

**STANDARD PROCUREMENT DOCUMENT**

**BIDDING DOCUMENT FOR THE SUPPLY OF SEVEN  
(7) ROUGH TERRAIN AMBULANCES AND FULLY  
EQUIPED WITH MEDICAL EQUIPMENT**

**in Projects with Financing from IFE / KfW**

May, 2023

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Country: Rwanda

**Project: ENHANCING PRIVATE SECTOR INVESTMENT TO CREATE DECENT JOBS IN THE HEALTH SECTOR; IMPROVING CAPACITY OF HEALTH WORKERS TO DELIVER QUALITY HEALTH CARE IN RWANDA**

Date: **May 2023**

TENDER REFERENCE: **ICB NO. 003-2023/ SUPPLY OF EQUIPED AMBULANCES /IFE-RWA-C1-0163/ 05/SFH/2023.**

The *Society for Family Health (SFH )Rwanda* has received/ financing from the Facility Investing for Employment (IFE), which is an investment facility created by KfW Development Bank (KfW) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as an integral part of the Special Initiative on Training and Job Creation toward the cost of the **ENHANCING PRIVATE SECTOR INVESTMENT TO CREATE DECENT JOBS IN THE HEALTH SECTOR; IMPROVING CAPACITY OF HEALTH WORKERS TO DELIVER QUALITY HEALTH CARE IN RWANDA**, and intends to apply part of the proceeds toward payments under the contract(s) for **Supply Of Fully Equipped Ambulances**)<sup>1</sup>.

*Society for Family Health (SFH) Rwanda* invites sealed Bids from eligible Bidders for Supply of Fully Equipped Ambulances

Bidding will be conducted by means of the International Competitive Bidding procedure with qualification as specified in the "Procurement Procedures for Recipients" from the facility Investing for Employment (IFE) and/or in KfW's Procurement Guidelines ("KfW Guidelines").

Interested eligible Bidders may obtain further information from Procurement department *by email on [procurement@sfhrwanda.org](mailto:procurement@sfhrwanda.org)*.

A complete set of bidding documents is available to interested Bidders at *SFH Rwanda reception located* Kigali; Plot No: 233, KG 501 Street, Kacyiru, or by email on [procurement@sfhrwanda.org](mailto:procurement@sfhrwanda.org).

<sup>2</sup>. The bidding documents received from the Purchaser are not transferable.

Bids must be delivered to the address indicated in clause ITB 22.1 of the bidding documents on or before **11th July 2023 at 11h00** at SFH Rwanda Reception and Public Opening of Closed Bids the same date of **11th July at 11h20 in SFH Conference Hall – Kacyiru**. Late Bids will be rejected.

Bids will be opened in a public session in the presence of the Bidders' designated representatives.

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<sup>1</sup> [Insert if applicable: "This/these contract(s) will be jointly financed by *[Insert name of co-financing agency]*. Bidding process will be governed by the *[Insert name of the guidelines, governing the bidding process]*."] ]

<sup>2</sup> *[Distribution of bidding documents as downloadable electronic files is only permitted if the registration of the downloading entity, for the purpose of (i) having at any given time during the bidding period an overview of interested parties/potential bidders and (ii) ensure all entities having downloaded the bidding document will receive clarifications issued by the Purchaser, and is subject to KfW's prior approval.]*

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**PROJECT NAME:** ENHANCING PRIVATE SECTOR INVESTMENT TO CREATE DECENT JOBS IN THE HEALTH SECTOR; IMPROVING CAPACITY OF HEALTH WORKERS TO DELIVER QUALITY HEALTH CARE IN RWANDA

## **Bidding Documents**

**for**

### **PROCUREMENT OF SEVEN (7) FULLY EQUIPPED AMBULANCES**

**Purchaser: Society for Family Health (SFH ) Rwanda,  
PO Box 3040, Kigali; Plot No: 233, KG 501 Street, Kacyiru,  
Clarification Email: [procurement@sfhrwanda.org](mailto:procurement@sfhrwanda.org),**

*May 2023*

**Tender Reference ICB NO. 003-2023/ SUPPLY OF EQUIPED AMBULANCES /IFE-  
RWA-C1-0163/ 05/SFH/2023.**

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# **PART 1 – Bidding Procedures**

# Section I. Instructions to Bidders

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# Section I. Instructions to Bidders<sup>1</sup>

## A. General

1. **Scope of Bid**
  - 1.1 In connection with the Invitation for Bids, **specified in the Bid Data Sheet (BDS)**, the Purchaser, **as specified in the BDS**, issues these Bidding Documents for the Procurement of Goods and Related Services incidental thereto as specified in Section VII, Schedule of Requirements. The name, identification and number of lots (contracts) of this International Competitive Bidding (ICB) are **specified in the BDS**.
  - 1.2 Throughout these Bidding Documents:
    - (a) The term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt;
    - (b) If the context so requires, “singular” means “plural” and vice versa; and
    - (c) “Day” means calendar day.
2. **Source of Funds**
  - 2.1 The Purchaser **specified in the BDS** has applied for or received financing (hereinafter called “funds”) from the Facility Investing for Employment (hereinafter called “the IFE”), toward the project **named in the BDS**. The Purchaser intends to apply a portion of the funds to eligible payments under the contract for which these Bidding Documents are issued.
3. **Corrupt and Fraudulent Practices**
  - 3.1 IFE requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section VI.
  - 3.2 In further pursuance of this policy, Bidders shall permit and shall cause its agents to provide information and permit IFE or an agent appointed by IFE to inspect on site all accounts, records and other documents relating to bid submission and contract performance (in the case of award), and to have them audited by auditors or agents appointed by IFE.
4. **Eligible Bidders**
  - 4.1 A Bidder may be a firm that is a private entity, a state-owned entity-subject to ITB 4.3 - or any combination of such entities in the form of a joint venture (“JV”) under an existing JV Agreement or with the intent to enter into such an agreement supported by a letter of intent to execute a JV Agreement, in accordance with ITB 11.2. In the case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The Bidder shall nominate an authorised representative who shall have the authority to conduct all business for and on behalf of Bidder and any and all its members, if the Bidder is a JV, during bidding and contract execution (in the event the Bidder is awarded the Contract). Unless specified in the BDS, there is no limit on the number of members in a JV.

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<sup>1</sup> [Text in this Section shall not be modified.]

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- 4.2 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:
- (a) Directly or indirectly controls, is controlled by or is under common control with another Bidder; or
  - (b) Receives or has received any direct or indirect subsidy from another Bidder; or
  - (c) Has the same legal representative as another Bidder; or
  - (d) Has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
  - (e) Participates in more than one bid in this bidding process, both as an individual firm and as a JV member. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which such Bidder is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
  - (f) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the bid; or
  - (g) Any of its affiliates has been hired (or is proposed to be hired) by the Purchaser for the Contract implementation; or
  - (h) Has a close business or family relationship with a professional staff of the Purchaser (or of the project implementing agency, or of a recipient of a part of the funds) who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the IFE throughout the procurement process and execution of the contract.
- 4.3 The IFE's eligibility criteria to bid are described in Section V, Eligibility criteria.
- 4.4 A Bidder shall not be under suspension from bidding by the Purchaser as the result of the execution of a Bid-Securing Declaration.
- 4.5 This bidding is open only to eligible Bidders, who will be subject to qualification.
- 4.6 A Bidder shall provide such evidence of eligibility satisfactory to the Purchaser, as specified in ITB 17.1 or as the Purchaser shall reasonably request.

5. **Eligible Goods and Related Services**
- 5.1 All the Goods and Related Services to be supplied under the Contract and financed by the IFE shall have their origin in any country in accordance with Section V, Eligibility Criteria.
- 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.

## **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 Addenda issued in accordance with ITB 8.

### **PART 1 - Bidding Procedures**

- Section I. Instructions to Bidders (ITB);
- Section II. Bid Data Sheet (BDS);
- Section III. Qualification and Evaluation Criteria;
- Section IV. Bidding Forms;
- Section V. Eligibility Criteria;
- Section VI. IFE Policy - Corrupt and Fraudulent Practices and Social and Environmental Responsibility;

### **PART 2 - Supply Requirements**

- Section VII. Schedule of Requirements.

### **PART 3 - Contract**

- Section VIII. General Conditions of Contract (GC);
- Section IX. Particular Conditions of Contract (PC);
- Section X. Contract Forms.

- 6.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Documents.
- 6.3 Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the Bidding Documents, responses to requests for clarification or Addenda to the Bidding Documents in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.
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- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its Bid all information or documentation as is required by the Bidding Documents.
7. **Clarification of Bidding Documents**
- 7.1 A Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than 14 (fourteen) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Documents in accordance with ITB 6.3, including a description of the inquiry but without identifying its source. If so **specified in the BDS**, the Purchaser shall also promptly publish its response at the web page **identified in the BDS**. Should the clarification result in changes to the essential elements of the Bidding Documents, the Purchaser shall amend the Bidding Documents following the procedure under ITB 8 and ITB 22.2.
8. **Amendment of Bidding Document**
- 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addenda.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents from the Purchaser in accordance with ITB 6.3. The Purchaser shall also promptly publish the addendum on the Purchaser's web page in accordance with ITB 7.1.
- 8.3 To give Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB 22.2.

### C. Preparation of Bids

9. **Cost of Bidding**
- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
10. **Language of Bid**
- 10.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language **specified in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

**11. Documents  
Comprising the  
Bid**

11.1 The Bid shall comprise the following:

- (a) Qualification
  - (i) Bid Submission Form [see also (b)(i) below], in accordance with Section III (1.2) (Table 1);
  - (ii) Declaration of Undertaking duly signed, in accordance with Section III (1.2) (Table 1);
  - (iii) Written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.2 and Section III (1.2) (Table 1);
  - (iv) Any other forms and supporting documents required in Section III (1.1) (1.2) (Tables 1 to 5).
- (b) Technical and Financial Bid
  - (i) Bid Submission Form and the Bidding Forms in accordance with ITB 12;
  - (ii) Completed schedules, in accordance with ITB 12 and 14;
  - (iii) Bid Security, in accordance with ITB 19.1;
  - (iv) Alternative bids, if permissible, in accordance with ITB 13;
  - (v) Documentary evidence in accordance with ITB 17 establishing the Bidder's qualifications to perform the contract if its Bid is accepted;
  - (vi) Documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility to bid;
  - (vii) Documentary evidence in accordance with ITB 16, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
  - (viii) Documentary evidence in accordance with ITB 16 and 30, that the Goods and Related Services conform to the Bidding Documents;
  - (ix) Any other document **required in the BDS**.

11.2 In addition to the requirements under ITB 11.1, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement.

11.3 The Bidder shall furnish in the Bid Submission Form information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.

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12. **Declaration of Undertaking, Qualification Forms, and Bid Submission Form, Bidding Forms, Price Schedules**
- 12.1 The Declaration of Undertaking and the Qualification Forms as listed in ITB 11.1(a) shall be prepared using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 20.4. All blank spaces shall be filled in with the information requested.
- 12.2 The Bid Submission Form, the Price Schedules, and the Bidding Forms as listed in ITB 11.1(b) shall be prepared using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 20.4. All blank spaces shall be filled in with the information requested.
13. **Alternative Bids**
- 13.1. 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 (contracts) 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 discounts and indicate the methodology for their application in the Bid Submission Form.
- 14.5 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 nonresponsive and shall be rejected, pursuant to ITB 30. However, if in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
- 14.6 If so specified in ITB 1.1, bids are being invited for individual lots (contracts) or for any combination of lots (packages). 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 discounts for the award of more than one Contract shall specify in their bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITB 14.4 provided the bids for all lots (contracts) are opened at the same time.
- 14.7 The term CIP (Carriage and Insurance Paid to), and other similar terms shall be governed by the rules prescribed in the current

edition of Incoterms, published by The International Chamber of Commerce, as **specified in the BDS**.

14.8 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V, Eligibility Criteria. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V, Eligibility Criteria. Prices shall be entered in the following manner:

- (a) For Goods manufactured in the Purchaser's Country:
    - (i) The price of the Goods quoted CIP named place of destination (final destinations), 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) All related services required in these Bidding Documents; and
    - (iii) Any Purchaser's Country sales tax and other taxes which will be payable on the Goods if the contract is awarded to the Bidder.
  - (b) For Goods manufactured outside the Purchaser's Country, to be imported:
    - (i) The price of the Goods, quoted CIP named place of destination (port of entry and/or place of customs clearance), in the Purchaser's Country, **as specified in the BDS**; and
    - (ii) All related services required in these Bidding Documents.
  - (c) For Goods manufactured outside the Purchaser's Country, already imported:
    - (i) The price of the Goods, quoted CIP named place of destination (final destinations), excluding 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;
    - (ii) All related services required in these Bidding Documents; and
    - (iii) All custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported in the Purchaser's country, payable on the Goods, if the Contract is awarded to the Bidder;
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- (iv) Any Purchaser's Country sales and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
  - (d) For Related Services specified in Section VII - Schedule of Requirements:
    - (i) All related services are to be included in the respective Price Schedule [(a), (b), or (c) above] submitted by each Bidder.
- 15. Currencies of Bid and Payment** 15.1 The currency(ies) of the bid and the currency(ies) of payments shall be **as specified in the BDS**. The Bidder shall quote in the currency of RWF the portion of the bid price that corresponds to expenditures incurred in RWF, unless otherwise **specified in the BDS**.
- 16. Documents Establishing the Eligibility and Conformity of the Goods and Related Services**
- 16.1 To establish the eligibility of the Goods and Related Services in accordance with ITB 5, Bidders shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.
- 16.2 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 VII, Schedule of Requirements.
- 16.3 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 Section VII, Schedule of Requirements.
- 16.4 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 Purchaser.
- 16.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

- 17. Documents Establishing the Eligibility and Qualifications of the Bidder**
- 17.1 To establish Bidder's their eligibility in accordance with ITB 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.
- 17.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser'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 the Purchaser's Country;
  - (b) That, if **required in the BDS**, in case of a Bidder not doing business within the Purchaser's Country, the Bidder is represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - (c) That the Bidder meets each of the qualification criterion specified in Section III, Qualification and Evaluation and Criteria.
- 18. Period of Validity of Bids**
- 18.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Purchaser in accordance with ITB 22.1. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
- 18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 19, it shall also be extended for forty-two (42) days beyond the deadline of the extended validity period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB 18.3.
- 18.3 If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be determined as follows:
- (a) In the case of fixed price contracts, the Contract price shall be the bid price adjusted by the factor **specified in the BDS**;
  - (b) In the case of adjustable price contracts, no adjustment shall be made;
  - (c) In any case, bid evaluation shall be based on the bid price without taking into consideration the applicable correction from those indicated above.
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**19. Bid Security**

19.1 The Bidder shall furnish as part of its bid, a Bid Security, as **specified in the BDS**, in original form and in the amount and currency **specified in the BDS**.

19.2 A Bid Security shall use the form included in Section IV, Bidding Forms, without deviations. The Bid Security must be issued in the currency of the Bid.

19.3 If a Bid Security is specified pursuant to ITB 19.1, the Bid Security shall be a demand guarantee in any of the following forms at the Bidder's option:

- (a) An unconditional guarantee issued by a reputable bank or financial institution (such as an insurance, bonding or surety company);
- (b) A cashier's or certified check issued by a bank; or
- (c) Another security **specified in the BDS**;

From a reputable source from an eligible country as specified in Section V, Eligibility Criteria. Bidders are free to use any reputable bank for the purpose of issuing the required Bid Security, subject to all conditions of ITB 19 are being met without exception; the issuing bank shall have a correspondent bank in the Purchaser's country. In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section IV, Bidding Forms, or in another substantially similar format approved by the Purchaser prior to bid submission. The Bid Security shall be valid for forty-two (42) days beyond the original validity period of the bid, or beyond any period of extension if requested under ITB 18.2.

19.4 If a Bid Security is specified pursuant to ITB 19.1, any bid not accompanied by a substantially responsive Bid Security shall be rejected by the Purchaser as non-responsive.

19.5 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's signing the contract and furnishing the Performance Security pursuant to ITB 42.

19.6 The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the contract and furnished the required performance security.

19.7 The Bid Security may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, or any extension thereto provided by the Bidder; or
- (b) If the successful Bidder fails to:
  - (i) Sign the Contract in accordance with ITB 41; or
  - (ii) Furnish a performance security in accordance with ITB 42.

- 19.8 The Bid Security of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted into a legally enforceable JV at the time of bidding, the Bid Security shall be in the names of all future members as named in the letter of intent referred to in ITB 4.1 and ITB 11.2.
- 19.9 If a Bid Security is **not required in the BDS**, pursuant to ITB 19.1, and:
- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, or any extension thereto provided by the Bidder; 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 Purchaser may, **if provided for in the BDS**, declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of time **as stated in the BDS**.

## 20. Format and Signing of Bid

- 20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 11, clearly mark "ORIGINAL". Alternative bids, if permitted in accordance with ITB 13, shall be clearly marked "ALTERNATIVE". In addition, the Bidder shall submit copies of the bid, in the number **specified in the BDS** and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.
- 20.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation **as specified in the BDS** and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid where entries or amendments have been made shall be signed or initialed by the person signing the bid.
- 20.3 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives. If the JV has not been legally constituted into a legally enforceable JV at the time of bidding, then the Bid shall be signed by every member of the proposed JV.
- 20.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

## D. Submission and Opening of Bids

### 21. Sealing and Marking of Bids

- 21.1 The Bidder shall enclose the original and all copies of the bid, , if permitted in accordance with ITB 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/package.

- 21.2 The inner and outer envelopes shall:
- (a) Bear the name and address of the Bidder;
  - (b) Be addressed to the Purchaser in accordance with ITB 22.1;
  - (c) Bear the specific identification of this bidding process indicated in ITB 1.1; and
  - (d) Bear a warning not to open before the time and date for opening of the qualification documents.
- 21.3 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the qualification documents and/or bid.
- 22. Deadline for Submission of Bids**
- 22.1 Bids, as defined in ITB 21.1, must be received by the Purchaser at the address and no later than the date and time **specified in the BDS**.
- 22.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with ITB 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 23. Late Bids**
- 23.1. The Purchaser shall not consider any Bid that arrives after the deadline for submission of bids, in accordance with ITB 22. Any Bid received by the Purchaser 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**
- 24.1 A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB 20.2. The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:
- (a) Prepared and submitted in accordance with ITB 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 Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB 22.
- 24.2 Bids requested to be withdrawn in accordance with ITB 24.1 shall be returned unopened to the Bidders.
- 24.3 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**

25.1 Except in cases specified in ITB 23 and ITB 24, the Purchaser shall publicly open and read out in accordance with ITB 25.2 all Bids received by the deadline (regardless of the number of Bids received), at the date, time and place **specified in the BDS**, in public and in the presence of Bidders' designated representatives.

25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. 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 bids that are opened and read out at Bid opening shall be considered further.

25.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the total Bid Prices, per lot (contract) if applicable, including any discounts and alternative bids (if permitted pursuant to ITB 13); the presence or absence of a Bid Security, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative bids read out at bid opening shall be considered for evaluation. The Purchaser shall neither discuss the merits of any bid nor reject any bid (except for late bids, in accordance with ITB 23.1).

25.4 The Purchaser shall prepare a record of the opening session 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 (contract) if applicable, including any discounts, and alternative bids; 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 record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

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

- 26. Confidentiality**
- 26.1 Information relating to the examination, evaluation, and comparison of the bids, and qualification of the Bidders and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the bidding process until information on Contract Award is communicated to all Bidders in accordance with ITB 40.
- 26.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, and comparison of the bids, and qualification of the bidders, or contract award decisions may result in the rejection of its Bid.
- 26.3 Notwithstanding ITB 26.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.
- 27. Qualification of the Bidder**
- 27.1 The Purchaser shall determine to its satisfaction whether the Bidder meets the qualifying criteria specified in Section III, Qualification and Evaluation Criteria, Qualification.
- 27.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 17.2 (c), Qualification.
- 27.3 Only those criteria listed in Section III, Qualification and Evaluation Criteria, 1. Qualification, shall be used during this evaluation step.
- 27.4 An affirmative determination shall be a prerequisite for successful qualification of the Bidder, and continued evaluation of the Bidder's Bid. A negative determination shall result in disqualification of the bid.
- 28. Clarification of Bids**
- 28.1 To assist in the examination, evaluation, comparison of the qualification and technical and financial bids of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid, given a reasonable time for a response. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB 32.
- 28.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the Purchaser's request for clarification, its Bid may be rejected.

- 29. Deviations, Reservations, and Omissions**
- 29.1 During the evaluation of bids, the following definitions apply:
- (a) “Deviation” is a departure from the requirements specified in the Bidding Documents;
  - (b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
  - (c) “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Documents.
- 30. Determination of Responsiveness**
- 30.1 The Purchaser’s determination of a bid’s responsiveness is to be based on the contents of the bid itself, as defined in ITB 11.
- 30.2 A substantially responsive Bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) If accepted, would:
    - (i) Affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
    - (ii) Limit in any substantial way, inconsistent with the Bidding Documents, the Purchaser’s rights or the Bidder’s obligations under the proposed Contract; or
  - (b) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 30.3 The Purchaser shall examine the technical aspects of the bid submitted in accordance with ITB 16, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.
- 30.4 If a bid is not substantially responsive to the requirements of the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
- 31. Non-conformities, Errors and Omissions**
- 31.1 Provided that a Bid is substantially responsive, the Purchaser may waive any nonmaterial nonconformities in the Bid.
- 31.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the bid related to documentation requirements. Requesting information or documentation on such nonconformities 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.
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- 31.3 Provided that a bid is substantially responsive, the Purchaser shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be **adjusted as specified in the BDS**, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.
- 32. Correction of Arithmetical Errors**
- 32.1 Provided that the Bid is substantially responsive, the Purchaser 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 Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - (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.
- 32.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 32.1 shall result in the rejection of the Bid.
- 33. Conversion to Single Currency**
- 33.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as **specified in the BDS**.
- 34. Margin of Preference**
- 34.1 **Unless otherwise specified in the BDS**, a margin of preference shall not apply.
- 35. Evaluation of Bids**
- 35.1 The Purchaser shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.
- 35.2 To evaluate a Bid (evaluation will be done for Lots (contracts)), the Purchaser shall consider the following:
- (a) The Bid Price as quoted in accordance with clause 14;
  - (b) Price adjustment for correction of arithmetic errors in accordance with ITB 32.1;
  - (c) Price adjustment due to discounts offered in accordance with ITB 14.4;
  - (d) Price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 31.3;
  - (e) Converting the amount resulting from applying (a) to (d) above, if relevant, to a single currency in accordance with ITB 33;

- (f) The additional evaluation factors as specified in Section III, Qualification and Evaluation Criteria, 2. Evaluation.
- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.
- 35.4 If these Bidding Documents allows Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated price of the lot (contract) combinations, including any discounts offered in the Bid Submission Form, is specified in Section III, Qualification and Evaluation Criteria.
- 35.5 The Purchaser's evaluation of a bid will exclude and not take into account:
- (a) In the case of Goods manufactured in the Purchaser's Country, 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 the Purchaser's Country, 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) In the case of Related Services, customs duties and sales and other similar taxes that will be payable on the Related Services if the contract is awarded to the Bidder;
  - (d) Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 35.6 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB 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, Qualification and Evaluation Criteria**. The criteria and methodologies to be used shall be as specified in Section III, Qualification and Evaluation Criteria.
- 35.7 If the bid, which results in the lowest Evaluated Bid Price, is significantly lower than the Purchaser's estimate, the Purchaser shall require the Bidder to produce detailed price analyses for any or all items of the Price Schedules, to demonstrate the internal consistency of those prices with the supply requirements and the method and schedule proposed. If one or several inconsistencies are evidenced, or if a bidder
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does not provide the required detailed price analyses, the bid shall be declared non-compliant and rejected.

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| <b>36. Comparison of Bids</b>   | 36.1 | The Purchaser shall compare the evaluated prices of all substantially responsive bids established in accordance with ITB 35.2 to determine the lowest evaluated bid.  |
| <b>37. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids</b> | 37.1 | The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted and specifically, bid securities, shall be promptly returned to the Bidders. |

## F. Award of Contract

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| <b>38. Award Criteria</b>  | 38.1 | Subject to ITB 37.1, the Purchaser shall award the Contract to the qualified, pursuant to ITB 27, Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents.   |
| <b>39. Purchaser's Right to Vary Quantities at Time of Award</b> | 39.1 | At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VII, Schedule of Requirements, provided this does not exceed the percentages <b>specified in the BDS</b> , and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.   |
| <b>40. Notification of Award</b>                                 | 40.1 | Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted; for this purpose the Letter of Acceptance Form attached to these Bidding Documents shall be used. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the sum that the Purchaser will pay the Supplier in consideration of the supply of Goods (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price"). At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding. |
|  | 40.2 | Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.  |
|  | 40.3 | The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after notification of award in accordance with ITB 40.1, requests in writing the grounds on which its bid was not selected.   |
| <b>41. Signing of Contract</b>                                   | 41.1 | Promptly after notification, the Purchaser shall send the successful Bidder the Contract Agreement.   |
|  | 41.2 | Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.   |

- 41.3 Notwithstanding ITB 41.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its bid, always provided however, that the Bidder can demonstrate to the satisfaction of the Purchaser and of the IFE that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract.
- 42. Performance Security**
- 42.1 Within twenty-eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security<sup>2</sup> in accordance with the GC, using for that purpose the Performance Security Form included in Section X, Contract Forms. Bidders are free to use any reputable bank acceptable to the Purchaser for the purpose of issuing the required performance security, subject to all conditions of ITB 42 and GC are being met without exception the issuing bank shall have a correspondent bank in the Purchaser's country.
- 42.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose bid is qualified, pursuant to ITB 27, and substantially responsive.

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<sup>2</sup> Bonds shall only be permitted with prior approval from IFE.

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## Section II. 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.

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]*

ITB Clause Reference	<b>A. General</b>
ITB 1.1	The number of the Invitation for Bids is: TENDER REFERENCE: <b>ICB NO. 003-2023/ SUPPLY OF EQUIPPED AMBULANCES /IFE-RWA-C1-0163/ 05/SFH/2023</b>
ITB 1.1	The Purchaser is: <i>Society for Family Health (SFH) Rwanda</i>
ITB 1.1	The name and identification number of the ICB are: <b>NO. 003-2023/ SUPPLY OF EQUIPPED AMBULANCES /IFE-RWA-C1-0163/ 05/SFH/2023</b> The number, identification, and names of the lots (contracts) comprising this ICB are: <b>See TORs for reference</b>
ITB 2.1	The name of the Project is: <b>ENHANCING PRIVATE SECTOR INVESTMENT TO CREATE DECENT JOBS IN THE HEALTH SECTOR; IMPROVING CAPACITY OF HEALTH WORKERS TO DELIVER QUALITY HEALTH CARE IN RWANDA</b>
<b>B. Contents of Bidding Documents</b>	
ITB 7.1	For <b>clarification of bid purposes</b> only, the Purchaser's address is: <i>Attention: Executive Director Society for Family Health (SFH) Rwanda, PO Box 3040, Kigali; Plot No: 233, KG 501 Street, Kacyiru, Clarification Email: <a href="mailto:procurement@sfhrwanda.org">procurement@sfhrwanda.org</a>,</i>
ITB 7.1	Web page: [ <a href="http://www.sfhrwanda.org.rw">www.sfhrwanda.org.rw</a> ”]
<b>C. Preparation of Bids</b>	
ITB 10.1	The language of the bid is: English. All correspondence exchange shall be in the English language. Language for translation of supporting documents and printed literature is English.  The following bid forms should be submitted alongside documents : <ul style="list-style-type: none"> <li>• Declaration of Undertaking</li> <li>• Form ELI - 1.1: Bidder Information Form</li> <li>• Form ELI - 1.2: Bidder's JV Information Form</li> <li>• Form CON - 2: Historical Contract Non-Performance, Pending Litigation and Litigation History</li> </ul>

	<ul style="list-style-type: none"> <li>• Form FIN - 3.1: Financial Situation and Performance</li> <li>• Form FIN - 3.2: Average Annual Turnover</li> <li>• Form EXP - 4.1: Experience</li> <li>• Form SPA - 5.1: Spare Parts</li> <li>• Bid Submission Form</li> <li>• Price Schedule: Goods Manufactured Outside the Purchaser's Country, to be Imported</li> <li>• Price Schedule: Goods Manufactured Outside the Purchaser's Country, Already Imported</li> <li>• Price Schedule: Goods Manufactured in the Purchaser's Country</li> <li>• Bid Security</li> <li>• Manufacturer's Authorization</li> </ul>
<b>ITB 11.1 (k)</b>	<p>The Bidder shall submit the following additional documents in its bid:</p> <ul style="list-style-type: none"> <li>• Copy of Business Registration certificate or Certificate of domestic Company Registration allowing the company to do Business in Your Country of Business.</li> <li>• Copy of VAT certificate if your company is registered to Pay taxes .or Tax Identification Certificate from your country of doing business</li> <li>• Valid Original tax clearance certificate (attestation de non-creance) from Rwanda Revenue Authority for those doing business in Rwanda</li> <li>• Certificate of non-bankruptcy delivered by Rwanda Development Board -RDB for those doing business in Rwanda.</li> <li>• <b>THOSE IN RWANDA:</b> Proof of payment of a non-refundable fee of Fifty thousand Rwandan francs (50,000Rwf) <b>paid into:</b>        BANK NAME: ACCESS BANK (RWANDA) LTD        ACCOUNT NAME: SOCIETY FOR FAMILY HEALTH RWANDA        ACCOUNT NUMBER: 1002190101953001        CURRENCY: RWF</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b><i>THOSE OUTSIDE RWANDA: Proof of payment of a non-refundable fee equivalent to Fifty dollars (50 USD) paid into:</i></b>  <b><i>Bank Name: Access Bank (Rwanda) Ltd</i></b>  <b><i>Account Name: SOCIETY FOR FAMILY HEALTH (SFH) RWANDA</i></b>  <b><i>Account Number: 1002190101953002</i></b>  <b><i>Currency: USD</i></b></li> </ul>
<b>ITB 13.1</b>	Alternative Bids <i>shall not be</i> considered.
<b>ITB 14.5</b>	The prices quoted by the Bidder " <i>shall not be</i> adjustable.

	<i>[Price adjustment may be considered for contracts with longer duration than 18 months or when local or foreign inflation is expected to be high].</i>
<b>ITB 14.7</b>	The Incoterms edition is Incoterms 2010.
<b>ITB 14.8 (b) (i)</b>	Named Place of Destination: <i>Society for Family Health (SFH ) Rwanda, PO Box 3040, Kigali; Plot No: 233, KG 501 Street, Kacyiru,</i>
<b>ITB 15.1</b>	The prices shall be quoted by the bidder in: <i>the local RWF currency for those in Rwanda or in foreign currency converted on the average daily rate of the deadline day of submission</i>
<b>ITB 16.4</b>	Period of time the Goods are expected to be functioning (for the purpose of spare parts): <i>[duration; typically, five (5) years – also adjust PC 22.2 (b) accordingly]</i>
<b>ITB 17.2 (a)</b>	Manufacturer's authorization is: <i>"required" for major items as defined in Section VII, Schedule of Requirements is "required" for major items .....</i>
<b>ITB 17.2 (b)</b>	After sales service is: <i>"required, unless the Goods' nature does not require after sales service</i>
<b>ITB 18.1</b>	The bid validity period shall be 90 days.
<b>ITB 18.3 (a)</b>	The bid price shall be adjusted by the following factor: <i>"as will be indicated in the request for bid validity extension"</i>
<b>ITB 19.1</b>	A Bid Security is not required.
<b>ITB 19.3 (c)</b>	Other types of acceptable securities: <i>not applicable</i>
<b>ITB 19.9</b>	If the Bidder incurs any of the actions prescribed in subparagraphs (a) or (b) of this provision, the Purchaser will declare the Bidder ineligible to be awarded contracts by the Purchaser for a period of <i>default is five (5) years.</i> <i>not applicable</i>
<b>ITB 20.1</b>	In addition to the original of the bid, the number of copies is: <i>one</i>
<b>ITB 20.2</b>	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: <i>"a power of attorney established in the name of the signatory of the bid"</i>
<b>D. Submission and Opening of Bids</b>	
<b>ITB 22.1</b>	<b>For bid submission purposes, the Purchaser's address is:</b> <i>Attention: Executive Director</i> <i>Society for Family Health (SFH) Rwanda, PO Box 3040, Kigali; Plot No: 233, KG 501 Street, Kacyiru,</i> <i>Clarification Email: <a href="mailto:procurement@sfhrwanda.org">procurement@sfhrwanda.org</a>,</i>  <b>The deadline for the submission of bids is:</b> Bids must be delivered to the address indicated in clause ITB 22.1 of the bidding documents on or before <b>11th July 2023 at 11h00</b> at SFH Rwanda Reception and Public Opening of Closed Bids the same date of <b>11th July at 11h20</b> in <b>SFH Conference Hall – Kacyiru</b> . Late Bids will be rejected.

ITB 25.2	<p>The bid opening shall take place at:  <i>Society for Family Health (SFH) Rwanda; Plot No: 233, KG 501 Street, Kacyiru,</i></p> <p>Bids must be delivered on or before <b>11th July 2023 at 11h00</b> at SFH Rwanda Reception Late Bids will be rejected.</p>
ITB 25.2	<p>The public bid opening session shall take place of Closed Bids the same date of <b>11th July at 11h20 in SFH Conference Hall – Kacyiru.</b></p>
<b>E. Evaluation and Comparison of Bids</b>	
ITB 31.1	<p>The provisions in ITB 31.1 do not apply to items classified as major items in Section VII.</p> <p>For items other than major items, for which no bid price is provided in the respective price schedule(s), the bid price of the most expensive qualified and substantially responsive bidder for such items shall be used in the comparison of otherwise qualified and substantially responsive bids. In the absence of another bidder pricing these items, the Project Consultant may estimate the market value of such items if delivered to the Purchaser's country. This correction procedure is limited to a max. of five (5) per cent of the total bid price in any given lot.</p>
ITB 33.1	<p>The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in different currencies into a single currency is: <i>RWF</i></p>
ITB 34.1	<p>A margin of domestic preference "<i>shall not</i>" apply.</p> <p>If domestic preference shall be a bid-evaluation factor, the application methodology shall be specified in Section III, Qualification and Evaluation Criteria.</p>
<b>F. Award of Contract</b>	
ITB 39.1	<p>The maximum percentage by which quantities may be increased is: <i>not exceeding 20%</i>;  The maximum percentage by which quantities may be decreased is: <i>not exceeding 20%</i>.</p>

# Section III. Qualification and Evaluation Criteria

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

***[The Purchaser shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]***

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## 1. Qualification (ITB 27)

All qualification documents listed here (including attached forms and required support documents) shall be submitted in accordance with ITB 25 and ITB 27, and will be evaluated first; only bids passing the qualification shall be evaluated further.

### 1.1 The Qualification Document submission shall consist of:

(1) Bid Submission Form, Declaration of Undertaking, and Eligibility (Table 1)

Bidder shall meet the requirements as per Table 1 and submit the required forms and supporting documents; forms provided in this bidding document may not be amended but only completed following the instructions in this bidding document.

Mandatory or Optional (when required) + power of attorney.

(2) Experience (Table 4)

Submission of the required number of references (similar experience / contracts).

(3) Technical Capacity, Spare Parts and Local Agent (if applicable) (Table 5)

Submission of the required information, in response the requirements stated in Section VII, Schedule of Requirements.

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## 1.2. Requirements and Criteria

The following tables describe qualification requirements and criteria, in accordance with ITB 27 and Section III (Qualification), which must be satisfied by each Bidder. Only specified requirements and criteria shall be used, and requirements and criteria not included in the tables below shall not be used in the evaluation of the Bidder's Qualification.

<b>Table 1</b>							
<b>Qualification Criteria</b>			<b>Compliance Requirements</b>				<b>Documentation</b>
<b>No.</b>	<b>Subject</b>	<b>Requirement</b>	<b>Single Entity</b>	<b>Joint Venture (existing or intended)</b>			<b>Submission Requirements</b>
				<b>All Parties Combined</b>	<b>Each Member</b>	<b>One Member</b>	
<b>1. Bid Submission Form, Declaration of Undertaking, and Eligibility</b>							
1.1	<b>Bid Submission Form</b>	Submission, in accordance with Section III, Qualification	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Bid Submission Form
1.2	<b>Declaration of Undertaking</b>	Submission, in accordance with ITB 12	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Declaration of Undertaking
1.3	<b>Power of Attorney</b>	Submission, in accordance with ITB 20.2	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Power of Attorney (free format)
1.4	<b>Joint Venture Agreement</b>	JV Agreement or Letter of Intent, (in case of a JV), in accordance with ITB 4.1	N/A	Must meet requirement	Must meet requirement	N/A	Relevant pages of an existing JV Agreement or Letter of Intent (free format)
1.5	<b>Nationality</b>	Nationality in accordance with ITB 4.3	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and ELI - 1.2 (in case of JV), with attachments
1.6	<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB 4.2	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Bid Submission Form
1.7	<b>IFE Eligibility</b>	Not being ineligible for IFE financing, as described in ITB 4.3	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Bid Submission Form
1.8	<b>State-owned Entity</b>	Meets conditions of ITB 4.3	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and ELI - 1.2 (in case of JV), with attachments

Table 2							
Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
<b>4. Experience</b>							
4.1	<b>Similar Experience</b>	A minimum number of similar <sup>1</sup> contracts specified below that have been satisfactorily and substantially <sup>2</sup> completed as Supplier, or joint venture member <sup>3</sup> , during the past 5 years: <i>5, for complex or specialised equipment contracts, each of a minimum value of 75% equal to the Purchaser's estimate for each lot, and separately for each lot.</i>	Must meet requirement	Must meet requirement <sup>4</sup>	N/A	N/A	Form EXP - 4.1 (one per contract)

<sup>1</sup> The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics described in Section VII, Schedule of Requirements. Summation of number of small value contracts (less than the value specified under requirement) to meet the overall requirement will not be accepted.

<sup>2</sup> Substantial completion shall be based on 80% or more completed under the contract.

<sup>3</sup> For contracts under which the Bidder participated as a joint venture member or sub-contractor, only the Bidder's share, by value, shall be considered to meet this requirement.

<sup>4</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

<b>Table 3</b>							
<b>Qualification Criteria</b>			<b>Compliance Requirements</b>				<b>Documentation</b>
<b>No.</b>	<b>Subject</b>	<b>Requirement</b>	<b>Single Entity</b>	<b>Joint Venture (existing or intended)</b>			<b>Submission Requirements</b>
				<b>All Parties Combined</b>	<b>Each Member</b>	<b>One Member</b>	
<b>5. Technical Capacity, Spare Parts and Local Agent (if applicable)</b>							
5.1	<b>Technical Capacity</b>	If so required in Section VII, Schedule of Requirements, the Bidder's must have qualified personnel to satisfy the requirements.	Must meet requirement	Must meet requirement	N/A	N/A	Support documents as required in Section VII, Schedule of Requirements
5.2	<b>Spare Parts</b>	If so required in Section VII, Schedule of Requirements, the Bidder's must confirm availability of spare parts.	Must meet requirement	Must meet requirement	N/A	N/A	Form SPA - 5.1, and any support documents as required in Section VII, Schedule of Requirements
5.3	<b>Local Agent</b>	If so required in Section VII, Schedule of Requirements, the Bidder's must have a local agent including qualified personnel for the purpose of after sales services.	Must meet requirement	Must meet requirement	N/A	N/A	Support documents as required in Section VII, Schedule of Requirements

## 2. Evaluation (ITB 35)

### 2.1 Evaluation Criteria (ITB 35.6)

The Purchaser's evaluation of Bids for Goods may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14.8, one or more of the following factors as specified in ITB Sub-Clause 35.2 (f), using the following criteria and methodologies. The methodologies applied may take into account factors to foster environmentally friendly Goods, especially under d) or take into account noise or pollution levels of Goods. The application requires specialized expertise and care should be taken to include only such factors or criteria which are a) easy to demonstrate and control and b) to integrate the parameters offered by Bidders adequately in the contract.

#### (a) Delivery Schedule

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 VII, 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. Within this acceptable period, an adjustment will be added, for evaluation purposes only, to the bid price of bids offering deliveries later than the "Earliest Delivery Date" specified in Section VII, Schedule of Requirements – Delivery Schedule as follows: *1/1000 per day of the total cost will be charged for delay in delivery of the goods ordered*

#### (b) Cost of major replacement components, and mandatory spare parts

The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the BDS sub-clause 16.4 is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Bid, shall be added to the Bid Price, for evaluation purposes only.

#### (c) Operating and/or Maintenance Costs

An adjustment to take into account the extended operating and/or maintenance costs of the Goods will be added to the Bid Price, for evaluation purposes only. The adjustment will be calculated by:

Aggregating the operating and/or maintenance average annual rate priced by the Bidder in its Bid over a period of *[insert number of years]*

#### (d) Performance and Productivity of the Equipment

An adjustment to take into account the productivity of the Goods offered in the Bid will be added to the bid Price, for evaluation purposes only. The adjustment will be evaluated based on the cost per unit of the actual productivity of the Goods offered in the Bid with respect to minimum required values, using the methodology below: *[insert methodology]*.

### 2.2. Multiple Contracts (ITB 35.4)

The Purchaser shall award multiple contracts to the Bidder that offers the lowest evaluated combination of bids (one contract per bid) and has met the qualification criteria (this Section III, 1. Qualification (ITB 27)).

The Purchaser shall:

- (a) Evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub Clause 14.6.
- (b) Take into account:
  - (i) The lowest-evaluated bid for each lot; and
  - (ii) The price reduction per lot and the methodology for its application as offered by the Bidder in its bid.

# Section IV. Bidding Forms

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## Declaration of Undertaking

Reference name:

To:

1. We recognise and accept that the Investitionen für Beschäftigung (Investing for Employment) GmbH (hereafter the "Facility") only finances projects of the Recipient<sup>1</sup> subject to its own conditions which are set out in the Funding Agreement it has entered into with the Recipient. As a matter of consequence, no legal relationship exists between the Facility and our company, our Joint Venture or our Subcontractors under the Contract. The Recipient retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract.
2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:
  - 2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;
  - 2.2) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union or Germany for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
  - 2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests (in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction);
  - 2.4) having been subject, within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
  - 2.5) not having fulfilled applicable fiscal obligations regarding payments of taxes either in the country where we are constituted or the Recipient's country;
  - 2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (in the event of such exclusion, the Applicant or

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<sup>1</sup> The Recipient means, in this case, the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Services

- Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction); or
- 2.7) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.
3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:
- 3.1) being an Affiliate controlled by the Recipient or a shareholder controlling the Recipient, unless the stemming conflict of interest has been brought to the attention of the Facility and resolved to its satisfaction;
- 3.2) having a business or family relationship with a Recipient's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of the Recipient and resolved to its satisfaction;
- 3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the Recipient;
- 3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Recipient;
- 3.5) in the case of procurement of Works, Plant or Goods:
- i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
  - ii. having been recruited (or being proposed to be recruited) ourselves or any of our Affiliates, to carry out works supervision or inspection for this Contract.
4. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Recipient, which will inform the Facility, any change in situation with regard to points 2 to 4 here above.
6. In the context of the Tender Process and performance of the corresponding Contract:
- 6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;
- 6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and
- 6.3) we commit ourselves to complying with and ensuring that our
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Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation<sup>2</sup> (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender based violence.

7. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the Recipient and the Facility or an agent appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on the spot checks and to ensure access to sites and the respective project.
8. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with Applicable Law, but in any case for at least six years from the date of fulfilment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with Applicable Law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the Applicable Law by the Recipient and the Facility.

Name: \_\_\_\_\_ In the capacity of:  
\_\_\_\_\_

Duly empowered to sign in the name and on behalf of<sup>3</sup>:  
\_\_\_\_\_

Signature:

Date:

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<sup>2</sup> In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and the Facility, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination

<sup>3</sup> In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder



## Form ELI - 1.1: Bidder Information Form

*[The Bidder shall 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]*

ICB No.: *[Insert]*

Page *[Insert]* of *[Insert]* pages

Bidder's name: <i>[Insert Bidder's legal name]</i>
In case of Joint Venture (JV), legal name of each member: <i>[Insert legal name of each member in JV]</i>
Bidder's actual or intended country of registration: <i>[Insert actual or intended country of registration]</i>
Bidder's year of registration: <i>[Insert Bidder's year of registration]</i>
Bidder's address in country of registration: <i>[Insert Bidder's legal address in country of registration]</i>
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> E-mail address: <i>[Insert Authorized Representative's email address]</i>
1. 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 equivalent documents of constitution or association) and/or documents of registration of the legal entity named above, in accordance with ITB 4.5; <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1; <input type="checkbox"/> In case of a state-owned enterprise or institution, in accordance with ITB 4.3 documents establishing: <ul style="list-style-type: none"> <li>a) Legal and financial autonomy;</li> <li>b) Operation under commercial law;</li> <li>c) Establishing that the Bidder is not dependent agency of the Purchaser.</li> </ul>
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*

## Form ELI - 1.2: Bidder's JV Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[Insert]*

ICB No.: *[Insert]*

Page *[Insert]* of *[Insert]* pages

Bidder's name: <i>[Insert Bidder's legal name]</i>
Bidder's JV Member's name: <i>[Insert JV's Member legal name]</i>
Bidder's JV Member's country of registration: <i>[Insert JV's Member country of registration]</i>
Bidder's JV Member's year of registration: <i>[Insert JV Member's year of registration]</i>
Bidder's JV Member's legal address in country of registration: <i>[Insert JV's Member legal address in country of registration]</i>
Bidder's JV Member's Authorized Representative Information Name: <i>[Insert name of JV's Member Authorized Representative]</i> Address: <i>[Insert address of JV's Member Authorized Representative's]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Member Authorized Representative]</i> E-mail address: <i>[Insert email address of JV's Member Authorized Representative]</i>
1. 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 equivalent documents of constitution or association) of the legal and/or documents of registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.5; <input type="checkbox"/> In case of a state-owned enterprise or institution, in accordance with ITB 4.3 documents establishing: <ul style="list-style-type: none"> <li>a) Legal and financial autonomy;</li> <li>b) Operation under commercial law;</li> <li>c) Establishing that the Bidder is not dependent agency of the Purchaser.</li> </ul>
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*

## Form CON - 2: Historical Contract Non-Performance, Pending Litigation and Litigation History

*[To be completed by the Bidder and by each member of the Bidder's JV]*

Bidder's Name: *[Insert]*

Date: *[Insert]*

JV Member's Name: *[Insert or state "None" if the Bidder is not a Joint Venture]*

ICB No.: *[Insert]*

Page *[Insert]* of *[Insert]* pages

### Non-Performed Contracts in accordance with Section III, Qualification and Evaluation Criteria

- Contract non-performance did not occur since 1st January *[insert current year number less 5]* specified in Section III, Qualification and Evaluation Criteria, Qualification, subclause 2.1.

**Or** *[Tick as appropriate]*

- Contract(s) not performed since 1st January *[insert current year number less 5]* specified in Section III, Qualification and Evaluation Criteria, Qualification, subclause 2.1 are as follows:

Year	Non- performed Portion of Contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and €-equivalent)
<i>[Insert year]</i>	<i>[Insert amount and percentage]</i>	Contract Identification: <i>[Indicate complete contract name/ number, and any other identification]</i> Name of Purchaser: <i>[Insert full name]</i> Address of Purchaser: <i>[Insert street/city/country]</i> Reason(s) for non-performance: <i>[Indicate main reason(s)]</i>	<i>[Insert amount and values]</i>

Non-Performed Contracts in accordance with Section III, Qualification and Evaluation Criteria			
Pending Litigation, in accordance with Section III, Qualification and Evaluation Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification and Evaluation Criteria and Requirements, Qualification, subclause 2.3. <b>Or</b> <i>[Tick as appropriate]</i> <input type="checkbox"/> Pending litigation in accordance with Section III, Qualification and Evaluation Criteria, Qualification, subclause 2.3 as indicated below:			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), €-equivalent (exchange rate)
<i>[Insert year]</i>	<i>[Insert amount]</i>	Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute: Party who initiated the dispute:  Status of dispute:	<i>[Insert amount and values]</i>

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*

## Form FIN - 3.1: Financial Situation and Performance

*[To be completed by the Bidder and by each member of the Bidder's JV]*

Bidder's Name: *[Insert]*

Date: *[Insert]*

JV Member's Name: *[Insert or state "None" if the Bidder is not a Joint Venture]*

ICB No.: *[Insert]*

Page *[Insert]* of *[Insert]* pages

### 1. Financial Data

Type of Financial Information in RWF	Historic information for last available three (3) years <sup>1</sup> (amount in RWF)		
	<i>[Insert Year 1]</i>	<i>[Insert Year 2]</i>	<i>[Insert Year 3]</i>
<b>Statement of Financial Position (Information from Balance Sheet)</b>			
Total Assets (TA)	<i>[Insert value in Bidder's home currency]</i>	<i>[Insert value in Bidder's home currency]</i>	<i>[Insert value in Bidder's home currency]</i>
	<i>[Insert exchange rate]</i>	<i>[Insert exchange rate]</i>	<i>[Insert exchange rate]</i>
	<i>[Insert €-equivalent]</i>	<i>[Insert €-equivalent]</i>	<i>[Insert €-equivalent]</i>
Total Liabilities (TL)			
Total Equity/Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital (WC)			
<b>Information from Income Statement</b>			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
<b>Cash Flow Information</b>			
Cash Flow from Operating Activities			

<sup>1</sup> *[In circumstances where it is of utmost importance that Bidders have a longer company history, this requirement may be increased to up to five (5) years; if such a longer period is chosen, please amend the revised number of years throughout this table].*

## 2. Financial Documents

The Bidder and its parties shall provide copies of financial statements for **the last available three (3) years** pursuant Section III, Qualification and Evaluation Criteria, Qualification, Sub-factor 3.1.

The financial statements shall:

- (a) Reflect the financial situation of the Bidder or in case of JV member, and not an affiliated entity (such as parent company or group member);
  - (b) Be independently audited or certified in accordance with local legislation;
  - (c) Be complete, including all notes to the financial statements;
  - (d) Correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>2</sup> for the **last available three (3) years** required above and complying with the requirements.

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*

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<sup>2</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of bid, the reason for this should be justified.

## Form FIN - 3.2: Average Annual Turnover

*[To be completed by the Bidder and by each member of the Bidder's JV]*

Bidder's Name: *[Insert]*

Date: *[Insert]*

JV Member's Name: *[Insert or state "None" if the Bidder is not a Joint Venture]*

ICB No.: *[Insert]*

Page *[Insert]* of *[Insert]* pages

<b>Annual Turnover Data</b>			
<b>Year</b>	<b>Currency &amp; Amount</b>	<b>Exchange Rate</b>	<b>RWF</b>
Average Annual Turnover <sup>1</sup>			

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*

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<sup>1</sup> See Section III, Qualification and Evaluation Criteria, Qualification, Sub-Factor 3.2

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## Form EXP - 4.1: Experience

*(To be completed by the Bidder and by each member of the Bidder's JV)*

Bidder's Legal Name: *[Insert]*

Date: *[Insert]*

JV Member's Legal Name: *[Insert]*

ICB No.: *[Insert]*

Page *[Insert]* of *[Insert]* pages

<b>Similar Contract No. <i>[Insert specific number]</i> of <i>[Total number of contracts]</i> required</b>	<b>Information</b>	
Contract Identification:		
Award date:		
Completion date:		
Role in Contract:		
Total contract amount:		RWF
If member in a JV, specify participation in total contract amount:	<i>[Insert]</i> %	<i>RWF</i>
Purchaser's Name:		
Address:		
Telephone/fax number:		
E-mail:		
Description of the similarity in accordance with Sub-Factor 4.1 or 4.2 of Section III:		
Amount		
Physical size		
Complexity		
Methods/Technology		
Other Characteristics		

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*



## Form SPA - 5.1: Spare Parts

*[To be completed by the Bidder and by at least one member of the Bidder's JV]*

Bidder's Legal Name: *[Insert]*

Date: *[Insert]*

JV Member's Legal Name: *[Insert]*

ICB No.: *[Insert]*

Page *[Insert]* of *[Insert]* pages

We confirm that, if awarded the Contract, spare parts will be available on short notice, through us / our local agent / the manufacturer-appointed official representative *[Select as appropriate]*.

We further confirm that, if awarded the Contract, we (i) will carry sufficient inventories to assure ex-stock supply of consumables and consumable spares, and other spare parts and components will be supplied as promptly as possible but in any case within *[Insert number of days – same as used in the PC attached at the end of this Bidding Document]* days of placement of order; (ii) will be for a period of *[Insert number of years – same as used in the PC attached at the end of this Bidding Document]* years from the date of delivery and commissioning under obligation to supply spare parts, and will, in the event of termination of production of the spare parts, send an advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*

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## Bid Submission Form

*[The Bidder shall prepare his Bid Submission Form on a Letterhead paper specifying the Bidder's complete name, address and communication details].*

***[Note: All italicized text is for use in preparing these forms by bidders and shall be deleted from the final document.]***

Date: *[Insert date]*

ICB No.: *[Insert ICB No.]*

To: *[Society for Family Health (SFH)Rwanda]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda *[Insert Addenda No./Nos., if any]* issued in accordance with Instructions to Bidders (ITB 8);
  - (b) We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
  - (c) We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid Securing Declaration in the Purchaser's country in accordance with ITB 4.4;
  - (d) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedule(s) specified in the Schedule of Requirements the following Goods: *[Insert a brief description of the Goods and Related Services]*;
  - (e) The total price of our Bid, excluding any discounts offered in item (f) below is:
    - i) In case of only one lot, total price of the Bid is: *[Insert total price and currency in words and figures] [Delete if multiple lots are offered]*
    - ii) In case of multiple lots, total price of each lot is: *[Insert a list/table showing the total price and currency in words and figures for each lot offered] [Delete if only one lot is offered]*
    - iii) In case of multiple lots, total price of all lots (sum of all lots) is: *[Insert the total price and currency in words and figures for all lots offered] [Delete if only one lot is offered]*
  - (f) The discounts offered and the methodology for their application are:
    - i) The discounts offered are: *[Specify in detail each discount offered; if no discount is offered state "None"]*
    - ii) The exact method of calculations to determine the net price after application of discounts is: *[Specify in detail the method that shall be used to apply the offered discounts; if no discount is offered state "None"]*
  - (g) Our bid shall be valid for a period of *[Insert the number of calendar days]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
-

- (h) If our bid is accepted, we commit to obtain and submit a performance security in accordance with ITB 42 of the Bidding Documents;
- (i) We are not participating, as a Bidder, in more than one bid in this bidding process in accordance with ITB 4.2(e), other than alternative bids submitted in accordance with ITB 13;
- (j) We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by an entity or individual that is subject to, a temporary suspension or a debarment imposed by a member of the World Bank Group or a debarment imposed by the KfW, the World Bank in accordance with the Agreement of Mutual Enforcement of Debarment Decisions between the World Bank and other development banks, or any other similar funding agency;
- (k) We have paid, or will pay the following commissions, gratuities, or fees 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, gratuity or fee was or will be paid and the amount and currency of each such commission, gratuity or fee]*

Name of Recipient	Address	Reason	Amount

*[If none has been paid or is to be paid, insert "none"].*

- (l) 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;
- (m) We understand and accept that (i) the Purchaser is not bound to accept the lowest evaluated bid or any other bid that the Purchaser may receive, and (ii) the Purchaser reserves the right to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders; and
- (n) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Name of the Bidder *[Insert the complete name of the bidder; in the case of a Bid submitted by a Joint Venture insert the name of the Joint Venture as Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder *[Insert complete name of the person duly authorised to sign the Bid; the person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid Schedules]*

Title of the person signing the Bid *[Insert complete title of the person signing the Bid]*

Signature of the person named above *[Signature of the person named above]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*

## Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements; separate **Price Schedules** must be submitted for each lot offered].*

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## Price Schedule: Goods Manufactured Outside the Purchaser's Country, to be Imported.

(Group C bids, goods to be imported) <sup>1</sup> Currencies in accordance with ITB Sub-Clause 15						Date: <i>[Insert]</i>	
						ICB No.: <i>[Insert]</i>	
						Lot No.: <i>[Insert, if applicable]</i>	
						Page <i>[Insert]</i> of <i>[Insert]</i>	
1	2	3	4	5	6	7	8
Line Item No.	Description of Goods	Country of Origin	Delivery Time in Days at named place of CIP <i>[Insert destination (port-of-entry)]</i>	Quantity and Physical Unit	Unit Price & Currency CIP <i>[Insert named place of destination]</i> in accordance with ITB 14.8(b)(i)	Unit Price & Currency Related Services (handling, inland transportation to final destination(s), commissioning, and where applicable installation and training in accordance with ITB 14.8(b)(ii))	Total Price & Currency per Line item (Col. (6+7)x5)
<i>[Insert number of the item]</i>	<i>[Insert name of Goods]</i>	<i>[Insert country of origin of the Goods]</i>	<i>[Insert quoted Delivery Time in days]</i>	<i>[Insert number of units to be supplied and name of the physical unit]</i>	<i>[Insert currency &amp; unit price CIP per unit]</i>	<i>[Insert currency &amp; unit price for all required local services]</i>	<i>[Insert currency &amp; total price of the line item]</i>
<b>Total Price (including currency) CIP plus local services (if any) <i>[Insert name of Purchaser's Country]</i></b>							

Name of Bidder *[Insert complete name of Bidder]* Signature of Bidder *[Signature of person(s) signing the Bid]* Date *[Insert Date]*

<sup>1</sup> Delete if domestic preference is not applicable.

## Price Schedule: Goods Manufactured Outside the Purchaser's Country, Already Imported

(Group C bids, goods already imported) <sup>1</sup> Currencies in accordance with ITB Sub-Clause 15								Date: <i>[Insert]</i>	ICB No.: <i>[Insert]</i>	Lot No.: <i>[Insert, if applicable]</i>	Page <i>[Insert]</i> of <i>[Insert]</i>
1	2	3	4	5	6	7	8	9	10		
Line Item No.	Description of Goods	Country of Origin	Delivery Time in Days at named place of CIP destination <i>[Insert final destination(s) in the Purchaser's country]</i>	Quantity and Physical unit	CIP Unit Price & Currency excluding Custom Duties and Import Taxes paid, in accordance with ITB 14.8(c)(i)	Unit Price & Currency Related Services (handling, commissioning, and where applicable installation and training in accordance with ITB 14.8(c)(ii))	Custom Duties and Import Taxes paid & Currency per unit in accordance with ITB 14.8(c)(iii), [to be supported by documents]	Sales and other taxes paid or payable & Currency per item if Contract is awarded, in accordance with ITB 14.8(c)(iv)	Currency & Total Price per line item (Col. (6+7)x5)		
<i>[Insert number of the item]</i>	<i>[Insert name of Goods]</i>	<i>[Insert country of origin of the Goods]</i>	<i>[Insert quoted Delivery Time in days]</i>	<i>[Insert number of units to be supplied and name of the physical unit]</i>	<i>[Insert unit price per unit]</i>	<i>[Insert currency &amp; unit price for all required local services]</i>	<i>[Insert custom duties and taxes paid &amp; currency per unit]</i>	<i>[Insert sales and other taxes payable &amp; currency per item if Contract is awarded]</i>	<i>[Insert currency &amp; total price per line item]</i>		
<b>Total Price (including currency) CIP plus local services (if any) <i>[Insert name of Purchaser's Country]</i></b>											

Name of Bidder *[Insert complete name of Bidder]* Signature of Bidder *[Signature of person(s) signing the Bid]* Date *[Insert Date]*

<sup>1</sup> Delete if domestic preference is not applicable.

## Price Schedule: Goods Manufactured in the Purchaser's Country

(Group A and B bids) <sup>2</sup>							Date: <i>[Insert]</i>	
Currencies in accordance with ITB Sub-Clause 15							ICB No.: <i>[Insert]</i>	
							Lot No.: <i>[Insert, if applicable]</i>	
							Page <i>[Insert]</i> of <i>[Insert]</i>	
1	2	3	4	5	6	7 <sup>3</sup>	8	9
Line Item No.	Description of Goods	Delivery Time in Days at named place of destination	Quantity and Physical unit	Unit Price & Currency CIP	Unit Price & Currency Related Services (handling, commissioning, and where applicable installation and training in accordance with ITB 14.8(a)(ii))	Cost of local labor, raw materials, transportation, insurance and components with origin in the Purchaser's Country % of Col. 5	Sales and other taxes payable per line item if Contract is awarded, in accordance with ITB 14.8(a)(iii)	Total Price & Currency per line item (Col. (5+6) x 4)
<i>[Insert number of the item]</i>	<i>[Insert name of Goods]</i>	<i>[Insert quoted Delivery Time in days]</i>	<i>[Insert number of units to be supplied and name of the physical unit]</i>	<i>[Insert CIP unit price &amp; currency]</i>	<i>[Insert currency &amp; unit price for all required local services]</i>	<i>[Insert cost of local labor, raw material, transportation, insurance and components from within the Purchase's country as a % of the CIP price per line item]</i>	<i>[Insert sales and other taxes payable per line item if Contract is awarded]</i>	<i>[Insert total price &amp; currency per item]</i>
<b>Total Price (including currency) CIP plus local services (if any) <i>[Insert name of Purchaser's Country]</i></b>								

Name of Bidder *[Insert complete name of Bidder]* Signature of Bidder *[Signature of person(s) signing the Bid]* Date *[Insert Date]*

<sup>2</sup> Delete if domestic preference is not applicable.

<sup>3</sup> This column is not required if domestic preference is not applicable.

## Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the **BDS**, and for Items listed in the **BDS** and/or **Specifications**]*

***[Note: All italicized text is for use in preparing these forms by bidders and shall be deleted from the final document.]***

Date: *[Insert date]*

ICB No.: *[Insert ICB No.]*

To: *[Insert complete name of Purchaser]*

### WHEREAS

We *[Insert complete name of Manufacturer]*, who are official manufacturers of *[Insert type of goods manufactured]*, having factories at *[Insert full address of Manufacturer's factories]*, do hereby authorize *[Insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us:

*[Insert name and or brief description of the Goods]*,

and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[Insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[Insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[Insert title]*

Date signed *[Insert date of signing]* day of *[Insert month]* *[Insert year]*



# Section V. Eligibility Criteria

## Eligibility in IFE-Financed Procurement

1. Consulting Services, Works, Goods, Plant and Non-Consulting Services are eligible for IFE financing regardless of the country of origin of the Contractors (including Subcontractors and suppliers for the execution of the Contract), except where an international embargo or sanction by the United Nations, the European Union or the German Government applies.
  2. Applicants/Bidders (including all members of a Joint Venture and proposed or engaged Subcontractors) shall not be awarded a IFE-financed Contract if, on the date of submission of their Application/Offer or on the intended date of Award of a Contract, they:
    - 2.1 are bankrupt or being wound up or ceasing their activities, are having their activities administered by courts, have entered into receivership, or are in any analogous situation;
    - 2.2 have been
      - (a) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union and/or the German Government for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
      - (b) convicted by a final court decision or a final administrative decision by a court, the European Union or national authorities in the Partner Country or in Germany for Sanctionable Practice during any Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests, unless they provide supporting information together with their Declaration of Undertaking (Form available as Appendix to the Application/Offer which shows that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction;
    - 2.3 have been subject within the past five years to a Contract termination fully settled against them for significant or persistent failure to comply with their contractual obligations during Contract performance, unless this termination was challenged and the dispute resolution is still pending or has not confirmed a full settlement against them;
    - 2.4 have not fulfilled applicable fiscal obligations regarding payments of taxes either in the country where they are constituted or the PEA's country;
    - 2.5 are subject to an exclusion decision of the World Bank or any other multilateral development bank and are listed in the respective table with debarred and cross-debarred firms and individual available on the World Bank's website or any other multilateral development bank unless they
-

provide supporting information together with their Declaration of Undertaking which shows that this exclusion is not relevant in the context of this Contract or

2.6 have given misrepresentation in documentation requested by the PEA as part of the Tender Process of the relevant Contract.

- 3 State-owned entities may compete only if they can establish that they (i) are legally and financially autonomous, and (ii) operate under commercial law. To be eligible, a state-owned entity shall establish to IFE's satisfaction, through all relevant documents, including its charter and other information IFE may request, that it: (i) is a legal entity separate from their state (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to their state, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt

# Section VI. IFE Policy – Sanctionable Practice – Social and Environmental Responsibility

## 1) Sanctionable Practice

The PEA and the Contractors (including all members of a Joint Venture and proposed or engaged Subcontractors) must observe the highest standard of ethics during the Tender Process and performance of the Contract.

By signing the Declaration of Undertaking the Contractors declare that (i) they did not and will not engage in any Sanctionable Practice likely to influence the Tender Process and the corresponding Award of Contract to the PEA's detriment, and that (ii) in case of being awarded a Contract they will not engage in any Sanctionable Practice.

Moreover, IFE requires to include in the Contracts a provision pursuant to which Contractors must permit IFE and in case of financing by the European Union also to European institutions having competence under European law to inspect the respective accounts, records and documents relating to the Tender Process and the performance of the Contract, and to have them audited by auditors appointed by IFE.

IFE reserves the right to take any action it deems appropriate to check that these ethics rules are observed and reserves, in particular, the rights to:

- (a) reject an Offer for Award of Contract if during the Tender Process the Bidder who is recommended for the Award of Contract has engaged in Sanctionable Practice, directly or by means of an agent in view of being awarded the Contract;
- (b) declare misprocurement and exercise its rights on the ground of the Funding Agreement with the PEA relating to suspension of disbursements, early repayment and termination if, at any time, the PEA, Contractors or their legal representatives or Subcontractors have engaged in Sanctionable Practice during the Tender Process or performance of the Contract without the PEA having taken appropriate action in due time satisfactory to IFE to remedy the situation, including by failing to inform IFE at the time they knew of such practices.

IFE defines, for the purposes of this provision, the terms set forth below as follows:

<b>Coercive Practice</b>	The impairing or harming, or threatening to impair or harm, directly or indirectly, any person or the property of the person with a view to influencing improperly the actions of a person.
<b>Collusive Practice</b>	An arrangement between two or more persons designed to achieve an improper purpose, including influencing improperly the actions of another person.
<b>Corrupt Practice</b>	The promising, offering, giving, making, insisting on, receiving, accepting or soliciting, directly or indirectly, of any illegal payment or undue advantage of any nature, to or by any person, with the intention of influencing the actions of any person or causing any person to refrain from any action.

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- Fraudulent Practice** Any action or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a person to obtain a financial benefit or to avoid an obligation.
- Obstructive Practice** Means (i) deliberately destroying, falsifying, altering or concealing evidence material to the investigation or the making of false statements to investigators, in order to materially impede an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice, or threatening, harassing or intimidating any Person to prevent them from disclosing their knowledge of matters relevant to the investigation or from pursuing the investigation, or (ii) any act intended to materially impede the exercise of IFE's access to contractually required information in connection with an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice.
- Sanctionable Practice** Any Coercive Practice, Collusive Practice, Corrupt Practice, Fraudulent Practice or Obstructive Practice (as such terms are defined herein) which is unlawful under the Financing Agreement.

## 2) Social and Environmental Responsibility

Projects financed in whole or partly in the framework of Financial Cooperation have to ensure compliance with international Environmental, Social, Health and Safety (ESHS) standards (including issues of sexual exploitation and abuse and gender based violence) Contractors in IFE-financed projects shall consequently undertake in the respective Contracts to:

- (a) comply with and ensure that all their Subcontractors and major suppliers, i.e. for major supply items comply with international environmental and labour standards, consistent with applicable law and regulations in the country of implementation of the respective Contract and the fundamental conventions of the International Labour Organisation<sup>1</sup> (ILO) and international environmental treaties and;
- (b) implement any environmental and social risks mitigation measures, as identified in the environmental and social impact assessment (ESIA) and further detailed in the environmental and social management plan (ESMP) as far as these measures are relevant to the Contract and implement measures for the prevention of sexual exploitation and abuse and gender-based violence

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<sup>1</sup> In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination.

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# **PART 2 – Supply Requirements**

## **TERMS OF REFERENCES FOR SUPPLY SEVEN (7) ROUGH TERRAIN AMBULANCE WITH MEDICAL EQUIPMENT FOR SOCIETY FOR FAMILY HEALTH (SFH) RWANDA**

### **INTRODUCTION**

The Society for Family Health (SFH) RWANDA is a local non-profit organization that supports the health sector since 2012 in areas of Health systems strengthening, Capacity building for Community Health Workers and Medical Professionals and has been partnering with the Ministry of Health in the construction and operationalization of Health posts to implement Universal Health Coverage through construction health posts under the Public Private Community Partnership (PPCP) model since 2020.

Society for Family Health (SFH) Rwanda hereby invites bids from eligible bidders specialized in the supply area of Ambulances to submit their proposals to SFH Rwanda.

The Participation is open on equal conditions to all interested domestic business supply companies or entities specialized in the field.

- a) Bidder should specify the terms and condition of the proposal
- b) The proposal validity should not be less than 90 days starting from the day of submission.

### **TECHNICAL SPECIFICATIONS OF SEVEN (7) ROUGH TERRAIN EMERGENCY AMBULANCE WITH MEDICAL EQUIPMENT, MODEL OF 2020**

#### **1. Basic Requirements and Design**

The emergency medical care vehicle, including chassis, equipment, devices, medical accessories, and electronic equipment shall be standard commercial products, tested and certified to meet or exceed the requirements of specifications for ambulances and shall comply with all motor vehicle safety standards.

The ambulance and all equipment furnished under this specification shall be the manufacturer's current commercial vehicle of the Type, Class and Configuration specified. The ambulance shall be complete with the operating accessories, as specified. It shall be furnished with such

modifications and attachments as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation.

The design of the vehicle and the specified equipment shall permit accessibility for servicing, replacement, and adjustment of component parts and accessories with minimum disturbance to other components and systems. All equipment should be "heavy duty" which shall mean in excess of the standard quantity, quality, or capacity and represents the best, most durable, strongest, etc that is commercially available.

The ambulance body and patient compartment shall be sufficient in size to transport occupants and accommodate and store the stretcher and all other medical equipment. There shall be space around the patient to permit a technician to administer life support treatment to at least one patient during transit.

Location of medical supplies and equipment shall be dictated by their relative importance and shall be readily accessible to the Emergency Medical Technician (EMT). Priority shall be given to items necessary to cope with life threatening conditions at the scene and in transit.

The equipment and supplies necessary for airway maintenance, ventilation, oxygenation, and suction shall be at the head of the action area. Items for cardiac monitoring/defibrillation, mechanized CPR, administration of intravenous fluids/medications, and the monitoring of blood pressure shall also be readily available to the EMT at the action area. Supplies, devices, tools, etc., shall be stored in enclosed compartments and drawers designed to accommodate the respective items.

All medical devices and equipment shall be stored or properly fastened in/on the action area or in cabinets or to the rail system(s) brackets.

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## 2. GENERAL REQUIREMENTS

The ambulance should have essential criteria for ambulance design, performance, properly constructed, easily maintained, equipment, appearance, and provide a practical degree of standardization for model 2020

Ambulance Class 2 ( 4x4) type (4 Wheel drive), Land Cruiser Hard Top, Wagon Body Type Tropicalized for Rwanda and east Africa territory: engine, suspension, driving Armor plating and reservoir.

Frost windows (stained in white)

Partition wall with sliding window between driver and patient compartment.

Manufactured year: **MODEL OF 2020**

Transmission 5 Speed Manual or Automatic Transmission

Fuel Type: 6 Cylinder –DIESEL

Vehicle of wide volume, minimum dimensions of the car

Length: from 5100 mm to 5300 mm

Width: from 1690 to 1800 mm

Height: from 1700 to 2200 mm

High altitude compensator

**Tire:** 225/95R 16 6J or 7.50r16-8-5.50F

Rear Wiper

Fuel Lid Opener

Mud Guards Front and Rear.

Double fuel tank at least 90 + 90 Liters

White color

Bumper in the front T-J-M BB

Fire Extinguisher 2 kg

### **Cooling Systems**

The vehicle shall come with a cooling and Heater system with temperature monitoring system

Adjustable Ventilation fan (Intake/Exhaust, adjustable Air condition the cooling system shall be a closed, air free, liquid state type with a coolant overflow recovery tank especially in the compartment patient).

Electric control panel.

Three roof lights in patient compartment with required lux

Electric Siren (3tones) with amplifier, microphone and speaker as below Specification

### **Public Address Alarm and LED Lightbar**

LED Lightbar are designed in structure of Aluminum Alloy Sole-pale, it has double layer warning effects. The dome is made with high quality polycarbonate, it is weatherproof. Light Power: 35W; Working Voltage: DC12V; Flash Frequency: 80-120 times/minute; Operating Temp: -40 to 50 Degree °C Dimension: Length: 1200mm x Width: 305mm x Height: 110mm Weight: 10-15 kgs. Color Options: Red/Blue

### **Siren System, Amplifier and Microphone**

Accessories: -Microphone - Speaker 100W - Connecting wires -Bolts screw and Fuses

### **2 Strobe Single LED Lights, Rear**

Size: Base Diameter: 162mm, Height: 128mm Voltage: DC12V, cigar lighter plug Flashing type: LED Strobe Color: Red, Blue

<b>Reverse Alarm</b> A back-up alarm located on the vehicle undercarriage and is activated when the vehicle is placed in reverse.
<b>Fog Light, rear of ambulance.</b> An adjustable floodlight fitted above the rear door of the patient compartment to illuminate the area during the stabilization and loading of a patient.
<b>Engine</b> Diesel engine 6 cylinders with injection pump emergency engine start when power is low
<b>Comfortable Suspension</b> on bad roads: supple shock absorbers and non-rigid springs (Vehicle shall be equipped with laterally matched sets (front and rear) of spring, torsion or air system components. Suspensions stabilizer bar(s) shall be furnished for lean due to normal spring tolerance variations are permitted.
<b>Ground clearance:</b> minimum 230 mm
5-speed manual transmission with four-wheel drive
Emergency engine start when power is low
<b>Chassis</b> Left hand four-wheel drive chassis with continuously straight, integral frame concept and fitted with quality radial all-terrain tyres.
The vehicle will be fitted with at least four (4) doors - one in each side of the cab in front and two in the rear (back door swing-out, type)
The cab shall be equipped with a trim level with tilt steering wheel, cruise control, power windows, door locks and air-conditioning.
The patient compartment will be supplied with on-line adjustable voltage socket with electrical inventor power back-up (for emergency light and lifesaving medical equipment) for up to 2 hours.
Storage room for Disposables, garbage bin and medical supplies
External light to illuminate accident scene.
Thermo box for specific medication storage
<b>Seats</b> Driver and co-driver seats will be bucket up and will be supplied in the rear of the vehicle. All seats will be fitted with seat belts.  Minimum of 3 seats in patient cabin (1 at the head of the patient, 2 left on side all with seat belts). Two ways Radio: the vehicle will be furnished with a solid two-way radio; the transmitter power output shall be specified.
<b>Ambulance Conversion Specifications, Sub-structure, Insulation, Reinforcement of Patient's Cabin</b>
Plywood Flooring with Vinyl Coating (Waterproof): Made of marine plywood and covered with heavy duty vinyl, washable, fungi and bacteria resistance.
Bulkhead (Partition Wall) with Sliding Window Full width and height partition bulkhead separates the driver and patient compartments, with sliding glass window for visual and sound communications. Partition separating the driver and patient compartment with sliding glass window for communication to be provided.
Complete General LED Lighting System for Patient's cabin
Electric Panel & Fuse Box
Intercom Set between Driver and Patient's Cabin, Electrical and Electronic Wiring System with 12V DC power outlet, 220 Volts Electrical Outlet with Extra Battery and Inverter
Air condition /Heater System for Patient's Cabin



Bench made of Steel with storage compartment and equipped with cushion and seatbelts: Tip-up Squad Bench with under seat storage area, Back Rests and Seatbelts. The flip up seat are fitted with hydraulic/ gas pressured hinges with seatbelts fitted for the seated passengers.
Roof Type Ventilation Fan: Well-designed ceiling mounted one way extractor which eliminates air and odours from the patient compartment and disposes them outside the ambulance.
Steel Cabinet for Medical Equipment and Medicines: The cabinets are constructed of steel and fitted to the left side of the patient compartment from floor to ceiling with storage for medication and consumables.
Oxygen Regulator with Manometer -Brass body with Chrome Nickel cover for higher resistance. -Equipped with 315 bar easy readable gauge. -Equipped with brass filter in inlet connection to prevent Entry of any germs up to 20 microns.
Oxygen Flowmeter and Humidifier: -Flowmeter shows and adjusts the level of outgoing oxygen; adjustment of level of outgoing oxygen is done by a lever on the flowmeter, by turning this lever the oxygen flow can be adjusted between 0 to 15 liter/minute, this level can be seen by means of floating ball. -Humidifier In order to humidify the out-going oxygen. The humidifier bottle be filled above the "Lower Level" and less than the "Upper Level" indexes with distilled water and connect it to the flowmeter plus check for proper connection.
Oxygen Wall Outlet: 100% Pressure testing of each outlet and cleaned for medical gas service Indexed to eliminate interchangeability of gas services Universal rough-in assembly to accept Quick Disconnects or DISS front adapters (Can be interchanged at any time)
Oxygen System related Hoses: Oxygen Hoses Tubing is used to connect all components in an oxygen system and distribute oxygen from the pressure source
Loading Ramp: Stretcher loading ramp enabling to load stretcher by one person
Emergency Hammer with Seat Belt Cutter: Specifications: -Hammer for break the car window in emergency time, - Cutting knife to cut down the safety belt, -with holder to fix in the car.
Rear Step Small Sink + Tap: 10L Fresh Water and 10L Wastewater
<b>Public Address and Warning Lights</b>
The vehicle will be fitted with a warning light system having a standard flash pattern and an electronic siren, which shall be controlled with a single throw switch in the cabin.
Ambulance mark: IMBANGUKIRAGUTABARA (both sides) Ambulance with star of life logo (in front and lateral side)
<b>Patient Transport Devices</b>
Collapsible patient transfer trolley with securing brackets as specification below: <b>Roll-in Chair Cot (New Cavalier) –</b> Automatic Loading with 10G Crash Test EN 1789 & EN 1865 'Specifications: Length: 192cm (unfolded) Width: 52cm; Cot Height: Max: 80cm Min: 20cm; Loading Height: 64cm Chair Height: 140cm; Chair Depth: 114cm; Weight: 32kg Load Limit: 180kg the latest Stretcher for increased speed. Ease of transfer of patient and is changeable to a Chair, with polymeric material on stretcher surfaces for comfort, attractiveness, and longer durability.

<p>Comes <b>with a foam mattress</b> situated above the Polymeric Board. With adjustable backrest position, swing downside arms, with undercarriage safety lock. Comes with set of three (3) restraints for patient and with front and rear fixing system.</p> <p><b>Carries 2 years Warranty,</b> Manufactured in accordance with EN 1865 and EN 1789</p>
<p>Main stretcher with locking mechanism, Four height positions for efficiency and flexibility, Head-end drop frame and foot-end lead handle for improved emergency responders' control/manoeuvrability, Improved lubrication-free, easy-roll wheels allow for greater cot mobility, Height-position adjustable backrest angle from 0 to 75 degrees allows patient to be placed, Loading and transport positions for patient comfort and safety (Anti-fall system for patient security and comfort) Mattress (Mattress is blood borne, pathogen and flame resistant with heat sealed seams), Safety belts (Patient strap),</p>
<p>Front and Rear Fixing System, Stretcher Holder/Fastener Manufactured in accordance with EN 1789</p>
<p>I.V. Hook Heavy-duty double fold down anti-sway I.V. hooks with Velcro straps attached to the ceiling. One (1) IV Hooks hold 2 IV Bags of IV Fluids</p>
<p><b>Additional Accessories</b></p> <ul style="list-style-type: none"> <li>• Scissor Type Car Jack,</li> <li>• Wheel Spanner</li> <li>• Plier Multi Grip</li> <li>• Plier Universal</li> <li>• Screwdriver Flat Head 5.5mm</li> <li>• Screwdriver Flat Head 8mm</li> <li>• Adjustable Wrench Max. 30mm</li> <li>• Combination Spanner set open ring from 10mm-19mm.</li> <li>• Towing Belt: 5 Tons 50mm Traction 10 meter</li> <li>• Toolbox to carry above items.</li> <li>• 2x Warning Triangle</li> <li>• 2x Front Fog Lamps</li> <li>• 20L Spare Fuel Can fitted in Roof Rack</li> </ul>
<p><b>3. Medical Equipment</b></p>
<p><b>Ventilation &amp; Airway Equipment</b></p>
<p>1. Portable and fixed Oxygen - (1 bottle of 10L Steel) with outlets for variable flow regulator transport ventilator</p>
<p>2. Variable flow regulator and oxygen administration equipment</p>
<p>3. Nebulizer with all accessories (paediatric and adult use)</p>
<p>4. Portable and fixed suction apparatus with wide bore tubing and variety of catheters Portable and suction pressure must be adjustable to allow neonate-adult, Constructed in Accordance with IEC 60601.1 and ISO 10079-1 Specification: Dimensions: H: 28cm x W: 32cm x D13cm Weight: 6kg Vacuum: -0.80 bar (at sea level) Displacements: 20lit/min Collection Capacity 1000ml;'-Equipped with rechargeable battery, low battery alarm, battery indicator and other advance feasibilities. With autoclavable suction jar, antibacterial filter and silicon tubes</p>
<p>5. Bag-valve masks, Kit and airways – various sizes Per the Specification below:</p>

- Type II First Aid Bag First Aid Bag made of corduroy waterproof fabric, interior frame reinforced with metal strip, lightweight, heavy duty, resistant and washable, extra visibility with reflector strips on the sides. Spacious to fit other needed items such as medications, etc.
  - Silicon Resuscitator Set with Mask and Tubing's size: Adult, Child, Infant
6. Nasopharyngeal Airways in 3 Sizes
  7. Standard Obstetric Kit

#### **Patient Monitor with Pulse Oximeter and Defibrillator**

8. Patient Monitor: TFT Display, Touch Screen Membrane Keyboard, AC Power and Internal Rechargeable battery with ECG Patient Cable, Complete MASIMO SET SPO2 Probe including extension and adult probe, NIBP Adult Cuff with coil hose and connector, Skin Temp. Probe with channels Temp. Connector

**Emergency Backpack FABP (with Resuscitation Set):** Specifications: Equipped with all devices and feasibilities required by emergencies. Contents include Respiration Items, Intubation Set, Diagnostic Items, Infusion with First Aid Surgical Devices With 1L Aluminium Oxygen Cylinder with Silicon Resuscitator Bag Size: Adult with Manual Suction VACAID Specifications: Dimension: 185mm x 180mm x 60mm

#### **Injury Prevention Equipment**

1. Appropriate restraints (seat belts, air bags) for patient, crew, and family members
2. Fire extinguisher 2Kg: Steel cylinder of high quality by means of deep drawing and painted with corrosive polyester paint (powder coating) This 2kg Portable Dry Powder fire extinguishers is effective on class A, B, C, & E fires and it is ideal for multi risk fire. Secure with mounting bracket
3. Hazardous material reference guide.
4. Traffic signalling devices (reflective material triangles or other reflective, non-igniting devices)
5. Each part or item supplied should meets regulation and norms of ambulance

#### **ADDITIONAL REQUIREMENTS FOR THE VEHICLE**

- ❖ The vehicle shall come with the manual and catalogue (French or English) of each item supplied
- ❖ Supply three (3) Emergency Medical Technician back bags
  - 1: (for air way management),
  - 2: (lower and upper splints),
  - 3: (drugs)
- ❖ The bidder will also provide a vehicle with a local private number plates (Front & Back)
- ❖ Vehicles to be provided with 12 months (One Year) comprehensive vehicle insurance Coverage.

**REQUIRED TECHNICAL DOCUMENTS THAT MUST BE SUBMITTED**

1. Bidder should provide the following information to each item/equipment:
  - a) Manufacturer:
  - b) Model:
  - c) Country of origin:
  - d) Physical address of the manufacturer:
  - e) Email of the manufacturer:
  - f) Telephone number of the manufacturer:
  - g) Physical address of the supplier:
  - h) Name and contact person of supplier:
  - i) Email of the contact person:
  - j) Telephone number of the contact person:
2. Manufacturer's authorization,
3. Catalogues with clear pictures and technical data from manufacturer,
4. Commissioning and testing of medical equipment should be done by a certified engineer/ Staff from supply Company and will be done on site upon successful physical inspection by Teams from Supplier, SFH Rwanda and MOH/RBC.
5. Supplier should provide user and technical maintenance manual, technical documents, catalogue(s) and service manual(s) with circuit diagram, parts list with part numbers.
6. Warranty period should start from the date of equipment provisional handover to client. At this time supplier should provide a detailed schedule for preventive maintenance that will be considered during the warrant period based on manufacturer's instructions and provide preventive maintenance with mentorship to the technical team during the warranty period.

**QUALIFICATIONS REQUIRED: GENERAL FIRM EXPERIENCE --**

7. The firm should have at least **three (3) years'** experience in supplying the medical equipment for the health facilities and hospital, executed similar assignments in the past **three (3) years**.
8. The bidders should provide a commitment letter for warrant period within twelve (12) months as proof of availability that spare parts will be on the market.

**TECHNICAL EVALUATION CRITERIA scored at 40%**

The Purchaser's evaluation of a bid may consider, in addition to the Bid Price quoted, using the following criteria.

- a) Delivery schedule with Lowest delivery time in Calendar days. (as per Incoterms specified in the tender) **scored at 5 marks**
-

b) Experience of at least **three (3) years** and Technical Capacity **of 35 marks**

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

- A minimum of three Supply contracts of similar Ambulance supply scope and value to the offered goods executed in the last three (5) years supported by copies of contract(s) and certificates of satisfactory completion. **scored at 30 marks.**
- Copy of Supply agreement as proof of the availability in Rwanda of spare parts and after-sales services for vehicles offered. **scored at 5 marks.**

c) **FINANCIAL CAPABILITY of 60 marks**

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

- Certified audited financial statements for the last three years (ie. 2019, 2020, and 2021) **scored at 15 marks.**
  - Price Schedule Forms- The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements; **scored at 45 marks.**
-

# Section VII. Schedule of Requirements

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## 1. List of Goods and Delivery Schedule

*[The Purchaser shall fill in this table, with the exception of the column "Bidder's offered Delivery date" to be filled by the Bidder. The item list should be identical to the Price Schedule (Section IV); alternatively, lot numbers may be used if the required delivery time is identical for all items of a lot]*

Line Item No. or Lot No.	Description of Goods	Quantity <sup>1</sup>	Physical Unit <sup>1</sup>	Named Place of Destination as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date <sup>2</sup> at named place of destination	Latest Delivery Date at named place of destination	Bidder's offered Delivery date at named place of destination <i>[to be provided by the bidder]</i>
<i>[Insert item or lot no]</i>	<i>[Insert description of Goods]</i>	<i>[Insert quantity of item to be supplied]</i>	<i>[Insert physical unit for the quantity]</i>	<i>[Insert named place of destination, typically the point-of-entry / place of customs clearance]</i>	<i>[Insert the number of days following the date of signature of the Contract]</i>	<i>[Insert the number of days following the date of signature of the Contract]</i>	<i>[Insert the number of days following the date of signature of the Contract]</i>

<sup>1</sup> Only required to be filled in case of line items being listed; not required for lots.

<sup>2</sup> Earliest delivery date is used in cases where the Purchaser cannot accept delivery before a specific date, e.g. if construction work is still under way; if there is no earliest delivery date required, leave this column blank.

## 2. Technical Specifications

*[For each item or related services, a detailed technical specification shall be provided here. It shall specify whether installation, commissioning, initial training, user's manual, warranty period, servicing, maintenance, spare parts, consumables should be included or not in the Price.]*

Bidder shall note that specifications, standards for workmanship, material and equipment, and open or hidden references to brand names or catalogue numbers, designated by the Purchaser in the Specifications, are intended to be descriptive only and not restrictive. The bidder may substitute other specifications, authoritative standards, brand names and/or catalogue numbers in its Bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are equivalent or superior to those designated in the Specifications.

All Goods offered by Bidders and supplied by the successful Bidders must be new and unused, be of the most recent or current models, and must incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

Bidders shall provide a clause-by-clause commentary (see attached table) on the Purchaser's specifications, demonstrating the Goods' and related Services' responsiveness to those specifications or a statement of deviation and exceptions to the provisions of the Purchaser's specifications. General replies to the Purchaser's specifications, such as 'acceptable', 'comply', 'yes', etc., or simply copying the Purchaser's specifications word-by-word, will be treated without exception as non-responsive during the technical evaluation; bidders are also requested to strictly refrain from self-classification of their replies to the Purchaser's specifications (such as 'better', 'compliant', 'acceptable', etc.); any statement made by the Bidder(s) must be verifiable in the provided catalogues/leaflets/literature ('custom-made' catalogues/leaflets/literature, i.e. literature specifically manufactured for this tender, and e.g. only consisting of a picture and some text, and generally appearing unprofessional, will not be accepted).



### 3. CONFIRMATION OF TECHNICAL REQUIREMENTS FORM

— (TO BE COMPLETED WITH YOUR OFFER)

ITEM #	SPECIFICATIONS REQUIRED	SPECIFICATIONS PROVIDED OF THE MODEL	RESPONSES AND/OR DEVIATIONS	COMMENT / CATALOG REFERENCE
	add specification			

Terms and Conditions	Yes	No
We confirm acceptance of the proposed Payment terms		

Delivery Time	Days/Weeks/Months
We confirm acceptance of the proposed delivery period	

Company Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Name and title of the Authorized Representative of your company:

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

\_\_\_\_\_

## Technical Evaluation

The technical evaluation shall be conducted based on a thorough comparison of the Bidder's offered specifications against the Purchaser's required specifications, using the following four (4) evaluation terms: comply (an item complies with, or exceeds, the Purchaser's specifications; the classification 'exceeds specification' shall be used rational and an excessive overspecification, e.g. in terms of capacity, size, power, shall not be considered and accepted), acceptable (an item does not fully comply with the Purchaser's specifications, has minor deviations, but fulfills perfectly well the intended purpose), borderline (an item deviates considerably from the Purchaser's specifications, but may just be considered for the purpose intended; this classification is not permitted for major items), and not comply (an item deviates to an extent not suitable for the intended purpose).

## Standards and Certifications

Standards and certifications can be a helpful requirement and complement specifications.

Standards typically refer to goods and required goods' compliance with specific standards; if national standards are used, the Purchaser should add 'or equivalent'.

If specific items are to comply with certain standards, these standards shall be stated in the Purchaser's specifications for each applicable item. Purchasers shall refrain from requesting Bidders to state to which standards their products comply, but must instead specify specific standards if so required.

Certifications typically refer to manufacturers and/or bidders.

In some cases it may be beneficial to require either the bidder or the manufacturer, or both, to be certified; the most common certification is the ISO 9000 series, and ISO 9001 in particular; however, under ISO 9001 a variety of processes can be certified (e.g. management processes, production processes, etc.), which are not always relevant for the Purchaser, and do generally not reflect on the quality of Goods offered. For specific cases (example: medical equipment/supplies: ISO 13485) manufacturer/bidder-specific certifications shall be required by the Purchaser.

## Spare Parts Requirements

Spare parts must be available on short notice, through the bidder, the bidder's local agent or the manufacturer-appointed official representative of the goods. *[In case mandatory consumables and/or spare parts are required for the proper functioning of equipment for an initial given period of time, these must be clearly listed/specified by the Purchaser in the technical specifications].*

## After Sales Service (Local Agent)

The bidder's local agent, in the Purchaser's country, must be a qualified firm handling goods' similar to those offered within their business activities, and must have at least adequate and qualified maintenance and service staff, *[Insert number; typically not less than two (2); to be proven with CVs]* certified by the manufacturer(s) where appropriate, for the goods offered by the bidder. A brief description of the local agent, including registration/licence documents and proof of tax registration shall also be provided.

## Common Specifications & Requirements

*[Please detail any common specifications, such as electrical data based on the Purchaser's country and/or Project Sites; also detail common requirements, such as climate conditions in Rwanda, under which the items will have to operate; if these common specifications and requirements differ between lots – list the common specifications and requirements separately for each lot or group of lots.]*

## Purchaser's and Supplier's Responsibilities for Installation and Work on Site

*[The Bidding Document must include a clear separation of responsibilities for installation services and general work on site, and where required must be defined for each lot separately; the below table is an example only, and shall be adapted case by case.]*

Item	Subject	Assignment	Responsibility
1	Preparation	Project Site(s), for installation and functional services	Purchaser
		Listing requirements for above	Supplier
2	Transportation	Arranging transportation and insurance CIP place of entry, and after customs clearance to each Project Site (final destination(s))	Supplier
		Storage on site in an easily accessible storage room at the Purchaser's premises	Purchaser
		Lifting and handling on site	Purchaser
		Supervision of above	Supplier
		Unpacking and checking against the contract	Purchaser and Supplier
		Processing of damages and/or insurance claims	Purchaser and Supplier
3	Installation	Foundation works for equipment (including materials)	Purchaser
		Listing requirements for above	Supplier
		Supply of utilities for installation	Purchaser
		All necessary material to connect various items into functioning systems	Supplier
		Installation	Supplier
4	Ancillary Items	Any ancillary items required for the proper operation of each item, unless part of the specifications	Purchaser
5	User Training	For items defined and listed in the specifications	Supplier

**Installation for Major Items**

*The Purchaser must clearly specify and list all items for which installation by the supplier at the Project Sites is required –the Bidders are required to include the related costs in their Price Schedule(s) under local services.*

**Initial User Training for Major Items**

*[The Purchaser must clearly specify and list all items for which user training by the supplier at the Project Sites is required –; the Bidders are required to include the related costs in their Price Schedule(s) under local services.]*

**User Manuals**

*[The Purchaser must clearly specify and list all items for which user manuals are required - this shall be done separately for each lot; the Bidders are required to include the related costs in item prices; user manuals can consist of operating manuals, maintenance and repair manuals, spare part catalogues; manuals would typically be required in a widely spoken mainstream language in the Purchaser's country, and optionally in the language of the Purchaser's country (if cost wise viable in relation to the item costs).]*

*[Example: The following items require operating manuals in English and preferably also in the language of the Purchaser's country: 12, 17, and 28.]*

**Maintenance & Consumable Requirements**

*[In exceptional cases (example: laboratory equipment, medical equipment, etc.) it may be necessary to include preventive maintenance for a given period of time (e.g. during the warranty period, including supply of consumables and/or mandatory spare parts over the same period of time; the service cost should in such case be shown in a separate column of the Price Schedule, whereas consumables and mandatory spare parts should be included as separate line items after each equipment.]*

**Environmental, Social, Health and Safety (ESHS) Requirements**

*[Whereas environmental, social, health and safety requirements are a large and important part of works tenders, they can to some extent also be important in goods' tenders; labour and environmental issues play a role during installation, and environmental issues may also be important when specifying certain items; the reference to environment is two-fold: it can refer to (i) the tendered items and their environmental impact, and/or (ii) environmental impact during the course of installation and commissioning; below are samples that shall be considered when compiling items lists and specifications for goods' tenders.]*

**Labour & Safety**

*[Installation will require labour to be used by the Supplier in the Purchaser's country, both Supplier's staff and local staff; below are some examples which will have to be adapted on a case by case basis.]*

Suppliers shall comply with and ensure that all their staff, local agents, subcontractors and subconsultants comply during installation/commissioning with core labour standards, consistent with applicable laws and regulations in the Purchaser's country, including the fundamental conventions of the International Labour Organisation (ILO).

During installation/commissioning the Supplier must ensure that all involved staff is wearing protective gear (hard hats, protective shoes, protective clothing, protective gloves, etc.). *[In cases where this requirement is applicable, and the Supplier will provide the required protective gear to its staff, it may be an option to include a certain number of such protective gear sets in each applicable lot, to be used by the Purchaser's staff during installation/handling of heavy equipment, and thereafter.]*

*[First Aid Kits may also be an option to include in the list of items including proper specifications; the contents may vary and must be adapted to the environment in which they are to be used, e.g. workshops, laboratories, etc.]*

*[Fire Extinguishers may also be an option to include in the list of items including proper specifications; the specifications may vary and must be adapted to the environment in which they are to be used, e.g. vehicles, workshops, laboratories, etc.]*

#### Environment & Health

*[If specific environmental standards apply to tendered items – e.g. vehicles – these should be stated in the specifications for each applicable item; below are some examples for (ii) which will have to be adapted on a case by case basis.]*

Suppliers shall comply with and ensure that all their staff, local agents, subcontractors and subconsultants comply during installation/commissioning with international environmental standards, consistent with applicable laws and regulations in the Purchaser's country, including international environmental treaties. *[If applicable]*

*[Complying with environmental standards could refer to: disposing oils (vehicles, machinery, transformers, etc.); disposing laboratory/medical waste produced during installation, test runs and training; disposal of non-biodegradable packing material; collection of recyclables (glass, paper, wood, etc.); etc.]*

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<b>Technical Specifications</b>		<b>ICB No. [Insert]</b>		<b>[Insert]</b>
<b>Item No.</b>	<b>Item Name &amp; Purchaser's Specifications</b>	<b>Quantity</b>	<b>Unit</b>	<b>Statement of Compliance (Bidder's Offered Item &amp; Specification)</b>
[Insert]	[Item name] [Required specifications]	[Insert]	[Insert]	[Manufacturer/Brand] [Model] [Offered specifications] <sup>1</sup>
[Insert]	[Item name] [Required specifications]	[Insert]	[Insert]	[Manufacturer/Brand] [Model] [Offered specifications]
[Insert]	[Item name] [Required specifications]	[Insert]	[Insert]	[Manufacturer/Brand] [Model] [Offered specifications]
[Insert]	[Item name] [Required specifications]	[Insert]	[Insert]	[Manufacturer/Brand] [Model] [Offered specifications]

<sup>1</sup> Bidder's shall provide a clause-by-clause commentary on the Purchaser's Specifications, demonstrating the Goods' and Services' responsiveness to those Specifications or a statement of deviations and exceptions to the provisions of the Purchaser's Specifications. General replies to the Purchaser's Specifications, such as "acceptable", "comply", "yes", etc., or simply copying the Purchaser's specifications word-by-word, will be treated without exception as non-responsive during the technical evaluation; bidders are also requested to strictly refrain from self-classification of their replies to the Purchaser's Specifications (such as "acceptable", "better", "compliant", etc.); any statement made by the Bidder's must be verifiable in the provided catalogues/leaflets ("custom-made" catalogues/leaflets, i.e. literature specifically manufactured for this tender, and only consisting of a picture and some text, and generally appearing unprofessional, will not be accepted).

## **PART 3 - Contract**

# **Section VIII. General Conditions of Contract**

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## Section VIII. General Conditions of Contract<sup>1</sup>

1. **Definitions**
- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “KfW” means the KfW Entwicklungsbank and „IFE“ means the Investitionen für Beschäftigung (Investing for Employment) GmbH;
  - (b) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein;
  - (c) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto;
  - (d) “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;
  - (e) “Day” means calendar day;
  - (f) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract;
  - (g) “GC” means the General Conditions of Contract;
  - (h) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract;
  - (i) “Purchaser’s Country” is the country **specified in the Particular Conditions of Contract (PC)**;
  - (j) “Purchaser” means the entity purchasing the Goods and Related Services, as **specified in the PC**;
  - (k) “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;
  - (l) “PC” means the Particular Conditions of Contract;
  - (m) “Subcontractor” means any natural person, private or state 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;
  - (n) “Supplier” means the natural person, private or state entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement;

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<sup>1</sup> [Text in this Section shall not be modified.]

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- (o) "The Named Place of Destination"/"Project Site," where applicable, means the place(s) **named in the PC**.
- 2. Contract Documents**      2.1 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.
- 3. Fraud and Corruption**      3.1 The IFE requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Appendix 1 to the PC.
- 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 CIP and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms **specified in the PC** and published by the International Chamber of Commerce in Paris, France.
- 4.3 Entire Agreement
- The Contract constitutes the entire agreement between the Purchaser 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 Nonwaiver
- (a) Subject to GC 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.
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- 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 PC**. 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
- 6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment 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 Purchaser. The designated party to act as lead firm with full authority shall be **specified in the PC**.
7. Eligibility
- 7.1 All Goods and Related Services to be supplied under the Contract and financed by the IFE shall have their origin in any eligible source as **specified in the PC**. For the purpose of this Clause, origin means the country where the goods have been grown, mined, 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.
8. Notices
- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address **specified in the PC**. The term "in writing" means communicated in written form with proof of receipt.
- 8.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
9. Governing Law
- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser's Country, unless otherwise **specified in the PC**.
10. Settlement of Disputes
- 10.1 The Purchaser 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.
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- 10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser 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 PC**.
- 10.3 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 Purchaser shall pay the Supplier any monies due the Supplier.
- 11. Inspections and Audit by the IFE**
- 11.1 The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep accurate and systematic accounts and records, in respect of the Goods in such form and details as will clearly identify relevant time changes and costs.
- 11.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the IFE and/or persons appointed by the IFE to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the IFE if requested by the IFE.
- 12. Scope of Supply**
- 12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
- 13. Delivery and Documents**
- 13.1 Subject to GC 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 Supplier are **specified in the PC**.
- 14. Supplier's Responsibilities**
- 14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GC Clause 12, and the Delivery and Completion Schedule, as per GC Clause 13.
- 15. Contract Price**
- 15.1 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 PC**.
- 16. Terms of Payment and Reimbursement**
- 16.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as **specified in the PC**.
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- 16.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
- 16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.
- 16.5 In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period **set forth in the PC**, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate **shown in the PC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.
- 16.6 In the event of any reimbursement, guarantee or similar claimable payments and any insurance payments under this Contract, payment shall be effected as **specified in the PC**.
- 17. Taxes and Duties**
- 17.1 For goods manufactured outside the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's Country.
- 17.2 For goods manufactured within the Purchaser's country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- 17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country as **specified in the PC**, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 18. Performance Security**
- 18.1 The Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount **specified in the PC**.
- 18.2 The proceeds of the Performance Security shall be payable to the Purchaser pursuant to GC 16.6 (reimbursement) as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3 The Performance Security shall be denominated in the currency(ies) of the Contract, and shall be in one of the format
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**stipulated by the Purchaser in the PC**, or in another format acceptable to the Purchaser.

18.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless **specified otherwise in the PC**.

## 19. Copyright

19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser 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.

## 20. Confidential Information

20.1 The Purchaser and the Supplier shall keep confidential 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 Purchaser 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 GC Clause 20.

20.2 The Purchaser 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 Purchaser for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

- (a) The Purchaser or Supplier need to share with the IFE or other institutions participating in the financing of the Contract;
  - (b) Now or hereafter enters the public domain through no fault of that party;
  - (c) Can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
  - (d) Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
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- 20.4 The above provisions of GC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
- 20.5 The provisions of GC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.
- 21. Subcontracting**
- 21.1 The Supplier shall notify the Purchaser 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.
- 21.2 Subcontracts shall comply with the provisions of GC Clauses 3 and 7.
- 22. Specifications, Standards and Spare Parts**
- 22.1 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 VII, 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 Purchaser, 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 Purchaser and shall be treated in accordance with GC Clause 33.
- 22.2 Spare Parts
- (a) The Supplier shall carry sufficient inventories to assure ex-stock supply of consumables and consumable spares. Other spare parts and components shall be supplied as promptly as possible but in any case within the number of days **specified in the PC** of placement of order.
- (b) The Supplier shall be for a period of years **specified in the PC** from the date of delivery and commissioning under obligation to supply spare parts. However, the Supplier shall, in the event of termination of production of the spare parts:
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- (i) Send an advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
    - (ii) Furnish, following such termination, at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if and when requested.
  
  - 23. Packing and Documents**
    - 23.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their named place of 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' named place of destination and the absence of heavy handling facilities at all points in transit.
    - 23.2 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 PC**, and in any other instructions ordered by the Purchaser.
  
  - 24. Insurance**
    - 24.1 Unless otherwise **specified in the PC**, the Goods supplied under the Contract shall be fully insured - in the currency(ies) of the Contract from an eligible country - 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 PC**.
  
  - 25. Transportation**
    - 25.1 Unless otherwise **specified in the PC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.
    - 25.2 The Supplier may be required to provide any or all of the following services, including additional services, if any, **specified in PC**:
      - (a) Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
      - (b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
      - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
      - (d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
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- (e) Training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- 25.3 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, 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.
- 26. Inspections and Tests**
- 26.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are **specified in the PC**.
- 26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, and/or at the Goods' named place of destination, or in another place in the Purchaser's Country as **specified in the PC**. Subject to GC Sub-Clause 26.3, 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.
- 26.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GC Sub-Clause 26.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 26.4 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 Purchaser or its designated representative to attend the test and/or inspection.
- 26.5 The Purchaser 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.
- 26.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 26.7 The Purchaser 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
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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 GC Sub-Clause 26.4.

26.8 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 Purchaser or its representative, nor the issue of any report pursuant to GC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

## 27. Liquidated Damages

27.1 Except as provided under GC Clause 32, 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 Purchaser 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 PC** 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 PC**. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GC Clause 35.

## 28. Warranty

28.1 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.

28.2 Subject to GC Sub-Clause 22.1(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 named place of destination.

28.3 Unless otherwise **specified in the PC**, 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 named place of destination **indicated in the PC**, 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.

28.4 The Purchaser 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 Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

28.5 Upon receipt of such notice, the Supplier shall, within the period **specified in the PC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

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28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **PC**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **29. Patent Indemnity**

29.1 The Supplier shall, subject to the Purchaser's compliance with GC Sub-Clause 29.2, indemnify and hold harmless the Purchaser 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 Purchaser 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.

29.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GC Sub-Clause 29.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

29.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

29.4 The Purchaser 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.

29.5 The Purchaser 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.

- 30. Limitation of Liability**      30.1 Except in cases of criminal negligence or willful misconduct,
- (a) The Supplier shall not be liable to the Purchaser, 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 Purchaser; and
  - (b) The aggregate liability of the Supplier to the Purchaser, 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 purchaser with respect to patent infringement
- 31. Change in Laws and Regulations**      31.1 Unless otherwise specified in the Contract, if after the date of twenty-eight (28) 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 the Purchaser's country 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 GC Clause 15.
- 32. Force Majeure**      32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 32.2 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 Purchaser
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in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

32.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser 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.

**33. Change Orders and Contract Amendments**

33.1 The Purchaser may at any time order the Supplier through notice in accordance GC 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.

33.2 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 twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.

33.3 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.

33.4 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.

**34. Extensions of Time**

34.1 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 GC Clause 13, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser 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.

34.2 Except in case of Force Majeure, as provided under GC Clause 32, 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 GC Clause 27, unless an extension of time is agreed upon, pursuant to GC Sub-Clause 34.1.

## 35. Termination

### 35.1 Termination for Default

- (a) The Purchaser, 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 Purchaser pursuant to GC Clause 34;
  - (ii) If the Supplier fails to perform any other obligation under the Contract; or
  - (iii) If the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GC Clause 35.1(a), the Purchaser 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 Purchaser 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.

### 35.2 Termination for Insolvency

- (a) The Purchaser 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.

### 35.3 Termination for Convenience

- (a) The Purchaser, 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 Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective;
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- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser 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.

**36. Assignment**

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

**37. Export  
Restriction**

37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, to the country of the Purchaser, 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 Purchaser and of the IFE 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 Purchaser's convenience pursuant to Sub-Clause 35.3.



## Section IX. Particular Conditions of Contract

The following Particular Conditions of Contract (PC) shall supplement and / or amend the General Conditions of Contract (GC). Whenever there is a conflict, the provisions herein shall prevail over those in the GC.

*[The Purchaser shall select / insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics.]*

<b>GC 1.1(i)</b>	The Purchaser's country is: <i>[Insert name of the Purchaser's Country]</i>
<b>GC 1.1(j)</b>	The Purchaser is: <i>[Insert complete legal name of the Purchaser]</i>
<b>GC 1.1 (o)</b>	The Named Place of Destination(s) is/are: <i>[Insert name(s) and detailed information on the location(s) for import purposes (DAP delivery)]</i> The Project Site(s) is/are: <i>[Insert name(s) and detailed information on the location(s) of the site(s) for final delivery, installation and training purposes]</i>
<b>GC 4.2</b>	The version edition of Incoterms shall be Incoterms 2010. <i>[Update when required]</i> However, the definition of the place and date associated with "delivery" is modified as follows: <ul style="list-style-type: none"> <li>(a) Under "DAP" Incoterms defines "delivery" as the place and date where risk transfers from the seller to the buyer.</li> <li>(b) In these Bidding Documents, when using "DAP" and not referring to the transfer of risk, the term "delivery" shall be interpreted as the date and place where the Goods and Related Services arrive at the named place of destination, and this date shall be reflected in the Delivery and Completion Schedule.</li> </ul>
<b>GC 5.1</b>	The governing and communication language shall be English.
<b>GC 6.1</b>	The designated party to act as lead firm with full authority is: <i>[Insert complete legal name of the lead firm]</i>
<b>GC 7.1</b>	Goods and services from countries under embargo from Germany, the European Union or the United Nations are not eligible. Goods and services from countries which are legally barred in the country of the contracting agency.

<p><b>GC 8.1</b></p>	<p>For <b>notices</b>, the <b>Purchaser's</b> address shall be:  Attention: <i>[Insert full name of person, if applicable]</i>  Street Address: <i>[Insert street address and number]</i>  City: <i>[Insert name of city or town]</i>  Country: <i>[Insert name of country]</i>  Telephone: <i>[Include telephone number, including country and city codes]</i>  Electronic mail address: <i>[Insert e-mail address, if applicable]</i></p> <p>For <b>notices</b>, the <b>Supplier's</b> address shall be:  Attention: <i>[Insert full name of person, if applicable]</i>  Street Address: <i>[Insert street address and number]</i>  City: <i>[Insert name of city or town]</i>  Country: <i>[Insert name of country]</i>  Telephone: <i>[Include telephone number, including country and city codes]</i>  Electronic mail address: <i>[Insert e-mail address, if applicable]</i></p>
<p><b>GC 9.1</b></p>	<p>The governing law shall be the law of: <i>[Insert either the Purchaser's country or Germany]</i></p>
<p><b>GC 10.2</b></p>	<p>The rules of procedure for arbitration proceedings pursuant to GC Clause 10.2 shall be as follows:</p> <p><i>[The bidding documents should contain one clause to be retained in the event of a Contract with a foreign Supplier and one clause to be retained in the event of a Contract with a Supplier who is a national of the Purchaser's country. At the time of finalizing the Contract, the respective applicable clause should be retained in the Contract. The following explanatory note should therefore be inserted as a header to GC 10.2 in the bidding document.</i></p> <p><i>"Clause 10.2 (a) shall be retained in the case of a Contract with a foreign Supplier and clause 10.2 (b) shall be retained in the case of a Contract with a national of the Purchaser's country."</i></p> <p><b>(a) Contract with foreign Supplier:</b></p> <p><i>[For contracts entered into with foreign suppliers, International commercial arbitration may have practical advantages over other dispute settlement methods. The IFE should not be named as arbitrator, nor should it be asked to name an arbitrator. Among the rules to govern the arbitration proceedings, the Purchaser may wish to consider the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules of 1976, or the Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC).]</i></p> <p><b><i>If the Purchaser chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:</i></b></p> <p>GC 10.2—Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p><b><i>If the Purchaser chooses the Rules of ICC, the following sample clause should be inserted:</i></b></p>

	<p>GC 10.2—All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.</p> <p><b>(b) Contracts with Supplier national of the Purchaser's country:</b></p> <p>In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser's country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser's country.</p>
<p><b>GC 13.1</b></p>	<p><b>For Goods from within the Purchaser's country:</b></p> <p>Upon delivery of the Goods EXW or to the transporter, the Supplier shall notify the Purchaser and submit the following documents to the Purchaser:</p> <ul style="list-style-type: none"> <li>(i) Original and <i>[one]</i> copy of the Supplier's invoice showing Goods' and Related Services' description, quantity, unit price, and total amount;</li> <li>(ii) Original delivery note, railway receipt, or truck receipt;</li> <li>(iii) Original insurance certificate <i>[If applicable,</i></li> <li>(iv) Original Manufacturer's or Supplier's warranty certificate;</li> <li>(v) Original inspection certificate, issued by the nominated inspection agency <i>[If applicable, otherwise delete]</i>, and the Supplier's factory inspection report;</li> <li>(vi) Certified certificate of origin: original and <i>[Insert number of copies]</i> copies; origin to be certified by the Chamber of Commerce in the supplier's country; and</li> <li>(vii) Any other document that may be required in specific cases.</li> </ul> <p>The above documents shall be received by the Purchaser before shipping of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p>
<p><b>GC 15.1</b></p>	<p>The prices charged for the Goods supplied and the related Services performed <i>[Insert "shall" or "shall not", as appropriate; the default choice shall be "shall not"]</i> be adjustable.</p> <p>If prices are adjustable, the following method shall be used to calculate the price adjustment <i>[see attachment to these PC for a sample Price Adjustment Formula]</i>.</p>
<p><b>GC 16.1</b></p>	<p>GC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>Methods of Payment:</b></p> <p>Payments shall be made using the IFE's <i>[Insert "Direct Disbursement" or "Simplified Direct Disbursement" or "Disposition Funds", as appropriate]</i> procedure.</p> <p><b>Payment for Goods and Services supplied from within the Purchaser's country:</b></p> <p>Payment for Goods and Services supplied from within the Purchaser's country shall be made in <i>[Insert currency of the Contract Price]</i>, as follows:</p> <ul style="list-style-type: none"> <li>(i) <b>Advance Payment<sup>2</sup>:</b> Ten (10) percent of the Contract Price shall be paid through the payment method stipulated above within fifteen (15) days of signing of the Contract by both parties, against submission of a satisfactory Performance Guarantee equal to 10%, for equivalent amount valid until the Goods are delivered to the final destination(s); guarantees shall be in the form provided in the bidding documents;</li> <li>(ii) <b>On Delivery:</b> Eighty (80) percent of the Contract Price of the Goods delivered and Related Services provided shall be paid through the payment method stipulated above within fifteen (15) days from provisional acceptance of the Goods by the</li> </ul>

	<p>Purchaser [typically done after delivery to and installation/commissioning/training at the final destination(s)], upon (i) submission of documents specified in GC Clause 13, (ii) presentation of the Purchaser's provisional acceptance certificate [which shall be issued by the Purchaser within fifteen(15) days from the successful distribution/installation/commission/training (whichever is the latter)], and (iii) subject to a satisfactory Performance Guarantee; together with this payment the Advance Payment Guarantee shall be released;</p> <p>(iii) <b>On Final Acceptance:</b> The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within fifteen (15) days from the date of the final acceptance certificate (typically issued after completion of the warranty period) for the respective delivery issued by the Purchaser; subject to a satisfactory Performance Guarantee covering the full warranty period, this payment shall be made together with (ii) above.</p>
<b>GC 16.1</b>	<p>Payment to the Supplier of the amounts due in each currency shall be made into the following bank accounts:</p> <p><i>[Insert bank account details at the time of contract signing]</i></p>
<b>GC 16.5</b>	<p>GC 16.5 does not apply to this Contract, and no interest payments will be made. <i>[This is the default option for IFE-funded Contracts; the not applicable option shall be deleted]</i></p> <p><b>Or</b></p> <p>The payment-delay period after which the Purchaser shall pay interest to the supplier shall be <i>[30]</i> days.</p> <p>The interest rate for payments in RWF that shall be applied is <i>1/1000 per day of delay</i></p>
<b>GC 16.6</b>	<p>Reimbursement payments shall be made to IFE to the following bank account:</p> <p>Account holder: KfW Entwicklungsbank  Account number: 38 000 000 00  Branch code (BLZ): 500 204 00  Account number (IBAN): DE53 5002 0400 3800 0000 00  SWIFT/BIC: KFWIDEFF</p> <p>Payment to be made for the account of the <i>[Insert complete legal name of the Purchaser]</i> of <i>[Insert name of the Purchaser's Country]</i>.</p>
<b>GC 17.3</b>	<p>The following taxes, duties and fees exemptions apply to the Contract: <i>[Insert list of tax exemptions for goods supplied from abroad, for goods supplied within Rwanda, and for related services, or state "none" if no such tax exemptions are available]</i></p>
<b>GC 18.1</b>	<p>The amount of the Performance Security shall be: <i>[insert amount]</i></p> <p><i>[The amount of the Performance Security is usually expressed as a percentage of the Contract Price. The percentage varies according to the Purchaser's perceived risk and impact of non-performance by the Supplier. A 5% percentage is used under normal circumstances]</i></p>

<b>GC 18.3</b>	<p>The Performance Security shall be in the form of: <i>[Insert “a Bank Guarantee” or” a Performance Bond”]</i></p> <p>The Performance security shall be denominated in <i>[Insert “the currencies of payment of the Contract, in accordance with their portions of the Contract Price”]; if the Contract Price is expressed in RWF only,</i></p>
<b>GC 18.4</b>	N/A
<b>GC 22.2(a)</b>	The number of days shall be: 15].
<b>GC 22.2 (b)</b>	The number of years shall be: 5].
<b>GC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: <i>[Insert in detail the type of packing required, the markings in the packing and all documentation required].</i>
<b>GC 24.1</b>	<p>The insurance coverage shall be as follows:</p> <p>Up to <i>[Insert name of the Purchaser’s Country]</i> “(final destination/s) in an amount equal to 110% of the Contract Price <i>[DAP value plus all required local services]</i> from “warehouse to warehouse” on “All Risks” basis including War Risks and Strike Clauses. The Institute War Clauses do not apply for land transport (rail or road).</p>
<b>GC 25.1</b>	<p>Responsibility for transportation of the Goods shall be as specified in the Incoterms. <i>[Only applies to DAP deliveries, without requirement for inland transportation]</i></p> <p>If not in accordance with Incoterms, responsibility for transportations shall be as follows: <i>[Insert “The Supplier is required under the Contract to ship the Goods DAP point of entry / point of customs clearance (enter place) and after completion of customs clearance by the Purchaser to transport the Goods to a specified named place of destination within the Purchaser’s country, defined as the Project Site; transport to such named place of destination in the Purchaser’s country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price”; or any other agreed upon trade terms (specify the respective responsibilities of the Purchaser and the Supplier)]</i></p>
<b>GC 25.2</b>	<p>Incidental services to be provided are:</p> <p><i>[Selected services covered under GC Clause 25.2 and/or other should be specified with the desired features. The price quoted in the bid price or agreed with the selected Supplier shall be included in the Contract Price.]</i></p>
<b>GC 26.1</b>	The inspections and tests shall be: <i>[Insert nature, frequency, procedures for carrying out the inspections and tests, or state “as specified in Section VII - Schedule of Requirements”]</i>
<b>GC 26.2</b>	The Inspections and tests shall be conducted at: SGHP
<b>GC 27.1</b>	The liquidated damage shall be: <i>[0.5%]</i> % per week
<b>GC 27.1</b>	The maximum amount of liquidated damages shall be: <i>[Insert number, usually 10%]</i> %

<b>GC 28.3</b>	<p>The period of validity of the Warranty shall be: <i>[14 months]</i> months from acceptance of the Goods or: <i>[24 months]</i> from the date of shipment, whichever occurs earlier.</p> <p>GC 28.3 - In partial modification of the provisions, the warranty period shall be <i>[Insert number]</i> hours of operation or <i>[Insert number]</i> months from date of acceptance of the Goods or <i>[Insert number]</i> months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:</p> <p>(a) Make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with PC 4;</p>
<b>GC 28.5 and GC 28.6</b>	<p>The period for repair or replacement shall be: <i>[5]</i> days.</p>

## Attachment 1 to Particular Conditions of Contract

# IFE Policy – Sanctionable Practice – Social and Environmental Responsibility

### 1) Sanctionable Practice

The PEA and the Contractors (including all members of a Joint Venture and proposed or engaged Subcontractors) must observe the highest standard of ethics during the Tender Process and performance of the Contract.

By signing the Declaration of Undertaking the Contractors declare that (i) they did not and will not engage in any Sanctionable Practice likely to influence the Tender Process and the corresponding Award of Contract to the PEA's detriment, and that (ii) in case of being awarded a Contract they will not engage in any Sanctionable Practice.

Moreover, IFE requires to include in the Contracts a provision pursuant to which Contractors must permit IFE and in case of financing by the European Union also to European institutions having competence under European law to inspect the respective accounts, records and documents relating to the Tender Process and the performance of the Contract, and to have them audited by auditors appointed by IFE.

IFE reserves the right to take any action it deems appropriate to check that these ethics rules are observed and reserves, in particular, the rights to:

- (a) reject an Offer for Award of Contract if during the Tender Process the Bidder who is recommended for the Award of Contract has engaged in Sanctionable Practice, directly or by means of an agent in view of being awarded the Contract;
- (b) declare mis procurement and exercise its rights on the ground of the Funding Agreement with the PEA relating to suspension of disbursements, early repayment and termination if, at any time, the PEA, Contractors or their legal representatives or Subcontractors have engaged in Sanctionable Practice during the Tender Process or performance of the Contract without the PEA having taken appropriate action in due time satisfactory to IFE to remedy the situation, including by failing to inform IFE at the time they knew of such practices.

IFE defines, for the purposes of this provision, the terms set forth below as follows:

<b>Coercive Practice</b>	The impairing or harming, or threatening to impair or harm, directly or indirectly, any person or the property of the person with a view to influencing improperly the actions of a person.
<b>Collusive Practice</b>	An arrangement between two or more persons designed to achieve an improper purpose, including influencing improperly the actions of another person.
<b>Corrupt Practice</b>	The promising, offering, giving, making, insisting on, receiving, accepting or soliciting, directly or indirectly, of any illegal payment or undue advantage of any nature, to or by any person, with the intention of influencing the actions of any person or causing any person to refrain from any action.

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- Fraudulent Practice** Any action or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a person to obtain a financial benefit or to avoid an obligation.
- Obstructive Practice** Means (i) deliberately destroying, falsifying, altering or concealing evidence material to the investigation or the making of false statements to investigators, in order to materially impede an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice, or threatening, harassing or intimidating any Person to prevent them from disclosing their knowledge of matters relevant to the investigation or from pursuing the investigation, or (ii) any act intended to materially impede the exercise of IFE's access to contractually required information in connection with an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice.
- Sanctionable Practice** Any Coercive Practice, Collusive Practice, Corrupt Practice, Fraudulent Practice or Obstructive Practice (as such terms are defined herein) which is unlawful under the Financing Agreement.

## 2) **Social and Environmental Responsibility**

Projects financed in whole or partly in the framework of Financial Cooperation have to ensure compliance with international Environmental, Social, Health and Safety (ESHS) standards (including issues of sexual exploitation and abuse and gender based violence) Contractors in IFE-financed projects shall consequently undertake in the respective Contracts to:

- (a) comply with and ensure that all their Subcontractors and major suppliers, i.e. for major supply items comply with international environmental and labour standards, consistent with applicable law and regulations in the country of implementation of the respective Contract and the fundamental conventions of the International Labour Organisation<sup>1</sup> (ILO) and international environmental treaties and;
- (b) implement any environmental and social risks mitigation measures, as identified in the environmental and social impact assessment (ESIA) and further detailed in the environmental and social management plan (ESMP) as far as these measures are relevant to the Contract and implement measures for the prevention of sexual exploitation and abuse and gender-based violence..

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<sup>1</sup> In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination.

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### Attachment: Price Adjustment Formula<sup>1</sup>

If in accordance with GC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.1 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[ a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- $P_1$  = adjustment amount payable to the Supplier;
- $P_0$  = Contract Price (base price);
- $a$  = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent;
- $b$  = estimated percentage of labor component in the Contract Price;
- $c$  = estimated percentage of material component in the Contract Price;
- $L_0, L_1$  = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively;
- $M_0, M_1$  = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients  $a$ ,  $b$ , and  $c$  as specified by the Purchaser are as follows:

$a = [insert\ value\ of\ coefficient]$

$b = [insert\ value\ of\ coefficient]$

$c = [insert\ value\ of\ coefficient]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment =  $[insert\ number\ of\ weeks]$  weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment;
- (b) If the currency in which the Contract Price  $P_0$  is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above;
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

<sup>1</sup> Delete if no price adjustment is permitted in GC 15.1.

# Section X. Contract Forms

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

## Table of Forms

<b>Letter of Acceptance</b> .....	<b>107</b>
<b>Contract Agreement</b> .....	<b>108</b>
<b>Performance Security</b> .....	<b>110</b>
<b>Advance Payment Security</b> .....	<b>111</b>

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## Letter of Acceptance

*[Use letterhead paper of the Purchaser]*

*[Insert date]*

To: *[Insert name and address of the Supplier]*

Subject: **Notification of Award Contract No. *[Insert contract number]***

This is to notify you that your Bid dated *[Insert date]* for execution of the *[Insert name of the contract and identification number, as given in the PC]* for the Accepted Contract Amount of *[Insert contract price in numbers and words including code and name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by the undersigned Purchaser.

You are requested to furnish the Performance Security within eight (8) days in accordance with the Conditions of Contract, using for that purpose the Performance Security Form included in Section X, Contract Forms, of the Bidding Documents.

Authorized Signature:

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Name and Title of Signatory:

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Name of Institution:

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**Attachment: Contract Agreement<sup>1</sup>**

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<sup>1</sup> If the Purchaser cannot send the contract agreement together with the letter of acceptance, it must be sent electronically to the Supplier within a reasonable period of time not exceeding ten days; for the purpose of issuing the required Performance Guarantee, the supplier must be advised of the Contract date.

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# Contract Agreement

THIS AGREEMENT made

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

BETWEEN

- (1) *[Insert complete name of Purchaser]*, a/an *[Insert description of type of legal entity, for example, an agency of the Ministry of .... of the State of {Insert name of Country of Purchaser}, or corporation incorporated under the laws of {Insert name of Country of Purchaser}]* and having its Principal place of business at *[Insert address of Purchaser]* (hereinafter called "the Purchaser"), and
- (2) *[Insert name of Supplier]*, a corporation incorporated under the laws of *[Insert: country of Supplier]* and having its Principal place of business at *[Insert address of Supplier]* (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and 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 Contract documents referred to.
  2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
    - (a) The Letter of Acceptance;
    - (b) The Bid Submission Form and Appendix to Bid Submission Form (including the signed Declaration of Undertaking);
    - (c) The Addenda Nos. \_\_\_\_\_ (if any);
    - (d) Particular Conditions of Contract, including Annex 1;
    - (e) General Conditions of Contract;
    - (f) The Specification (including Schedule of Requirements and Technical Specifications);
    - (g) The completed Bidding Forms (including Price Schedules); and
    - (h) Any other document listed in GC as forming part of the Contract.
  3. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
  4. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
  5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
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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 country]* on the day, month and year indicated above.

For and on behalf of the Purchaser<sup>2</sup>:

Signed: *[Insert signature]*

In the capacity of *[Insert title or other appropriate designation]*

In the presence of *[Insert identification of official witness]*

For and on behalf of the Supplier:

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

In the capacity of *[Insert title or other appropriate designation]*

In the presence of *[Insert identification of official witness]*

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<sup>2</sup> In cases where the Purchaser is different from the Beneficiaries of the Contract, it may be advisable to have authorized representatives from the Beneficiary Institutions sign as witnesses, accepting the Goods to be supplied.

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## Performance Security

**Beneficiary:** *[Insert name and Address of Purchaser]*

**Date:** *[Insert date of issue]*

**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[Insert name and address of supplier, which in the case of a joint venture shall be the name and address of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[Insert reference number of the contract]* dated *[Insert contract date]* with the Beneficiary, for the supply of *[Insert object of the contract and brief 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 for *[Insert percentage in words and figures]* % of the contract price.

Waiving all objections and defences, we, as Guarantor, hereby irrevocably and independently undertake to pay the Beneficiary, any sum or sums not exceeding in total an amount of *[Insert guarantee amount and currency in words and figures]*<sup>3</sup> upon receipt by us of the Beneficiary's first demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for the demand or the sum specified therein.

In the event of any claim under this guarantee, payment shall be effected to *[purchaser's account to be provided]*, for the account of *SFH Rwanda in Rwanda*.

This guarantee shall expire not later than *[Insert expiry date]*<sup>4</sup>.

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

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

*[As preferred option regarding guarantee rules insert<sup>5</sup>: This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.]*

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Place, date

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Guarantor's authorized signature(s)

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<sup>3</sup> This guarantee shall be issued in the contract currency only.

<sup>4</sup> Pursuant to GC Clause 18.4 the guarantee shall be valid for at least 28 days from the date of contractual contract completion (including warranty obligations).

<sup>5</sup> In the case the issuing bank will not add the preferred option, the following must be added instead: This guarantee is governed by the laws of *[Insert country of jurisdiction]*. Note: the country of jurisdiction shall be the country where the bank's branch issuing the guarantee is physically located.

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## Advance Payment Security

**Beneficiary:** *[Insert name and Address of Purchaser]*

**Date:** *[Insert date of issue]*

**ADVANCE PAYMENT GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[Insert name and address of supplier, which in the case of a joint venture shall be the name and address of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[Insert reference number of the contract]* dated *[Insert contract date]* with the Beneficiary, for the supply of *[Insert object of the contract and brief description of Goods and related Services]* (hereinafter called "the Contract"). Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[Insert amount and currency in words and figures]*<sup>6</sup>, representing *[Insert percentage in words and figures]* % of the contract price, is to be made against an advance payment guarantee.

Waiving all objections and defences, we, as Guarantor, hereby irrevocably and independently undertake to pay the Beneficiary, any sum or sums not exceeding in total an amount of *[Insert guarantee amount and currency in words and figures]* upon receipt by us of the Beneficiary's first demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for the demand or the sum specified therein.

The advance payment guarantee shall come into force and effect as soon as the advance payment has been credited to the Applicant on its account. Minor deductions of the above mentioned amount notably due to bank fees shall have no effect on the entry into force.

In the event of any claim under this guarantee, payment shall be effected to Society for Family Health (SFH) Rwanda, located in Rwanda].

This guarantee shall expire not later than *[Insert expiry date]*.

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

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

*[As preferred option regarding guarantee rules insert<sup>7</sup>: This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.]*

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Place, date

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Guarantor's authorized signature(s)

<sup>6</sup> This guarantee must be issued in the contract currency only.

<sup>7</sup> In the case the issuing bank will not add the preferred option, the following must be added instead: This guarantee is governed by the laws of *[Insert country of jurisdiction]*. Note: the country of jurisdiction shall be the country where the bank's branch issuing the guarantee is physically located.