

BIDDING DOCUMENTS

Issued on: 06 February 2015

**For**

**Procurement of Flour Sacks**

**ICB No.: BID-046-GOO-ICB/15**

**Project:**

**Support to the Food Security Sector in Syria –Storage and Milling Support to the SIG’s Wheat Program**

**Purchaser:** Syrian Public Establishment for Grain (SPEG)

**Represented by:** SRTF Yönetim Hizmetleri A. Ş., Turkey

**Table of Contents**

PART 1 – Bidding Procedures 1

Section I. Instructions to Bidders 3

Section II. Bidding Data Sheet (BDS) 27

Section III. Evaluation and Qualification Criteria 33

Section IV. Bidding Forms 37

Section V. Eligible Countries 49

PART 2 – Supply Requirements 51

Section VI. Schedule of Requirements 53

PART 3 - Contract 79

Section VII. General Conditions of Contract 81

Section VIII. Special Conditions of Contract 101

Section IX. Contract Forms 107

# PART 1 – Bidding Procedures

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| Section I. Instructions to Bidders |

**Table of Clauses**

A. General 5

1. Scope of Bid 5

2. Source of Funds 5

3. Fraud and Corruption 5

4. Eligible Bidders 7

5. Eligible Goods and Related Services 8

B. Contents of Bidding Documents 9

6. Sections of Bidding Documents 9

7. Clarification of Bidding Documents 9

8. Amendment of Bidding Documents 10

C. Preparation of Bids 10

9. Cost of Bidding 10

10. Language of Bid 10

11. Documents Comprising the Bid 10

12. Bid Submission Form and Price Schedules 11

13. Alternative Bids 11

14. Bid Prices and Discounts 11

15. Currencies of Bid 12

16. Documents Establishing the Eligibility of the Bidder 12

17. Documents Establishing the Eligibility of the Goods and Related Services 13

18. Documents Establishing the Conformity of the Goods and Related Services 13

19. Documents Establishing the Qualifications of the Bidder 13

20. Period of Validity of Bids 14

21. Bid Security and Bid-Securing Declaration 14

22. Format and Signing of Bid 16

D. Submission and Opening of Bids 16

23. Submission, Sealing and Marking of Bids 16

24. Deadline for Submission of Bids 17

25. Late Bids 17

26. Withdrawal, Substitution, and Modification of Bids 17

27. Bid Opening 18

E. Evaluation and Comparison of Bids 19

28. Confidentiality 19

29. Clarification of Bids 19

30. Responsiveness of Bids 20

31. Non-conformities, Errors, and Omissions 20

32. Preliminary Examination of Bids 21

33. Examination of Terms and Conditions; Technical Evaluation 21

34. Conversion to Single Currency 22

35. Domestic Preference 22

36. Evaluation of Bids 22

37. Comparison of Bids 23

38. Postqualification of the Bidder 23

39. Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids 23

F. Award of Contract 23

40. Award Criteria 24

41. Purchaser’s Right to Vary Quantities at Time of Award 24

42. Notification of Award 24

43. Signing of Contract 24

44. Performance Security 24

|  |
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| **Section I. Instructions to Bidders** |
|  | General |
| Scope of Bid | * 1. The Purchaser (hereinafter called also Recipient or Implementing entity or Beneficiary[[1]](#footnote-1)), **indicated in the Bidding Data Sheet (BDS),** issues these Bidding Documents for the supply of Goods and Related Services incidental thereto or other Non-consultant Services as specified in Section VI, Schedule of Requirements. The name and identification number of this International Competitive Bidding (ICB) procurement are **specified in the BDS.** The name, identification, and number of lots (if any) are **provided in the BDS.**
	2. Throughout these Bidding Documents:

the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt;if the context so requires, “singular” means “plural” and vice versa; and“day” means calendar day. |
| Source of Funds | * 1. The Recipient **specified in the BDS** has received financing (hereinafter called “funds”) from the Syria Recovery Trust Fund (hereinafter called “SRTF”) through SRTF Yönetim Hizmetleri A. Ş., Turkey (translated: SRTF Management Services JSC) (hereinafter called “Syria A.S.”) toward the cost of the project **named in the** **BDS.** The Recipient intends to apply a portion of the funds to eligible payments under the contract for which these Bidding Documents are issued.
	2. Payments by SRTF will be made only at the request of the Recipient and upon approval by Syria A.S. or SRTF in accordance with the terms and conditions of the financing agreement between the Recipient and Syria A.S. (hereinafter called the Financing Agreement), and will be subject in all respects to the terms and conditions of that Financing Agreement. No party other than the Recipient shall derive any rights from the Financing Agreement or have any claim to the funds.
 |
| Fraud and Corruption | 3.1 It is SRTF’s policy to require that Recipients, as well as bidders, suppliers, and contractors and their agents (whether declared or not), personnel, subcontractors, sub-consultants, service providers and suppliers under SRTF-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.[[2]](#footnote-2) In pursuance of this policy, SRTF:(a) defines, for the purposes of this provision, the terms set forth below as follows:(i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party[[3]](#footnote-3);(ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation[[4]](#footnote-4);(iii) “collusive practice” is an arrangement between two or more parties[[5]](#footnote-5) designed to achieve an improper purpose, including to influence improperly the actions of another party;(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party[[6]](#footnote-6);(v) “obstructive practice” is(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a SRTF investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or(bb) acts intended to materially impede the exercise of SRTF’s inspection and audit rights provided for under sub-clause 3.1 (e) below.(b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;(c) will cancel the portion of the financial support allocated to a contract if it determines at any time that representatives of the Recipient of the financial support engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the execution of that contract, without the Recipient having taken timely and appropriate action satisfactory to SRTF to address such practices when they occur. 3.2 In further pursuance of this policy, Bidders shall permit SRTF to inspect any accounts and records and other documents relating to the Bid submission and contract performance, and to have them audited by auditors appointed by SRTF.3.3 Furthermore, Bidders shall be aware of the provision stated in Sub-Clause 35.1 (a) (iii) of the General Conditions of Contract. |
| Eligible Bidders | * 1. A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Services.
	2. Bidders may submit bids, if none of the following reasons for exclusion apply:

(i) Participation of a bidder (or any of its personnel) is ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor as listed in Section V; or (ii) the bidder is or was involved as a consultant in the preparation or implementation of the Project. The same applies to an enterprise or an individual that is closely connected to the bidder under a company group or a similar business link, or to several enterprises or individuals associated correspondingly; or (iii) the bidder is legally barred from the procurement process in its own or any Donor country or the country of the contracting agency on the grounds of previous violations of regulation on fraud and corruption; if the bidder is legally barred from the procurement process in Syria, the exclusion shall only be considered, if it is officially recognized by the National Coalition; or(iv) the bidder or sub-contractors to be contracted for considerable portions of the contract are enterprises economically intertwined with the contracting agency (Implementing Entity) in the host country and/or state controlled enterprises that are not legally or financially independent.* 1. A Bidder and its sub-contractors may not be engaged in financing terrorism, including providing financing or support to any persons who are designated by the U.S. Department of Treasury as “Specially Designated Nationals” or subject to sanctions by the EU.

4.4 A Bidder shall not be under suspension from bidding by the SRTF or the Implementing Entity. 4.5 In the implementation of the project a Bidder must adhere to minimum social standards ("Core Labour Standards") ratified by Syria.4.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request. |
| Eligible Goods and Services | * 1. All the Goods and Services to be supplied under the Contract and financed by SRTF may have their origin in any country in accordance with Section V, Eligible Countries.
	2. For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “services” includes services such as transport, insurance, installation, training, and initial maintenance.
	3. The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
 |
|  | Contents of Bidding Documents |
| Sections of Bidding Documents | * 1. The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 8.

**PART 1 Bidding Procedures*** Section I. Instructions to Bidders (ITB)
* Section II. Bidding Data Sheet (BDS)
* Section III. Evaluation and Qualification Criteria
* Section IV. Bidding Forms
* Section V. Eligible Countries
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|  | **PART 2 Supply Requirements*** Section VI. Schedule of Requirements

**PART 3 Contract*** Section VII. General Conditions of Contract (GCC)
* Section VIII. Special Conditions of Contract (SCC)
* Section IX. Contract Forms
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|  | * 1. The Invitation for Bids issued by the Purchaser is not part of the Bidding Documents.
	2. The Purchaser is not responsible for the completeness of the Bidding Documents and their addendum, if they were not obtained directly from the Purchaser.
	3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
 |
| Clarification of Bidding Documents | * 1. A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser’s address **specified in the** **BDS.** The Purchaser will respond in writing to any request for clarification by publication on the website [www.srtfund.org](http://www.srtfund.org), provided that such request is received no later than twenty-one (21) days prior to the deadline for submission of bids. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and ITB Sub-Clause 24.2.
 |
| Amendment of Bidding Documents | * 1. At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.
	2. Any addendum issued shall be part of the Bidding Documents and shall be communicated by publication on the website [www.srtfund.org](http://www.srtfund.org).
	3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 24.2
 |
|  | Preparation of Bids |
| Cost of Bidding | * 1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 |
| Language of Bid | * 1. The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into English**,** in which case, for purposes of interpretation of the Bid, such translation shall govern.
 |
| Documents Comprising the Bid | * 1. The Bid shall comprise the following:

Information Form and Bid Submission Form and the applicable Price Schedules and Technical specifications compatibility table available under Section VI – Schedule of Requirements, in accordance with ITB Clauses 12, 14, and 15;Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 21, if required;written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 22;documentary evidence in accordance with ITB Clause 16 establishing the Bidder’s eligibility to bid;documentary evidence in accordance with ITB Clause 17, that the Goods and Services to be supplied by the Bidder are of eligible origin;documentary evidence in accordance with ITB Clauses 18 and 30, that the Goods and Services conform to the Bidding Documents including technical specifications compatibility table;documentary evidence in accordance with ITB Clause 19 establishing the Bidder’s qualifications to perform the contract if its bid is accepted; andany other document **required in the** **BDS.** |
| Bid Submission Form and Price Schedules  | * 1. The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
	2. The Bidder shall submit the Price Schedules for Goods and Services, using the forms furnished in Section IV, Bidding Forms
 |
| Alternative Bids | * 1. Unless otherwise **specified in the** **BDS,** alternative bids shall not be considered.
 |
| Bid Prices and Discounts | * 1. The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below.
	2. All lots and items must be listed and priced separately in the Price Schedules.
	3. The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discounts offered.
	4. The Bidder shall quote any discounts and indicate the method for their application in the Bid Submission Form. The only applicable condition to the discount refers to the award of two or more lots to the same bidder. Any other condition is not applicable.
	5. The terms EXW, CIP, DAP, DDP and other similar terms shall be governed by the rules prescribed in the 2010 edition of Incoterms, published by The International Chamber of Commerce**.**
	6. Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser’s right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V Eligible Countries. Prices shall be entered in the following manner:

 (a) the price of the Goods, as specified in the **BDS**.1. For services related to the goods to be delivered whenever such Services are specified in the Schedule of Requirements:
	1. the price of each item comprising the services (inclusive of any applicable taxes).
	2. Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the Contract and not subject to variation on any account, unless otherwise specified in the **BDS.** A Bid submitted with an adjustable price quotation shall be treated as non- responsive and shall be rejected, pursuant to ITB Clause 30. However, if in accordance with the **BDS,** prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
	3. If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS,** prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 14.4 provided the bids for all lots are submitted and opened at the same time.
 |
| Currencies of Bid | * 1. The Bidder may express the bid price in EUR, US$ or in another freely convertible currency of any country with the exception of Syria. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly, but shall use no more than three currencies.
 |
| Documents Establishing the Eligibility of the Bidder | * 1. To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.
 |
| Documents Establishing the Eligibility of the Goods and Related Services | * 1. To establish the eligibility of the Goods and Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.
 |
| Documents Establishing the Conformity of the Goods and Related Services | * 1. To establish the conformity of the Goods and Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Schedule of Requirements. Additionally, the bidder shall indicate in the technical specifications compatibility table the technical specifications of the offered goods. These technical specifications shall offer performances demonstrating substantial responsiveness to the ones included in the Schedule of Requirements.
	2. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Services, demonstrating substantial responsiveness of the Goods and Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
	3. The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the** **BDS** following commencement of the use of the goods by the Recipient.
	4. Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates to the Purchaser’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.
 |
| Documents Establishing the Qualifications of the Bidder | * 1. The documentary evidence of the Bidder’s qualifications to perform the contract if its bid is accepted shall establish to the Purchaser’s satisfaction:
		1. that, if required in the BDS, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser’s Country;
		2. that, if **required in the** **BDS,** in case of a Bidder not doing business within the Purchaser’s Country, the Bidder is or will be (if awarded the contract) represented by an Agent in the country equipped and able to carry out the Supplier’s maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
		3. that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
 |
| Period of Validity of Bids | * 1. Bids shall remain valid for the period **specified in the** **BDS** after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
	2. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 21, it shall also be extended for a corresponding period, unless it is still expected to expire at least 28 days after the new deadline. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB Sub-Clause 20.3.
 |
| Bid Security | * 1. The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the** **BDS.** Modalities and conditions allowing the bidders to provide a Bid-Securing Declaration are **specified in the BDS.**
	2. The Bid Security shall be calculated according to the methodology **specified in the BDS** and denominated in a freely convertible currency. In case of bid securities in a convertible currency different from the currency selected by the bidder for its own bid, the exchange rate to be used for the conversion in the currency of the bid is the exchange rate (selling price) of the Financial Institution indicated under ITB 34.1 for the day the bid security has been issued. In this case, a minor variation in the value of the Bid Security, i.e. up to minus 2% of the expected value of the Bid Security will not lead to the exclusion of the bidder. The Bid Security shall:

be in the form of a bank guarantee from a banking institution; be issued by a reputable institution selected by the bidder and located in any eligible country. The banking institution issuing the bid security shall have a correspondent financial institution in Turkey. be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Purchaser prior to bid submission;be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 21.5 are invoked;be submitted in its original form; copies will not be accepted;remain valid for the number of days indicated in the BDS after the original deadline for submission of the bid, in accordance with ITB Clause 20.2; * 1. If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 21.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 21.1, shall be rejected by the Purchaser as non-responsive.
	2. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s furnishing of the Performance Security pursuant to ITB Clause 44.
	3. The Bid Security may be forfeited or the Bid Securing Declaration executed:

if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 20.2; orif the successful Bidder fails to: sign the Contract in accordance with ITB Clause 43; furnish a Performance Security in accordance with ITB Clause 44.* 1. The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent mentioned in Section IV “Bidding Forms,” Bidder Information Form Item 7.
	2. If a bid security is not required in the BDS, and
	3. if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in ITB 20.2, or
	4. if the successful Bidder fails to: sign the Contract in accordance with ITB 43; or furnish a performance security in accordance with ITB 44;

 the Recipient may, **if provided for in the BDS**, declare the Bidder disqualified to be awarded a contract by the Purchaser for a period of time **as stated in the BDS**. Bidders disqualified by a Recipient may be disqualified by the SRTF too. |
| Format and Signing of Bid | * 1. The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it “Original.” In addition, the Bidder shall submit copies of the bid, in the number specified in the **BDS** and clearly mark them “Copy.” The bidder shall submit an electronic copy of at least the Bid Submission Form, the Price Schedules and technical specifications compatibility tables. In the event of any discrepancy between the original and the copies, the original shall prevail.
	2. The original and all copies of the bid shall be typed in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
	3. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
 |
|  | Submission and Opening of Bids |
| Submission, Sealing and Marking of Bids | * 1. Bidders may always submit their bids by mail or by hand. When so specified in the **BDS,** bidders shall have the option of submitting their bids electronically.

Bidders submitting bids by mail or by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB Clause 13, in separate sealed envelopes, duly marking the envelopes as “Original” and “Copy.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 23.2 and 23.3.Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the **BDS.** * 1. The inner and outer envelopes shall:

Bear the name and address of the Bidder;be addressed to the Purchaser in accordance with ITB Sub-Clause 24.1;bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the** **BDS;** andbear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 27.1.23.3 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid. |
| Deadline for Submission of Bids | * 1. Bids must be received by the Purchaser at the address and no later than the date and time **specified** **in the** **BDS.**
	2. The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
 |
| Late Bids | * 1. The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 24. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
 |
| Withdrawal, Substitution, and Modification of Bids  | * 1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 22.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:
1. submitted in accordance with ITB Clauses 22 and 23 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution,” or “Modification;” and
2. received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 24.
	1. Bids requested to be withdrawn in accordance with ITB Sub-Clause 26.1 shall be returned unopened to the Bidders.
	2. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.
 |
| Bid Opening | * 1. The Purchaser shall conduct the bid opening in public at the address, date and time **specified in the** **BDS.** Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB Sub-Clause 23.1 shall be as **specified in the** **BDS.**
	2. First, envelopes marked “Withdrawal” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “Substitution” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked “Modification” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.
	3. All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 25.1.
	4. The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts, and alternative offers if they were permitted; and the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time, and posted online when electronic bidding is permitted.
 |
|  | Evaluation and Comparison of Bids |
| Confidentiality | * 1. 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 such process until publication of the Contract Award.
	2. Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
	3. Notwithstanding ITB Sub-Clause 28.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.
 |
| Clarification of Bids | * 1. To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser’s request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 31.
 |
| Responsiveness of Bids | * 1. The Purchaser’s determination of a bid’s responsiveness is to be based on the contents of the bid itself.
	2. A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

affects in any substantial way the scope, quality, or performance of the Goods and Services specified in the Contract; orlimits in any substantial way, inconsistent with the Bidding Documents, the Purchaser’s rights or the Bidder’s obligations under the Contract; orif rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.* 1. If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
 |
| Nonconformi­ties, Errors, and Omissions | * 1. Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
	2. Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
	3. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; andif there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.* 1. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected.
 |
| Preliminary Examination of Bids | * 1. The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.
	2. The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

Bid Submission Form, in accordance with ITB Sub-Clause 12.1;Price Schedules, in accordance with ITB Sub-Clause 12.2; Bid Security or Bid Securing Declaration, in accordance with ITB Clause 21 and 34.1, if applicable. * 1. The Purchaser may limit the remaining evaluation to the three lowest priced bids (per lot, if applicable) of the bids not rejected after preliminary examination, after correction of arithmetical errors as per clause 31.3,if any, and conversion to a single currency as per clause 34.1, if applicable. If in the course of further evaluation any of the three bids is rejected, the next lowest priced bid shall be added for the evaluation after the preliminary examination.
 |
| Examination of Terms and Conditions; Technical Evaluation | * 1. The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
	2. The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 18, to confirm that all requirements specified in Section VI, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
	3. If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 30, it shall reject the Bid.
 |
| Conversion to Single Currency | * 1. For evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in amounts in various currencies into an amount in a single currency **specified in the** **BDS,** using the selling exchange rates established by the source and on the date **specified in the** **BDS.**
 |
| Domestic Preference | * 1. Domestic preference shall not be a factor in bid evaluation**.**
 |
| Evaluation of Bids | * 1. The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive, according to the modalities specified in clause 32.3.
	2. To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in ITB Clause 36. No other criteria or methodology shall be permitted.
	3. To evaluate a Bid, the Purchaser shall consider the following:

evaluation will be done for Items or Lots, as **specified in the** **BDS;** and the Bid Price as quoted in accordance with clause 14;price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 31.3;price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;adjustments due to the application of the evaluation criteria **specified in the** **BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria;adjustments due to the application of a margin of preference, in accordance with ITB Clause 35 if applicable.* 1. The Purchaser’s evaluation of a bid will exclude and not take into account:

any allowance for price adjustment during the period of execution of the contract, if provided in the bid.* 1. The Purchaser’s evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB 36.3 (d).
	2. If so **specified** **in the** **BDS,** these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations is specified in Section III, Evaluation and Qualification Criteria.
 |
| Comparison of Bids | * 1. The Purchaser shall compare substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 36.
 |
| Postqualifica­tion of the Bidder | * 1. The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
	2. The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to ITB Clause 19.
	3. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.
 |
| Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids | * 1. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
 |
|  | Award of Contract |
| Award Criteria | * 1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder has been determined to be qualified to perform the Contract satisfactorily.
 |
| Purchaser’s Right to Vary Quantities at Time of Award  | * 1. At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS,** and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
 |
| Notification of Award | * 1. Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.
	2. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
	3. The Purchaser shall publish on the SRTF website, in UNDB online and in the dgMarket the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) bid prices after correction, if any, and (iv) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their bids were not selected. The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.
	4. Upon the successful Bidder’s furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 21.4.
 |
| Signing of Contract | * 1. Promptly after notification, the Purchaser shall send the successful Bidder the full Contract.
	2. Within twenty-eight (28) days of receipt of the full contract, the successful Bidder shall sign, date, and return it to the Purchaser.
 |
| Performance Security | * 1. Within twenty eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX Contract forms, or another Form acceptable to the Purchaser. The performance security (in the form of a bank guarantee) will have to be delivered together with the signed contract.

In case of Limited International Bidding (LIB) and a Syrian bidder, exceptionally 10% retention may be applied instead of a Performance Security, but only when the issuing of a Performance Guarantee from a bank is impossible to the satisfaction of Syria A.S. for reasons not related to the Bidder. * 1. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.
 |

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| Section II. Bidding Data Sheet (BDS)The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB. |
| **ITB Clause Reference** | **A. General** |
| **ITB 1.1** | The Purchaser is (1): Syrian Public Establishment for Grain (SPEG) represented by SRTF Yönetim Hizmetleri A. Ş., Turkey (1) Please note: At any rate, the SPEG shall be responsible and liable for the Purchaser’s obligations in the execution of any resulting contract”.  |
| **ITB 1.1** | The name of this specific bid and identification number of the ICB is: Procurement of Flour SacksBID-046-GOO-ICB/15The number, identification and names of the lots comprising this ICB are: One lot with the above mentioned identification number and name.  |
| **ITB 2.1** | The name of the Project financing this bid is: Support to the Food Security Sector in Syria –Storage and Milling Support to the SIG’s Wheat Program |
|  | **B. Contents of Bidding Documents** |
| **ITB 7.1** | For **Clarification of bid purposes** only, the Purchaser’s address is:Attention: Chief of Procurement Section by the SRTF Yönetim Hizmetleri A. Ş., Turkey (acting on behalf and in the name of SPEG)Address: Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 – Sehitkamil/GaziantepCity: GaziantepPostal Code: 27090Country: TurkeyTelephone: +90 342 290 36 29Fax number: +90 342 501 16 59Electronic mail address: *procurement@srtfund.org* |
|  | **C. Preparation of Bids** |
| **ITB 11.1 (h)** | In addition to any other requested document, the Bidder shall submit the following documents in its bid: copy of the passports of the member(s) of the management board (or any other ID issued by a national authority and acceptable to the Evaluation Committee),balance sheet and income statement of the last two years for which the accountability has been officially closed, copy of the registration certificate, copy of certificate listing the names of the members of the management board as well as the name of the person(s) representing the company,power of attorney demonstrating that the person signing the bid has been delegated by a person that has the necessary authority (e.g. a person representing the company).copy of a certificate proving that the company is not bankrupt, brief description of bidder’s company and company organization showing also the number of staff currently working for the bidder in fields related to this bid,manufacturer’s authorization if requested under 19.1copy of relevant documents (e.g. invoices, acceptance certificates) showing previous experience in Syria or neighboring countries in the last 36 months prior to the deadline for the submission of the bids,Copy of relevant documentation showing that the supplier has at least 3 staff currently employed (e.g. social security documents).Other documents |
| **ITB 13.1** | Alternative Bids shall not be considered.  |
| **ITB 14.6**  | The prices of the Goods shall be quoted DAP Syrian border point customs cleared and goods loaded on the truck of the recipient. The Border points to be used for the delivery of the goods are either Bab al Salamah and/or Bab al Hawa . In the contracting phase the supplier will be informed which border points will be used and which goods shall be delivered to each border point.  |
| **ITB 14.7** | The prices quoted by the Bidder shall not be adjustable.  |
| **ITB 18.3** | Period of time the Goods are expected to be functioning (for the purpose of spare parts): not applicable |
| **ITB 19.1 (a)** | Manufacturer’s authorization is: not required |
| ITB 19.1 (b) | After sales service is: “not required” |
| **ITB 20.1** | The bid validity period shall be 90 days.  |
| **ITB 21.1** | * + 1. Bid shall include a Bid Security (issued by bank) included in Section IV Bidding Forms
		2. Exceptionally, Syrian bidders that are not in the condition to provide a Bid security in the form of a bank guarantee are allowed to replace it with a “Bid Securing Declaration” using the form included in Section IV Bidding Forms.
 |
| **ITB 21.2** | The amount of the Bid Security shall be 1% of the bid price. In case of bid securities in a convertible currency different from the one of the bid offered by the bidder, please refer to ITB 34.1.  |
| **ITB 21.7** | If the Bidder incurs in any of the actions prescribed in subparagraphs (a) or (b) of this provision, the SRTF may declare the Bidder ineligible to be awarded contracts for a period of two years. |
| **ITB 22.1** | In addition to the original of the bid, the number of copies is 3 (three).  |
|  | **D. Submission and Opening of Bids** |
| **ITB 23.1** | Bidders shall not have the option of submitting their bids electronically.  |
| **ITB 23.1 (b)** | If bidders shall have the option of submitting their bids electronically, the electronic bidding submission procedures shall be: Not applicable  |
| **ITB 23.2 (c)** | The inner and outer envelopes shall bear the following additional identification marks: BID-046-GOO-ICB/15 |
| **ITB 24.1**  | For bid submission purposes, the Purchaser’s address is:Attention: Chief of the Procurement Section by the SRTF Yönetim Hizmetleri A. Ş., Turkey (acting on behalf and in the name of several local Implementing Entities)Address: Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 – Sehitkamil/GaziantepFloor-Room number: 804 City: Gaziantep Postal Code: 27090 Country: Turkey The deadline for the submission of bids is: Date: 27 March, 2015Time: 10:30 AM |
| **ITB 27.1** | The bid opening shall take place at: SRTF Yönetim Hizmetleri A. Ş., Turkey (acting on behalf and in the name of several local Implementing Entities),Street Address: Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 – Sehitkamil/Gaziantep Floor/ Room number: 804City: GaziantepCountry: TurkeyDate: 27 March, 2015Time: 11:30 AM  |
| **ITB 27.1** | If electronic bid submission is permitted in accordance with ITB sub-clause 23.1, the specific bid opening procedures shall be: Not Applicable  |
|  | **E. Evaluation and Comparison of Bids** |
| **ITB 34.1** | Bid prices expressed in different currencies shall be converted in: EUR The source of exchange rate shall be: the European Central Bank, Euro Foreign Exchange rates Euro vs offered currency. The date for the exchange rate shall be: 13 March 2015 |
| **ITB 36.3(a)** | Bids will be evaluated lot by lot, as specified under BDS, ITB 1.1. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.  |
| **ITB 36.3(d)** | The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: *[refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary*] 1. the cost of major replacement components, mandatory spare parts, and service: *No*
 |
| **ITB 36.6** | Bidders shall not be allowed to quote separate prices for one or more lots.  |
|  | **F. Award of Contract** |
| **ITB 41.1** | The maximum percentage by which quantities may be increased is: 75% of value for lot concerned. The maximum percentage by which quantities may be decreased is: 75% of value for lot concerned.  |

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

**Contents**

1. Evaluation Criteria (ITB 36.3 (d))

2. Post-qualification Requirements (ITB 38.2)

**1. Evaluation Criteria (ITB 36.3 (d))**

The Purchaser’s evaluation of bids will take into account the bid prices quoted in accordance with ITB and BDS 14.6 for goods and services, if any.

The Purchaser’s evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14.6, one or more of the following factors as specified in ITB Sub-Clause 36.3(d) and in BDS referring to ITB 36.3(d)**,** usingthe following criteria and methodologies.

1. Cost of major replacement components, mandatory spare parts, and service.

 Not Applicable.

1. Specific additional criteria:

 Not applicable

**2. Post-qualification Requirements (ITB 38.2)**

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 37.1, the Purchaser shall carry out the post-qualification of the Bidder in accordance with ITB Clause 38, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder’s qualifications.

(a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

The annual turnover of the bidder for each of the last two accounting years must be at least 5 x the value of the proposed award.

The bidder not meeting the above stated minimum financial capability will be considered non-responsive*.*

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

(a) At least 3 staff currently working for the bidder in fields related to this bid

Technical capacity of the bidder

(a) Bidder has completed successfully the supply of goods to Syria and/or a neighbouring country in the last three years prior to bid submission deadline, with a combined value of at least 3 times the value of the proposed award.

|  |
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| Section IV. Bidding Forms |

**Table of Forms**

Bidder Information Form 38

Joint Venture Partner Information Form 39

Bid Submission Form 40

Price Schedule Forms 44

Bid Security (Bank Guarantee) 46

Bid-Securing Declaration 47

Manufacturer’s Authorization 48

Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

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

ICB No.: BID-046-GOO-ICB/15

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name *[insert Bidder’s legal name]* |
| 2. In case of JV, legal name of each party: *[insert legal name of each party in JV]* |
| 3. Bidder’s actual or intended Country of Registration: *[insert actual or intended Country of Registration]* |
| 4. Bidder’s Year of Registration: *[insert Bidder’s year of registration]* |
| 5. Bidder’s Legal Address in Country of Registration: *[insert Bidder’s legal address in country of registration]* |
| 6. Bidder’s Authorized Representative Information Name: *[insert Authorized Representative’s name]* Address: *[insert Authorized Representative’s Address]* Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]* Email Address: *[insert Authorized Representative’s email address]* |
| 7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]* Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.* In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1.
 |

Joint Venture Partner Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

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

ICB No.: BID-046-GOO-ICB/15

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[insert Bidder’s legal name]* |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* |
| 4. JV’s Party Year of Registration: *[insert JV’s Part year of registration]* |
| 5. JV’s Party Legal Address in Country of Registration: *[insert JV’s Party legal address in country of registration]* |
| 6. JV’s Party Authorized Representative InformationName: *[insert name of JV’s Party authorized representative]*Address: *[insert address of JV’s Party authorized representative]*Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*Email Address: *[insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[check the box(es) of the attached original documents]* Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. |

Bid Submission Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

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

Invitation for Bid No.: ICB No.: BID-046-GOO-ICB/15

To: SRTF Yönetim Hizmetleri A. Ş., Turkey, representing Syrian Public Establishment for Grain

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*[insert the number and issuing date of each Addenda];*
2. We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert a brief description of the Goods and Related Services];*
3. The total price of our Bid (including any tax, if any) is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Incoterms 2010 | Currency(………..) | Currency(………..) | Currency(………..) |
| Goods | DAP border point custom cleared Bab Al Salamah and/or Bab al loaded on the truck of the recipient.  |  |  |  |
| Services | Not applicable |  |  |  |
| Total amount |  |  |  |  |

excluding any discounts offered in item (d) below.

1. The discounts offered and the methodology for their application are: Not applicable
2. Our bid shall be valid for the period of time specified in ITB Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
3. If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 and GCC Clause 18 for the due performance of the Contract;
4. We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries\_\_\_\_\_\_\_\_ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]*
5. We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
6. We confirm that none of the other reasons for exclusion in accordance with ITB Sub-Clauses 4.2, 4.3 and 4.4 apply to our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract ;
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

 (If none has been paid or is to be paid, indicate “none.”)

(k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

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

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_\_\_*[insert legal capacity of person signing the Bid Submission Form]*

Name:\_\_\_\_\_\_\_\_\_\_\_\_ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of:\_\_\_\_\_ *[insert complete name of Bidder]*

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

Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the* ***Price Schedules*** *shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

|  |
| --- |
| **Price Schedule: Goods**  |
| Currencies in accordance with ITB Sub-Clause 15 | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ICB No: BID-046-GOO-ICB/15Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Line ItemN° | Description of Goods  | Country of Origin | Delivery Date as defined by Incoterms – please propose a number of days consistent with the instructions provided in the schedule of requirements | Quantity and physical unit | Unit price DAP Border point in accordance with ITB and BDS 14.6 (a) | DAP Border point Price per line item(Col. 5x6) |
| 01 | Cotton Fabric Flour SacksDelivered to Turkish/Syrian border point(s) | *[insert country of origin of the Good]* | *[insert quoted Delivery Date]* | 750,000 | Insert unit price DAP Border point | [insert total DAP Border point/ price per line item |
|  |  |  |  |  |  |  |
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| --- |
| **Price and Completion Schedule - Services** |
|  | Currencies in accordance with ITB Sub-Clause 15“Not Applicable” | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ICB No: BID-046-GOO-ICB/15Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Page N° \_\_\_\_\_\_ of \_\_\_\_\_\_ |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Service N° | Description of Services (excludes inland transportation and other services required in the Purchaser’s country to convey the goods to their final destination )  | Country of Origin | Delivery Date at place of Final destination | Quantity and physical unit | Unit price  | Total Price per Service (Col. 5\*6 or estimate) |
| *[insert number of the Service ]* | *[insert name of Services]* | *[insert country of origin of the Services]* | *[insert delivery date at place of final destination per Service]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert unit price per item]* | *[insert total price per item]* |
|  | **Not Applicable** |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]* |

Bid Security (Bank Guarantee)

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

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

**Beneficiary:** Syrian Public Establishment for Grain – represented by SRTF Yönetim Hizmetleri A. Ş., Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 Sehitkamil/Gaziantep, Postal Code: 27090, Turkey

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

**BID GUARANTEE No.:**

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of Procurement of Flour Sacks under Invitation for Bids No. ICB No. BID-046-GOO-ICB/15 (“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 *[name of Bank]* hereby irrevocably undertake to pay to you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[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 Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

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; or (ii) twenty-eight days after the expiration of the Bidder’s Bid.

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. 758.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[signature(s)]*

Bid-Securing Declaration

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

Date: *[date (as day, month and year)]*

Bid No.: BID-046-GOO-ICB/15

To: Syrian Public Establishment for Grain – represented by SRTF Yönetim Hizmetleri A. Ş., Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 Sehitkamil/Gaziantep, Postal Code: 27090, Turkey

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a bid security.

We understand that, according to your conditions, Syrian bidders who are not in the condition to provide such security in the form of a bank guarantee are allowed to submit a bid securing declaration.

We confirm that we are in the above mentioned situation, i.e. we are a Syrian bidder and, for reasons not related to our firm, we are not in the condition to provide a bid security in the form of a bank guarantee.

We accept that we will automatically be suspended from being eligible for bidding in any contract financed by SRTF for the period of time of *[number of years as per ITB 21.7]* starting on *[date of withdrawal of our bid/date of notification of acceptance of our bid],* if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or

(b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) sixty days after the expiration of our Bid.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

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

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[date of signing]*Corporate Seal (where appropriate)

*[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]*

Manufacturer’s Authorization

Not Applicable

Section V. Eligible Countries

**Eligibility for the Provision of Goods, Works and Services in SRTF-Financed Procurement**

1. In accordance with applicable SRTF Procurement Guidelines SRTF permits firms and individuals from all countries to offer goods, works and services for SRTF-financed projects. As an exception, firms of a Country or goods manufactured in a Country may be excluded if:

(i) participation of a bidder (or any of its personnel) is ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor government; or

(ii) any import of goods from that Country or any payments to persons or entities in that Country is ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor government; or

(iii) the bidder is legally barred from the procurement process in its own or any Donor country or the country of the contracting agency on the grounds of previous violations of regulation on fraud and corruption; if the bidder is legally barred from the procurement process in Syria, the exclusion shall only be considered, if it is officially recognized by the National Coalition

2. For the information of bidders with reference to 1 (i) and (ii) above, at the present time SRTF Donors are the following ones: Federal Republic of Germany, the United Arab Emirates, the United States of America, the National Coalition of Syrian Revolutionary and Opposition Forces (SOC), Denmark, Sweden, Finland, Japan, the United Kingdom, Kuwait, France, Italy, Turkey as the host Country and the German Development Bank KfW as the Trustee.

# PART 2 – Supply Requirements

|  |
| --- |
| Section VI. Schedule of Requirements |

**Contents**

1. List of Goods and Delivery Schedule 57

2. List of Services and Completion Schedule 58

3. Technical Specifications and Compatibility Table 59

4. Drawings 64

5. Inspections and Tests 65

|  |
| --- |
| 1. List of Goods and Delivery Schedule |
| **Line Item****N°** | **Description of Goods**  | **Quantity** | **Physical unit** | **Final (Project Site) Destination as specified in BDS**  | **Delivery (as per Incoterms) Date** |
| **Earliest Delivery Date** | **Latest Delivery Date**  |
|  |  |  |  | Place of Delivery | Number of days following the date of effectiveness the Contract | Number of days following the date of effectiveness the Contract |
| *01* | *Cotton Fabric Sacks**Delivery at Syrian/Turkish border point* | *750,000* | *sack* | *border point Bab Al Salamah and/or Bab al Hawa*  | *25%: 5 days**25%: 45 days**25% 85 days**25% 120 days*  | *25%: 35 days**25%: 75 days**25% 115 days**25% 150 days* |
|  |  |  |  |  |  |  |

|  |
| --- |
| 2. List of Services and Completion Schedule **Not Applicable** |
| **Service** | **Description of Service** | **Quantity1** | **Physical Unit** | **Place where Services shall be performed** | **Final Completion Date(s) of Services** |
|
| *[****insert Service No****]* | *[****insert description of Related Services****]* | *[****insert quantity of items to be supplied****]* | *[****insert physical unit for the items****]* | *[****insert name of the Place****]* | *[****insert required Completion Date(s)****]* |
|  | **Not Applicable** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. If applicable |

**3. Technical Specifications and Compatibility Table**

|  |
| --- |
| **Bid name: Procurement of Flour Sacks** |
| **Bid reference: BID-046-GOO-ICB/15** |
| **Lot number: 1** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| TECHNICAL SPECIFICATION AND COMPATIBILITY TABLE |
| 1 | 2 | 3 | 4 |
| No. | **ITEM NAME & DESCRIPTION****Cotton Fabric Flour Sacks** | BIDDER’S OFFER | Ref. page no of Supporting Documents  |
|   | **Item Number: 01**  |   |   |
|   | Item description: This specification sets out the technical requirements for flour sacks | Manufacturer:Brand:Type/Model:Catalogue reference:Country of Origin: |   |
|   | **APPLICATION** |   |   |
|   | The flour sacks will be used to be filled with wheat flour for bread making using bagging equipment in flour mills. |   |   |
| **A** | **DESCRIPTION OF BASIC COMPONENTS WITH TECHNICAL SPECIFICATIONS** |  |  |
| 1 | General Data: |  |  |
| 1.1 | Type: unbleached cotton fabric flour sacks |  |  |
| 2 | Technical Requirements: |  |  |
| 2.1 | * The flour sacks have to be made from 100% cotton fabric with minimum weight of 165 gr. per sq.m.
* Must pass tests as per UNI EN ISO 12947-1-2-3- and UNI EN ISO 13937-2-3.standards.
* Color of sack: beige or white
* The top side of 60 cm width ± 5% (folded) shall be open and hemmed. The other sides shall be closed and sewn firmly with 2 stitches per centimeter ± 20% (in case of sewing as per pictures 1 and 2).
* A logo of the Implementing Entity should be printed in black on one side of the sacks with the size of around 40 x 60 cm and will be provided upon contracting. The minimum width of each segment will not be less 5 mm.

C:\Users\fad\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S6WW852K\photo 1.JPGPicture no. 1 (closed side)C:\Users\fad\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S6WW852K\photo 2.JPGPicture no. 2 (open side)C:\Users\fad\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S6WW852K\photo 1 (3).JPG

|  |
| --- |
| Picture no. 3 Hemmed top side and side sewing (in case the sacks is done with a circular machine) |

C:\Users\fad\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S6WW852K\photo 2 (2).JPG

|  |
| --- |
| Picture no. 4: Side sewing (in case the sacks is done with a circular machine) |

 |  |  |
| 6 | **Dimension:** |  |  |
| 6.1 | Length: 100 cm ± 5% |  |  |
| 6.2 | Width: 60 cm ± 5% (folded with 2 layers) |  |  |
| **B** | **ACCESSORIES & CONSUMABLES** |  |  |
| 1 | NA |  |  |
| **C** | **STANDARD REQUIREMENTS AND INSTRUCTIONS** |  |  |
| 1 | The item must be compliant with UNI EN ISO 12947-1-2-3- and UNI EN ISO 13937-2-3. test standards. |  |   |
| **D** | **OPTIONS** |  |  |
| 1 | NA |   |   |
| **E** | **NOTE** |  |  |
| 1 | Bidders may propose any product/system, which is equivalent or better than the requirements specified above. |   |   |
| 2 | Bidder shall furnish a clause-by-clause commentary on the requirements above in column 3 of this TSF. Bidder who comment with texts such as "Yes", "Complied", "Refer to catalogue", copying texts directly from the technical specifications form, leave any parameter line blank and/ or submit any text or content of this nature may be considered as NON-RESPONSIVE. |  |  |
| **F** | **Documentation & Sample** |  |  |
| 1 | Bidder should provide the following documents as relevant for bid submission and refer to these in column 4 of this TSF.* Brochures or catalogues
* Copy of Test certificates for the proposed type of sack and material used according to UNI EN ISO 12947-1-2-3- and UNI EN ISO 13937-2-3.

Bidder shall also provide with the bid a sample of the proposed bag (logo not required). |   |   |
| **G** | **Training on supplied items** |  |  |
| 1 | NA |   |   |

4. Drawings

These Bidding Documents includes pictures. The pictures are inserted in the Technical specifications.

 5. Inspections and Tests

The following inspections and tests shall be performed:

- Inspections of the goods will be carried out by SRTF and SPEG personnel before the delivery.

# PART 3 - Contract

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| **Section VII. General Conditions of Contract** |

**This section is available under** [**www.srtfund.org**](http://www.srtfund.org) **in the procurement section of the web site under ICB goods.**

|  |
| --- |
| Section VIII. Special Conditions of Contract |
| The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC*.*  |
| **GCC 1.1(j)** | The Recipient’s country is: Syria  |
| **GCC 1.1(k)** | The Purchaser is (1): Syrian Public Establishment for Grain represented by SRTF Yönetim Hizmetleri A.S., Turkey  (1) Please note: the Purchaser shall be responsible and liable for the Purchaser’s obligations in the execution of any resulting contract”.Also in case SRTF Yönetim Hizmetleri A.S. signs the Contract on behalf of and in the name of the Purchaser, the Purchaser is responsible and liable for the Purchaser’s obligations in the execution of the Contract.  |
| **GCC 1.1 (p)** | The Project Site(s)/Final Destinations shall be determined in the contracting phase.  |
| **GCC 4.2 (b)** | The version edition of Incoterms shall be Incoterms 2010  |
| **GCC 5.1** | The language shall be: English  |
| **GCC 8.1** | For **notices**, the Purchaser’s address shall be:Attention: Head of the Procurement Section of the SRTFStreet Address: Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 – Sehitkamil/Gaziantep*]*Floor/ Room number*: 804*City: Gaziantep Postal Code: 27090Country: TurkeyTelephone: +90 (342) 290 36 29Fax number: +90 (342) 501 16 59Electronic mail address: procurement@srtfund.org |
| **GCC 10.2** | All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules. |
| **GCC 13.1** | Details of Shipping and other Documents to be furnished by the Supplier are:1. Two copies of the Supplier's invoice showing goods description, quantity, unit price, total amount;
2. One original of consignment note or other transport document as applicable;
3. Two copies of packing list identifying contents of each case or package;
4. Two copies of materials technical specifications with test certificates in accordance with UNI EN ISO 12947-1-2-3- and UNI EN ISO 13937-2-3. test standards, as available
5. Certificate of origin of goods;

The above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses. |
| **GCC 15.1** | The prices charged for the Goods supplied and the related Services performed shall not be adjustable. |
| **GCC 16.1** | The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:Payment shall be made in (*state currency/ies)* in the manner stated below.Payment shall be made by bank transfer. For a Syrian Supplier, exceptionally payment may be made in cash, but only if this is demonstrably unavoidable to the satisfaction of Syria A.S. due to reasons not related to the Supplier. (i) **Advance Payment:** Forty (40) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until all the Goods are delivered and in the form provided in the bidding documents or another form acceptable to the Purchaser.In case of Limited International Bidding (LIB) and a Syrian Supplier, if exceptionally the issuing of an Advance Payment Guarantee from a bank is impossible to the satisfaction of Syria A.S. for reasons not related to the Supplier, an advance payment will be made up to the amount of the Performance Guarantee. (ii) **On Acceptance pro delivery rata:** Sixty (60) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Recipient and Purchaser, if different from the Recipient. |
| **GCC 16.5** | The payment-delay period after which the Purchaser shall pay interest to the supplier shall be 60days.The interest rate that shall be applied is 3%. |
| **GCC 18.1** | A Performance Security shall be required, except as provided in the last paragraph of this clause. The amount of the Performance Security shall be: 10% of the contract price |
| **GCC 18.3** | If required, the Performance Security shall be in the form of: a Bank Guarantee as per the format provided in Section IX of the bidding documents. If required, the Performance security shall be denominated in the currencies of payment of the Contract, in accordance with their portions of the Contract Price and shall be valid till 45 days after the scheduled end of the warranty period. |
| **GCC 23.2** | The packing, marking and documentation within and outside the packages shall be as follows:The Contractor shall provide such packaging of supplies as is required to prevent their damage or deterioration in transit to their destination as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling, exposure to extreme temperatures, salt and precipitation during transit and open storage. Package size and weight shall take into consideration, where appropriate, the remoteness of the final destination of the supplies and the possible absence of heavy handling facilities at all points in transit.All packages should be marked with the following information: ICB No: BID-046-GOO-ICB/15Three originals and two copies of the Supplier's invoice showing goods description, quantity, unit price, total amount;One original of consignment note or other transport document as applicable;Two copies of packing list identifying contents of each case or package;Two copies of materials technical specifications with tests certificates as available;Certificate of origin of goods; Two Copies of Insurance certificates; valid for the period till delivery. |
| **GCC 24.1** | The insurance coverage shall be as specified in the Incoterms*.* |
| **GCC 25.1** | Responsibility for transportation of the Goods shall be as specified in the Incoterms.  |
| **GCC 26.1** | Inspections of the goods will be carried out by the SRTF and the SPEG personnel before the delivery. |
| **GCC 26.2** | At the supplier |
| **GCC 27.1** | The liquidated damage shall be: (0.05%) of the price of the delayed goods and/or services per calendar day. |
| **GCC 27.1** | The maximum amount of liquidated damages shall be: (10%) of the price of the delayed goods and/or services. |
| **GCC 28.3** | The period of validity of the Warranty shall be: 12 months For purposes of the Warranty, the place(s) of final destination(s) shall be determined in the contracting phase.  |
| **GCC 28.5** | The period for repair or replacement shall be: 60 days. |

|  |
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| Section IX. Contract Forms |

**Table of Forms**

[1. Contract Agreement 96](#_Toc73333192)

[2. Performance Security 98](#_Toc73333193)

[3. Bank Guarantee for Advance Payment 100](#_Toc73333194)

1. Contract Agreement

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS CONTRACT AGREEMENT is made on

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

BETWEEN

*(1)* Syrian Public Establishment for Grain, a subsidiary establishment of the Ministry of financial and economic of the Syrian Interim Government incorporated under the laws of Syria Represented by: SRTF Yönetim Hizmetleri A. Ş., Turkey, and having its principal place of business at Street Address: Budak Mah.Gazi Muhtar Pasa Blv. 10031 Sk. YASEM Is Mrk. No 42/804 – Sehitkamil/Gaziantep (hereinafter called “the Purchaser”),

and

(2) *[insert name of Supplier**]*, a corporation incorporated under the laws of *[ insert: country of Supplier**]* and having its principal place of business at *[ insert: address of Supplier ]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and / or services, viz., (procurement of flour sacks) and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency(ies)]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

1. This Contract Agreement
2. Special Conditions of Contract
3. General Conditions of Contract
4. Technical Requirements (including Schedule of Requirements and Technical Specifications Compatibility Table) as accepted based upon bid evaluation
5. The Supplier’s Bid and original Price Schedules as accepted based upon bid evaluation
6. The Purchaser’s Notification of Award
7. *[Add here any other document(s)]*

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Germany on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

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

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[ insert identification of official witness]*

2. Performance Security

**Standard Form of a Performance Bond (Performance Security)**

|  |
| --- |
| Address of guarantor bank: ……………………………………………………………………………………………….………………………………………………………………….. |
| Address of beneficiary (contracting agency): …………………………………………………………………………………………………………………..…………………………… |

On ...................................... you concluded with ................................................. ("Contractor") a contract for ................................................................. (project, object of contract) at a price of .................................................................

In accordance with the provisions of the contract the Contractor is obligated to provide a performance bond for … % of the contract price.

We, the undersigned ……………………….. (Guarantor), waiving all objections and defences under the aforementioned contract, hereby irrevocably and independently guarantee to pay on your first written demand an amount up to a total of ........................................... (in words: .............................................................)

against your written declaration that the Contractor has failed to duly perform the aforementioned contract.

In the event of any claim under this guarantee, payment shall be effected to KfW, Frankfurt am Main (BIC: KFWIDEFF, BLZ 500 204 00), account no. 38 000 000 00 (IBAN: DE53 5002 0400 3800 0000 00) for account of ........................................ (project-executing agency/purchaser).

This guarantee shall expire no later than …………………………………….

By this date we must have received any claims for payment by letter or encoded telecommunication.

It is understood that you will return this guarantee to us on expiry or after payment of the total amount to be claimed hereunder.

This guarantee is governed by the laws of ……………………….

........................................................... .................................................

Place, date Guarantor

3. Bank Guarantee for Advance Payment

**Model Advance Payment Bank Guarantee**

|  |  |
| --- | --- |
| Address of guarantor bank: ……………………………………………………………………………………………….………………………………………………………………….. |  |
| Address of beneficiary (contracting agency): …………………………………………………………………………………………………………………..…………………………… |  |
|  |  |

On ........................................... you concluded with (name and full address) ...........................................................................……………………………………………… (“Contractor”) a Contract for ......................................................... (project, subject of Contract) for the sum of .............................................

According to the provisions of the Contract the Contractor receives an advance payment in the amount of ............................ equalling ................................................... percent of the contract price.

We, the undersigned.............................................................................................................. (bank), waiving all objections and defences under the aforementioned Contract, hereby irrevocably and independently guarantee to pay on your first written demand any amount advanced to the Contractor up to a total of ..............................................
(in words: .............................................................)

against your written declaration that the Contractor has failed to perform as stipulated in the aforementioned Contract.

This Guarantee shall enter into force as soon as the advance payment has been credited to the account of the Contractor.

This Guarantee shall be automatically reduced pro rata in accordance with the payments performed.

In the event of any claim under this Guarantee, payment shall be effected to KfW, Frankfurt am Main (JBIC.: KFWIDEFF, BLZ 500 204 00), account no. 38 000 000 00 (IBAN: DE53 5002 0400 3800 0000 00) for the account of ........................................ (Purchaser, project-executing agency).

This guarantee shall expire not later than .......................... by which date we must have received any claims by letter or coded telecommunication

It is understood that you will return this Guarantee to us upon expiry thereof or after settlement of the total amount to be claimed hereunder.

............................................. ...............................................................

Place, date Guarantor

1. Please note: usually the purchaser, the recipient and the beneficiary are the same organisation, however in some cases the procurement procedure will be carried out by the SRTF Yönetim Hizmetleri A. Ş., Turkey on behalf and in the name of the beneficiary/recipient organisation(s). In such cases, this information will be provided in the contractual phase. [↑](#footnote-ref-1)
2. *In this context, any action taken by a bidder, supplier, contractor, or any of its personnel, agents, subcontractors, sub-consultants, service providers, suppliers and/or their employees to influence the procurement process or contract execution for undue advantage is improper.* [↑](#footnote-ref-2)
3. *“Another party” refers to a public or private sector official acting in relation to the procurement process or contract execution. In this context, “official” includes IE, SRTF and KfW staff and employees of other organizations taking or reviewing procurement decisions.* [↑](#footnote-ref-3)
4. *“Party” refers to a public or private sector official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.* [↑](#footnote-ref-4)
5. *“Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non- competitive levels.* [↑](#footnote-ref-5)
6. *“Party” refers to a participant in the procurement process or contract execution.* [↑](#footnote-ref-6)