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| **Section IV. Bidding documents** |
| **Notes** **on the Bidding documents** |
| The Bidding documents provided in this SSBD provide standard formats for a number of the key documents that the Contracting Entity and Bidders will exchange in the process of bidding.  |
| {The contracting entity shall include the required information in these model documents in proportion to the requirements of each tender, prior to launching the tender process. The space required to include these notes is in spaces in italics with a gray background in parentheses. Any notes addressed to the contracting entity that are in {} brackets and written in a yellow background and background are for information only and shall be removed prior to issuing the tender documents.} |
| The Bidder will fill in his part of the form where it is designated between brackets or\_\_\_\_\_\_\_\_\_.  |
| The Bidders shall complete the Forms as indicated on the form and submit them to the Contracting Entity.  |
| 1. Bid Submission Form.
 |
| 1. Price Schedules for domestic (drugs and vaccines) or goods of foreign origin available in Iraq.

Price Schedules: The price breakdown given in the sample Price Schedules generally follows the usual breakdown requested for procurement of Goods in order for the domestic preference procedure to be applied. It is essential that Bidders submit their prices in the manner prescribed by the Price Schedules. Failure to do so may result in loss of the preference, if applicable. |
| 1. Price Schedules for (drugs and vaccines) to be imported from Abroad
 |
| 1. Manufacturer’s Authorization Form.

Manufacturer’s Authorization Form: In accordance with ITB Sub-Clause 8.1 (b), Bidders must submit, as part of their bids, Manufacturer’s Authorization Form(s) in the format provided in the SSBD for all items specified in the Bid Data Sheet. |
| 1. Sample Form for Performance Statement

 Bid Security Form: Regarding ITB Clause 17, the Contracting Entity should include the Bid Security form provided in the SSBD in the Bidding Documents. The Contracting Entity must ensure that the submitted form substantially complies with the features of the form included here in respect to its degree of protection and clarity of conditions under which it can be made effective in accordance with the applicable Iraqi Laws. |

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| **1. Bid Submission Form** |
| Date: [insert: **date of bid**] |
| {The contracting entity shall insert: Tender Number: [insert number]”} |
| IFB Number: [insert number]”} |
| To: Kimadia |
| Dear Sir or Madam: |
|  Having examined the Tender documents, including Addenda Nos. [ insert **numbers** ], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the (drugs and vaccines) under the above-named Contract in full conformity with the said Tender documents for the sum of: |
|  | [ insert: **amount of “Iraqi Dinar” in words** ] | ([ insert: **amount of “Iraqi Dinar” in figures** ]) |
| **Plus** | [ insert: **amount of “US Dollar” in words**] | ([ insert: **amount of “US Dollar” in figures**]) |
| **Plus** | [ insert: **amount of “Euro” in words**] | ([ insert: **amount of “Euro” in figures**]) |
| (hereinafter called “the Total Bid Price”) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid. |
| 2. We undertake, if our bid is accepted, to deliver the (drugs and vaccines) in accordance with the delivery schedule specified in the [ insert “Schedule of Requirements in Section VI **or** “as quoted in Price Schedule in Section-IV”] (the Bidder may select as appropriate clause). |
| 3. We agree to all General Conditions of Contract in Section-VII read in conjunction with the Special Conditions of Contract in Section-VIII. |
| 4. If our bid is accepted, we undertake to provide an advance payment security and Good performance Guarantee in the form, in the amounts, and within the times specified in the Tender documents. |
| 5. We agree to abide by this bid, for the Bid Validity Period specified in Sub-Clause 16.1 of the **Bid Data Sheet** in Section II and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. |

|  |
| --- |
| 6. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us. |
| 7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. |
| 8. We agree to the following Eligibility Criteria: |
| (a) We have nationality from Eligible countries as per ITB Sub-Clause-6.1 of Section-I. |
| 1. We do not have conflict of interest in accordance with ITB Sub-Clause-6.1 (a) of Section-I.
 |
| 1. We are not a Government-owned Entity in Republic of Iraq./ We are a Government-owned Entity in the Republic of Iraq and meet the requirement as per Sub-Clause 6.1(b) of Section - I.
 |
| (d) We including any of our subcontractors or manufacturers for any part of the contract, have not been declared ineligible by the Contracting Entity, under the Contracting Entity’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council. |
| (e) We have not been Black listed or Suspended by Ministry of Planning and declared ineligible to bid during the period of time determined as per ITB Clause 6.3 of Section-I.  |
| 9. We confirm that our website address is [*insert* ***website address***] and our mail address is [*insert* ***maildaddress***], and that Mr. /Ms. [insert name] of Job Title [*insert* ***jobtitle***] and e-mail address [*insert* ***e-mailaddress***] will be following up all matters relevant to any Clarifications.  |
| Dated thi*s [insert:* ***number****]* day of *[insert:* ***month****]*, *[insert:* ***year****].* |
| Signed:  |
| Date:  |
| In the capacity of *[insert:* ***title or position****]* |
| Duly authorized to sign this bid for and on behalf of *[insert:* ***name of Bidder****]* |

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

|  |
| --- |
| **1** |
| **Brief Description of Goods** |
| **No. of bid tpreciept committee** | **Code of manufactur company** | **Offers submission** | **National code** | **Generic name** | **Generic name related to company that submit the bid** | **Trade name** | **Active item** | **Pharmaceutical from** | **volume** | **weight** | **Registration item no.** | **Registration item date** | **Quality certificate** | **Sample submission** | **sodium meta bisulfate) existance in this compand or not)** | **Raw material** | **Registration product no.** | **Registration product date** | **Per unite of package** | **Per unite of sheet** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

|  |  |  |
| --- | --- | --- |
|  |  | Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2** | **3** | **4** | **5** | **6** |
| **Quantity offered**  | **Country of origin** | **Price per physical unit Iraq currency (NO. , Write)** | **Price & the transport way**  | **Total Price** |
| **Quantity of bid submitted** | **Free goods** | **The name of producting company** | **The origin of producting company** | **Package price** | **Per unit price** | **Currency type** | **Ex-factory/ex-warehouse/ex-show room/off-the shelf including packing and forwarding charges****(a)** | **Sales and other taxes and duties payable if contract is awarded****(b)** | **Inland transportation insurance loading/unloading and incidental costs till end-users site****(c)** | **Incidental services as defincal in schedule of requirement****(d)** | **Price on DDP/free delivery at end-users****e=(a+b+c+d)** | **Total Price on DDP/Free Delivery at End-users’ site.****(Iraqi Dinar)****quantityX 5 (e)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

|  |  |  |
| --- | --- | --- |
|  |  | Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.A. Price Schedule for Goods to be imported from Abroad

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial no.** | **1** | **2** | **3****Description item of manufactur company** | **4****Country origin……** |
| **National code** | **National description** | **Unit** | **Qty.** |  |  |
| **No. Of item** | **no. of tander receipt committee** | **Manufacturing comp. Code (K-code)** | **National item code** | **Generic name** | **Pharmasutical from** | **Unit per blister** | **Unit per pack** | **Offer Quantity**  | **Desicription item of manufactur co.** | **Generic name of company item** | **Active ingredient**  | **(sodium meta bisulfate) existance in this compand or not** | **Trade Name** | **volume** | **weight** | **Arrival way** | **Entry point to country** | **Shelf life of item** | **Supplying periocl**  |  **Item Registration Date & No.** | **Submission of Samples**  | **origin of Raw material** | **Goods origin** | **Country origin** | **Registration No. Of Offer submitting company**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

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

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

|  |  |  |
| --- | --- | --- |
| Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name& Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Business address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal of the Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

2.B. Price Schedule for Goods to be imported from Abroad

|  |  |  |
| --- | --- | --- |
| **4** | **5** | **6** |
| **……..Country origin** | **Unit price (CIP)** | **Total Price****(CIP)** |
| **Date of registration of offer submitting company**  | **Name of offer submitting company**  | **Origin of offer submitting company** | **Manufacture company name** | **Certificates obtained** | **Registration no of manufacture company**  | **Registration date of manufacture company** | **Company address** | **Company phone no** | **Company email** | **Company website** | **Name of scientific bureau in Iraq that representive the company** | **Beneficiary name** | **Bank name** | **Bank address** | **Bank phone no** | **Account no** | **Price per pack** | **Price per unit** **(CIP) (A)** | **Currency type** | **Secondary services as defined in table (B)** | **Free goods** | **Payment method** | **Price CIP {C=(A+B)}** | **Total price CIP of the offered Qty.****( C x Qty.)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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

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

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

|  |  |  |
| --- | --- | --- |
| Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name& Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Business address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Seal of the Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 4. Bid Security Form (Bank Guarantee) [The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert **Bank’s Name**, and **Address** of Issuing Branch or Office]**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert **Name and Address of Contracting Entity**] **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**BID GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_We have been informed that [insert **name of the Bidder**] (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of [insert **name of tender/project**] under Invitation for Bids No. [insert **IFB number**] (“the IFB”). Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.At the request of the Bidder, we [insert **name of Bank**] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert **amount in figures**] ([insert **amount in words**]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:(a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or(b) having been notified of the acceptance of its Bid by the Contracting Entity during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.(c) has complained or appealed as per ITB clause 36 and it is decided by the competent authorities for this Bidder to compensate all damages resulting from delaying the contract signature for false or unjustified reasons. This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder and the bidder has not complaint or appeals to the Contracting Entity; or (ii) twenty-eight days after the expiration of the Bidder’s Bid and the bidder has not complaint or appeals to the Contracting Entity.Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.758. [signature(s)] |
| **5. Manufacturer's Authorization** |
| [The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. Thisletter of authorization shall be on the letterhead of the Manufacturer and shall be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]  |
|  Date: [insert: **date** (as day, month and year) **of Bid Submission**]  |
|  IFB No.: [insert: **number of bidding process**]  |
| To: [insert: complete name of Contracting Entity]  |
| WHEREAS We [insert: **complete name of Manufacturer**], who are official manufacturers of [insert: **type of drugs and vaccines manufactured**], having factories at [insert: **full address of Manufacturer‟s factories**], do hereby authorize [insert: **complete name of Bidder**] to submit a bid the purpose of which is to provide the following drugs and vaccines, manufactured by us [insert: **name and or brief description of the drugs and vaccines** |
| Signed: [**insert: signature(s) of authorized representative(s) of the Manufacturer**]  |
| Name: [insert: **complete name(s) of authorized representative(s) of the Manufacturer**]  |
| Title: [insert: **title**  |
| Duly authorized to sign this Authorization on behalf of: [insert: **complete name of Bidder**]  |
| Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ [insert: **date of signing**] |

6. Sample Form for Good Performance Statement

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

|  |
| --- |
| 7-Country of origin Declaration form  |
| item | Description | code | country |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  A confirmed certificate of origin shall be issued for all imported drugs and vaccines at the time of shipment |

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| **Section V. Eligible Countries** |
| Regarding the eligibility of the Bidders for the provision of (drugs and vaccines), Works and Services in Public Contracts financed by the Purchuser:  |
| 1. The Purchuser permits firms and individuals from all countries to offer (drugs and vaccines), works and services for projects financed by the Government of Iraq. As an exception, firms of a Country or (drugs and vaccines) manufactured in a Country may be excluded if: |
| a- If the legislation or official instructions in force prohibit the Bidder's country from establishing commercial relations with the Purchuser state provided that the Purchuser is convinced that such prohibition will not prevent the fruitful competition for supplying goods or executing works. |
| b- by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Purchuser's country is forbidden to import any goods or pay any amounts to the Bidder's country. |
| 2. For the information of bidders, at the present time firms, (drugs and vaccines) and services from the following countries are excluded from this bidding: |
| (a) With reference to paragraph: 1-a *\_\_\_\_\_\_\_\_\_\_ [Insert] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| (b) With reference to paragraph: 1-b *\_\_\_\_\_\_\_\_\_\_ [Insert] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |