



ISMAILIA 1 12012

MESSRS:

Fax:

Limited Adjudication No
For supplying:
Closing date: / /

TWO ENVELOPE

It is requested to submit your offer for supplying S.C.A. With the AIM goods under the following conditions:

1. Adjudication procedure:

The adjudication shall be carried out according to the "two envelopes system which will be submitted ace. The following:-

A- The first envelope

The first envelope will be technical envelope which will be opened on AIM due date (without any price) .

B- After complete study of the technical envelopes:

S.C.A. will announce the due date to submit the financial envelope for the accepted technical offers only.

The financial envelope which shall include all commercial and contractual terms as prices, method and terms of payment and time of delivery... etc. And should be accompanied by a provisional deposit.

2. Fixed date for presentation of the first envelopes:

The offer has to be handed over or sent by registered mail so as to reach the office of procurement department, Suez Canal Authority, Ismailia, A.R.E. Not later than 1200 hrs. On day/month/year

"tenders received after this due date and time will be disregarded"

3. Submission of tenders:

Offers should be submitted in a sealed envelope on which to be written: " offer for the supply of -----

The envelopes should be addressed to the Director of Procurement Department, S.C.A, Ismailia, A.R.E.

The fax NO., E-mail and full address should be mentioned in your offer as well as the name of the concerned person with whom contacts will be made for any information needed.

4. **Period of validity of tender:**

The validity of the offer has to be at least three calendar months from the fixed date of opening the tender.

In case your offer is accepted, you will be notified in due time (within the validity period).

5. **Prices:**

a) Prices offered are to be "net" on the basis for delivery F.O.B port of shipment and to be firm and fixed till the end of delivery period as no escalation clause will be admitted.

b) The supplier should indicate the following in the offer:
1-Costs for freight separately for delivery CFR Port Said.

2-all shipping data for the offered equipment
such as

- * volume
- * gross weight
- * method and terms of shipping : FCL, LCL or others
(in case of " others " , method of shipping shall be stated clearly) .

c) The price will comprise all the patent right charges, stamp duties and, all taxes to be levied in bidder, supplier's or manufacturer's country in accordance with their rules and governmental regulations.

All stamp duties and taxes to be levied in accordance with law of A.R.E shall be borne by S.C.A.

d) Partial order must be permitted

e) The A/M prices and costs for freight to be firm and fixed till the end of delivery period as no escalation clause will be admitted.

6. **Method and terms of payment:**

S.C.A. Will open in favour of the suppliers a letter of credit amounting to the total value of purchase order/contract.

N.B The costs of opening and confirmation of the L/C out side A.R.E. will be borne by the supplier and inside A.R.E. will be borne by the purchaser.

Payment from L/C will be effected only on presentation to the bank of the following documents:

- I. The commercial invoices duly signed and stamped in four (4) copies
- II. The certificate of origin countersigned by the chamber of commerce in the country/ies of manufacturer/s.
- III. Full set of "clean on board" bill of lading
- IV. Factory test or conformity certificate.
- V. Inspection certificate (If Needed)
- VI. Eur 1 certificate or declaration of origin with customs Authorization No. to be marked clearly on the commercial invoice. (for European origin)

N.B:

A. In case purchase order/contract is drawn on basis of CFR Port-Said A.R.E. Item III will be substituted as follows:
Item III. full set of "clean on board" bills of lading (marked freight prepaid.)

- B. In case the tenderers ask for an advance payment, this payment will not exceed 25% of the total price and will be paid against presentation of:
* An irrevocable LIG in the same amount and currency issued by the supplier's bank countersigned by an Egyptian bank in A.R.E.
- C. The tenderer should state in the offer the name of the bank in which the letter of credit will be opened.
7. Period of delivery:
The shortest time of delivery will be taken into consideration
8. Inspection:
Inspection will be carried out according to attached specification.
9. Port and method of shipment:
Nearest port of shipment should be stated clearly in the offer as well as method of shipment (one or several shipment & in full container load or others).
10. Certificate of origin:
In case your offer is accepted you are bound to submit, on your own expenses, a certificate of origin countersigned by the chamber of commerce in the manufacturing country.
Such certificate is one of the consignment documents needed
N.B: in case the Eur 1 certificate is submitted the certificate of origin is not needed
11. Provisional deposit
The second envelope should be accompanied by:
A provisional letter of guarantee issued by the supplier's bank and countersigned by an Egyptian bank equal to 2% of the offer's value(with the same currency or equivalent) valid for three calendar months starting from the adj. due date.(enclosure "I" is form of LIG.)
- Certified cheque issued by the supplier's bank, countersigned by an Egyptian bank or certified cheque issued by Egyptian bank (The value of the required cheque equal to 2% of the offer's value).
12. Final deposit & performance bond:
In case your offer is accepted you are requested to deposit within twenty days from acceptance notification, a final letter of guarantee representing 5% (five percent) of the amount of the accepted items (with the same currency),this letter of guarantee will be released after:
- 1) Completion of delivery.
 - 2) The end of guarantee period as shown on the attached form.

This LIG has to be issued from a prime bank with the same currency and to be approved and countersigned by an Egyptian bank.
(enclosure "II" is the form of LIG)

13. Delay in delivery

In case the delivery of the offered goods is delayed more than the agreed delivery period S.C.A has the right to inflict a penalty of 1%(one percent) per week or fraction of week with a max of 3% (three percent) of the total price of the delayed items.

14. Concerned authorized personality:

It should be clear that S.C.A. has no representatives or agents whatsoever in A.R.E. or abroad. The only concerned and authorized personality to whom contacts should be made is:

Director of Procurement dept.
Suez Canal Authority
Irshad Building Ismailia post Code 41515 - Egypt
Fax: 064-3914784/3914785/3392849
Email: procurement@suezcanal.gov.eg

15. Trading representatives:

The bidder is requested to state his agent / representative in Egypt (full Name, Address, fax NO. teleph no, and e-mail)

Hoping to receive your offer in due course and thanking you for your co-operation

We remain, dear sirs.

Director of Proc. Dept.