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| **TENDER BIDS DOCUMENTATION for participation in the Tender Bids for supply of conferencing equipment for BioEcUz project**  **REF: BioEcUz/ 2022**  **Tashkent 2021** |
| **CONTENT**  **Chapter I.**  **Announcement of the contest.**  **Chapter II.**  **Instructions for Bid Participants.**  **General information.**  **Procedure for submission of Bid Proposals.**  **Chapter III.**  **Procedure of review and evaluation of bids.**  **Chapter IV.**  **Evaluation criterion.**  **Chapter V.**  **Final provisions.** |
| **Chapter I.**  ANNOUNCEMENT OF TENDER BIDS  As part of implementation of the ERASMUS+ BioEcUz “New Master's Degree Curricula for Sustainable Bioeconomy in Uzbekistan” Project, Samarkand branch of Tashkent State Agrarian University announces Bid for supply of measuring equipment for the project.  The Bid will be held at the following address: 7, Amir Temur street, Dahbet, Samarkand, Uzbekistan, E- mail: sherzod3113@mail.ru  Bid documentation is uploaded and published on http://bioecuz.tdau.uz/news/all  The Client’s contact person: Mr. Sherzod Babakholov  The participants of the Bid shall provide their proposals in English.  Proposals in envelopes sealed by participants of the Bid, received at the above address until 12:00 p.m. of February 20, 2022, will be accepted for consideration.  Opening of the envelopes with the participants’ proposals will be held at 16:00 of February 20, 2022 at the above address: 7, Amir Temur street, Dahbet, Samarkand, Uzbekistan.  Clarification on the Bid documentation could be received after official request submitted on the participant’s letterhead using postal or electronic communication to e-mail address: sherzod3113@mail.ru no later than 5 days before the deadline of offer’s submission.  Participants of the Bid have the right to take part in opening of proposals.  We request the participants to check their bid proposals for compliance with the Client’s Bid documentation prior to submission. |
| **Chapter II Instruction for the Bid Participants**  1. General Provisions  As part of implementation of the ERASMUS+ BioEcUz “New Master's Degree Curricula for Sustainable Bioeconomy in Uzbekistan” Project, Samarkand branch of Tashkent State Agrarian University announces Bid for supply of measuring equipment for the project.  The Bid will be held at the following address: 7, Amir Temur street, Dahbet, Samarkand, Uzbekistan, E- mail: sherzod3113@mail.ru  Bid documentation is uploaded and published on http://bioecuz.tdau.uz/news/all  The Client’s contact person: Mr. Sherzod Babakholov  Clarification on the Bid documentation could be received after official request submitted on the participant’s letterhead using postal or electronic communication to e-mail address: sherzod3113@mail.ru no later than 5 days before the deadline of offer’s submission.  2. Procedure for submission of proposals  **2.1.** The bid proposal prepared by the Supplier (hereinafter referred to as the Participant of the Bid), as well as all correspondence and documentation related to this proposal, **must be issued in English.** The bid participant may submit offer in another language, subject to the submission of a proposal with a certified translation into English, in accordance with the requirements of **Clause 2.8** of this Bid documentation.  **2.2. Price of the Goods** shall be indicated in EURO.  **2.3.** The deadline for submission of the Bid Proposals is until 12-00 p.m. local time on February 20, 2022 The Bid Proposals which are received before the deadline to: 7, Amir Temur street, Dahbet, Samarkand, Uzbekistan, will be accepted for consideration.  **2.4.** The Bids received after 12-00 local time of February 20, 2022 will not be accepted, opened and considered regardless of the reasons of the delay. Proposals submitted by post mail after deadline will not be opened and could be returned back within 15 days to Representative of the Participants after expiry of the specified period. The Client shall not be responsible for their safety.  **2.5.** The Bid Committee of the Client shall open the common envelope with the Bid Proposals (at: 7, Amir Temur street, Dahbet, Samarkand, Uzbekistan) at 16-00 on February 20, 2022.  **2.6.** The presence of Representative of the Participant at the opening of envelopes is not provided.  **2.7.** The Participant shall bear all costs related to preparation and submission of the Bid Proposal. The Client shall have no obligation or liability for such costs.  **2.8. At the request of Beneficiary, Participant must provide a certificate from the tax authority of the state of registration of the company, confirming the status of the tax resident of the company.**  **2.8. The Bid Proposal shall be in a sealed common envelope, which includes:**   1. General and qualification information of the Bid Participant; 2. Envelope No. 1 containing a Technical proposal in one counterpart (original copy). 3. Envelope No. 2 with a Commercial Proposal in accordance with Annex IV to Bid documentation in one counterpart (original copy);   The common envelope, envelopes 1 and 2 shall be sealed and signed by a person (s) authorized to sign the Bid Proposal on behalf of the Participant. All envelopes shall bear the name of the Bid, envelope numbers and the name of Participant.  All pages of the Bid Documentation shall be signed by the person (s) who signed the Bid Proposals, enumerated and stitched.  If the outer envelope is not sealed and marked in accordance with the above requirements, the Client shall not be liable for loss of its contents.  **List of documents required for participation in the Bid**  ***List of common envelope documents***   1. General and qualification information of the Bid Participant (Annexes Ia and Ib to the Bid Documentation). 2. Copies of existing licenses, permits, permissions, and certificates for types of activities are required for deliveries which are put out to the Bid. 3. A copy of the registration certificate of the Participant's legal entity. 4. Other documents required by the terms of this dossier.   ***The list of documents of envelope 1***   1. Technical proposal drawn up in accordance with requirements of Technical Specification (ANNEX II+III to the Bid Documentation). 2. Technical documentation (Catalogues, brochures, booklets that inform of details of technical specifications that sufficiently define the equipment being offered) 3. Copies of ISO Certificates, IDC/ Gartner reports etc. 4. Letter (s) of authorization of the participant (MAF). 5. Documents confirming the availability of service.   ***Note: Documents included in Envelope 1 must not contain any information regarding the Bid price. All prices, tariffs, and totals that make up the Proposal must be contained only in documents of Envelope 2. Failure to satisfy this condition leads to disqualification of the Participant.***  ***List of documents of Envelope 2***   1. Price proposal and Price Table (ANNEX IV).   **2.9. The bid proposal must remain valid for 60 (sixty) days from the date of submission of the proposal. If necessary, the customer can send a request to extend the validity period of the proposal for a certain period required for the evaluation of proposals.** |
| **Chapter III**  **3. The procedure of review and evaluation of the proposals**  **3.1. Proposals of the Bid Participants shall be reviewed and evaluated in two stages:**   * Stage I-general qualification evaluation & technical assessment; * Stage Il-commercial evaluation.   3.2. **At Stage I, the Client's Bid Commission shall:**   * open the common envelope of the Bid Participants; * check the contents of the Common envelope for completeness; * conduct a qualification assessment of the Bid Participants. * open Envelope 1 of the Bid Participants proposals; * check contents of Envelopes 1 for completeness; * conduct technical evaluation of the bids for their compliance with requirements of the Client's Technical Specification (ANNEX II “Technical Specifications” to the Bid Documentation); * determine the Bid Participants whose proposals are considered to meet requirements of the Client's Technical specification, specified in ANNEX II “Technical Specifications” to the Bid Documentation, based on Annex III “Technical Offer”.   **3.3. Proposals of the Bid Participants which meet requirements of the Client's Technical specification shall be passed to Stage II.**  **3.4. At Stage II, the Bid Commission of the Client shall:**   * open envelope 2 with commercial proposals of the Bid Participants -winners of Stage I; * check contents of Envelopes 2 for completeness; * conduct commercial evaluation of commercial proposals for their compliance with requirements of the Draft Contract (Attachment 4 to the Bid Documentation), content of specification and affordability in terms of presented technical solutions; * determine the winner of Bid which offered the best conditions for performance of the Contract based on criteria specified in Article #5 of the Bid Documentation; * At its discretion, determine backup Contractor whose proposal is recognized the best after proposal of the winner of the Bid, by the decision of the Bid Commission.   **Note.** Envelope 2 containing commercial proposal of the Bid Participant who have not passed Stage I, shall not be opened and shall be returned to the Bid Participants. |
| Chapter IV.  4. Criteria of Evaluation  **4.1.** The Bid Proposals shall be evaluated by the Bid Commission based on Client’s requirement including technical part of the Bid Proposal on first stage, as well as the proposed Bid price on second stage taking into account the proposed terms, volume, and quality of the Goods to be delivered.  **4.2.** At this, only those Bid Proposals shall be evaluated which are recognized as meeting the requirements of the Bid Documentation on each stage.  **4.3.** Bid proposals which are found not meeting the requirements of the Bid Documentation may be rejected by the Bid Commission.  Qualification & Technical evaluation criteria  Proposal reflected in common envelope and Envelope #1 will be evaluated by Bid commission for compliance of Bid documentation, including Technical Specification.  Technical proposals not meeting the requirements of the Technical specification will not be reviewed and will not be admitted to evaluation of the commercial part if such deviation found by Bid commission will influence on supply of quality Goods and related services.  Commercial evaluation  Bid Participant whose proposal is recognized as meeting the technical requirements and which offered the best price for the required Goods volume and delivery time, and accepting the terms of the Contract shall be recognized the winner of the Bid (ANNEX IV). |
| Chapter V  5.1. Final provision  **5.1.1.** The Client shall enter into the Contract with the winner of the Bid, and after its execution all previous negotiations and correspondence on the Contract shall become invalid.  **5.1.2.** Decisions of the Bid Commission shall be set out in respective minutes of its meetings.  **5.1.3.** After bid closing date, no comments to the draft Contract shall be allowed or accepted. The winning Bidder shall sign the Contract based on terms stated in Bid documentation and in accordance with proposal of Participant.  **5.2. Information of Qualification**  **5.2.1. The following qualification requirements to the Bid participant, which It must confirm with necessary documents:**   * Certificate of registration of the legal entity; * Information about current or planned liquidation/ bankruptcy /reorganization procedures of the Participant in 2021 (merger, division, consolidation, etc.) (ANNEX Ib). * The absence of bankruptcy procedures introduced against the participant (ANNEX Ib). * The absence of a state of litigation with the Customer and / or its affiliates (ANNEX Ib);   **5.3. Terms and conditions of supply contract.**  **5.3.1.** Delivery Terms: DDP Tashkent (INCOTERMS 2010).  The Supplier is obliged to cover all the costs of storage in warehouses, transportation between warehouses, insurance, distribution, the cost of processing customs declarations in the countries of departure and the Buyer.  **5.3.2.** Payment Terms: 60% advanced payment, 40% upon delivery  **5.3.3.** Delivery period: not more than 120 working days from receipt of advance payment. |