**Section IV. Bidding documents**

The Bidding documents provided in this SSBD provide standard formats for a number of the key documents that the Contracting Entity and Bidders will exchange in the process of bidding.

{The contracting authority shall include the required information in these model documents in proportion to the requirements of each tender, prior to launching the tender process. The space required to include these notes is in spaces in italics with a gray background in parentheses. Any notes addressed to the contracting authority that are in { } brackets and written in a yellow background and background are for information only and must be removed prior to issuing the tender documents.}

The Bidder will fill in his part of the form where it is designated between brackets or\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Bidders shall complete the Forms as indicated on the form, and submit them to the Contracting Entity.

* + 1. Bid Submission Form.
    2. Price Schedules for domestic (Laboratory Supplies and Equipment) or goods of foreign origin available in Iraq.
    3. Price Schedules for (Laboratory Supplies and Equipment) to be imported from Abroad
    4. Price Schedules for annual maintenance contracts after defects warranty period
    5. Country of Origin Declaration Form
    6. Manufacturer’s Authorization Form.
    7. Good Performance Certificate Form

**1. Bid Submission Form**

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

{The Contracting Entity shall insert: *Tender Number*: [insert number]”}

IFB Number: [insert number]”}

To: {The Contracting Entity shall insert: **[Name and address of Contracting Entity]**}

Dear Sir or Madam:

Having examined the Tender documents, including Addenda Nos. [insert numbers], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the (Laboratory Supplies and Equipment) under the above-named Contract in full conformity with the said Tender 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]**) |

1. (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 (Laboratory Supplies and Equipment) in accordance with the delivery schedule specified in the [insert “Contract Requirements List in Section-VI” or “as quoted in Price Schedule in Section-IV”] (the Bidder may select an 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 Good Performance Guarantee in the form, in the amounts, and within the times specified in the Tender 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:
   * 1. We have nationality from Eligible countries as per ITB Sub-Clause-6.1 of Section-I.
     2. We do not have conflict of interest in accordance with ITB Sub-Clause-6.1 (a) of Section-I.
     3. We are not a Government-owned Entity in Republic of Iraq./ We are a Government-owned Entity in the Republic of Iraq and fulfil the requirement as per Sub-Clause 6.1(b) of Section - I.
     4. 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.
     5. We have not been Black listed or Suspended by Ministry of Planning and declared ineligible to bid during the period of time determined as per ITB Clause 6.3 of Section-I.
9. We confirm that our website address is [*insert* ***website address***] and our mail address is [*insert* ***email address***], and that Mr. /Ms. [*insert* ***name***] of Job Title [*insert* ***job title***] and e-mail address [*insert* ***e-mail address***] will be following up all matters relevant to any Clarifications.

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

Signed: \_\_\_\_\_\_\_\_

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

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

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

**2. Price Schedule for Laboratory Supplies and Equipment of Foreign Origin Available in Iraq**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | | **2** | | | | | **3** |  | **5** | | | | | **6** |
| **Schedule No**  **(a).** | **Item No.**  **(b)** | **Brief Description of Laboratory Supplies and Equipment**  **##** | | | | | **Quantity offered**  **and physical unit** | **Country**  **of**  **Origin** | **Price per physical unit *[Iraqi Dinar]* (figure and in writing)** | | | | | **Total Price** |
| **Product**  **(a)** | **Strength**  **(b)** | **Dosages form**  **(c)** | **Pharmacopeia Standard**  **(d)** | **Unit Pack sizes**  **(e)** | **Ex-factory/ex-warehouse/ex-show**  **room/off-the**  **shelf**  **including**  **packing and forwarding charges**  **(a)** | **Sales**  **and**  **other**  **taxes**  **and**  **duties payable**  **if**  **contract**  **is**  **awarded**  **(b)** | **Inland transportation insurance loading/unloading and incidental costs till end-users site**  **(c)** | **Incidental services as defined in schedule of requirement**  **(d)** | **Price on**  **DDP/free**  **delivery at**  **end-users**  **e=(a+b+c+d)** | **Total**  **Price on DDP/Free Delivery**  **at End-users’ site.**  **(Iraqi**  **Dinar) quantityX**  **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: *[Iraqi Dinar]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In figures)

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

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

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

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

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

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

Note: -

## {Insert Laboratory Supplies and Equipment}

**3. The Price Schedule for (Laboratory Supplies and Equipment) to be imported from abroad**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | | | 2 | | 3 | 4 | 5 | | | | 6 |
| National No. | Seller Code No. | Item No. | Brief Description of Laboratory Supplies and Equipment ## | | Quantity offered and physical unit | Country of Origin | Price per physical unit  [Bidder may insert permissible Currency] | | | | Total price on DDP at End-users’ site along with Incidental Services  3\*5(d) |
| Product | Packing Unit Size | CIP price [Bidder may insert place of destination] | DDP at End-users’ site | incidental Services as defined in Contract Requirements List | DDP at End-users’ site and Incidental Services |
| (a) | (b) | (c) | (a) | (b) | (a) | (b) | (c) | (d) = [(b) + (c)] |
| *[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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Note: -

## {Insert Laboratory Supplies and Equipment}

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)

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

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

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

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

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

{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 shall 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. Country of Origin Declaration Form**

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

A confirmed certificate of origin shall be issued for all imported Laboratory Supplies and Equipment at the time of shipment

**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 shall be on the letterhead of the Manufacturer and shall 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 ITB.]

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 Laboratory Supplies and Equipment 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 Laboratory Supplies and Equipment, manufactured by us [insert: **name and or brief description of the Goods**].

We hereby extend our full guarantee and warranty in accordance with Clause 15 of the General Conditions of Contract, with respect to the Laboratory Supplies and Equipment 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. Good Performance Certificate Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |  |

***Addendum to Table for Section II***

In Bid Data Sheet (BDS) **3. The Price Schedule for (Laboratory Supplies and Equipment) to be imported from abroad**

|  |  |  |
| --- | --- | --- |
|  | L-code | 1 |
|  | Company name | 2 |
|  | Company origin | 3 |
|  | Manufacturer name | 4 |
|  | Manufacturer origin | 5 |
|  | Company registration number& date | 6 |
|  | National code | 7 |
|  | Generic name | 8 |
|  | unit | 9 |
|  | Generic name of your item | 10 |
|  | Trade name | 11 |
|  | Free sale certificate in origin country as generic name | 12 |
|  | LAB form | 13 |
|  | Presentation | 14 |
|  | Volume | 15 |
|  | Weigh | 16 |
|  | Item registration number | 17 |
|  | Item registration date | 18 |
|  | Origin of the product | 19 |
|  | Exporting country | 20 |
|  | Delivery period | 21 |
|  | Transportation way | 22 |
|  | Entry point | 23 |
|  | Payment terms | 24 |
|  | packing uint Size | 25 |
|  | Units per piece | 26 |
|  | Price per pack | 27 |
|  | Price per piece | 28 |
|  | Type of Currency | 29 |
|  | FOC | 30 |
|  | Quantity offered | 31 |
|  | Total price | 32 |
|  | Shelf life | 33 |
|  | FDA,HPB,CE or MOH certificate no for unregister product | 34 |
|  | Sumbmission of samples for study "yes/no" | 35 |
|  | Origin of raw material | 36 |
|  | Manufacturer Registration Number | 37 |
|  | Manufacturer Registration Date | 38 |
|  | Company Address | 39 |
|  | Company Telephone | 40 |
|  | Company Fax | 41 |
|  | Company Email | 42 |
|  | Company Internet | 43 |
|  | Representitive Bureau Name | 44 |
|  | Beneficiary Name | 45 |
|  | Bank\_Name | 46 |
|  | Bank\_Address | 47 |
|  | Bank\_Telephone | 48 |
|  | Bank\_Fax | 49 |
|  | Account No | 50 |
|  | Announcement date | 51 |
|  | close date | 52 |
|  | Extension date | 53 |

**Section V. Eligible Countries**

Regarding the eligibility of the Bidders for the provision of (Laboratory Supplies and Equipment), Works and Services in Public Contracts financed by the Purchaser:

1. The Purchaser permits firms and individuals from all countries to offer (Laboratory Supplies and Equipment), works and services for projects financed by the Government of Iraq. As an exception, firms of a Country or (Laboratory Supplies and Equipment) manufactured in a Country may be excluded if:
   1. If the legislation or official instructions in force prohibit the Bidder's country from establishing commercial relations with the Purchaser state provided that the Purchaser is convinced that such prohibition will not prevent the fruitful competition for supplying goods or executing works.
   2. by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Purchaser's country is forbidden to import any goods or pay any amounts to the Bidder's country.
2. For the information of bidders, at the present time firms, (Laboratory Supplies and Equipment) and services from the following countries are excluded from this bidding:
3. With reference to paragraph: 1-a

\_\_\_\_\_\_\_\_\_\_ [Insert] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. With reference to paragraph: 1-b

\_\_\_\_\_\_\_\_\_\_ [Insert] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_