**Fourth section: Bid Documents**

**1. Bid Submission Form**

Date:*[insert:* ***date of bid****]*

*{ Tender Number: [23/2018/21]”}*

*IFB Number: [21]”}*

To: *[Ministry of Health / Environment/ The State Company. for Marketing Drugs & Medical Appliances (KIMADIA). ]*

Dear Sir or Madam:

Having examined the Bidding Documents, including Addenda Nos. *[ insert* ***numbers****]*, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said Bidding Documents for the sum of:

|  |  |  |
| --- | --- | --- |
| *[ insert:* ***amount of “Iraqi Dinar” in words****]* | | *([ insert:* ***amount of “Iraqi Dinar” in figures****])* |
| **Plus** | *[ insert:* ***amount of “US Dollar” in words****]* | *([ insert:* ***amount of “US Dollar” in figures****])* |
| **Plus** | *[ insert:* ***amount of “Euro” in words****]* | *([ insert:* ***amount of “Euro” in figures****])* |

(Hereinafter called “the Total Bid Price”) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

2. We undertake, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the *[* insert “Schedule of Requirements in Section-VI” **or** “as quoted in Price Schedule in Section-IV”] (the Bidder may select as appropriate clause).

3. We agree to all General Conditions of Contract in Section-VII read in conjunction with the Special Conditions of Contract in Section-VIII.

4. If our bid is accepted, we undertake to provide an advance payment security and a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

5. We agree to abide by this bid, for the Bid Validity Period specified in Sub-Clause 16.1 of the Bid Data Sheet in Section II and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

6. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

8. We agree to the following Eligibility Criteria:

(a) We have nationality from Eligible countries as per ITB Sub-Clause-6.1 of Section-I.

(b) We do not have conflict of interest in accordance with ITB Sub-Clause-6.1 (a) of Section-I.

(c) We are not a Government-owned Entity in Republic of Iraq./ We are a Government-owned Entity in the Republic of Iraq and meet the requirement as per Sub-Clause 6.1(b) of Section - I.

(d) We including any of our subcontractors or manufacturers for any part of the contract, have not been declared ineligible by the Contracting Entity, under the Contracting Entity’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.

(e) We have not been Black listed or Suspended by Republic of Iraq and declared ineligible to bid during the period of time determined as per ITB Clause 6.3 of Section-I.

10. We confirm that our website address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and our mail address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and that Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be following up all matters relevant to any Clarifications.

Dated thi*s [insert:* ***number****]* day of *[insert:* ***month****]*, *[insert:* ***year****].*

Signed:

Date:

In the capacity of *[insert:* ***title or position****]*

Duly authorized to sign this bid for and on behalf of *[insert:* ***name of Bidder****]*

2. Price Schedule for Domestic Goods or Goods of Foreign Origin Located In Iraq

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1 `** | | **2** | | | | | **3** | **4** | **5** | | | | | **6** |
| **Schedule No.**  **(a)** | **Item No.**  **(b)** | **Brief Description of Goods##** | | | | | **Quantity Offered and physical unit** | **Country of Origin** | **Price per physical unit Iraq Currency** | | | | | **Total Price on DDP/Free Delivery at End-users’ site.**  **(Iraqi Dinar)**  **3 X 5(e)** |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |  |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |  |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |  |

Grand Total of Bid price in Iraqi Dinar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In figures)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In words)

Delivery Period: \_\_\_\_\_\_\_\_\_\_\_ *[Bidder may insert quoted delivery period]* as per INCOTERMS® current edition \_\_\_\_\_\_\_\_ [Insert *Incoterms]*.

Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Price Schedule for Goods to be imported from Abroad

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | | **2** | | | | | **3** | **4** | **5** | | | | **6** |
| **Schedule No**  **(a).** | **Item No.**  **(b)** | **Brief Description of Goods** | | | | | **Quantity** | **Country of Origin** | **Unit Price**  ***[ Bidder may insert permissible Currency]*** | | | | **Total price on DDP at End-users’ site along with Incidental series**  **3X 5 (D)** |
| **CIP Price / End User**  **(A)** | **DDP Price / End User**  **(B)** | **Emergency services as stated in requirement schedules**  **(C)** | **DDP Price / End Users with emergenvy services**  **B+C=D** |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |

Grand Total of Bid price: *[Bidders may insert permissible Currency]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In figures)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In words)

Delivery Period: \_\_\_\_\_\_\_\_\_\_\_ *[Bidder may insert quoted delivery period]* as per INCOTERMS® current edition \_\_\_\_\_\_\_\_ [Insert *Incoterms]*.

Agent Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Bidder may insert, if applicable]*

Agency Commission: \_\_\_\_\_\_\_\_\_\_\_\_ *[Bidder may insert, if applicable]*

Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name& Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal of the Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Origin Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Code | Country |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

A confirmed certificate of origin shall be issued for all imported items at the time of shipment.

4. Price Schedule for Annual Maintenance Contract (AMC) after Warranty Period##

(Applicable for Medical Equipment))(not applicable)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | | **2** | **3** | **4** | | | | **5** | **6.** | **7.** | **8.** |
| **Schedule No.**  **(a)** | **Item No.**  **(b)** | **Brief Description of Goods** | **Quantity**  **Offered** | **AMC Cost for year wise** **after completion of ‘n’ year Warranty period**. ## | | | | **Total AMC Cost for ‘n’ Years**  **= [4 (a)+ 4 (b)+…..4n)]** | **Taxes** | **Total AMC for**  ***[ Insert number of years##]***  **with Taxes**  **[5+6]** | **Grand Total AMC for *[ Insert number of years##]***  **Years**  **with Taxes**  **[3x7]** |
| **1st Year** | **2nd Year** | **.....** | **nth Year** |
| **(a)** | **(b)** |  | **(n)** |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |  |  |
| ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |  |  |
| ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |  |  |  |  |  |  |  |  |  |

Grand Total of Bid price: *[Bidders may insert permissible Currency]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In figures)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In words)

|  |  |
| --- | --- |
| Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name & Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seal of the Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Note: -

## {Insert number of years of **Annual Maintenance Contract** after warranty period required as per Schedule of Requirements}.

{If Training Services for the Iraqi Government Staff are needed under the Scope of this Tender (for Commissioning, Operation, etc), the Price Schedule has to include this Item and to identify if needed inside or outside Iraq with relevant justifications. The number of Staff involved, Training period, location of Training, scope of training, and programme should be specified. If the location is outside Iraq, the item has to include all relevant Travelling requirements.

The staff involved in this training shall be of relevant expertise and qualified and will be committed to work in the line of the training received. The same will be reflected in the Contract as well.}

5. Performance bond (Bank Guarantee)(unconditional)

[*The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
[insert* ***Bank’s Name****, and* ***Address*** *of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert* ***Name and Address of Contracting Entity****]*

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[insert* ***name of the Bidder****]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[insert* ***name of tender/project****]* under Invitation for Bids No. *[insert* ***IFB number****]* (“the IFB”).

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[insert* ***name of Bank****]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert* ***amount in figures****]* (*[insert* ***amount in words****]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or

(b) having been notified of the acceptance of its Bid by the Contracting Entity during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

(c)has complained or appealed as per ITB clause 36 and it is decided by the competent authorities for this Bidder to compensate all damages resulting from delaying the contract signature for false or unjustified reasons.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder and the bidder has not complaint or appeals to the Contracting Entity; or (ii) twenty-eight days after the expiration of the Bidder’s Bid and the bidder has not complaint or appeals to the Contracting Entity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

*[signature(s)]*

6. Manufacturer’s Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This* *letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]*

Date: *[insert:* ***date*** *(as day, month and year)* ***of Bid Submission****]*

IFB No.: *[insert:* ***number of bidding process****]*

To: *[insert: complete name of Contracting Entity]*

WHEREAS

We *[insert:* ***complete name of Manufacturer****],* who are official manufacturers of*[insert:* ***type of goods manufactured****],* having factories at *[insert:* ***full address of Manufacturer’s factories****],* do hereby authorize *[insert:* ***complete name of Bidder****]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert:* ***name and or brief description of the Goods****],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 15 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[****insert: signature(s) of authorized representative(s) of the Manufacturer****]*

Name: *[insert:* ***complete name(s) of authorized representative(s) of the Manufacturer****]*

Title: *[insert:* ***title****]*

Duly authorized to sign this Authorization on behalf of: *[insert:* ***complete name of Bidder****]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert:* ***date of signing****]*

7. Sample Form for Performance Statement

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract placed by** | **Order No and date** | **Order placed on** | **Description of Goods** | **Quantity** | **Date if completion of Contract** | | **Reasons of delay, if any** | **Are the goods supplied satisfactory?** |
| **As per Contract** | **Actual** |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |