

**GENERAL INSTRUCTIONS TO BIDDERS
SUPPLY OF MATERIALS
RFQ**

You are invited by **KUFPEC** to submit one bid on this **RFQ**, for the supply of material in accordance with the attached Particular Instructions, Particular Conditions and General Instructions. Your attention is also directed to the General Conditions which will constitute part of the **RFQ**.

1. PRICES

- 1.1 Prices are to be quoted in **Kuwaiti Dinars and valid for 30 days.**
- 1.2 The Bidder shall submit the quotation according to the method in RFQ documents.
- 1.4 All discounts and the basis on which they are being offered must be clearly stated on the **RFQ**.

2. DELIVERY

The Bidder must quote on the **RFQ** its best firm delivery period (delivery to KUFPEC Store) in weeks.

3. LAST DATE FOR BID SUBMISSION

- 3.1 Closing date of receiving the bid is not later than the date mentioned on the RFQ Document.
- 3.2 Any bid received later shall be rejected.
- 3.3 **In case hardcopy quotation “The Sealed Bid Envelope shall contain the name and bid number, your offer should be submitted by hand in a sealed envelope to KUFPEC H.O. Administrative Shuwaikh – Area 4 – ST. 102 – Bldg”.**
- 3.4 The Sealed Bid Envelope must not contain the name of the Bidder or any other distinguishing mark or sign.

4. EVALUATION OF BID

- 4.1 Evaluation of the offer shall be made on **lump sum** basis.
- 4.2 Part quotations shall not be accepted if the bid is based on **lump sum** basis.
- 4.3 The lowest total price of the quotation shall be used in evaluating the bid. In case the sum total of the individual item prices turn out to be different from the total price, the lesser of the two shall apply.
- 4.4 The Purchase Order shall be awarded to the Bidder who fulfils the requirements of the **RFQ**. Nevertheless, preference may be given to a Bidder quoting a higher price or RFQ may be divided or cancelled without giving any reasons. The Bid may be rejected in the event of any discrepancy exceeding **5%** if detected between the total bid price and the itemized prices.

5. SPECIFICATIONS

- 5.1 Offers must be to exact specifications listed in the **RFQ**. Where an equivalent specification is offered, this fact and full details must be clearly stated on the **RFQ**.
- 5.2 The Bidder must clearly state any deviations from the requirements of the RFQ. Failure to do so will be interpreted as confirmation that the offer fully complies with the technical specification and any subsequent extra costs which may arise as a result shall be borne by the Bidder.

6. TECHNICAL DETAILS

- 6.1 Where requested, the Bidder shall provide manufacturer’s own detailed technical specifications, drawing, catalogues, leaflets, etc. for proper evaluation of the bid. A bid submitted without these details may be rejected.
- 6.2 Reproduction of Manufacturers’ technical details of the Material on the Bidder’s stationary shall not be accepted, unless the Bidder is itself the manufacturer of the Material.

7. SAMPLES

If requested in the RFQ, then Samples of Material are required to be submitted with the bid, unless such samples are provided, the bid shall not be considered. The Bidder must submit the samples to KUFPEC Purchasing Department and attach a copy of the receipt to the bid.

8. DESCRIPTION OF ITEMS

The Bidder must submit its bid in conformity with the item seen / inspected by it, prior to submitting the bid.

9. DECLARATIONS

The Bidder must not be an employee of KUFPEC, KPC and Subsidiary.

10. PURCHASE ORDER

In case your bid is accepted, the Purchase Order format filled in with the requisite details shall form a part of the Contract.

11. DELIVERY PROCEDURE TO KUFPEC STORES

Supplier should deliver the items according to the specification in the RFQ, if any item not matching RFQ specification, KUFPEC has the right to reject all materials.

If the items are accepted the supplier must get the sign of delivery note by KUFPEC

12. Invoicing

The supplier must submit his invoice with bank details letter signed by authorized person along with signatory authorization letter to general post office at KUFPEC HO along with copy of a delivery note and tax clearance certificate.

Payment should be proceeded within 30 days if all documents are completed.

In case of a new supplier or change of bank account, the supplier is requested to provide.