



Tender Dossier For “Supply of Animal fodder in the South East of Hebron Governorate”

Application Forms

**Tender reference:
[HRF/OPT/0355/087 - 001]**

1. Timetable

	DATE	TIME *
Clarification meeting / site visit (if any)	25/08/2011	16:00
Deadline for requesting any clarifications from the Contracting Authority	03/09/2011	12:00
Last date on which clarifications can be issued by the Contracting Authority	04/09/2011	12:00
Deadline for the submission of tenders	09/09/2011	12:00
Tender opening session	09/09/2011	18:00
Notification of award to the successful tenderer	Within 3 days after opening session **	-
Signature of the contract	Minimum 7 days after the award notice	-

* All times are in the time zone of the country of publication of the tender

** Provisional date

2. Supplies to be provided

- 2.1. The subject of the contract is the supply by the Contractor of the following goods: **403 MT of animal fodder (Barley, Wheat Bran and integrators)** as described in Annex V of this Application Form.
- 2.2. The amount to be provided may increase or decrease within a range of 25% without any change in the unit price.
- 2.3. The supply must comply with the specification set out in Annex V of this Application Form.
- 2.4. Tenderers are not authorised to tender for a variant in addition to the present tender.

3. Submission of the Tender

- 3.1. Tenders must be received before the deadline specified in the timetable above that is, **9th September 2011 at 12:00**. They must include the Tender submission forms from the **Annex I to the Annex VII of the Tender Dossier - Application Forms, a copy of VAT company registration and the tender guarantee** and be sent or delivered by hand to the following addresses:

**OXFAM ITALIA c/o Union of Agricultural Work Committees
Hebron Office
(for location, please call 02-2227447)
or**

**OXFAM ITALIA Jerusalem Office Abu Tor Jerusalem
P.O. Box 489 91004 Jerusalem
(for location, please call 02 6727805)**

- 3.2. All tenders must be submitted in one (1) original, marked "original", and one (1) copy signed in the same way as the original and marked "copy". All tenders must be received at the abovementioned addresses before the deadline, **9th September 2011 at 12:00**, by registered letter with acknowledgement of receipt or hand-delivered against receipt.
- 3.3. All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - a. the abovementioned addresses;
 - b. the reference code of this tender, **HRF/OPT/0355/087 - 001**;

- c. the words “Not to be opened before the tender opening session” in English and in Arabic.
- d. the name of the tenderer.

4. Content of tenders

All tenders submitted must comply with the requirements in the tender dossier and must comprise:

- 4.1 Annex I: Tender form.
- 4.2 Annex II: Tenderer's declaration (duly authorised signature).
- 4.3 Annex III: Information chart of the tender with the requested supporting documents. In particular a statement of overall turnover and turnover concerning the work, supplies or services covered by the contract during a period which may be not less than the last three financial years.
- 4.4 Annex IV: Financial Identification form.
- 4.5 Annex V: Technical Description
- 4.6 Annex VI: Model of financial/technical offer.
- 4.7 Annex VII: Approximate Dynamic Plan for performing the task
- 4.8 Annex VIII: The tender guarantee, as foreseen by the article 12, should be provided preferably according to the model attached
- 4.9 Annex IX: A description of the commercial warranty tendered.

Annex I: TENDER FORM

PLACE:

DATE:

Tender Ref: **HRF/OPT/0355/087 - 001**

Title of the contract: "Emergency intervention to mitigate the effect on breeders' livelihood of drought conditions and high fodder price in Massafer Yatta and Massafer Bani Na'im"

To: **OXFAM ITALIA c/o Union of Agricultural Work Committees Hebron Office**

1. Submitted by:

	Name(s) of tenderer(s)	Nationality
Leader		
Partner 2		
Partner 3		
Etc ... *		

* add/delete additional lines for partners as appropriate. Note that a subcontractor is not considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as '**leader**' (and all other lines should be deleted)

2 CONTACT PERSON (for this tender)

Name	
Address	
Telephone	
Fax	
E-mail	

ANNEX II: TENDERER'S DECLARATION(S)

To be completed and signed by the tenderer
(including one from each partner in a consortium).

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1. We have examined and accept in full the content of the dossier for invitation to tender Prot number HRF/OPT/0355/087 - 001 of 19th August 2011. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:

403 MT of Animal fodder

- 3. The price of our tender (*excluding the discounts*) is:
(price in USD _____)
- 4. This tender is valid for a period of **90 days** from the final date for submission of tenders, i.e. from **9th September 2011**.
- 5. Our firm/company (and our subcontractors) has/have the following nationality:
(.....)
- 6. We are submitting this application in our own right and (as partner in the consortium led by (name of the leader / ourselves))* for this tender. We confirm that we are not tendering for the same contract in any other form. (We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorised to bind, and receive instructions for and on behalf of, each member, that the performance of the contract, including payments, is the responsibility of the lead partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance).
- 7. We declare that we are are not in any of the situations excluding us from participating in contracts which are listed in Article 4 of the instructions to tenderers.
- 8. We agree to abide by the ethics clauses that we have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
- 9. We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the European Communities.
- 10. We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and surname: (.....)

Duly authorised to sign this tender on behalf of:
(.....)

Place and date: (.....)

Stamp of the firm/company:

This tender includes the following annexes:
Annex I: Tender form.

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Annex II: Tenderer's declaration (duly authorised signature).

Annex III: Information chart of the tender with the requested supporting documents. In particular a statement of overall turnover and turnover concerning the work, supplies or services covered by the contract during a period which may be not less than the last three financial years.

Annex IV: Financial Identification form.

Annex V: Technical Description

Annex VI: Model of financial/technical offer.

Annex VII: Approximate Dynamic Plan for performing the task

Annex VIII: The tender guarantee, as foreseen by the article 12, should be provided preferably according to the model attached

Annex IX: A description of the commercial warranty tendered.

Annex III: INFORMATION CHART OF THE TENDERER

<p>1. Name and acronym of the firm</p>	
<p>2. Full name and address of legal representative of the firm. (Provide certified copy of the bylaws and copy of the VAT registration number).</p>	
<p>3. Number of years of experience in implementing tasks similar to the object of the contract (in the past three years)</p> <ul style="list-style-type: none"> - Name of the implementing partner and name of the contact person for references - Brief description of the task carried out and location 	
<p>4. Main collaborations with international Organisations and NGOs (in the past three years)</p> <ul style="list-style-type: none"> - Name of the implementing partner and name of the contact person for references - Brief description of the tasks carried out and location 	
<p>5. Number of skilled workers employed by the firm and description of their tasks</p>	
<p>6. Description of machinery and equipment held by the firm and to be employed to carry out the task</p>	
<p>7. Description of the measures employed to ensure the quality of supplies and services, and description of the firm's study and research facilities;</p>	
<p>8. Indication of the technicians or technical bodies involved, whether or not belonging directly to the firm, especially those responsible for quality control</p>	

Signature and stamp from the Tenderer:.....

Date:.....

Annex IV: FINANCIAL IDENTIFICATION FORM

FINANCIAL IDENTIFICATION

ACCOUT HOLDER			
NAME			
ADDRESS			
TOWN/CITY			
POST CODE			
CONTACT			
TELEPHONE			
FAX		MAIL	
VAT NUMBER			

BANK	
NAME	
ADDRESS	
TOWN/CITY	
POST CODE	
COUNTRY	
ACCOUNT NUMBER	
IBAN CODE	

REMARKS:

DATE + SIGNATURE of ACCOUNT HOLDER

Annex V : TECHNICAL DESCRIPTION

1. General Conditions

- Below is the minimum specification for the fodder. All products supplied must meet or exceed these specifications & less these considered as incompatible with the standards;
- **Barley** should be delivered **in grains** while **wheat bran** and **mineral/vitamin must be packaged in similar size sacks of 20 kg**;
- The Contractor must provide empty sacks with a capacity of 50 kgs, including the logos of donor (OCHA), Oxfam Italia and UAWC, needed to package the grains (at least 8.800 empty sacks);
- The sacks must be white color and made of good quality. Before delivering the sacks, the Contractor must provide a sample of the sack.

1. Grains and integrators requirements:

Barley grain specifications:

- All the quantity must be from barley of the last crop harvest
- It must be free from fungi, moulds and off-odours
- It must be free from foreign material (e.g. soils, stones, insects, other impurities)
- Broken grains: 3% maximum
- Wild seeds: 3% maximum
- Dry matter content: at least 85%
- Species purity: 5% maximum of other cereals species of similar size (including grain damaged by pests)
- Crude protein content: 11% minimum
- Ash content: 4% maximum
- Aflatoxin B1: 2 micrograms/kg, maximum

Wheat Bran Specifications:

- All the quantity must be from wheat of the last crop harvest
- It must be free from fungi, moulds and off-odours
- It must be free from foreign material (e.g. soils, stones, insects, other impurities)
- Aflatoxin B1: 2 micrograms/kg, maximum
- Dry matter content: at least 90%
- Crude protein content: 15% minimum
- Ash content: 5% maximum
- Coarse texture

Mineral/Vitamin Supplement Specifications:

Calcium: 12.0%

(as Calcium Carbonate, min 38% calcium, Maximum 2% insoluble ash)

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Phosphorus: 5%
(as Dicalcium Phosphate dehydrate, min 18.5 % Phosphorus)

Salt (NaCl): 5- 7%
(as pure vacuum dried salt)

Magnesium: 3.5%
(feed grade, as Magnesium Oxide)

Premix Composition (per Kg of supplement)

Vitamin A (fed grade): **250,000 IU**
Vitamin D (feed grade): **50,000 IU**
Vitamin E (feed grade, as alpha Tocopherol): **500 mg**
Manganese (as Manganese Oxide): **1000 mg**
Cobalt (as Cobalt Sulphate): **300 mg**
Zinc (as Zinc Oxide): **2500 mg**
Iodine (as Potassium Iodide): **600 mg**
Selenium (as Sodium Selenite): **35 mg**

2. Other requirements:

- a) Free from salmonella and E coli bacteria
- b) Free from mould and fungal contamination
- c) free from urea or other chemical nitrogenous product
- d) The product should meet all the prescribed limits for undesirable substances

Packing

Wheat Bran and **Integrators** to be packed in durable, plastic sacks of 20 Kg capacity, fitted with snap-on, plastic lids and metal handles

Labeling

Each bucket to be either preprinted or clearly labeled with a label, giving full details on product name, composition, identity and full name and address of manufacturer, date of manufacture, batch number, together with each bucket individually to ensure traceability, an indication of 'best before date', any relevant feeding instructions and net weight of the bucket in Kg

Superintendence

Superintendence and quality & safety controls will be undertaken at loading, before final acceptance, as per Oxfam Italia regulations

3. Quantities, Distribution Places & Delivery of goods:

Quantities: the total quantity of **403 MT** of animal fodder to be delivered according to the table here below:

Type of fodder	Amount (in%)	Amount (in MT)
Barley	64,6%	260,3

Wheat Bran	32,4%	130,6
Minerals/Vitamins	3%	12,1
TOTAL	100%	403 MT

Delivery places : UAWC Feed Factory in **Al Karmel**

Delivery of goods: Barley must be delivered in grains while Wheat Bran and minerals/vitamins must be delivered in sacks of 20 kg capacity. Every week the Contractor must to supply at least as average 120 MT and comply with the percentage indicated in the table above

Annex VI: MODEL OF FINANCIAL/TECHNICAL OFFER

TENDER REFERENCE:: HRF/OPT/0355/087 - 001

NAME OF TENDERER: (_____)

No. of items	Items	Unit Requested	Technical specification requested	Total quantity offered	Technical specification offered	Unit price in USD without VAT	Total price in USD without VAT
1	Barley	260,3 MT (in grains)	According to the Annex V of this Application Form		<ul style="list-style-type: none"> All the quantity must be from barley of the crop harvest of (period) Broken grains:% maximum Wild seeds:% maximum Dry matter content: at least Species purity:% maximum of other cereals species of similar size (including grain damaged by pests) Crude protein content:% minimum Ash content:% maximum Aflatoxin B1:micrograms/kg, maximum 		
2	Wheat Bran	130,6 MT (in sacks of 20 kg)	According to the Annex V of this Application Form		<ul style="list-style-type: none"> All the quantity must be from wheat bran of the crop harvest of (period) Aflatoxin B1: micrograms/kg, maximum Dry matter content: at least Crude protein content:% minimum Ash content:% maximum 		

3	Minerals / vitamins	12,1 MT (in sacks of 20 kg)	According to the Annex V of this Application Form	<p>Calcium:%</p> <p>(as Calcium Carbonate, min 38% calcium, Maximum 2% insoluble ash)</p> <p>Phosphorus:%</p> <p>(as Dicalcium Phosphate dehydrate, min 18.5 % Phosphorus)</p> <p>Salt (NaCl):%</p> <p>(as pure vacuum dried salt)</p> <p>Magnesium:%</p> <p>(feed grade, as Magnesium Oxide)</p> <p><u>Premix Composition (per Kg of supplement)</u></p> <p>Vitamin A (fed grade): IU</p> <p>Vitamin D (feed grade..... IU</p> <p>Vitamin E (feed grade, as alpha Tocopherol): mg</p> <p>Manganese (as Manganese Oxide): mg</p> <p>Cobalt (as Cobalt Sulphate): mg</p> <p>Zinc (as Zinc Oxide): mg</p> <p>Iodine (as Potassium Iodide):mg</p> <p>Selenium (as Sodium Selenite): mg</p>		
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4	Empty Sack	8.800 (Sacks of 50 kg capacity)	According to the Annex V of this Application Form				
TOTAL PRICE in USD WITHOUT VAT							
DISCOUNT							
FINAL TOTAL PRICE IN USD WITHOUT VAT and DISCOUNT							

Other notes:

Signature and stamp from the Tenderer:.....

Date:.....

Annex VII: DELIVERY PLAN

	Month 1				Month 2				
Activity	week1	2	3	4	5	6	7	8	Notes
Item 1									
Preparation for item 1									
Delivery for item 1									
Item 2									
Preparation for item 2									
Delivery for item 2									
Etc.									

Signature and stamp from the Tenderer:.....

Date:.....

Annex VIII: TENDER GUARANTEE FORM

Specimen tender guarantee

< To be completed on paper bearing the letterhead of the financial institution >

For the attention of <Address of the Contracting Authority> referred to below as the "Contracting Authority"
<Date>

.....
.....
.....

Title of contract: Supply of animal fodder in the East of Hebron Governorate.
Identification number: HRF/OPT/0355/087 - 001

We, the undersigned, <name and address of financial institution>, hereby irrevocably declare that we will guarantee as primary obligor, and not merely as a surety on behalf of <Tenderer's name and address> the payment to the Contracting Authority of <amount of the tender guarantee>, this amount representing the guarantee referred to in article 35 of the Instruction to tenderers.

Payment shall be made without objection or legal proceedings of any kind, upon receipt of your first written claim (sent by registered letter with confirmation of receipt) if the Tenderer does not fulfil all obligations stated in its tender. We shall not delay the payment, nor shall we oppose it for any reason whatsoever. We shall inform you in writing as soon as payment has been made.

We note that the guarantee will be released within **10 days** from the expiry of the tender validity period, including any extensions, in accordance with Article 4 of the Instructions to Tenderers [and in any case at the latest on 1 year after the deadline for submission of tenders].

The law applicable to this guarantee shall be that of <country of the Contracting Authority/ country in which the financial institution issuing the guarantee is established>. Any dispute arising out of or in connection with this guarantee shall be referred to the courts of <name of the country of the Contracting Authority>. The guarantee will enter into force and take effect from the submission deadline of the tender.

Name: Position:

Signature:

Date:

Annex IX: PERFORMANCE GUARANTEE FORM

Performance Guarantee

Specimen tender guarantee

< To be completed on paper bearing the letterhead of the financial institution >

For the attention of <Address of the Contracting Authority> referred to below as the "Contracting Authority"
<Date>

.....
.....
.....

**Subject: Guarantee No...
Performance Guarantee for the full and proper execution of contract Supply of animal fodder in the South East of Hebron Governorate. HRF/OPT/0355/087 - 001**

We the undersigned, <name and address of financial institution>, hereby irrevocably declare that we guarantee as primary obligor, and not merely as a surety on behalf of <Contractor's name and address>, hereinafter referred to as "the Contractor", payment to the Contracting Authority of <amount of the performance guarantee>, representing the performance guarantee mentioned in Article 13 of the Instruction to Tenderers of the contract <contract number and title> concluded between the Contractor and the Contracting Authority, hereinafter referred to as "the Contract".

Payment shall be made without objection or legal proceedings of any kind, upon receipt of your first written claim (sent by registered letter with confirmation of receipt) stating that the Contractor has failed to perform his contractual obligations fully and properly and that the Contract has been terminated. We shall not delay the payment, nor shall we oppose it for any reason whatsoever. We shall inform you in writing as soon as payment has been made.

We accept notably that no amendment to the terms of the Contract can release us from our obligation under this guarantee. We waive the right to be informed of any change, addition or amendment to the Contract.

We note that the guarantee will be released within **30 days** after the successful completion of the supply.

The law applicable to this guarantee shall be that of <country of the Contracting Authority/country in which the financial institution issuing the guarantee is established>. Any dispute arising out of or in connection with this guarantee shall be referred to the courts of <name of the country of the Contracting Authority>

This guarantee shall enter into force and take effect upon its signature.

Name:Position:

¹ Signature: Date: <Date

¹ The name(s) and position(s) of the persons signing on behalf of the guarantor must be shown in printed characters.

