

## TENDER DOCUMENT

<b>TITLE OF THE TENDER</b>	<b>SUPPLY OF OFFICE STATIONERIES, REFRESHMENT ITEMS AND KITCHEN APPLIANCES, IT ACCESSORIES, PROVISION OF PRINTING SERVICES AND PRODUCTION OF PROMOTION MATERIALS UNDER FRAMEWORK CONTRACT</b>
<b>TENDER REFERENCE NUMBER</b>	<b>023/SIS/03/2019</b>
<b>PROCUREMENT METHOD</b>	<b>NATIONAL COMPETITIVE BIDDING METHOD</b>
<b>DATE OF ISSUE</b>	<b>March, 2019</b>

Date: 11/03/2019

Ref: 023/SIS/03/2019

### INVITATION TO THE TENDER

1. The Institute of Certified Public Accountants of Rwanda (ICPAR) (hereinafter called "Client") intends to apply a portion of its funds under the contracts for which this Bidding Document is issued. ICPAR now invites, by the present invitation to tender, sealed bids from eligible and qualified bidders for supply of office stationeries, refreshment items and kitchen appliances, it accessories, provision of printing services and production of promotion materials under framework contract.
2. Bidding will be conducted through Open Competitive bidding and is open to all qualified suppliers/service providers.
3. Tender is composed by 6 different lots as shown here below:
  - ✓ Lot 1: Supply of stationeries;
  - ✓ Lot 2: Supply of refreshment items and kitchen appliances;
  - ✓ Lot 3: Supply of IT accessories;
  - ✓ Lot 4: Provision of printing services;
  - ✓ Lot 5: Design and Production of promotional materials  
(Small format/Branding/clothes related)
  - ✓ Lot 6: Design and Production of promotional materials  
(large format/Banners related).The suppliers can bid for one or more lots.
4. The Tender Document may be obtained downloaded from ICPAR website ([www.icparwanda.com](http://www.icparwanda.com)). Bidders may obtain further information at ICPAR Office at Kacyiru or email to [tender@icparwanda.com](mailto:tender@icparwanda.com), not later than 7 days prior to the deadline for submission of bids.
5. Well printed bids in English language, valid for 120 days from the bids submission deadline, accompanied by the Bid Security of 100,000 Rwf for each lot, properly bound and presented in four copies, one of which is the original and three copies must reach ICPAR offices, Behind Carrier Center, Kacyiru, Gasabo District not later than 01/04/2019 at 10:00 am local time.

6. The opening of bids will take place on the same day at 10: 30 am local time in ICPAR boardroom.

**Hadija Murangwa**  
**Director of Strategy and Institutional Sustainability**  
**ICPAR**

**SECTION I. INSTRUCTIONS TO BIDDERS**

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## Section I. Instructions to Bidders

### A. General

#### 1. Scope of Bid

- 1.1 The Procuring Entity **indicated in the Bidding Data Sheet (BDS)**, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section 6, Schedule of Requirements. The name, identification, and number of lots are **provided in the BDS**.
- 1.2 Throughout these Bidding Documents:
- “Client/Procuring Entity” means the agency with which the selected Good/Service provider signs the Contract for the Services.
  - “Contract” means the agreement between the Procuring Entity and the successful bidder.
  - “Data Sheet” means such part of the Instructions to Bidders used to reflect specific country and assignment conditions.
  - “Day” means calendar day.
  - “Government” means the Government of the Republic of Rwanda.
  - “Instructions to Bidders” (Section II of the Bidding Document) means the document which provides Bidders with all information needed to prepare their Bids.
  - “Sub-Contractor” means any person or entity with whom the Bidder subcontracts any part of the Supplies.
  - the “lowest – evaluated bid” means a bid which is substantially responsive and offers the lowest price.

#### 2. Source of Funds

The Procuring Entity (hereinafter called “Client”) **specified in the BDS** intends to apply a portion of its funds to the payments under the contract for which these Bidding Documents are issued.

#### 3. Fraud and Corruption

- (a) All suppliers and their subcontractors are required to observe the highest standard of ethics during the procurement and execution of contracts.

For the purposes of this provision, the terms set forth below are defined 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;
- (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;

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- (iii) “collusive practice” is an arrangement between two or more parties 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;
- (b) The Procuring Entity 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;

#### **4. Eligible Bidders**

- 4.1 Participation is open on equal conditions to all companies or persons fulfilling the requirements herein except where:
- (i) The bidder has been prosecuted and found guilty in court, including any appeals process on corruption charges
  - (ii) The bidder is bankrupt
  - (iii) The Bidder has been excluded in accordance with regional or international conventions.

This criterion shall also apply to the proposed subcontractors or suppliers for any part of the Contract including Related Services.

- 4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- (a) are or have been associated in the past, with a firm or any of its affiliates, for the preparation of the specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents; or
  - (b) submit more than one bid in this bidding process, except for alternative offers if permitted. However, this does not limit the participation of subcontractors in more than one bid;

#### **5 Eligible Goods and Related Services**

- 5.1 All the Goods and Related Services to be supplied under the Contract may have their origin in any country;
- 5.2 For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, installation, training, and initial maintenance.
- 5.3 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.

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## **B. Contents of Bidding Documents**

### **6 Sections of Bidding Documents**

- 6.1 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

#### **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

- 6.2 The Invitation for Bids issued by the Procuring Entity is part of the Bidding Documents.
- 6.3 The Procuring Entity is not responsible for the incompleteness of the Bidding Documents and their addendum, if they were not obtained directly from the Purchaser.
- 6.4 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.

### **7 Clarification of Bidding Documents**

A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Procuring Entity in writing at the address **specified in the BDS**.

The Procuring Entity will respond in writing to any request for clarification, provided that such request is received not later than Seven (7) days prior to the deadline for submission of bids. Should the Procuring Entity 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.

## **8 Amendment of Bidding Documents**

- 8.1 At any time prior to the deadline for submission of bids, the Procuring Entity may amend the Bidding Documents by issuing addendum.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all interested bidders.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 24.2

## **C. Preparation of Bids**

### **9 Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **10 Language of Bid**

The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language **specified in the BDS**.

### **11 Documents Comprising the Bid**

11.1 The Bid shall comprise the following:

- a. Bid submission form and Price schedules;
- b. Copy of Trading License for your company;
- c. Bid security

d. At least two (2) references of similar or related tenders executed; This is should be proven by a good performance certificate.

Any other information that the bidder considers important to the award process as it may be indicated in the BDS

11.2 In case of a Joint Venture (JV), each member of the association shall provide the documents stated in 11.1(b).

## 12 Bid Submission Form and Price Schedules

- 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms.
- 12.2 The Bidder shall submit the Price Schedules for Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms

## 13 Alternative Bids

Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

## 14 Bid Prices and Discounts

- 14.1 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.
- 14.2 All lots and items must be listed and priced separately in the Price Schedules.
- 14.3 The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discounts offered.
- 14.4 The Bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.
- 14.5 The INCOTERMS to be used shall be governed by the rules prescribed in the current edition, published by The International Chamber of Commerce, as specified in the **BDS**.
- (a) Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms.
- (b) For Goods manufactured in Rwanda:
- (i) the price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
- (ii) any Rwandan sales tax and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
- (iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) specified in the **BDS**.
- (b) For Goods manufactured outside Rwanda, to be imported:
- (i) the price of the Goods, quoted CIP named place of destination, in Rwanda, or CIF named port of destination, as specified in the **BDS**;
- (ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site)

specified in the **BDS**;

(iii) in addition to the CIP prices specified in (b)(i) above, the price of the Goods to be imported may be quoted FCA (named place of destination) or CPT (named place of destination), if so specified in the **BDS**;

(c) For Goods manufactured outside Rwanda, already imported:

(i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported.

(ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;

(iii) the price of the Goods, obtained as the difference between (i) and (ii) above;

(iv) any Rwandan sales and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and

(v) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **BDS**.

(d) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements:

(i) the price of each item comprising the Related Services (inclusive of any applicable taxes).

14.7 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.

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 methodology.

## 15 Currencies of Bid

15.1 The Bidder shall quote in Rwandan Francs the portion of the bid price that corresponds to expenditures incurred in Rwanda Francs, unless otherwise specified in the **BDS**.

15.2 In case of quotation in foreign currency, the rates of exchange to be used in arriving at the local currency equivalent above shall be the selling rates for similar transactions established by the authority **specified in the BDS** prevailing on the deadline for submission of bids.

## 16 Documents Establishing the Conformity of the Goods and Related Services

- 16.1 To establish the conformity of the Goods and Related 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.
- 16.2 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 Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
- 16.3 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 Procuring Entity.
- 16.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity 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 Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

## 17 Documents Establishing the Qualifications of the Bidder

The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Entity's satisfaction:

- (a) 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 Rwanda;
- (c) that, if **required in the BDS**, in case of a Bidder not doing business within Rwanda, the Bidder is or will be (if awarded the contract) represented by an Agent in Rwanda 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
- (d) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

## 18 Bids Validity Period

- 18.1 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 Procuring Entity as non-responsive.
- 18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity 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 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security.

## 19 Bid Security

- 19.1 The Bidder shall furnish as part of its bid, a Bid Security, if required, as **specified in the BDS**.
- 19.2 The Bid Security shall be in the amount specified in the BDS and denominated in Rwanda Francs or a freely convertible currency, and shall:
- (a) at the bidder's option, be in the form of either a guarantee from a banking institution or another authorized financial institution;
  - (b) be issued by a reputable institution selected by the bidder and located in any country. If the financial institution, other than a bank, issuing the guarantee is located outside Rwanda, it shall have a correspondent financial institution located in Rwanda to make it enforceable.
  - (c) be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Procuring Entity prior to bid submission;
  - (d) be payable promptly upon written demand by the Procuring Entity in case the conditions listed in ITB Clause 19.5 are invoked;
  - (e) be submitted in its original form; copies will not be accepted;
  - (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 18.2;
- 19.3 If a Bid Security is required in accordance with ITB Sub-Clause 19.1, any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 19.1, shall be rejected by the Procuring Entity as non-responsive.
- 19.4 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 42.
- 19.5 The Bid Security may be forfeited executed:
- (a) 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 18.2; or
  - (b) if the successful Bidder fails to:
    - (i) sign the Contract in accordance with ITB Clause 41;
    - (ii) furnish a Performance Security in accordance with ITB Clause 42;
  - (c) if the successful Bidder refuses corrections of its financial offer.
- 19.6 The Bid Security of a *Joint Venture (JV)* must be in the name of the lead company in the joint venture JV that submits the bid.
- 19.7 If a bid security is **not required in the BDS**, and
- (a) 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 18.2, or

- (b) if the successful Bidder fails to: sign the Contract in accordance with ITB 41; or furnish a performance security in accordance with ITB 42;

the Procuring Entity may, **if provided for in the BDS**, declare the Bidder disqualified to be awarded a contract for a period of time **as stated in the BDS**.

## **20 Format and Signing of Bid**

- 20.2 Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.

## **D. Submission and Opening of Bids**

### **21 Submission, Sealing and Marking of Bids**

- 21.2 Bidders may always submit their bids by mail or by hand.

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 21.2 and 21.3.

- 21.3 The envelopes containing the original and the copies shall be enclosed in one single envelope:
- (a) The inner envelopes shall bear the name and address of the Bidder;
  - (b) The outer envelopes must be anonymous and be addressed to the Procuring Entity in accordance with ITB Sub-Clause 22.1; and
  - (c) The outer envelopes must bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the BDS**; and
  - (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 25.1
- 21.4 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

### **22 Deadline for Submission of Bids**

- 22.2 Bids must be received by the Procuring Entity at the address and no later than the date and time **specified in the BDS**.
- 22.3 The Procuring Entity 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 Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

## 23 Late Bids

The Procuring Entity shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 22. Any bid received by the Procuring Entity after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

## 24 Withdrawal, Substitution, and Modification of Bids

24.2 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 21, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 20.2, (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:

- (a) submitted in accordance with ITB Clauses 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- (b) Received by the Procuring Entity prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 22.

24.3 Bids requested to be withdrawn in accordance with ITB Sub-Clause 24.1 shall be returned unopened to the Bidders.

24.4 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.

## 25 Bid Opening

25.2 The Procuring Entity shall conduct the bid opening in public at the address, date and time **specified in the BDS.**

25.3 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.

25.4 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 Procuring Entity 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 23.

- 25.5 The Procuring Entity 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, 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.

## **E. Evaluation and Comparison of Bids**

### **26 Confidentiality**

- 26.2 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.
- 26.3 Any effort by a Bidder to influence the Procuring Entity in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 26.4 Notwithstanding ITB Sub-Clause 26.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Procuring Entity on any matter related to the bidding process, it should do so in writing.

### **27 Clarification of Bids**

To assist in the examination, evaluation, comparison and post-qualification of the bids, the Procuring Entity 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 Procuring Entity shall not be considered. The Procuring Entity'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 Procuring Entity in the Evaluation of the bids, in accordance with ITB Clause 29.

### **28 Responsiveness of Bids**

- 28.2 The Procuring Entity's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 28.3 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:

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Entity's rights or the Bidder's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

28.4 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### **29 Nonconformities, Errors, and Omissions**

29.2 Provided that a Bid is substantially responsive, the Procuring Entity may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

29.3 Provided that a bid is substantially responsive, the Procuring Entity 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.

29.4 Provided that the Bid is substantially responsive, the Procuring Entity shall correct arithmetical errors on the following basis:

- (a) 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 Procuring Entity 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;
- (b) 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; and
- (c) if 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.

29.5 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected.

### **30 Preliminary Examination of Bids**

30.2 The Procuring Entity 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.

30.3 The Procuring Entity 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.

- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
- (b) Price Schedules, in accordance with ITB Sub-Clause 12.2;
- (c) Bid Security, in accordance with ITB Clause 19, if applicable.

### **31 Examination of Terms and Conditions; Technical Evaluation**

The Procuring Entity 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.

The Procuring Entity shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 16 and 17, to confirm that all requirements specified in Section 6, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

If, after the examination of the terms and conditions and the technical evaluation, the Procuring Entity determines that the Bid is not substantially responsive in accordance with ITB Clause 28, it shall reject the Bid.

### **32 Conversion to Single Currency**

For evaluation and comparison purposes, the Procuring Entity 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**.

### **33 Domestic Preference**

Domestic preference shall not be a factor in bid evaluation, unless otherwise **specified in the BDS**.

### **34 Evaluation of Bids**

34.2 The Procuring Entity shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

34.3 To evaluate a Bid, the Procuring Entity shall only use all the factors, methodologies and criteria defined in ITB Clause 34. No other criteria or methodology shall be permitted.

34.4 To evaluate a Bid, the Procuring Entity shall consider the following:

- (a) evaluation will be done for Items or Lots, as **specified in the BDS**; and the Bid Price as quoted in accordance with clause 12;
- (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 29.3;
- (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;

- (d) 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;
- (e) adjustments due to the application of a margin of preference, in accordance with ITB Clause 33 if applicable.

34.5 The Procuring Entity's evaluation of a bid will exclude and not take into account:

- (a) In the case of Goods manufactured in Rwanda, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;
- (b) in the case of Goods manufactured outside Rwanda, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;
- (c) any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

34.6 The Procuring Entity'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).

34.7 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 Procuring Entity 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.

### **35 Comparison of Bids**

The Procuring Entity shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 34.

### **36 Post qualification of the Bidder**

36.2 The Procuring Entity 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.

36.3 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 17.

36.4 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 Procuring Entity shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**37 Procuring Entity's Right to Accept Any Bid, and to Reject Any or All Bids**

The Procuring Entity 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.

**F. Award of Contract****38 Award Criteria**

The Procuring Entity 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 is determined to be qualified to perform the Contract satisfactorily.

**39 Procuring Entity's Right to Vary Quantities at Time of Award**

At the time the Contract is awarded, the Procuring Entity 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.

**40 Notification of Award**

- 40.2 Before the expiry of the bid validity period, the Procuring Entity shall simultaneously notify the successful and the unsuccessful bidders of the provisional outcome of the bids evaluation.
- 40.3 The successful bidder may be required to provide a performance security. Such a security shall not exceed 10 % of the contract Price;
- 40.4 Upon signature of a contract, the Procuring Entity shall notify other bidders that their bids were not successful and will discharge their bid security, pursuant to ITB Clause 19.4.
- 40.5 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

## Section II. Instructions to bidders, Bid 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 Procuring Entity is: <b>The Institute of Certified Public Accountants of Rwanda (ICPAR)</b>
ITB 1.1	<b>SUPPLY OF OFFICE STATIONERIES, REFRESHMENT ITEMS AND KITCHEN APPLIANCES, IT ACCESSORIES, PROVISION OF PRINTING SERVICES AND PRODUCTION OF PROMOTION MATERIALS UNDER FRAMEWORK CONTRACT</b>
ITB 2.1	<b>The Source of funds: ICPAR</b>
ITB 4.1	The name of the tender is <b>SUPPLY OF OFFICE STATIONERIES, REFRESHMENT ITEMS AND KITCHEN APPLIANCES, IT ACCESSORIES, PROVISION OF PRINTING SERVICES AND PRODUCTION OF PROMOTION MATERIALS UNDER FRAMEWORK CONTRACT</b>
	<b>B. Contents of Bidding Documents</b>
ITB 7	For <u>Clarification of bid purposes</u> only, the Procuring Entity's address is: Attention: <b>DIRECTOR OF STRATEGY AND INSTITUTIONAL SUSTAINABILITY INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF RWANDA(ICPAR) PO BOX 3213 KACYIRU, KIGALI Email: tender@icparwanda.com</b>
	<b>C. Preparation of Bids</b>
ITB 10.1	The language of the bid is: <i>English” or French.</i> <i>Bidders are permitted, at their choice, to submit their bids in one of the two languages above indicated. Bidders shall not submit bids in more than one language.</i>
ITB 11.1 (h)	The Bidder shall submit the following documents in its bid: a. Bid submission form and Price schedules; b. Copy of Trading License for your company; c. Original or a certified copy of the tax clearance certificate d. Original or Certified copy of Clearance Certificate issued by RSSB e. Bid security; f. At least two (2) references of similar or related tenders executed; this is should be proven by a good performance certificate. g. The Bid security of 100,000 Rwf for each lot.

ITB 13.1	Alternative Bids <i>shall not be</i> considered.
	Place of Destination: ICPAR HEADQUARTERS
ITB 14.5	“Final destination (Project Site)”: <b>ICPAR HEADQUARTERS</b>
ITB 14.6	The prices quoted by the Bidder <i>shall not</i> be adjustable.
ITB 15.1	The Bidder <i>is</i> required to quote in the Rwanda Francs
ITB 15.2	The authority to establish the exchange rate shall be the “ <i>National Bank of Rwanda</i> ”
ITB 16.3	Period of time the within which Goods are expected to be functioning (for the purpose of spare parts): <b>None</b>
ITB 18.1	The bid validity period shall be <i>120 days</i> .
ITB 19.1	Bid shall include a Bid Security ( <i>issued by bank or an insurance company</i> ) included in Section IV Bidding Forms.
ITB 9.2	The amount of the Bid Security shall be: <b>100,000 Rwf for each lot.</b> All bids <i>must</i> be accompanied by a Bid Security for all lots or its equivalent in any freely convertible currency or its equivalent in any freely convertible currency
	<b>a. Submission and Opening of Bids</b>
ITB. 21.	In addition to the original of the bid, the number of copies is: 3 copies.
ITB 22.2	For bid submission purposes: The deadline for the submission of bids is: Date: <b>01 April 2019</b> Time: <b>10:00 AM local time</b> <b>Venue: ICPAR office, behind Career Center Building, Kacyiru, Gasabo District</b>
ITB 25.2	The bid opening shall take place on the same date of <b>01 April 2019</b> Time: <b>10:30 AM local time</b> <b>Venue: ICPAR office, behind Career Center Building, Kacyiru, Gasabo District</b>
	<b>b. Evaluation and Comparison of Bids</b>
	Bid prices expressed in different currencies shall be converted in Rwanda Francs (RWF) The source of exchange rate shall be the National Bank of Rwanda

	The date for the exchange rate shall be the bids opening date
<b>ITB 33</b>	Domestic preference <i>shall not be</i> a bid evaluation factor.
<b>ITB 34.4</b>	Evaluation will be done by lot
<b>ITB 34.4. (d)</b>	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: <i>[refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary]</i></p> <p>(a) Deviation in Delivery schedule: <i>No.</i></p> <p>(b) Deviation in payment schedule: <i>No.</i></p> <p>(c) the cost of major replacement components, mandatory spare parts, and service: <i>No.</i></p> <p>(d) the availability in Rwanda of spare parts and after-sale services for the equipment offered in the bid : <i>No.</i></p> <p>(e) the projected operating and maintenance costs during the life of the equipment: <i>No</i></p> <p>(f) the performance and productivity of the equipment offered: <i>No.</i></p> <p>(g) <i>None</i></p>
<b>ITB 39</b>	<b>c. Award of Contract</b>
	The maximum percentage by which quantities may be increased or decreased is: <i>N/A</i>

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## Section III. Evaluation and Qualification Criteria

### 1. Domestic Preference (ITB 33): Not applicable

### 2. Evaluation Criteria (ITB 34.4 (d))

The Procuring Entity'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 34.3(d) and in BDS referring to ITB 34.3(d), using the following criteria and methodologies.

- (a) Delivery schedule. (as per INCOTERMS specified in the BDS)

*The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section VI, Delivery Schedule. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive.*

- (b) Deviation in payment schedule: **Not applicable**
- (c) Cost of major replacement components, mandatory spare parts, and service: **Not applicable**
- (d) Availability in Rwanda of spare parts and after sale services for equipment offered in the bid. **Not applicable**
- (e) Projected operating and maintenance costs. **Not applicable**
- (f) Performance and productivity of the equipment. **Not applicable**
- (g) Specific additional criteria: **None**

### 3. Multiple Contracts (ITB 34.6): Not applicable

## 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 Procuring Entity in the Schedule of Requirements.]*

### LOT N° 1: SUPPLY OF OFFICE STATIONERIES

No	DESCRIPTION	UNIT PRICE
1	Flash Disk 8GB	
2	Flash Disk 16GB	
3	Paper A4	
4	Paper A3	
5	Executive Pen	
6	Suspension Files	
7	Post-It	
8	Pens of different colors	
9	Envelops A3	
10	Envelops A4	
11	Envelops A5	
12	Envelops Kaki 25/20	
13	Plastic Files/Folder	
14	Paper Files	
15	DVD-R	
16	DVD-Rw	
17	CD-R	
18	CD-RW	
19	Spiral 20&22mm	
20	Spiral 12&10mm	
21	Spiral 8mm	
22	Spiral 16mm	
23	Spiral 18mm	
24	Spiral 28mm	
25	Box Files	
26	UHU liquid	
27	Highlighters/all colors	
28	Markers	
29	Transparent paper	
30	Covers	
31	Plastic PVC slide binder bar: - Small - Medium - Big	
32	Block Note A4	
33	Block Note A5	
34	Flipchart	
35	Register Book	

36	Archiving Boxes	
37	Punching Machine No 508	
38	Punching Machine No 865	
39	Stapler Big no HS-2000	
40	Stapler no 76	
41	Stapler FISS No Fssf 58	
43	Staples 66/14	
44	BOX STAPLES 23/15	
45	BOX STAPLES 23/10	
46	BOX STAPLES 23/13	
47	BOX STAPLES 23/15	
48	BOX STAPLES 23/17	
49	BOX STAPLES 23/8	
50	Staples24/6	
51	Paper Clips 33mm	
52	Paper Clips 78mm	
53	Paper Clips 51mm&50mm	
54	Paper clips 31mm	
55	Rubbers	
56	Pencils	
57	White Wash/Blanco	
58	Calculators ordinal	
59	Ink for Stamp S63(28Ml)	
60	Stamp Pad	
61	Binder Clips 19mm	
62	Binder Clips 51mm	
63	Binder Clips 32mm&25mm	
64	Binder Clips 41mm	
65	Office Tray	
66	Business card Holder	
67	Rulers	
68	Scissor big	
69	Signature Book	
70	Sharpeners	
71	Stapler Remover	
72	Dust Bins (plastic)	
73	Separators	
74	Agenda/Diaries	
75	Bin Cards A4	
76	White Board Markers	
77	3 Ring Binders	
78	Pen Holders	
79	Carnet de route	
80	Papier Colant/Sola Tape	
81	Spirals 8mm	
82	Paper Punch 3Hole 380'	
83	Scientific Calculators	
84	Filing Plastic Box	

85	Laptop bags 16	
86	Disposal plastic cups	
87	Removable transparent (sign Here)	
88	Writing pads A4	
89	Visitors book	
90	Note pad A5	
91	Badge card (pcs)	
92	Box big post it	
93	Box medium post it	
94	Box of 500pcs for plastic cards	
95	Ctn envelope a4(1000pcs)	
96	Ctn paper duplicator a4( 5 reams / ctn)	
97	Farde a tringle pqt	
98	Farde chemise	
99	Files (ecritoire)	
100	Fils a coudre pqt	
101	Flip chart paper	
103	Frame of certificate	
104	Graphical book (pcs)	
105	Name card hold with cords	
106	Name card holder with string mf	
107	Name card of holder with string sf	
108	Office files	
109	Packet of string	
110	Paper a3 150 grm	
111	Paper certificate	
112	Paper couche a4 couche 150 gmm	
113	Paper couche a4 couche 90 gmm	
114	Pcs farde a tringle	
115	Pcs pochette dvd	
116	Pcs post-it 3x5	
117	Pcs sign here	
118	Pcs string	
119	Pompe for ball	
120	Pqt dvd r 4,7gb	
121	Pqt post-it colour	
122	Punching machine mf	
123	Ribbon for fargo printer dtc color dt4500	
124	Scissor (cutter)	
125	Scotch mf	
126	Scotch gf	
127	Sheets cover booklets 250g	
128	Sheets paper booklets 150g	
129	Signature book	
130	Stapler mf	
131	String for name card	
	<b>Total</b>	

## LOT 2: SUPPLY OF REFRESHMENT ITEMS AND KITCHEN APPLIANCES

SN	DESCRIPTION	Unit price (Rwf)
	<b>REFRESHMENTS ITEMS</b>	
1	Mineral water (carton) of 12 bottles	
2	Mineral water -refilling charges of bottle of 18 to 20L	
3	UHT Milk of 1 litter (dozen carton)	
4	UHT Milk of 0.5 litter (dozen carton)	
5	Milk NIDO, TIN of 2500g	
6	Juice Mango 0.5-0.6L (carton) of 12 bottles	
7	Juice Mango 1L(carton) of 12 bottles	
8	Juice passion 0.5-0.6L (carton) of 12 bottles	
9	Juice passion 1L (carton) of 12 bottles	
10	Juice Pineapple 0.5-0.6L (carton) of 12 bottles	
11	Juice Pineapple 1L (carton) of 12 bottles	
12	Juice Apple 0.5-0.6L (carton) of 12 bottles	
13	Juice Apple 1L (carton) of 12 bottles (carton) of 12 bottles	
14	Juice Orange 0.5-0.6L (carton) of 12 bottles	
15	Juice Orange 1 L (carton) of 12 bottles	
16	Juice Cocktail 0.5-0.6L (carton) of 12 bottles	
17	Juice Cocktail 1 L (carton) of 12 bottles	
18	Tea bag of 100g ( boxes of 50 pcs/each)-	
19	Green tea boxes of 50 pcs/each	
20	Black tea as well boxes of 50 pcs/each	
21	Sugar (sac of 50 kgs)	
22	Coffee Maraba 250 g	
23	Coffee Kinunu 250 g	
24	Nesquick	
25	Drinking chocolate	
26	Nescafe	
27	Honey	
28	Vim	
29	Hand wash	
30	Serviettes Carton	
31	Liquid Soap	
32	Omo Bucket	
33	Tea Spice (Dozen)	
34	Soft facial Tissues	
35	Dish washers (Saket)	
36	Water dispenser	
37	Gas Bottle	
38	Fridge	
39	Kettle	
40	Coffee Maker	

	<ul style="list-style-type: none"> <li>➤ For milk</li> <li>➤ Coffee</li> <li>➤ Black tea</li> </ul>	
41	Empty Gallon 5	
42	Kitchen rolls (Tissues)	
43	Aluminum Paper	
44	Cling film wrap	
45	Microwave	
46	Silverware set (Knives, forks, big spoons and small spoons) A set of Folk	
47	Folks	
48	Big Spoons	
49	Plates	
50	Flasks	
51	Tea Spoons	
52	Knives	
53	Serving spoons	
54	Dusty beans (covered)	
55	Kitchen roll holder	
56	Jik	
57	Toilet Papers rolls	
58	Spray	
59	Harpic	
60	Tropical Pledge	
61	Window & Glass Cleaner	
62	Cling film wrap	
63	Mopers	
64	Laclette	
65	Dish racks and drainer 2 tiers	
66	Dish racks and drainer 1 tier	
	TOTAL	

### LOT N° 3: SUPPLY OF IT ACCESSORIES

IT ACCESSORIES				
S/N	TYPE	SPARE PARTS	QUANTITY	UNIT PRICE
<b>1</b>	<b>COMPUTERS</b>			
	Microsoft Surface Pro 4	Power AC Adaptor	1	
		Dockstation(USB C/HDMI/LAN)		
		Pen	1	
		Screen	1	
		Detachable Keyboard	1	
	HP Spectre X360 13"	Battery	1	
		AC Adaptor	1	
		Display Screen(Monitor)	1	
		Power AC Adaptor	1	
		Keyboard	1	
		CalDigit USB-C Docking Station - HDMI, DisplayPort, Lan, Audio, Mic, Thunderbolt 3 Compatible, 0.5m Cable	1	
	HP Pavillon 15-cc1xx	Battery	1	
		Power AC Adaptor	1	
		Display Screen(Monitor)	1	
		Keyboard	1	
	HP Probook 4530s	Battery	1	
		Power AC Adaptor	1	
		Display Screen(Monitor)	1	
		Keyboard	1	
	HP 250 G6	Battery	1	
		Power AC Adaptor	1	
		Display Screen	1	
		Keyboard	1	
	MACBOOK RETINA 12"	Power AC Adaptor	1	
		Display Screen(Monitor)	1	
		Keyboard	1	
<b>2</b>	<b>PRINTERS</b>			
	TOSHIBA Estudio 6540CSE	Developer Unit	1	
		Transfer Belt	1	

		Drum	1	
		ADF KIT	1	
		Rol Kit	1	
		Harddisk	1	
		Toner (Yellow Magenta Cyan Black)	1	
	HP Officejet 8740	Drum Unit	1	
		AC Power Adaptor	1	
		Printer	1	
		Cartridge ()		
	Data Card SD260	Ribbon	1	
		Printhead	1	
		AC Power Adaptor	1	
	Fargo DTC4500	Ribbon	1	
		Printhead	1	
		AC Power Adaptor	1	
<b>3</b>	<b>NETWORKS</b>			
	UTP Network Cables	RJ45	3m	
		RJ11	3m	
	RJ45 Connector		1	
	RJ11 Connector		1	
<b>4</b>	<b>ELECTRONICS</b>			
	UPS 3Kva	Batteries	1	
		AC Power Adapter	1	
	UPS 1Kva	Batteries	1	
	Invertor 7KVA	Batteries	1	
	Stabilizer 1KVA	AC Power Adapter	1	
		Stabilizer	1	
	Stabilizer 3Kva	AC Power Adapter	1	
		Stabilizer	1	
<b>5</b>	<b>OTHER EQUIPMENTS</b>			
<b>6</b>	Converters	VGA to HDMI	1	
		USB C to HDMI	1	
		USB to HDMI	1	
		USB to VGA	1	
		HDMI to VGA	1	
		HDMI to USB C	1	
		USB to HDMI	1	
		USB to VGA	1	
<b>7</b>	Projectors	Presentation Remote	1	
		Long HDMI Cable	20M	

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<b>8</b>	Magnetic Screwdriver Set (For computer and Other electronic equipment)		1	
<b>9</b>	Computer Repair toolbox		1	
<b>10</b>	Electric Blower Duster for computer cleaning		1	
<b>11</b>	Keyboard Vacuum Cleaner		1	
		Total		

### LOT N° 4: PROVISION OF PRINTING SERVICES

<b>FORMA T/SIZE</b>	<b>TYPE OF COLOR</b>	<b>TYPE OF PAPER</b>	<b>QTY OF PAGES</b>	<b>UNIT PRICE PER PRINTING A PAGE</b>
<b>A5</b>	Full color	Coated Papers 150 gr/m2	1-100	
			101-250	
			251-500	
<b>A5</b>	Black and white	Coated Papers 150 gr/m2	1-100	
			101-250	
			251-500	
<b>A5</b>	Full color	Cover Coated Paper 350 gr/m2	1-100	
			101-250	
			251-500	
<b>A5</b>	Black and white	Cover Coated Paper 350 gr/m2	1-100	
			101-250	
			251-500	
<b>A4</b>	Full color	Coated Papers 150 gr/m2	1-100	
			101-250	
			251-500	
			501-1000	
<b>A4</b>	Black and white	Coated Papers 150 gr/m2	1-100	
			101-250	
			251-500	
			501-1000	
<b>A4</b>	Full color	Cover Coated Paper 350 gr/m2 Metallic spiral binding, printed both sides	1-100	
			101-250	
			251-500	
			501-1000	
<b>A4</b>	Black and white	Cover Coated Paper 350 gr/m2, Metallic spiral binding, printed both sides	1-100	
			101-250	
			251-500	
			501-1000	
<b>A4</b>	Full color	Coated Paper 350 gr/m2, notebook binding	1-100	
			101-250	
			251-500	
			501-1000	
<b>A4</b>	Black and white	Coated Paper 350 gr/m2, notebook binding	1-100	
			101-250	
			251-500	
			501-1000	
<b>A4</b>	Black and	Coated Paper 90 gr/m2	1-100	

	white		101-250	
			251-500	
			501-1000	
<b>A4</b>	Full color	Coated Paper 90 gr/m2	1-100	
			101-250	
			251-500	
			501-1000	
<b>A4</b>	Full color	Cover page, Cover Coated Paper 350 gr/m2	1-100	
			101-250	
			251-500	
<b>A4</b>	Black and white	Cover page, Cover Coated Paper 350 gr/m2	1-100	
			101-250	
			251-500	
<b>A3</b>	Full color	Glossy paper 250gr	1-100	
			101-250	
			251-500	
<b>A4</b>	Full color	Glossy paper 250gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A5</b>	Full color	Glossy paper 250gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A6</b>	Full color	Glossy paper 250gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A7</b>	Full color	Glossy paper 250gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A4</b>	Full color	Glossy paper 150gr	1-100	
			101-250	
			251-500	
			501-1000	

			1001 and above	
<b>A5</b>	Full color	Glossy paper 150gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A6</b>	Full color	Glossy paper 150gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A7</b>	Full color	Glossy paper 150gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A4</b>	Black and white	Glossy paper 150gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A5</b>	B&W	Glossy paper 150gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A6</b>	B&W	Glossy paper 150gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A7</b>	B&W	Paper offset of 150gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	

<b>A3</b>	Full color	Paper offset of 80gr	1-100	
			101-250	
			251-500	
<b>A4</b>	Full color	Paper offset of 80gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A5</b>	Full color	Paper offset of 80gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A6</b>	Full color	Paper offset of 80gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A7</b>	Full color	Paper offset of 80gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A3</b>	Black and white	Paper offset of 80gr	1-100	
			101-250	
			251-500	
<b>A4</b>	Black and white	Paper offset of 80gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A5</b>	B&W	Paper offset of 80gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A6</b>	B&W	Paper offset of 80gr	1-100	
			101-250	

			251-500	
			501-1000	
			1001 and above	
<b>A7</b>	B&W	Paper offset of 80gr	1-100	
			101-250	
			251-500	
			501-1000	
			1001 and above	
<b>A0</b>	B&W	Bristol paper (Papier Bristol)	1-5000	
			5,001-10,000	
			10,001-20,000	
			20,001-50,000	
<b>A1</b>	B&W	Bristol paper (Papier Bristol)	1-5000	
			5,001-10,000	
			10,001-20,000	
			20,001-50,000	
A3	Full color	Delegation guides <b>Specifications:</b> 28 pages each, on paper 150 gr & cover 350 gr	1	
A3, A4 or A5	Full colour	Folder- Paper <b>Specifications:</b> <ul style="list-style-type: none"> <li>• UV-vanish paper</li> <li>• Spot vanish</li> <li>• Cover Matt lamination on 350 Gsm matt art board</li> <li>• Inner pages On 170 matt art paper</li> <li>• 3 fold with double pocket</li> <li>• Logo-type foiled</li> <li>• Full color print</li> </ul> Matt lamination	1	
<b>A4</b>	Note pads	<ul style="list-style-type: none"> <li>• Cover Matt lamination</li> </ul>	1	

		<ul style="list-style-type: none"> <li>• on 350 Gsm matt art board Full color</li> <li>• Inner pages On 170 matt art paper Full color</li> <li>• 100-150 pages</li> <li>• Logotype foiled</li> <li>• UV-vanish paper.</li> <li>• Spot vanish</li> <li>• Full color</li> <li>• Metallic hard case spiral bound</li> <li>• Cover Matt lamination on 350 Gsm matt art board Full colour</li> <li>• Inner pages On 170 matt art paper Full colour</li> <li>• 100~150 pages</li> <li>• Logotype foiled</li> <li>• UV-vanish paper,</li> <li>• Spot vanish</li> <li>• Full color</li> <li>• Metalize hard case spiral bound</li> </ul>		
<b>A5</b>	Note pads	<ul style="list-style-type: none"> <li>• UV-vanished on 300 Gsm matt art paper</li> <li>• Matt laminated</li> <li>• Full color</li> </ul>	1	
<b>A3</b>	Brochure	<ul style="list-style-type: none"> <li>• Spot vanish</li> <li>• Cover Matt paper 350 Gsm</li> <li>• Logotype foiled</li> <li>• Pictures spot vanished</li> </ul>	1	

		<ul style="list-style-type: none"> <li>• Full color</li> <li>• Inside pages 200 Gsm</li> <li>• UV-vanish</li> <li>• Full color</li> <li>• 20-BOpages spiral or</li> <li>• hard case binding</li> </ul> <p>Matt Lamination cover</p>		
<b>A4</b>	Brochure	<ul style="list-style-type: none"> <li>• Spot vanish</li> <li>• Cover Matt paper 350</li> <li>• Gsm</li> <li>• Logotype foiled</li> <li>• Pictures spot vanished</li> <li>• Full color</li> <li>• Inside pages 200 Gsm</li> <li>• Uv-vanish</li> <li>• Full color</li> <li>• 20-80 pages spiral or</li> <li>• hard case binding</li> </ul> <p>Matt Lamination cover</p>	1	
<b>A5</b>	Brochure	<ul style="list-style-type: none"> <li>• Logotype foiled</li> <li>• Pictures spot vanished</li> <li>• Text embossed and</li> </ul> <p>Foiled Specialized 3- fold and Creased</p> <ul style="list-style-type: none"> <li>• Paper on 250 Gsm,</li> <li>• Special ivory matt</li> <li>• paper</li> <li>• UV-vanish</li> <li>• Full color</li> </ul> <p>Matt laminated</p>	1	
<b>A3</b>	Leaflets	<ul style="list-style-type: none"> <li>• Logotype foiled</li> <li>• Pictures spot vanished</li> </ul>	1	

		<ul style="list-style-type: none"> <li>• Text embossed and foiled</li> <li>• Specialized 3 - fold and Creased</li> <li>• Paper on 250 Gsm, special ivory matt paper</li> <li>• UV-vanish</li> <li>• Full color Matt Laminated</li> </ul>		
<b>A4</b>	<b>Leaflets</b>	<ul style="list-style-type: none"> <li>• Logotype foiled</li> <li>• Pictures spot vanished</li> <li>• Text embossed and foiled</li> <li>• Specialized fold and Creased</li> <li>• Paper on 250 Gsm, special ivory matt paper</li> <li>• UV-vanish</li> <li>• Full color</li> <li>• Matt Laminated</li> </ul>	1	
<b>A5</b>	<b>Leaflets</b>	<ul style="list-style-type: none"> <li>• A3</li> <li>• Pictures spot vanished</li> <li>• Text embossed</li> <li>• 300 Gsm, matt paper</li> <li>• UV-vanish</li> <li>• Full color Matt lamination</li> </ul>	1	
<b>A3</b>	<b>Posters</b>	<ul style="list-style-type: none"> <li>• A4</li> <li>• Pictures spot vanished</li> <li>• Text embossed</li> <li>• 300 Gsm, matt</li> <li>• UV-vanish</li> <li>• Full color Matt lamination</li> </ul>	1	

A4	Posters	<ul style="list-style-type: none"> <li>• A2,</li> <li>• Pictures spot vanished</li> <li>• Text embossed</li> <li>• 300 Gsm,matt</li> <li>• UV-vanish</li> <li>• Full color</li> </ul> <p>Matt Lamination</p>	1	
A2	Posters	<ul style="list-style-type: none"> <li>• High quality Plastic or soft polyster.transparent f full colored base</li> <li>• Logos Full colour printed double side</li> </ul> <p>Metallic or Aluminium, logo engraved in iCPAR logo colours, custom printed double side</p>	1	
	Business card	8,5 cm x 6,45cm • Full-color design Custom engraved on Plastic	1	
	Business card	8,5 cm x 6,45cm .Full-color design Custom engraved on Plastic	1	
	Unipole banner with literature stands	<p>Sqm</p> <ul style="list-style-type: none"> <li>• Printed on PVC</li> <li>• Solid stong base</li> </ul> <p>The banner can be a twin</p>	1	
A4	Zedup Literature stand	<ul style="list-style-type: none"> <li>• Product Size erect: 10.75 x 15.25 x 57”h</li> </ul> <p>Product size collapsed: 11 x 16 x 4.75”h</p> <ul style="list-style-type: none"> <li>• An 41luminium literature stand with 6 Plexi based trays.</li> </ul> <p>The ZedUp Lite should have with a hard silver case with foam cushioned lining</p>	1	
	STICKERS	4.9 cm x 2.3 cm	1	

		<ul style="list-style-type: none"> <li>• <b>Material: MESH</b></li> <li>• <b>Full colour</b></li> </ul>		
	Pull up banner	<p>H:2.mxW:1m</p> <ul style="list-style-type: none"> <li>• Printed on Photo matt paper material</li> <li>• One side</li> <li>• Aluminium stand UV Ink based Printing</li> </ul>	1	
	8 Ways Cross Banner Stand	<p>Size of the banner: 55 cm x 150 (Adjustable)</p> <p>The banner stand is eight sided with the banner fixed on the eight sides</p> <p>Features:</p> <ol style="list-style-type: none"> <li>1. Height of the banner is adjustable. Just unscrew the screw and adjust the size of the banner to your desired length.</li> <li>2. This stand must be easy to carry and available in carry bag.</li> <li>4. This free standing banner stand must have at least 15cm black base</li> </ol>	1	
	Tear drop	<p>H:4.5mxW0.7m</p> <ul style="list-style-type: none"> <li>• <b>Double-sided</b></li> <li>• <b>Full canvas material cloth</b></li> <li>• <b>Full color printed UV Ink based Printing</b></li> </ul>	1	
	Stand banners	<ul style="list-style-type: none"> <li>• H:2.1mxW0.85m</li> <li>• PVC</li> <li>• Full color</li> <li>• portable</li> </ul>	1	
	Stand banners	<p>H3mxW:1.2m</p> <ul style="list-style-type: none"> <li>• <b>PVC</b></li> <li>• <b>Full color portable</b></li> </ul>	1	
	wall banner(com	<p>H:2.25mxW3m</p> <ul style="list-style-type: none"> <li>• <b>PVC</b></li> </ul>	1	

	pact)	<ul style="list-style-type: none"> <li><b>Full color</b></li> <li><b>Portable</b></li> </ul>		
	Back drops banner	1.5 MX 215cm <ul style="list-style-type: none"> <li>Printed on PVC</li> <li>One side or Two sided</li> </ul> Dafina stand	<ul style="list-style-type: none"> <li>1 Printed on PVC</li> <li>One side or Two sided</li> <li>Dafina stand</li> </ul>	
	Back drops banner	3.2 MX 215 cm <ul style="list-style-type: none"> <li>Printed on PVC</li> <li>One side or Two sided</li> </ul> Dafina stand	<ul style="list-style-type: none"> <li>1 Printed on PVC</li> <li>One side or Two sided</li> <li>Dafina stand</li> </ul>	
	Back drops banner	2.5 M x 15m <ul style="list-style-type: none"> <li>Printed on PVC</li> <li>One side or Two sided</li> </ul> Dafina stand	<ul style="list-style-type: none"> <li>1</li> <li>Printed on PVC</li> <li>One side or Two sided</li> <li>Dafina stand</li> </ul>	
	Backdrops	9Mx3M	1	
	Backdrops	6MX3M	1	
	Backdrops	6MX2M	1	
		<b>Total</b>		

**LOT N° 5: Design and Production of promotional materials  
(Small format/Branding related)**

SN	ITEMS	SIZE	SPECIFICATION	ESTIMATED QUANTITIES	Unit price
1	ICPAR Branded boxes each containing a pen, high quality power bank (10,000 mAh), flash and desk clock;			1	
2	ICPAR branded ID Card Holder Neck ropes;			1	
3	ICPAR branded eco-friendly carrier bags			1	
4	Folder- Leather	A3, A4 or A5		1	

			<ul style="list-style-type: none"> <li>• High quality leather</li> <li>• 2 inside gusseted pockets</li> <li>• business card holders</li> <li>• clear business card pocket</li> <li>• A4 pad fit</li> <li>• pen loop with Calculator and memo Pad</li> <li>• Silver or gold</li> <li>• Embossed with our Logo</li> </ul> <p>At least 100 papers inside full color printed on 170 Gsm</p>		
5	Key holder	H:2.0cm x W:3cm	<ul style="list-style-type: none"> <li>• Plastic pen with great value blue rubber grip and chrome clip, extra smooth and precise, with blue, black and red ink, engraved logos full colour custom printed</li> <li>• Wood with blue, black and red ink</li> <li>• custom engraved</li> <li>• Dual pen</li> <li>• A ball point pen with highlighter</li> <li>• Metallic</li> <li>• Frontier High quality ball pen with stainless steel with chrome</li> </ul>	1	

			trim and soft touch grip with blue, black and red ink <ul style="list-style-type: none"> <li>• custom engraved</li> </ul>		
6	Branded pen	15cm	<ul style="list-style-type: none"> <li>• Portable aluminium case for holding</li> <li>• business card</li> <li>• Satin finish</li> <li>• Can carry 120 cards</li> <li>• engraved on</li> <li>• Portable high grade full hide Leather</li> <li>• Personalized inner papers on 250 gsm, laminated</li> <li>• Embossed on</li> </ul>	1	
7	Executive business card holder	H:10cm x W:6,5cm	<ul style="list-style-type: none"> <li>• 350g matt coated</li> <li>• Full-color design</li> </ul>	1	
8	Water bottle	2.5 litter	<ul style="list-style-type: none"> <li>• Custom engraved on paper</li> </ul>	1	
9	Water bottle	1.5 litter	<ul style="list-style-type: none"> <li>•U or V-shaped gusset</li> <li>•Inverted trapezoid</li> <li>•Matt laminated</li> <li>•Euro totes with twisted rope handles</li> <li>• Logo type foiled</li> </ul>	1	

10	Gift bags	H:45cm x W:15cm xD:10cm	Material 80GSM Non-Woven Polypropylene or made in jute Large open main compartment tote bag • Inner bottom board to prevent any wear and tear 20"(L) x 1.25"(0N) Reinforced Straps Recycle #5	1	
11	Gift bags recycle	Dimensions 13!iW x 10"d x 15"h Imprint Area 4"w x 8"h Case Pack 100 Weight 30.861bs		1	
12	Travel tea Mugs			1	
13	Small water bottles	3/4 liter	•U or V-shaped gusset •Inverted trapezoid •Matt laminated •Euro totes with twisted rope handles • Logo type foiled	1	
14	Small water bottles	1 liter	•U or V-shaped gusset •Inverted trapezoid •Matt laminated •Euro totes with twisted rope handles • Logo type foiled	1	
15	Frames	50x70	<ul style="list-style-type: none"> <li>• The frame cover should be in aluminium</li> <li>• The frame should give an easy way to change the message</li> <li>• The corners should be in chrome</li> </ul>	1	
16	Frames	100x70	<ul style="list-style-type: none"> <li>• The frame cover should be in aluminium</li> </ul>	1	

			<ul style="list-style-type: none"> <li>• The frame should give an easy way to change the message</li> <li>• The corners should be in chrome</li> </ul>		
17	Fabric material printed on full colour (Piece of clothes ) in cotton	Per SQM	<ul style="list-style-type: none"> <li>• Material: Fabric</li> </ul>		
18	Branded Phone covers	Latest phone models	<ul style="list-style-type: none"> <li>• Dual-layer protection and slim-fitting. Made out of particularly strong polypropylene along with a fully enclosed base side, to guard against any possible shock damage.</li> <li>• Should have an attached hanging branded clip to give you an ease of hanging with additional Tooth Ferry feature keeps that keeps Bluetooth connectivity at the same superior level, even with the case on.</li> <li>• Only for the latest phone models</li> </ul>		
19	Door signs	A4	<ul style="list-style-type: none"> <li>• Made out of aluminium and laser engraved</li> </ul>		
20	Door signs	A5	<ul style="list-style-type: none"> <li>• Made out of aluminium and laser engraved</li> </ul>		
21	Door signs	A3	<ul style="list-style-type: none"> <li>• Made out of aluminium and</li> </ul>		

			laser engraved		
22	Floor Signs	,A2	<ul style="list-style-type: none"> <li>• Suspended from ceiling made out of acrylic material</li> </ul>		
23	Floor Signs	A3	<ul style="list-style-type: none"> <li>• Suspended from ceiling made out of acrylic material</li> </ul>		
24	Executive branded portfolio Lightweight sleeve for MacBooks, iPad and iPad mini cases, and laptop computers made of non-fabric and special material.	Size of 7", 10" for tablet	<ul style="list-style-type: none"> <li>· Colors: of any choice</li> <li>· logo Branded Ribbon on Zipper</li> <li>· Size of 7", 10" for tablet</li> <li>- Gold foiled brand logo branded with the sleeves</li> </ul>		
25	Executive branded portfolio Lightweight sleeve for MacBooks, iPad and iPad mini cases, and laptop computers made of non-fabric and special material.	size of 15.4", 13.3", 15.0" for laptop sleeves	<ul style="list-style-type: none"> <li>· Colors: of any choice</li> <li>· logo Branded Ribbon on Zipper</li> <li>· Size of 15.4", 13.3", 15.0" for laptop sleeves.</li> <li>-Gold foiled brand logo branded with the sleeves</li> </ul>		
26	Executive branded portfolio lightweight sleeve for MacBooks, iPad and iPad mini cases, and laptop computers made out of kitenge Fabric.	Size of 7", 10" for tablet sleeves	<ul style="list-style-type: none"> <li>· Colors: of any choice</li> <li>· Logo Branded Ribbon on Zipper</li> <li>· Size of 7", 10" for tablet.</li> <li>-Gold foiled brand logo branded with the sleeves</li> </ul>		
27	Frosted Stickers	High quality durable potable stickers	Per sqm		
28	Branded event badges	A5	Full color laminated		
29	Executive Earphones and Earphone cases	High quality earphones	Featuring the same two ear buds connected by a single, flat wire with an in-line microphone		

			and music playback controls. Must include a new moisture-proof coating to guard against sweat With a custom branded executive portfolio case and a Logo branded on zipper string.		
30	Custom branded Tablet stylus (dual purpose)	size:14.4*0.9 cm	1)With a laser pointer 2)used in capacitive digital devices stylus screen touch pen 3)material: copper 4)color: black, white, green, blue (any color is available) 5)Able to be used to write as well 6)Must be dual purpose		
31	Custom Branded iCPAR Corporate pen-high quality pen (Ink pens)	size:14.4*0.9 cm	<ul style="list-style-type: none"> <li>• Custom branded pens, of parker or other brands, high selected quality</li> <li>• Blue or Black Ink pens</li> </ul>		
32	Flash disks.	7cm by5cm	<ul style="list-style-type: none"> <li>• Custom branded and made high quality flash disks, 16GB, manufactured in any desired shape with own wording.</li> <li>• Plain blue (logo color) or any other colour</li> <li>• embossed logo</li> <li>• Memory capacity min. 8GB</li> </ul>		
33	Executive T-shirt	Varying sizes	<ul style="list-style-type: none"> <li>• Cotton 100%,custom branded, long sleeved,high quality</li> </ul>		

			graded Tshirt of any colour mix in terms of branding.		
34	Executive T-shirt	Varying sizes	<ul style="list-style-type: none"> <li>• Cotton 100%, custom branded, short sleeved, high quality graded Tshirt of any colour mix in terms of branding.</li> </ul>		
35	Wrist band	Varying sizes	<ul style="list-style-type: none"> <li>• Silicon Full customised rubber wrist band Full colour printed</li> </ul>		
36	Power Bank	<ul style="list-style-type: none"> <li>- Capacity: 10,000 mAh</li> <li>- Battery Type: Li-Poly</li> <li>- Colors: Any</li> <li>- Size: 116 x 62 x 38 mm</li> <li>- MOQ: 50 units</li> <li>- Lead Time: 15-20 Days</li> <li>- Customization : Screen Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Custom branded Emergency Mobile Charges for iphone, ipad, ipod, smart phone, tablets, PDA.</li> <li>• Charge the device using the micro USB connector. Once the device is connected for charging, LED will glow. Use the USB port to charge compatible Smart phones.</li> <li>• Can be customized with company logo.</li> <li>• Comes with a USB Cable and Four Connector Including a Micro-USB Connector.</li> <li>• Compact body and the USB interface is suitable for any USB port for your convenience.</li> <li>• Portable Travel Charger that helps you Charge your</li> </ul>		

			5V Devices on the Go.		
37	Wheel cover	<ul style="list-style-type: none"> <li>• 14 x 165</li> </ul>	<ul style="list-style-type: none"> <li>• PVC</li> <li>• Full color</li> <li>• Water proof UV Ink based Printing</li> </ul>		
38	Wheel cover	<ul style="list-style-type: none"> <li>• 15 x 175</li> </ul>	<ul style="list-style-type: none"> <li>• PVC</li> <li>• Full color</li> <li>• Water proof UV Ink based Printing</li> </ul>		
39	Wheel cover	18 x 240	<ul style="list-style-type: none"> <li>• PVC</li> <li>• Full color</li> <li>• Water proof UV Ink based Printing</li> </ul>		
40	Wall Banner	H: 5m x W: 7m	<ul style="list-style-type: none"> <li>• PVC material Full collared</li> </ul>		
41	Custom Branded iCPAR Corporate pen- high quality pen (Ink pens)	size:14.4*0.9 cm	<ul style="list-style-type: none"> <li>• Custom branded pens, of parker or other brands, high selected quality Blue or Black Ink pens</li> </ul>		
42	Flash disks.	7cm by5cm	<ul style="list-style-type: none"> <li>• Custom branded and made high quality flash disks, 16GB, manufactured in any desired shape with own wording.</li> <li>• Plain blue (logo color) or any other color</li> <li>• embossed logo Memory capacity min. 8GB</li> </ul>		
43	Executive T-shirt	Varying sizes	Cotton 100%, custom branded, long sleeved, high		

			quality graded Tshirt of any color mix in terms of branding.		
44	Executive T-shirt	Varying sizes	Cotton 100%, custom branded, short sleeved, high quality graded Tshirt of any colour mix in terms of branding.		
45	Wrist band	Varying sizes	Silicon Full customised rubber wrist band Full colour printed		
46	Polo ICPAR branded high quality T-Shirts long sleeve design	Classic stretch polo in stylish, long sleeve design. Crafted from cotton stretch pique. Regular, waisted fit With ICPAR logo			
47	Polo ICPAR branded high quality T-Shirts short sleeve design	This polo T-shirt is crafted from cotton. Short sleeves Regular fit (size to be approved by client) With ICPAR logo			
48	<b><u>ICPAR branded Jackets for men</u></b>	Fit: regular fit Quality: bonded cotton poplin Details: front center zip with covered placket, patch breast pockets with flap, shoulder straps, flap pockets and the jacket could			

		<p>be reversible Color: to be approved by the client.</p> <p><b>Features:</b> Water Resistant Wind Resistant Breathable Durable Quick Drying Lightweight Movement- Mirroring Stretch Single- Separating Front Zipper Zippered Napoleon Pocket Two Zippered Hand Pockets Left Hand Pocket Doubles as Stuff Sack Key Clip Drawcord Hem DWR Coated Zippers Fit: Standard Fit Fabric 86% nylon, 14% spandex, stretch woven Center Back Length: 29 3/4in. (L) Avg. Weight (oz./g): 11.3oz / 321g (L) With ICPAR logo</p>			
49	ICPAR branded <b><u>Jackets for women</u></b>	<p>Women jackets are described as follows:</p> <ul style="list-style-type: none"> <li>➤ This short trench coat is crafted from</li> </ul>			

		<p>fine cotton twill.</p> <ul style="list-style-type: none"> <li>➤ Classic trench shoulder straps with buttons</li> <li>➤ Gun flap at wearer's left shoulder</li> <li>➤ Adjustable belt</li> <li>➤ Covered placket</li> <li>➤ Diagonal side pockets with buttons</li> <li>➤ Regular fit</li> </ul> <p><b>Features:</b>  Water Resistant  Wind Resistant  Breathable  Durable  Quick Drying  Lightweight  Movement-Mirroring Stretch  Single-Separating Front Zipper  Zippered  Napoleon Pocket  Two Zippered  Hand Pockets  Left Hand Pocket Doubles as Stuff Sack  Key Clip  Drawcord Hem  DWR Coated  Zippers  Fit: Standard Fit  Fabric 86% nylon, 14% spandex, stretch woven  Center Back</p>			
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		<p>Length: 29 3/4in. (L) Avg. Weight (oz./g): 11.3oz / 321g (L)</p> <p>With ICPAR logo</p>			
<b>50</b>	ICPAR branded <b><u>Shirt for men</u></b>	<p>The shirt must be Crafted from patterned cotton shirt for a polished, season- spanning style staple. button-down collar with accent tape and lining inside lined cuff vents Color to be approved by the client</p> <p>With ICPAR logo</p>			
<b>51</b>	ICPAR branded <b><u>Shirt for women</u></b>	<p>This long-sleeved popover shirt is crafted from 100% linen.</p> <ul style="list-style-type: none"> <li>-Pointed collar</li> <li>-Square chest pocket</li> <li>-Covered placket</li> <li>-Roll-up sleeves</li> <li>-Regular fit</li> </ul> <p>With ICPAR logo</p>			
<b>52</b>	ICPAR branded Caps	<ul style="list-style-type: none"> <li>• Medium brushed</li> <li>• 100% cotton Twill</li> </ul> <p>Features Include: ✓ 5 panel structured peak</p>			

		<ul style="list-style-type: none"> <li>✓ 4 rows stitched sweat band</li> <li>✓ Unique panel design on peak and back</li> <li>✓ Embroidered eyelets</li> <li>✓ Self-fabric Velcro strap</li> <li>✓ Emerald/white colour for men and ladies</li> <li>✓ Standard size</li> <li>✓ Tourism website must appear at the back of the cap</li> <li>✓ Visière bas</li> </ul> <p>Absorbent Band With ICPAR logo</p>			
<b>Total</b>					

**Lot N° 6: Design and Production of promotional materials**  
**(Large format/Banners related)**

<b>SN</b>	<b>ITEMS</b>	<b>SIZE</b>	<b>SPECIFICATION</b>	<b>QTY</b>	<b>UNIT PRICE</b>
1	A Frame Sign Boards	2.2m x 1.5m	Made from steel and supplied in a range of colors, powder coated to give maximum protection against corrosion, custom branded with vinyl lettering. Supplied with clear PVC magnetic covers. All with high quality construction.	1	

2	Vertical Customer Stopper	Poster Size: 200 cm x 150 cm	<p>Double-sided freestanding poster frame holder.</p> <p>With sleek, elegant silver color matt anodized aluminum framing system of 32 mm snap frames with chrome corners, which can be snapped open from all the four sides without having to open screws to dismantle the frame to change the posters.</p> <p>Must be a convenient looking sturdy frame, which makes customers stop and look at it.</p>	1	
3	Folding Display Boards.	The main panels are 1.5m high x 1m, wide and the header panel is 600mm wide x 250mm high.	Supplied with stands, can be extended with a header panel to extend the height. Able to attach folding display kits using Velcro,	1	
4	Reflecta D Light box	Quote for A3 sizes  Rush	<p>A high impact light box display solution, just add your own graphics. Ideal for promotional displays.</p> <ul style="list-style-type: none"> <li>•'D' shaped profile light box made of aluminium frames,</li> <li>•Snap frame sides enable easy change of graphics</li> <li>•Complete with TFL cool fluorescent tube, mains lead and plug</li> <li>•Wall fixing, portrait or landscape</li> <li>•UPVC protective graphics covers</li> </ul>	1	
5	Reflecta D Light box	Quote for A2 sizes	A high impact light box display solution, just add your own graphics. Ideal for	1	

		Rush	<p>promotional displays.</p> <ul style="list-style-type: none"> <li>• 'D' shaped profile light box made of aluminium frames,</li> <li>• Snap frame sides enable easy change of graphics</li> <li>• Complete with TFL cool fluorescent tube, mains lead and plug</li> <li>• Wall fixing, portrait or landscape</li> <li>• UPVC protective graphics covers</li> </ul>		
6	Reflecta D Light box	<p>Quote for A1 sizes</p> <p>Rush</p>	<p>A high impact light box display solution, just add your own graphics. Ideal for promotional displays.</p> <ul style="list-style-type: none"> <li>• 'D' shaped profile light box made of aluminium frames,</li> <li>• Snap frame sides enable easy change of graphics</li> <li>• Complete with TFL cool fluorescent tube, mains lead and plug</li> <li>• Wall fixing, portrait or landscape</li> <li>• UPVC protective graphics covers</li> </ul>	1	
7	Exhibition Lighting		<p>Exhibition display lighting and clip on spotlight products to complement any banner, exhibition stand or trade show booth. Exhibition</p>	1	

			lights supplied with a clamp on spotlight, with low voltage halogen and ac mains powered exhibition display spotlights, with fixings to suit display panels, wall or recess mounting		
8	Rollaway Banner Stand - Single Sided – Silver.	Size: 240 CM (W) x 260 CM (H) – Visual Area	Silver colour in finish, portable, elegant and sleek and can be easily assembled. These vertical stands can be placed one besides the other to make one single huge backdrop.	1	
9	Billboard	Quote per square metre	<ul style="list-style-type: none"> <li>• Flexi materials.1000D</li> <li>• Full colour printed</li> <li>• Ink able to last for more than six months</li> <li>• Water proof</li> </ul>	1	
10	Freestanding Illuminated Double Side Light Box.	Sizes: 150cm x 100cm Color: Silver Anodized Snap Frame Size: 45mm Total Height: 250cm	Freestanding illuminated double side light box in silver aluminium anodized finish. This illuminated light box is with 25mm snap frame from all the four sides, which provides an option to change the backlit images. Size of the box is 50cm x 70cm & 70cm x 100cm – Double Sided.	1	
11	Sides banner stand	<ul style="list-style-type: none"> <li>• Carton size 42x48x97cm</li> </ul>	<ul style="list-style-type: none"> <li>• Aluminium, white silver, gross weight 36kgs</li> </ul>	1	
12	Point of Purchase/display Racks	<ul style="list-style-type: none"> <li>• 3m by 2m.</li> </ul>	<ul style="list-style-type: none"> <li>• Attractive, well designed point of purchase displays and stands made of vacuum formed plastic, metal work and cardboard technology</li> </ul>	1	

13	Roll screen banner stand	<ul style="list-style-type: none"> <li>• 3m by 2m</li> </ul>	<ul style="list-style-type: none"> <li>• Aluminium, silver white, inner packing: canvas bag</li> </ul>	1	
14	Waylite – Double Sided	<p>Measurements: 154 cm.</p> <ul style="list-style-type: none"> <li>-Two sides 45mm snap</li> <li>- Visual area is 20 cm</li> </ul>	<p>Illuminated double-sided display WAYLITE – floor standing from Al Visual Waylite</p> <p>Measurements: 154 cm. Must have two sides 45mm snap frames where in you can insert your backlit film with your desired images and designs. The visual area is 20 cm and accordingly the height of the display unit. Should allow to be fixed from the ceiling and wall mounted (OPTIONAL).</p>	1	
15	2 x 8 V shape pop up stand with PVC printing	<ul style="list-style-type: none"> <li>• Size (wxh) 2mx8m</li> <li>• Carton dimensions: 71x43x10 cm</li> </ul>	<ul style="list-style-type: none"> <li>• Aluminium, black in colour. Inner packing: canvas bags</li> <li>• UV Ink based Printing</li> </ul>	1	
16	The Swift Promotor 360	Quote for two sizes (short or complete unit)	<ul style="list-style-type: none"> <li>• Dimensions:</li> <li>• <b>Short unit:</b> 480mm (w) x 490mm</li> <li>•</li> <li>• <b>Complete unit:</b> 480mm (w) x 900mm (h)</li> <li>• Total weight (including bag): approx. 5kg</li> <li>• Flat packed for easy, quick self-assembly and transportation</li> <li>• Durable portable demonstration plinth</li> <li>• Graphic wraps around plinth easily and provides maximum effect</li> </ul>	1	

			<ul style="list-style-type: none"> <li>• Carton (included) must be supplied with graphic tube to protect your graphics</li> <li>• Must include body panel, top cap, inner molding and bottom molding and an Optional carry bag</li> </ul>		
17	Crystal Sign Banner	50 by 50cm	<ul style="list-style-type: none"> <li>• Double sided wall projected displays, 50 by 50 cm, made of high quality acrylic complete with two PC printable inserts.</li> </ul>	1	
18	Display Light Box	Size A1	Made from strong aluminium frame box structure design with clip opening frame, 200 mm frame face with silver coated surface, double sided.	1	
19	Magnetic pop – up 4 x 3 single sided	Magnetic Pop – Up 4 X 3 Single Sided ,Panel Size 67.5 X 222cm – 6 Panels In 4x3 System	<p><b>FEATURES:</b></p> <ol style="list-style-type: none"> <li>1. Rapid assembly magnetic locking arms.</li> <li>2. Push fit magnetic fixing bars.</li> <li>3. Panels simply attach onto place</li> </ol> <p>Magnetic Bars - 21 pieces</p> <p>2. Mounting Strips (67.5cm) - 06 pieces</p>	1	

			<p>3. Down Strip - 06 pieces</p> <p>4. PVC Sheets - 06 sheets</p> <p>5. Spot Lights - 02 pieces</p> <p>6. Hard Case - 01 piece</p> <p>7. Magnetic roll - 01 roll</p>		
20	Car sticker (back window)	<ul style="list-style-type: none"> <li>• 1.95mx1.5m</li> </ul>	<ul style="list-style-type: none"> <li>• One-way view</li> <li>• Full color</li> <li>• UV Ink based Printing</li> <li>• Water resistant</li> </ul>	1	
21	Car sticker (back window)	<ul style="list-style-type: none"> <li>• 1.80mx1.2m</li> </ul>	<ul style="list-style-type: none"> <li>• One-way view</li> <li>• Full color</li> <li>• UV Ink based Printing</li> <li>• Water resistant</li> </ul>	1	
22	Car sticker (back window)	<ul style="list-style-type: none"> <li>• 1.55mx1.2m</li> </ul>	<ul style="list-style-type: none"> <li>• One-way view</li> <li>• Full color</li> <li>• UV Ink based Printing</li> <li>• Water resistant</li> </ul>	1	
23	Car sticker (back window)	1.40mx1.3m	<ul style="list-style-type: none"> <li>• One-way view</li> <li>• Full color</li> <li>• UV Ink based Printing</li> <li>• Water resistant</li> </ul>	1	
24	Car sticker (bumper sticker)	<ul style="list-style-type: none"> <li>• Half of A4 paper in landscape</li> </ul>	<ul style="list-style-type: none"> <li>• UV-vanish paper</li> <li>• With glue</li> </ul>	1	
25	Flag *Storm flag	<ul style="list-style-type: none"> <li>• H:1.2mx W:1.8m</li> </ul>	<ul style="list-style-type: none"> <li>• Single or double-sided</li> <li>• Silk-screen or digital</li> </ul>	1	
26	Flag *Corporate flag	<ul style="list-style-type: none"> <li>• H:1.2mx W:1.8m</li> </ul>	<ul style="list-style-type: none"> <li>• Single or double-sided</li> <li>• Silk-screen or digital</li> </ul>	1	
27	Flag *Drop flag	<ul style="list-style-type: none"> <li>• H:1.2mx W:1.8m</li> </ul>	<ul style="list-style-type: none"> <li>• Single or double-sided</li> <li>• Silk-screen or digital</li> </ul>	1	
28	Flag *Standard flag	<ul style="list-style-type: none"> <li>• H:1.2mx W:1.8m</li> </ul>	<ul style="list-style-type: none"> <li>• Single or double-sided</li> <li>• Silk-screen or digital</li> </ul>	1	
29	Flag *Ceremonial flag	<ul style="list-style-type: none"> <li>• H:1.2mx W:1.8m</li> </ul>	<ul style="list-style-type: none"> <li>• Single or double-sided</li> <li>• Silk-screen or digital</li> </ul>	1	
30	Beach umbrella	<ul style="list-style-type: none"> <li>• H:1.5mx W:1.8m</li> </ul>	<ul style="list-style-type: none"> <li>• Teflon-coated or acrylic canvas</li> <li>• Compact and portable</li> <li>• Full color</li> </ul>	1	

31	Display unit. Illuminated double sided A1 display unit.	Total Height: A1 Visual Area: 80 x 84 cm Double Sided Illuminated Snap Width: 80mm Aluminum Anodized	The display unit is with the 80mm silver anodized snap frames for changing of images.	1	
32	Normal umbrella	<ul style="list-style-type: none"> <li>• Round</li> <li>• D: 1.80cm</li> </ul>	<ul style="list-style-type: none"> <li>• Teflon-coated or acrylic canvas</li> <li>• Full color</li> <li>• D:1m</li> </ul>	1	
33	Wooden umbrella	<ul style="list-style-type: none"> <li>• H:2.5mx W2.2m</li> </ul>	<ul style="list-style-type: none"> <li>• Solid</li> <li>• Heavy-duty canvas shade and wooden or metallic frame</li> <li>• Full color</li> </ul>	1	
34	Podium banner	<ul style="list-style-type: none"> <li>• 10mx1.5 m</li> </ul>	<ul style="list-style-type: none"> <li>• Full color</li> <li>• Flexi banner</li> <li>• PVC</li> </ul>	1	
35	Podium banner	<ul style="list-style-type: none"> <li>• 8mx1.2m</li> </ul>	<ul style="list-style-type: none"> <li>• Full color</li> <li>• Flexi banner</li> <li>• PVC</li> </ul>	1	
36	Podium banner	<ul style="list-style-type: none"> <li>• 8mx1m</li> </ul>	<ul style="list-style-type: none"> <li>• Full color</li> <li>• Flexi banner</li> <li>• PVC</li> </ul>	1	
37	Podium banner	<ul style="list-style-type: none"> <li>• 4mx1m</li> </ul>	<ul style="list-style-type: none"> <li>• Full color</li> <li>• Flexi banner</li> <li>• PVC</li> </ul>	1	
38	Podium banner	<ul style="list-style-type: none"> <li>• 3mx1m</li> </ul>	<ul style="list-style-type: none"> <li>• Full color</li> <li>• Flexi banner</li> <li>• PVC</li> </ul>	1	
39	Podium banner	<ul style="list-style-type: none"> <li>• 2mx1m</li> </ul>	<ul style="list-style-type: none"> <li>• Full color</li> <li>• Flexi banner</li> <li>• PVC</li> </ul>	1	
40	Wall wrap	<ul style="list-style-type: none"> <li>• 30mx1.5 m</li> </ul>	<ul style="list-style-type: none"> <li>• PVC mesh-not affected by wind as it flows through the tiny holes in the material</li> <li>• Held securely in place</li> </ul>	1	
41	Wall wrap		<ul style="list-style-type: none"> <li>• PVC mesh-not</li> </ul>	1	

		<ul style="list-style-type: none"> <li>• 20mx1.5 m</li> </ul>	<ul style="list-style-type: none"> <li>affected by wind as it flows through the tiny holes in the material</li> <li>• Held securely in place</li> </ul>		
42	Wall wrap	<ul style="list-style-type: none"> <li>• 10mx1.5 m</li> </ul>	<ul style="list-style-type: none"> <li>• PVC mesh-not affected by wind as it flows through the tiny holes in the material</li> <li>• Held securely in place</li> </ul>	1	
43	Wall wrap	<ul style="list-style-type: none"> <li>• 6mx1m</li> </ul>	<ul style="list-style-type: none"> <li>• PVC mesh-not affected by wind as it flows through the tiny holes in the material</li> <li>• Held securely in place</li> </ul>	1	
44	Wall wrap	<ul style="list-style-type: none"> <li>• 4mx1m</li> </ul>	<ul style="list-style-type: none"> <li>• PVC mesh-not affected by wind as it flows through the tiny holes in the material</li> <li>• Held securely in place</li> </ul>	1	
45	Dart ad banner	<ul style="list-style-type: none"> <li>• H:2.5mx W:0.6m(r adius)</li> </ul>	<ul style="list-style-type: none"> <li>• Magnetic dart ad</li> <li>• 3wings,6advertising spaces</li> <li>• Full colour</li> <li>• Attractive rotational movement</li> <li>• should be electrical</li> </ul>	1	
46	Gazebos (hexagonal shade)	<ul style="list-style-type: none"> <li>*6leg units</li> <li>*2sliding steel parts*roof internal clearance height:2m*st orage height:1.45m</li> </ul>	<ul style="list-style-type: none"> <li>• Aluminium internal frame</li> <li>• Full color</li> <li>• Portable</li> </ul>	1	
47	Gazebos (ultra shade)	<ul style="list-style-type: none"> <li>• 6mx9m Double</li> </ul>	<ul style="list-style-type: none"> <li>• Aluminium inner pole(s)</li> </ul>	1	

		side	<ul style="list-style-type: none"> <li>Waterproof top</li> <li>Durable carry bag, peg and rope set included</li> <li>Pole adjusting system</li> </ul>		
48	High flying banner	<ul style="list-style-type: none"> <li>H:4.5mx W:0.7</li> </ul>	<ul style="list-style-type: none"> <li>Aluminum frame</li> <li>Silk-screen or digital</li> <li>Vestex or polyester</li> </ul>	1	
49	High flying banner	<ul style="list-style-type: none"> <li>H:4.2mx W:0.7m</li> </ul>	<ul style="list-style-type: none"> <li>Aluminum frame</li> <li>Silk-screen or digital</li> <li>Vestex or polyester</li> </ul>	1	
50	Scrolled banner	<ul style="list-style-type: none"> <li>H:2.1mx W:0.85m</li> </ul>	<ul style="list-style-type: none"> <li>Portable</li> <li>Automated rotating banner</li> <li>Rugged, lightweight and durable</li> <li>Full color</li> <li>PVC</li> </ul>	1	
51		•	•	1	
52	Lamp post banner	<ul style="list-style-type: none"> <li>H:2mxW :1m</li> </ul>	<ul style="list-style-type: none"> <li>Full color</li> <li>PVC</li> </ul>	1	
53	Kiosk (promoshop),booth	<ul style="list-style-type: none"> <li>H:2.5mx W:2mxD :1.2m</li> </ul>	<ul style="list-style-type: none"> <li>PVC</li> <li>Full color</li> <li>Lightweight aluminium knockdown</li> </ul>	1	
54	Window sock	<ul style="list-style-type: none"> <li>80cm x 90cm</li> </ul>	<ul style="list-style-type: none"> <li>UV-resistant</li> <li>Great usability</li> </ul>	1	
55	Barricade tape	<ul style="list-style-type: none"> <li>H:0.1mx W:100m</li> </ul>	<ul style="list-style-type: none"> <li>Full color</li> <li>Tape length package in 100m rolls</li> <li>Lightweight PVC</li> </ul>	1	
56	Bin	<ul style="list-style-type: none"> <li>H:1mxW :0.50m</li> </ul>	<ul style="list-style-type: none"> <li>Circular, half-moon and square shape</li> <li>Lightweight simple folding</li> <li>Full color</li> <li>PVC</li> </ul>	1	
57	Instant pop up banner	6.6' x 3.3'	<ul style="list-style-type: none"> <li>Indoor and/or outdoor use <ul style="list-style-type: none"> <li>Image on both sides</li> <li>Lightweight</li> <li>Easy to transport and store</li> </ul> </li> </ul>	1	

			<ul style="list-style-type: none"> <li>• Sets up and folds down in seconds</li> <li>• Easy change of graphics.</li> </ul>		
58	Sticker One-way vision.	printable perforated self-adhesive vinyl, to display advertising images and graphics. When applied to surface, when looking at the printed side, one only see advertisement, this film is that from inside behind the window, when looking out, people can see right through the film	<u>ARRIVAL</u> <u>Measurements</u> <ul style="list-style-type: none"> <li>• H: 1.53m x W: 1.19m</li> <li>• H: 84cm x W: 40cm</li> <li>• H: 84cm x W: 40cm</li> <li>• H: 1.53m x W: 40cm</li> <li>• Material: mesh</li> </ul>	1	
59	Light Box.	H: 1.40m x W: 2m	<ul style="list-style-type: none"> <li>• Light</li> <li>• Metallic</li> <li>• Support from underground L: 90 cm</li> </ul>	1	
60	Frames	50x70	<ul style="list-style-type: none"> <li>• The frame cover should be in aluminium</li> <li>• The frame should give an easy way to change the message</li> <li>• The corners should be in chrome</li> </ul>	1	
61	Frames	100x70	<ul style="list-style-type: none"> <li>• The frame cover should be in aluminium</li> <li>• The frame should give an easy way to change the message</li> <li>• The corners should be in chrome</li> </ul>	1	

62	Unipole banner with literature stands	sqm	<ul style="list-style-type: none"> <li>Printed on PVC</li> <li>Solid stong base</li> <li>The banner can be a twin</li> </ul>	1	
63	Zedup Literature stand	<ul style="list-style-type: none"> <li>A4 size</li> <li>Product Size erect: 10.75 x 15.25 x 57”h</li> <li>Product size collapsed: 11 x 16 x 4.75”h</li> </ul>	<ul style="list-style-type: none"> <li>An 69 luminium literature stand with 6 Plexi based trays.</li> <li>The ZedUp Lite should have with a hard silver case with foam cushioned lining</li> </ul>	1	
64	STICKERS	4.9 cm x 2.3 cm	<ul style="list-style-type: none"> <li>Material: MESH</li> <li>Full colour</li> </ul>	1	
65	Fabric material printed on full colour(Piece of clothes) in cotton	Per SQM	<ul style="list-style-type: none"> <li>Material: Fabric</li> </ul>	1	
66	Branded Phone covers	Latest phone models	<ul style="list-style-type: none"> <li>Dual-layer protection and slim-fitting. Made out of particularly strong polypropylene along with a fully enclosed base side, to guard against any possible shock damage.</li> <li>Should have an attached hanging branded clip to give you an ease of hanging with additional Tooth Ferry feature keeps that keeps Bluetooth connectivity at the same superior level, even with the case on.</li> <li>Only for the latest phone models</li> </ul>	1	
67	Door signs	A4	<ul style="list-style-type: none"> <li>Made out of aluminium and laser engraved</li> </ul>	1	
68	Door signs	A5	<ul style="list-style-type: none"> <li>Made out of aluminium and laser engraved</li> </ul>	1	
69	Door signs	A3	<ul style="list-style-type: none"> <li>Made out of aluminium and laser engraved</li> </ul>	1	
70	Floor Signs	,A2	<ul style="list-style-type: none"> <li>Suspended from ceiling made out of acrylic material</li> </ul>	1	

71	Floor Signs	A3	<ul style="list-style-type: none"> <li>Suspended from ceiling made out of acrylic material</li> </ul>	1	
72	Executive branded portfolio Lightweight sleeve for MacBooks, iPad and iPad mini cases, and laptop computers made of non-fabric and special material.	Size of 7", 10" for tablet	<ul style="list-style-type: none"> <li>Colors: of any choice</li> <li>logo Branded Ribbon on Zipper</li> <li>Size of 7", 10" for tablet</li> <li>- Gold foiled brand logo branded with the sleeves</li> </ul>	1	
73	Executive branded portfolio Lightweight sleeve for MacBooks, iPad and iPad mini cases, and laptop computers made of non-fabric and special material.	size of; <ul style="list-style-type: none"> <li>15.4", 13.3", 15.0" for laptop sleeves</li> </ul>	<ul style="list-style-type: none"> <li>Colors: of any choice</li> <li>logo Branded Ribbon on Zipper</li> <li>Size of 15.4", 13.3", 15.0" for laptop sleeves.</li> <li>-Gold foiled brand logo branded with the sleeves</li> </ul>	1	
74	Executive branded portfolio lightweight sleeve for MacBooks, iPad and iPad mini cases, and laptop computers made out of kitenge Fabric.	Size of 7", 10" for tablet sleeves	<ul style="list-style-type: none"> <li>Colors: of any choice</li> <li>logo Branded Ribbon on Zipper</li> <li>Size of 7", 10" for tablet.</li> <li>-Gold foiled brand logo branded with the sleeves</li> </ul>	1	
75	Frosted Stickers	High quality durable plottable stickers. See Maurice is it plottable or???	Per sqm	1	
76	Branded event badges	A5	Full colour laminated	1	
77	Executive Earphones and Earphone cases	High quality earphones	Featuring the same two ear buds connected by a single, flat wire with an in-line microphone and music playback controls. Must include a new moisture-proof coating to guard against sweat With a custom branded executive portfolio case and a Logo branded on zipper string.	1	
78	Custom branded Tablet	size:14.4*0.9 cm	1)With a laser pointer	1	

	stylus (dual purpose)		2)used in capacitive digital devices stylus screen touch pen 3)material: copper 4)color: black, white, green, blue (any color is available) 5)Able to be used to write as well 6)Must be dual purpose		
<b>Total</b>					

## Section IV. Bidding Forms

## 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]*

Tender No.: *[insert number of tender notice]*

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

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>

5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV certified agreement, in accordance with ITB Sub-Clause 4.1. <input type="checkbox"/> In case of government owned companies from Rwanda, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

## Joint Venture (JV) 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]*

Tender No.: *[insert number of tender notice]*

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

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Part year of registration]</i>

<p>5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i></p>
<p>6. JV's Party Authorized Representative Information</p> <p>Name: <i>[insert name of JV's Party authorized representative]</i></p> <p>Address: <i>[insert address of JV's Party authorized representative]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i></p> <p>Email Address: <i>[insert email address of JV's Party authorized representative]</i></p>
<p>7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.</p> <p><input type="checkbox"/> In case of government owned companies from Rwanda, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.</p>

## 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]*

Tender No.: *[insert number of tender notice]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: \_\_\_\_\_ *[insert the number and issuing date of each Addenda];*
- (b) 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];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: \_\_\_\_\_ *[insert the total bid price with and without all taxes in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:

**Discounts:** If our bid is accepted, the following discounts shall apply. \_\_\_\_\_ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

**Methodology of Application of the Discounts:** The discounts shall be applied using the following method: \_\_\_\_\_ *[Specify in detail the method that shall be used to apply the discounts];*

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 22.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 42 and GCC Clause 18 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;

- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible under Rwanda laws or official regulations, in accordance with ITB Sub-Clause 4.3;
- (i) 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 and stamp 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]*

## 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:** \_\_\_\_\_ *[Name and Address of Procuring Entity]*

**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 *[name of contract]* under Tender Notice / Invitation for Bids No. *[Tender Notice /IFB number]* ("the Tender / 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 immediately pay 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 Procuring Entity 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; or
- (c) refuses to accept the correction of errors in its bid price 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) thirty (30) days after the expiration of the Bid Validity Period.

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

\_\_\_\_\_ *[Name, Position, signature(s) and stamp of the authorised bank official(s)]*

## Bid Security (Bid Bond)

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in Rwanda**, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Procuring Entity]* as Obligee (hereinafter called “the Client”) in the sum of *[amount of Bond]*<sup>1</sup> *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Procuring Entity dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, for the supply of *[name of Contract]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws its Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity 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.
- (c) refuses to accept the correction of errors in its bid price in accordance with the Instructions to Bidders

then the Surety undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity’s first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date thirty (30) days after the date of expiration of the Bid validity period as stated in the Instructions to bidders or extended by the Procuring Entity at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Principal: \_\_\_\_\_ Surety: \_\_\_\_\_  
Corporate Seal (where appropriate)

\_\_\_\_\_  
(Signature)  
(Printed name and title)

\_\_\_\_\_  
(Signature)  
(Printed name and title)

<sup>1</sup> The amount of the Bond shall be denominated in the Rwanda Francs or the equivalent amount in a freely convertible currency.

## **PART 2 – Requirements**

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## TECHNICAL SPECIFICATIONS

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ICPAR would like to hire a company for the supply of office stationeries, refreshment items, IT accessories, Printing services and production of promotion materials.

Tender is composed by 6 different lots as shown here below:

- ✓ Lot 1: Supply of stationeries;
  - ✓ Lot 2: Supply of refreshment items and kitchen appliances;
  - ✓ Lot 3: Supply of IT accessories;
  - ✓ Lot 4: Provision of printing services;
  - ✓ Lot 5: Design and Production of promotional materials  
(Small format/Branding/clothes related)
  - ✓ Lot 6: Design and Production of promotional materials  
(large format/Banners related);
- 
- The items should fulfil the requirements as provided in the forms of price schedule;
  - The quotations must be inclusive of all taxes;
  - Quotations must consider the transport up to the final destination which is ICPAR office;
  - The contract will be awarded based on unit prices;
  - Quantities to be supplied will be determined upon issue of Local Purchase Order by the Client during the contract implementation;
  - The successful bidder will provide samples of items to be delivered;
  - Consumption will depend on ICPAR's needs;
  - The duration of the contract is one-year period renewable upon satisfaction of client;
  - Payment will be done after delivery of furniture and submission of invoice.

## **PART 3 - Contract**

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## Section VII. General Conditions of Contract

### h. Definitions

The following words and expressions shall have the meanings hereby assigned to them:

- (a) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) “GCC” means the General Conditions of Contract.
- (g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Procuring Entity under the Contract.
- (h) “Procuring Entity” means the entity purchasing the Goods and Related Services, as specified in the **SCC**.
- (i) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
- (j) “SCC” means the Special Conditions of Contract.
- (k) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (l) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.
- (m) “The Project Site,” where applicable, means the place named in the **SCC**.

## **Contract Documents**

Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

## **Fraud and Corruption**

If the Procuring Entity determines that the Supplier has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Procuring Entity may, after giving 14 days' notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 35 shall apply as if such expulsion had been made under Sub-Clause 35.1.

(a) For the purposes of this Sub-Clause:

(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;

(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;

(iii) "collusive practice" is an arrangement between two or more parties 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;

Should any employee of the Supplier be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the purchase of the Goods, then that employee shall be removed.

## **4 Interpretation**

4.1 If the context so requires it, singular means plural and vice versa.

### **4.2 INCOTERMS**

(a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by INCOTERMS;

(b) The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of INCOTERMS specified in the SCC and published by the International Chamber of Commerce in Paris, France.

#### 4.3 Entire Agreement

The Contract constitutes the entire agreement between the Procuring Entity and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

#### 4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

#### 4.5 No waiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

#### 4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

### 5 Language

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

### 6 Joint Venture, Consortium or Association

If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association

shall not be altered without the prior consent of the Procuring Entity.

## **7 Notices**

- 7.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term “in writing” means communicated in written form with proof of receipt.
- 7.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

## **8 Governing Law**

The Contract shall be governed by and interpreted in accordance with the laws of Rwanda, unless otherwise specified in the **SCC**.

## **9 Settlement of Disputes**

- 9.1 The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 9.2 If, after seven (7) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.
- 9.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - (b) the Procuring Entity shall pay the Supplier any money due the Supplier.

## **10 Scope of Supply**

The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

## **11 Delivery and Documents**

Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the

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Supplier are specified in the **SCC**.

## **12 Supplier's Responsibilities**

The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 11, and the Delivery and Completion Schedule, as per GCC Clause 12.

## **13 Contract Price**

Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the **SCC**.

## **14 Terms of Payment**

14.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC**.

14.2 The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfilment of all other obligations stipulated in the Contract.

14.3 Payments shall be made promptly by the Purchaser, but in no case later than forty-five (45) days after submission of an invoice or request for payment by the Supplier, and after the Procuring Entity has accepted it.

14.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.

14.5 In the event that the Procuring Entity fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Procuring Entity shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.

## **15 Taxes and Duties**

15.1 For goods manufactured outside Rwanda, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Rwanda.

15.2 For goods Manufactured within Rwanda, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

15.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Rwanda, the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

## **16 Performance Security**

- 16.1 If required as specified in the SCC, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the SCC.
- 16.2 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 16.3 As specified in the SCC, the Performance Security, if required, shall be denominated in the currency (ies) of the Contract or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the format stipulated by the Procuring Entity in the SCC, or in another format acceptable to the Purchaser.
- 16.4 The Performance Security shall be discharged by the Procuring Entity and returned to the Supplier not later than thirty (30) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.

## **17 Copyright**

The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Procuring Entity directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

## **18 Confidential Information**

- 18.1 The Procuring Entity and the Supplier shall keep confidentiality and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Procuring Entity to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 19.
- 18.2 The Procuring Entity shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.

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## **19 Subcontracting**

19.1 The Supplier shall notify the Procuring Entity in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

19.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

## **20 Specifications and Standards**

Technical Specifications and Drawings:

- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Procuring Entity, by giving a notice of such disclaimer to the Purchaser.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 33.

## **21 Packing and Documents**

21.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

21.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

## **22 Insurance**

Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable INCOTERMS or in the manner specified in the **SCC**.

## **23 Transportation**

Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified INCOTERMS.

## **24 Inspections and Tests**

24.1 The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.

24.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in Rwanda as specified in the **SCC**. Subject to GCC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

24.3 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 25.2, provided that the Procuring Entity bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.

24.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Procuring Entity or its designated representative to attend the test and/or inspection.

24.5 The Procuring Entity may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

24.6 The Supplier shall provide the Procuring Entity with a report of the results of any such test and/or inspection.

24.7 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either

rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 25.4.

- 24.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

## **25 Liquidated Damages**

Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC**. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 34.

## **26 Warranty**

- 26.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 26.2 Subject to GCC Sub-Clause 21(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 26.3 Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 26.4 The Procuring Entity shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 26.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 26.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC**, the Procuring Entity may proceed to take within a reasonable

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period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

## **27 Patent Indemnity**

27.1 The Supplier shall, subject to the Procuring Entity's compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

27.2 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Sub-Clause 28.1, the Procuring Entity shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

27.3 If the Supplier fails to notify the Procuring Entity within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf.

27.4 The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

27.5 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of

the Purchaser.

## **28 Limitation of Liability**

Except in cases of criminal negligence or willful misconduct,

- (a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity and
- (b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Procuring Entity with respect to patent infringement

## **29 Change in Laws and Regulations**

Unless otherwise specified in the Contract, if after the date of 30 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of Rwanda where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14.

## **30 Force Majeure**

- 30.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 30.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 30.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable

alternative means for performance not prevented by the Force Majeure event.

### **31 Change Orders and Contract Amendments**

- 31.1 The Procuring Entity may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - (b) the method of shipment or packing;
  - (c) the place of delivery; and
  - (d) the Related Services to be provided by the Supplier.
- 31.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Entity's change order.
- 31.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
- 31.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

### **32 Extensions of Time**

- 32.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 12, the Supplier shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 32.2 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 25, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 33.1.

### **33 Termination**

#### **33.1 Termination for Default**

- (a) The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the

Contract in whole or in part:

- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 33;
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Procuring Entity has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 34.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

### 33.2 Termination for Insolvency.

- (a) The Procuring Entity may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

### 33.3 Termination for Convenience.

- (a) The Procuring Entity, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Goods, the Procuring Entity may elect:
  - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

## 34 Assignment

Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

### **35 Export Restriction**

Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Procuring Entity, to Rwanda, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Procuring Entity that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Employer's convenience pursuant to Sub-Clause 34.3.

### **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.

<b>GCC 1.1(h)</b>	The <i>Procuring Entity</i> is: <b>The Institute of Certified Public Accountants of Rwanda (ICPAR)</b>
<b>GCC 1.1 (m)</b>	The Project Site(s)/Final Destination(s) is/are: ICPAR Office
<b>GCC 4.2 (a)</b>	The meaning of the trade terms shall be as prescribed by INCOTERMS.
<b>GCC 4.2 (b)</b>	The version edition of INCOTERMS shall be <i>2012 year</i>
<b>GCC 5.1</b>	The language shall be: <i>English</i>
<b>GCC 7.1</b>	For <b>notices</b> , the <i>Procuring Entity</i> 's address shall be: Attention: <b>Director of Strategy and Institutional Sustainability/ ICPAR Office</b> <b>Email: tender@icparwanda.com</b>
<b>GCC 8.1</b>	The governing law shall be the law of: <i>Rwanda</i>
<b>GCC 9.2</b>	The rules of procedure for arbitration proceedings pursuant to GCC Clause 9.2 shall be as follows:  In the case of a dispute between the Procuring Entity and a Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Rwanda.
<b>GCC 11.</b>	Details of Shipping and other Documents to be furnished by the Supplier are: <b>Not applicable. Payment is done after delivery and receipt of goods.</b>
<b>GCC 13.</b>	The prices charged for the Goods supplied and the related Services performed: <b>Shall not</b> be adjustable.
<b>GCC 14.5</b>	The payment-delay period after which the Procuring Entity shall pay interest to the supplier shall be Not <b>Applicable</b>  The interest rate that shall be applied is <i>Not Applicable</i>
<b>GCC 16.1</b>	A Performance Security <i>shall be required</i> . The amount of the Performance Security shall be: <b>The Performance Security shall be estimated to 5% of the total biggest LPO amount with a validity of the time the contract will last.</b>

<b>GCC 16.3</b>	If required, the Performance Security shall be in the form of: <b>a Bank Guarantee or Insurance Guarantee</b>
<b>GCC 16.4</b>	Discharge of the Performance Security shall take place: after expiration of the contract validity
<b>GCC 21.2</b>	The packing, marking and documentation within and outside the packages shall be: <i>not applicable</i>
<b>GCC 22.</b>	The insurance coverage shall be as specified in the INCOTERMS.
<b>GCC 23.</b>	Responsibility for transportation of the Goods shall be as specified in the INCOTERMS.
<b>GCC 24.1</b>	The inspections and tests shall be: at delivery
<b>GCC 24.2</b>	The Inspections and tests shall be conducted at: at ICPAR office after reception.
<b>GCC 25.1</b>	The liquidated damage shall be: <b>1‰ per day:</b> The maximum amount of liquidated damages shall be: <b>5 %</b>
<b>GCC 26.3</b>	The period of validity of the Warranty shall be: <i>NA</i> For purposes of the Warranty, the place(s) of final destination(s) shall be: <i>NA</i>
<b>GCC 27.5</b>	The period for repair or replacement shall be: <i>Not Applicable</i>



## Section IX. Contract Forms

### 1. Contract Agreement

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

THIS CONTRACT AGREEMENT is made

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

BETWEEN

- (1) *[ insert complete name of Procuring Entity ]*, a *[ insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Rwanda ]*, and having its principal place of business at *[ insert address of Procuring Entity ]* (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 Procuring Entity invited bids for certain Goods and ancillary services, viz., *[ insert brief description of Goods and Services ]* 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 Procuring Entity and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement;
  - (b) Special Conditions of Contract;
  - (c) General Conditions of Contract;
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
  - (e) The Supplier’s Bid and original Price Schedules;
  - (f) The Procuring Entity’s Notification of Award;
  - (g) *[Add here any other document(s)]*.

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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 Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
  5. The Procuring Entity 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 *[insert the name of the Contract governing law]* on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature and stamp]*  
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 and stamp 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]*



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## 2. Performance Security

*[The Bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

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

Tender No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert complete name of Purchaser]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)<sup>2</sup> in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,<sup>3</sup> and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 19(a) is hereby excluded.

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<sup>2</sup> *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.*

<sup>3</sup> *Dates established in accordance with Clause 17.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 15.2 of the GCC intended to be secured by a partial Performance Guarantee. The Procuring Entity should note that in the event of an extension of the time to perform the Contract, the Procuring Entity would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Procuring Entity might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Procuring Entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee."*

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*[Signatures of authorized representatives of the Bank and the Supplier]*

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### 3. Bank Guarantee for Advance Payment

*[The Bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated on a bank's letterhead.]*

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

Tender No. and title: *[insert number and title of bidding process]*

**Beneficiary:** *[insert legal name and address of Purchaser]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)<sup>4</sup> in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date<sup>5</sup>]*.

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

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*[signature(s) and stamp of authorized representative(s) of the Bank]*

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<sup>4</sup> *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.*

<sup>5</sup> *Insert the Delivery date stipulated in the Contract Delivery Schedule. The Procuring Entity should note that in the event of an extension of the time to perform the Contract, the Procuring Entity would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Procuring Entity might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Procuring Entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee."*