':

i. The Financial Bid shall only contain the financial bid form, and a CD (calculation sheet, Annexes D) (if any) marked with the ITB Number containing the BOQ Excel sheet, Annex D, this CD not mandatory.
ii. Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, but excluding any pricing information.

Each part shall be placed in a **sealed** envelope, marked as follows:

ITB No.: **ITB-SYR-007091**
TECHNICAL BID
Bidder Name:

ITB No.: **ITB-SYR-007091**
FINANCIAL BID
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed and delivered to:

ITB No.: **ITB-SYR-007091**

Damascus – Abu Rumaneh – Mahdi Ben Barakeh Street – Building 28, 1st floor

The bidder should indicate the LOT number applied for on the outer envelope.

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.syr@drc.ngo
When Bids are emailed, the following conditions shall be complied with:

- **The ITB number ITB-SYR-007091 shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains.**
  iii. The Financial Bid shall only contain the financial bid form, Annexes A2 of the respective lot, and annexes D (BOQ Excel calculation sheet)
  - The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, but excluding any pricing information.
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. **Documents in MS Word or Excel formats will result in the bid being disqualified.**

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways, hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VI. SUBMISSION OF SAMPLES: N/A

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.
Unless otherwise requested all Bids shall state if the prices quoted are not DDP (Incoterms 2020).

B. Currency

The currency of the Bid shall be in **SYP (New currency)**. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this ITB shall be in English or Arabic/ both are accepted

D. Packaging N/A

E. Origin

Country of origin of the items shall be clearly stated.

F. Presentation

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English or Arabic. All Bids shall be signed by a duly authorized representative of the Bidder.

G. Split Awards

DRC reserves the right to split awards between suppliers.

H. Validity Period

Bids shall be valid for at least the minimum number of days specified in the ITB from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB Closure.

IX. AWARD OF CONTRACTS

This ITB does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any ITB, to reject any or all Bids in whole or in part, and to award any contract.
Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC ITBs.

X. CONFIDENTIALITY

This ITB or any part hereof, and all copies hereof shall be returned to DRC upon request. This ITB is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITB.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this ITB or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this ITB was an official, agent, functionary, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this ITB relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via https://drc.ngo/where-we-work, or via DRC's Code of Conduct Reporting Mechanism: http://drc.ngo/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism . Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo.

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid closure time shall not be honoured.
Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.
A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

XVI. LATE BIDS

All Bids received after the ITB closure will be rejected.

XVII. OPENING OF THE ITB

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder 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 DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE ITB

In the event of an ITB cancellation, Bidders will be notified by DRC. If the ITB is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.

The ITB may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered.
- exceptional circumstances or force majeure render normal performance of the project impossible.
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an ITB, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS ITB

For queries on this ITB, please contact the Procurement Manager, **SYR-Procurement@drc.ngo**
All questions regarding this ITB shall be submitted in writing to the above. On the subject line, please indicate the ITB number.
Bids shall not be sent to the above email.

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: https://www.sytenders.com/ **Syria tenders & and https//drc.ngo/en/tenders**

XXI. ITB DOCUMENTS

This ITB document contains the following:

1. This covering Letter.
2. Annex A 1.1: DRC Bid Form (Technical bid, Lot 1)
3. Annex A 1.2: DRC Bid Form (Technical bid, Lot 2)
4. Annex A 1.3: DRC Bid Form (Technical bid, Lot 3)
5. Annex A 1.4: DRC Bid Form (Technical bid, Lot 4)
6. Annex A 1.5: DRC Bid Form (Technical bid, Lot 5)
7. Annex A 1.6: DRC Bid Form (Technical bid, Lot 6)
8. Annex A 1.7: DRC Bid Form (Technical bid, Lot 7)
9. Annex A 1.8: DRC Bid Form (Technical bid, Lot 8)
10. Annex A 2.1: DRC Bid form (Financial bid, Lot 1)
11. Annex A 2.2: DRC Bid form (Financial bid, Lot 2)
12. Annex A 2.3: DRC Bid form (Financial bid, Lot 3)
13. Annex A 2.4: DRC Bid form (Financial bid, Lot 4)
14. Annex A 2.5: DRC Bid form (Financial bid, Lot 5)
15. Annex A 2.6: DRC Bid form (Financial bid, Lot 6)
16. Annex A 2.7: DRC Bid form (Financial bid, Lot 7)
17. Annex A 2.8: DRC Bid form (Financial bid, Lot 8)
18. Annex B Tender and Contract Award Acknowledgment Certificate
19. Annex C1: Master Details Drawing, Murak
20. Annex C2: Master Details Drawing, Qbariyeh
21. Annex C3: Master Details Drawing, Lahaya
22. Annex C4: Master Details Drawing, Maarkaba
23. Annex C5: Master Details Drawing, Karkat
24. Annex C6: Master Details Drawing, Madiq Castle
25. Annex C7: Master Details Drawing, Kafranbel, Marzeta
26. Annex C8: Master Details Drawing, Khan shekhoun, Moqa

27. Annex D1: Calculation sheet, Lot 1
28. Annex D2: Calculation sheet, Lot 2
29. Annex D3: Calculation sheet, Lot 3
30. Annex D4: Calculation sheet, Lot 4
31. Annex D5: Calculation sheet, Lot 5
32. Annex D6: Calculation sheet, Lot 6
33. Annex D7: Calculation sheet, Lot 7
34. Annex D8: Calculation sheet, Lot 8
35. Annex E1: General Specification (Murak), Lot 1
36. Annex E2: Private Specification (Murak), Lot 1
37. Annex E3: General Specification (Qbariyeh), Lot2
38. Annex E4: Private Specification (Qbariyeh), Lot2
39. Annex E5: General Specification (Lahaya), Lot3
40. Annex E6: Private Specification (Lahaya), Lot3
41. Annex E7: General Specification (Maarkaba), Lot4
42. Annex E8: Private Specification (Maarkaba), Lot4
43. Annex E9: General Specification (Karkat), Lot5
44. Annex E10: Private Specification (Karkat), Lot5
45. Annex E11: General Specification (Madiq Castle), Lot6
46. Annex E12: Private Specification (Madiq Castle), Lot6
47. Annex E13: Technical specifications for civil works (Kafranbel, Marzeta), Lot7
48. Annex E14: Technical specifications for horizontal and submersible pumps (Kafranbel, Marzeta), Lot7
49. Annex E15: Technical specifications for Solar Power System (Kafranbel, Marzeta), Lot7
50. Annex E16: Technical specifications for civil works (Khan Shekhoun, Moqa), Lot8
51. Annex E17: Technical specifications for Solar Power System (Khan Shekhoun, Moqa), Lot8
52. Annex F: Supplier Code of Conduct
53. Annex G: General Conditions of Contract
54. Annex H: Supplier Profile and Registration Form ENG
55. Annex I: Site plans

Under DRC's Anti-Corruption Policy, Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely
Supply Chain Department – Procurement
13 October 2026