**INVITATION TO A TWO-PACKAGE OPEN TENDER FOR THE SUPPLY OF A 4,000 kVA TRANSFORMER**

**DEADLINE FOR SUBMITTING APPLICATIONS: 3:00 p.m. (Bishkek time) on DECEMBER 29, 2025.**

Kumtor Gold Company CJSC (hereinafter referred to as "KGC") invites you to participate in a two–package open tender for the supply of a 4,000 kVA transformer.

**Basic requirements for submitting qualification documents:**

1. All documents shall be submitted strictly via email to: [**Trans4000@kumtor.kg**](mailto:Trans4000@kumtor.kg).
2. Please note that one email shall not exceed 25 MB. If it does, kindly send the remaining content in a second email with the same subject line. Documents shall be submitted **in PDF format as a single archive file** (RAR or ZIP).
3. All parties wishing to participate in the selection process shall complete the forms in accordance with Appendices 1, 2, 3, 4, and 5 to the Invitation, attach the required copies of documents duly signed and stamped, and submit them electronically via email.
4. Tender participants shall submit their participation applications either in Russian or English, in accordance with the tender requirements, and send it to the specified email address. If the documents are drawn up in another language, they shall be submitted with a notarized translation into Russian or English. The preferred language is Russian.
5. All documents submitted as part of the selection process shall be considered confidential.
6. By submitting the proposal, the Participant expressly agrees to all the terms and conditions specified in the Company's requirements.
7. **The message shall have “Qualification and Technical Proposals [Company Name]” in the subject line for the first package and “Quotation [Company Name]” for the second package and be sent to the specified email address.**

**Required technical documents:**

1. Transformer passport

2. Design documentation - specification of materials, drawings and diagrams.

3. Operating instructions.

4. Manufacturer's test reports.

5. Certificates of conformity.

6. Metal factory nameplate.

**Required documents to be submitted:**

*For residents of the Kyrgyz Republic:*

1. Copy of the Charter with all amendments and additions (if any), certified by signature of the head or an official authorized by the head, as well as copy of the Resolution of the general meeting of participants or the sole participant on approval of this Charter.
2. Copy of the Certificate/Extract of State Registration (re-registration) of a legal entity certified by the Participant.
3. Copy of the Certificate of State Registration of an individual as an individual entrepreneur/copy of the Patent (voluntary or mandatory) for the relevant type of activity (valid as of the date of submission), as well as copy of the Passport/ID card.
4. For legal entities: information on the absence of debts on tax payments and insurance contributions to the budget of the Kyrgyz Republic.
5. Scanned copies of the original balance sheet with all appendices, stamped and signed by the organization for two (2) previous calendar years or Unified Tax Declaration.
6. Certificate of registration with tax authorities.
7. Permitting documents (licenses, permits, certificates) for the relevant types of activities (if available).
8. Copy of documents confirming the authority of the head, certified by the Participant (order on appointment of the head, extract from the minutes of the meeting of participants on appointment of the head, decision of the sole participant of the legal entity). If another person acts on behalf of the Participant - a duly certified copy of such power of attorney for the person authorized to sign contracts and other documents.
9. Experience in supplying similar products over the past 2 years – copies of agreements, feedback, and recommendations from previous clients shall be attached.
10. **If you have any comments on the draft Agreement, make the changes in track-changes mode.**

*For non-residents (participants from other countries):*

1. Copy of the registration and constituent documents certified by the Participant.
2. Permitting documents (licenses, permits, certificates) for the relevant types of activities (if available).
3. Copy of documents confirming the authority of the head, certified by the Participant (order on appointment of the head, extract from the minutes of the meeting of participants on appointment of the head, decision of the sole participant of the legal entity). If another person acts on behalf of the Participant - a duly certified copy of such power of attorney for the person authorized to sign contracts and other documents.
4. Financial statements, stamped and signed by the organization for the two (2) previous calendar years.
5. Experience in supplying similar products over the past 2 years – copies of agreements, feedback, and recommendations from previous clients shall be attached.
6. **If you have any comments on the draft Agreement, make the changes in track-changes mode.**

**Procedure for submitting tender bids:**

Participants shall submit their documents in two separate packages, with both packages sent simultaneously to the above-mentioned email address:

* Package 1 – Qualification and Technical Proposal (submitted without a password).
* Package 2 – Commercial Proposal **(the file shall be password-protected and shall not be opened at the first stage. The password shall be provided upon the Client's request via email).**

**Based on the results of the first stage, a list of participants admitted to the second stage is formed.**

**Participants not admitted to the second stage:**

* Those who did not submit a full package of documents.
* Those who submitted a commercial proposal without a password or sent the password before it was requested.
* Those who did not provide the password for the second package after it was requested by the Client.
* Those who submitted documents after the deadline specified in the Invitation.
* Those who did not pass accreditation by the Client's Security Service and Finance Departments.
* Those who did not pass the technical evaluation or failed to provide the technical specification.

**Second stage - Evaluation of a Tender Bid**

* Only those participants who have successfully completed the first stage are admitted to the second stage.
* The Participant’s Quotation shall be completed in accordance with the form in Appendix 5 to the Invitation (if there are any comments, make changes in track-changes mode). Participants shall have the right to supplement the form with their own conditions that they consider important or that have not been taken into account in this form, provided that the Terms of Reference are fully complied with.
* If participants submit a quotation that does not comply with the form in Appendix 5 to the Invitation, their bids shall be rejected.
* The cost of Goods specified by the Tender Participant shall include all expenses, including all **applicable taxes**, duties, fees, delivery to the Client's warehouse, commissioning and other payments charged in accordance with the legislation of the Kyrgyz Republic, as well as other expenses related to the fulfillment of contractual obligations, taking into account the service period and related services specified in the Agreement.
* The winning proposal will be the one that meets the specified qualification and technical requirements and offers the best balance of price, quality, and delivery terms.
* If an advance payment is requested, the terms of the supply agreement will include a bank guarantee for the advance payment.
* KGC reserves the right to request additional supporting documentation or verify the information submitted. In the event of any false or misleading information identified, the proposal will be rejected.

Should participants have any questions regarding this Invitation, they may contact [Gulgiza.Masimova@kumtor.kg](mailto:Gulgiza.Masimova@kumtor.kg) to request clarifications. Such requests shall be submitted no later than three (3) business days prior to the deadline for submitting qualification and technical documents. Responses will be sent to the requesting supplier via the e-mail address from which the request was received, within three (3) calendar days from the date the request was received.

Validity period of the tender proposal shall be **at least 60 calendar days**.

After the deadline for submitting documents, Participants shall not amend or supplement their documents.

Tender proposals submitted by Participants **after the specified deadlines shall not be accepted or considered.**

KGC reserves the right to reject any application that does not meet the specified requirements. Submission of documents does not guarantee participation in the next stages of the procurement procedure.

The Client may extend the deadline for submitting qualification and technical documents if any amendments have been made to this Invitation, as well as cancel the tender. In such a case, the Client shall notify participants by posting the relevant information on the official website: **https://www.kumtor.kg/ru/**, where the announcement regarding this tender was originally posted.

*The documents are available for download below:*

Terms of Reference, diagrams, drawings

Draft Agreement

Appendix 1

Appendix 2

Appendix 3

Appendix 4

Appendix 5

Tender Instructions