

**Section Four: Bid Forms**

**For the Contracts of Supplying Commodities**

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## **Bidder's Information Form**

*[The bidder shall fill out this form according to the information listed below. No amendment to this form shall be allowed, and no alternative shall be accepted]*

*Date: [Insert the Bid's submission date (day/month/year)]*

*National competitive Bid's number: [Insert Bid's No.]*

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*1- Bidder's Legal Name: [Insert Bidder's Name]*

*2- In the event of Joint Venture Bidder, the legal name of each partner: [Insert the legal name of each partner in the JV]*

*3- The country in which the Bidder is actually registered or it intends to be registered therein: [Insert country]*

*4- Bidder's registration year: [Insert registration year]*

*5- Bidder's official address in its country of registration: [Insert address]*

*6- Information of Bidder's authorized representative:*

*Name: [Insert authorized representative's name]*

*Address: [Insert authorized representative's address]*

*Tel./Fax: [Insert authorized representative's tel. and fax]*

*Email: [Insert authorized representative's email]*

*7- Attached photocopies of original documents: [Check if the original documents are attached]*

*- The articles of incorporation of the company stated in 1 above, as per sub-Para 4-1 and 4-2/Instructions to Bidders.*

*- In the event of a JV bidder, shall be attached a letter of incorporation of the joint venture or a joint agreement as per sub-Para 4-1/Instructions to Bidders.*

*- In the event of a State owned organization, shall be submitted the documents proving the organization's legal and financial independence according to law, as per sub-Para 4-5/Instructions to Bidders.*

## **JV's Partners Information Form**

*[The Bidder shall fill out this form according to the instructions stated below] Date:*

*[Insert the Bid's submission date (day/month/year)]*

*Local competitive Bid's number: [Insert Bid's No.]*

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*1- Bidder's Legal Name: [Insert Bidder's Name]*

*2- Legal Name of the Joint Venture: [Insert the legal name of each partner in the JV]*

*3- The country in which the Bidder is actually registered or it intends to be registered therein:  
[Insert country]*

*4- Bidder's registration year: [Insert registration year]*

*5- Bidder's official address in its country of registration: [Insert address]*

*6- Information of Bidder's authorized representative of the joint venture:*

*Name: [Insert authorized representative's name of the joint venture]*

*Address: [Insert authorized representative's address of the joint venture]*

*Tel./Fax: [Insert authorized representative's tel. and fax of the joint venture]*

*Email: [Insert authorized representative's email of the joint venture]*

## **Bid Submission Form**

*[The Bidder shall fill out this form according to the instructions stated below. No amendment to this form shall be allowed, and no alternative shall be accepted]*

*Date: [Insert Bid's submission date (date/month/year)]*

*National competitive Bid's number: [Insert Bid's No.] Bid*

*Invitation No.: [Insert Invitation's No.]*

*Alternative No.: [Insert Reference No. if it is alternative Bid]*

*To: [Insert Buyer's full name]*

*We, the signatories below, acknowledge that:*

- a- We have studied the Bid documents and we have no reservations thereon, including the annexes: [Insert number and date of issuance of each annex],*
- b- We offer provision of the following commodities and related services in accordance with the Bid Documents and the delivery schedule specified in the Schedule of Requirements [Insert summary description of the commodities and related services],*
- c- The total price of our Bid, to except for the discounts offered in (d) below: [Insert total price in writing and in figures],*
- d- Discounts offered and method of application are:  
Discounts: If our Bid is accepted, we shall apply the following discounts. [Specify in details each discount offered and on which of the items in the Schedule of Requirements it shall be applied],  
Method of discounts applications: Discounts are applied employing the following method: [Specify in details the method to be employed in discounts application],*
- e- Our Bid shall be valid throughout the period of time specified in sub-Para 20-1/Instructions to Bidders from the Bid deadline as specified in sub-Para 24-1/Instructions to Bidders; it remains binding to us and is accepted any time prior to the expiry of validity period,*
- a- We pledge, in the event our Bid is accepted, to submit a **good** performance guarantee as per article 44/Instructions to Bidders and 18/General Conditions of the Contract, as well as signing the Contract as per article 43 and according to the timings stipulated in the Bid Data Sheet. Otherwise, we shall undertake all legal actions taken against us, to include confiscation of the Bid guarantee by us and charging us with the price difference resulting from awarding the tender to another bidder.*
- g- We, including the subcontractors or suppliers of any part of the Contract, holding the citizenship of eligible countries (insert the Bidder's citizenship as well as the citizenship of all parties involved in the offer, in the event of JV Bidder) and the citizenship of each subcontractor supplier.*
- h- We have no conflict of interests as per sub-Para 4-2/Instructions to Bidders,*
  - i- Our company or any of its subsidiaries or affiliates, to include subcontractors or suppliers for any part of this Contract, had never been deemed eligible according to the Law of Iraq and the official provisions **and our activities have not been suspended or being included in the black list by the Ministry of Planning** as per Para 4-3/Instructions to Bidders;*

j- Fees, commissions and gratuities, as follow, which are or to be disbursed for completing the Bid or executing the Contract: [Insert full name and full address of each recipient, reason for disbursement, amount and currency]

<i>Recipient's Name</i>	<i>Address</i>	<i>Reason</i>	<i>Amount</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*(if no payment is or to be disbursed, insert "None")*

k- We realize that the Bid and the letter of award attached to your written consent constitute a binding contract between us until setting up and signing the formal contract,

l- We realize that you are not obliged to accept the lowest price bid or any other bid you receive.

*Signature: [Insert signature and title of the mentioned person]*

*In its capacity: [Insert official capacity of the delivery form signatory]*

*Name: [Insert full name of the person to sign the Bid's submission form]*

*Duly authorized to sign the Bid on behalf of: [Insert full name of Bidder]*

*Signed on \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_*

*[Insert signing date]*

## **Schedule Form of Prices**

*[The bidder has to fill the schedule form of prices according to the instructions written hereunder, and the items list in the first column of the schedule of prices must conform to the list of commodities and related services and specified by the buyer in the schedule of requirements].*

**Bill of Quantities**

				Date: Competitive Bid No.: Alternate No.: Page No.:      From:		
1	2	3	4	5	6	7
<b>Item No.</b>	<b>Commodities Description</b>	<b>Date of Delivery</b>	<b>Quantities and Units</b>	<b>Unit Price DDP delivered to warehouses</b>	<b>Total Price of each Item</b>	<b>Country of Origin</b>
<i>[Insert no. of each item]</i>	<i>[Insert names of commodities]</i>	<i>[Insert date of delivery]</i>	<i>[Insert units numbers that must be provided and names of units]</i>	<i>[Insert unit price]</i>	<i>[Insert total price of each item]</i>	
<b>Total Price: Commodities</b>						

*To specify the method of commercial selling in the condition of declaration whether CIP, FOB, C&F, CIF ... etc according to INCOTERM.*



## **Bid Guarantee Form (Bank Guarantee)**

*[The bank fills this bank guarantee form according to the instructions aforementioned between the brackets.]*

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*[Insert the Name of the Bank, Address of the Branch or the Issuing Bureau]*

**Beneficiary:** *[Insert the name and address of the Buyer]*

**Date:** *[Insert Date]*

**Bid Guarantee No.:** *[Insert Number]*

*We were informed that [Insert name of bidder] (hereinafter called "Bidder") has given you his bid dated [Insert Date] (hereinafter called "Bid") to implement [Insert Name of Contract].*

*Moreover, we are aware, according to your conditions that bids must be supported by a bid guarantee.*

*According to the request by the bidder, we [Insert Name of Bank] are committed according to this document to pay you any amount or amounts that does not exceed in total the amount of [Insert amount in numbers] ([Insert amount in writing]) Iraqi Dinar once we receive from you the first written request accompanied by a written affidavit stating that the bidder has violated his obligation (obligations) under the conditions of the bid, because the bidder:*

*(A) Has withdrew his bid during the validity period of the bid specified in the bid form, or*

*(B) Informing him that his bid was accepted by the buyer during the validity period of the bid:*

*(1) Failing or refusing to implement the contract form, if required, or*

*(2) Failing or refusing to submit a good performance guarantee according to the instructions to bidders.*

*The validity period of this bid guarantee ends:*

*A) If the bidder was awarded the bid, once we receive the contract copies signed by the bidder and good performance guarantee issued to you by the bidder, or*

*B) If the bid was not awarded to the bidder, if preceded by:*

*(1) Our receipt of a copy of your notification to the bidder that the bid was not awarded, or*

*(2) After twenty eight days from the completion of validity period of the bidder's bid.*

*Therefore, any request to pay under this guarantee must be received by us in the bureau at that date or before it.*

*This guarantee is subject to the unified laws of the guarantees request, **issued according to the Iraqi Law.***

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*[Signature (signatures) representative (representatives) authorized (authorized)]*

## **Authorization of the Manufacturing Party**

*The bidder has to request from the manufacturing party to fill this form according to the specified instructions. This letter of authorization shall be on paper with a logo of the manufacturing party and signed by the person authorized to sign the required documents for the factory, and the bidder shall enclose them in his bid if referred to in the bid data sheet.*

*Date (Insert the date, day/month/year to submit the bid)*

*No. of general tender (Insert number of tender)*

*Alternate No. (Insert identification number if the bid was for an alternate person)*

*To (Insert name of buyer)*

*Where*

*We (Insert full name of factory), the official manufacturers of (Insert type of the manufactured material), we own the plants located on (Insert full address of plants owned by the manufacturing party), we authorize (Insert full name of bidder) to submit his bid which includes supplying of commodities listed later on and manufactured by us (insert name of commodity with a brief description), we authorize him to negotiate and sign the contract.*

*Hereby, we submit this complete guarantee and undertaking according to the provisions of Para (27) of the general conditions of the contract for commodities offered by the bidder.*

*Signature (Insert signatures of the authorized representative personnel for the manufacturing party)*

*Name (Names of authorized representatives of the manufacturing party)*

*Position (Insert position)*

*Duly authorized to sign this authorization on behalf of (Insert full name of the bidder)*

*Signature (Insert signature)*

*Date (Day/Month/Year)*