

Invitation to Quote (ITQ) - Shopping For Goods and Non-Consulting Services

Project Title: Organization of educational-entertaining events within the project "The Water is life" in scope of "Priority Actions Identified in the Business Plan" Project

Source of Funding: IAWD TS

Contract Ref: Grant Agreement number 52.4.

Date: August 30th 2018

To: _____

Dear Supplier,

1. The following activities within the project "The Water is Life" are foreseen:

- Analyzing the situation and informing citizens about the state and problems related to drinking water and wastewater, as well as the information about the water utility operation and its provision of services;
- Education referring to drinking water and waste water as well as the education referring to operation of the water supply companies with the aim of raising awareness of environmental protection and the operation of water supply companies;

In order to achieve the aforementioned activities, based on the signed agreements with kindergarten and primary schools, it is planned to organize events of educational and entertainment content for the kindergarten and primary schools children.

(i) You are invited to submit your price quotation(s) for the Organization and announcement of educational-entertaining events within the project "The Water is Life" which includes:

- Preparation of the presentation referring to water utility operation;
- Engagement of 2 persons for wearing mascot;
- Engagement of the person who will create and guide the educational - entertaining program with the children (competition in knowledge quizzes and artistic expression);
- Distribution of promotional material (brochures and water bottles);

which considers the following expenditures:

1. The expenditures of engagement and operation of the persons responsible for the design, organization and realization of events within the project "The Water is Life";
2. the expenditures of transporting children to the location where the events are organized;

3. material expenditures for experiments and artistic expression;
4. award expenditures;
5. associated expenditures (refreshment costs, office expenses, web costs, costs of public information services);

Information on technical specifications and required quantities are attached.

2. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. You shall submit one original of the Price Quotation with the Form of Bid, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". Your quotation in the attached format should be sealed in an envelope and addressed to and delivered at the following address: Street Hajduk Stanka, No. 20, 76 300 Bijeljina

Your quotation(s) in the required format should be addressed and submitted to:

P.U. "Vodovod i kanalizacija" Bijeljina

Address: Street Hajduk Stanka, No. 20, Town: 76 300 Bijeljina, Country: Bosnia and Herzegovina

Telephone: +38755226460

4. Your quotation in duplicate and in English language, should be accompanied by adequate documentation and brochure(s) and other printed material or pertinent information (in local language) for each item quoted, **including names and addresses of firms providing service facilities in Bosnia and Herzegovina.**

For the purpose of proving the ability to carry out the professional activity, the tenderer is obliged to submit the following evidence:

- a copy of the decision on the entry into the court register or the current/ valid excerpt from the court register for the legal entities (entry of the requested activity is obligatory) with all attachments, or an extract from the entrepreneurs register on the basis of which it can undoubtedly be concluded that the tenderer is registered for performing activities which are the subject of public procurement;
- a copy of the registration with the competent tax authority;
- a copy of the VAT registration (VAT number) or if the tenderer is not a taxpayer the Statement confirming that he is not a taxpayer of indirect taxes;

5. The deadline for receipt of your quotation (s) by the Purchaser at the addressed indicated in Paragraph 3 is: **September 13th, 2018, 12:00**

6. Quotations by fax or by electronic means are acceptable.

7. You quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: The prices should be quoted for delivery **CIP** P.U. Vodovod i kanalizacija Bijeljina, 76 300 Bijeljina, Bosnia and Herzegovina for imported goods or **EXW** for domestically supplied goods plus the price of delivery to the place of destination, according to INCOTERMS, 2010. Prices can be quoted in any Bank member country currency, including Euro, but no more than three currencies.

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices by converting their CIP/EXW price (plus the price of delivery to the place of destination, including incidental charges such insurance, etc.) to the BAM (national currency of the Purchaser) based on the selling exchange rate published by the Central Bank of Bosnia and Herzegovina on the date specified in Paragraph 5 of this invitation for submission of quotations.

In evaluating the quotations, the Purchaser will determine for each proposal the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include:

All custom duties, import and any other taxes or fees applicable for goods imported in Bosnia and Herzegovina (Purchaser's country), and

Value Added Tax (VAT) in Bosnia and Herzegovina.

(iii) AWARD OF PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of forty five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Invitation to Quote.

8. Further information can be obtained from:

Contact person: Srđan Ljuboja

Street Hajduk Stanka, number 20,

Town: 76 300 Bijeljina,


Country: Bosnia and Herzegovina

Telephone: +38755226460

E-mail: srdjan.ljuboja@bnvodovod.com

9. Please confirm by fax/e-mail the receipt of this invitation and whether or not you will submit the price quotation(s).



			
A.D. "Vodovod i kanalizacija" Bijeljina			
A.D. "Vodovod i kanalizacija" Bijeljina			
Примљено: 30.08.2018.			
Орг. јед.	Број	Прилог	Потпис
	2021/18		SL

FORM OF QUOTATION

_____(Date)

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the _____ (name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency) _____. We propose to complete the delivery of Goods described in the Contract within a period of _____ days/months from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone Number _____

Fax Number, if any _____

Terms and Conditions of Supply

Project Name: _____ Purchaser: _____

Consignee: _____ PackageNo. _____

1. Prices and Schedules for Supply

Sl. No.	Item No.	Descriptions of Goods and non-consulting services	Quantity	Unit Price (includes all taxes, VAT, customs, duties, inland transportation)	Total Price (includes all taxes, VAT, customs, duties, inland transportation)	Delivery Date
1.	1.	The expenditures for organization of educational-entertaining events within the project "The Water is Life" with the engagement of persons in charge for the design, organization and annunciation of the events, as well as for the distribution of promotional material (brochures and bottles) and all associated expenditures	7 events			

{Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail}

Spare Parts : n/a

Tools and Accessories : n/a

Manuals: n/a

Maintenance Requirements: n/a

Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.

The Purchaser reserves the right at the time of contract finalization to increase or decrease by up to 15% the quantity of goods and services originally specified without any change in unit prices as other terms and conditions.

Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 14 days from the date of signing of contract, and not later than September 30th, 2018.

Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the CIP/EXW value of the Goods from «Warehouse» to «Warehouse» on «All risks» basis, including «War Risks». The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.

Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules.

Delivery and Documents: Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by cable or fax the full details of shipment, including purchase order number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:

copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;

duplicate air/ truck transport document and/ or duplicate of railway transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked «freight prepaid»;

copies of the packing list identifying contents of each package;

manufacturer's or supplier's warranty certificate;

certificate of origin;

certificate of quality.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

Payment for your invoice will be made 100% against delivery of shipping documents, through an irrevocable and Confirmed Letter of Credit, opened by _____ (name of the Bank in Purchaser's country) in favor of the _____ (Supplier's Bank).

Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser. Please specify warranty period and terms in detail.

Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:

Address _____

Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, "Force-Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

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 Force-Majeure event.

Required Technical Specifications

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications {In case of deviations supplier to list all such deviations}

Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 21 day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER _____

Authorized Signature _____

Place:

Date:

FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, ____ 2018, between
_____ (hereinafter called "the Purchaser") on the one part and
_____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has invited quotation for _____
(description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and
has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of _____
(_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETHES as follows:

The following documents shall be deemed to form and be read and construed as part of this agreement,
viz:

Invitation to Quote; Term and Conditions of Supply, Technical Specification;

Addendum (if applicable);

Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned,
the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of
Contract and remedy any defects therein in conformity with the provisions of Contract.

The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract
and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed
by Contract.

Signature and seal of the Purchaser:

FOR AND ON BEHALF OF

Name of Beneficiary's Authorized Representative

Signature and seal of the Supplier:

FOR AND ON BEHALF OF

Name of Authorized Representative