

INSTRUCTIONS FOR PREPARING A TENDER PROPOSAL (FOR SUPPLIERS)

1. The Tender Bid Preparation Instruction (hereinafter referred to as BI) is a supplier's manual, which establishes the requirements for the tenderer's documentation and the conditions for its participation in the Tender.
2. If the requirements to the participants or the evaluation criteria are not established by the Tender documentation, the procuring entity shall not be entitled to apply the unspecified criteria or to require the tenderer to comply with the unspecified requirements or to provide documents not specified in the Tender documentation.
3. Tender participants can be individuals and/or legal entities, in any combination with the official intention of concluding a contract.
4. It is prohibited to participate in procurement for suppliers, as well as their managers included in the database of unscrupulous suppliers, as well as participating in another supplier as a subcontractor.
5. The Tender participant shall not have a conflict of interest. Tender participants who are found to have a conflict of interest will be disqualified.
6. A participant may be considered to be in conflict of interest with one or more parties to this contest if any of the following circumstances occur, including, but not limited to:
 - 1) a common legal representative for the purposes of this Bid.
 - 2) a tenderer shall participate in more than one tender in this Tender, either individually or as a partner in a joint venture, except for alternative bids permitted in the procurement documentation. This will result in the disqualification of all bids in which he/she participates.
 - 3) a tenderer who participated as a consulting party in the preparation of the draft or technical specifications of goods, works and services that are the subject of the Tender proposal.
 - 4) a tenderer who is related to the employees of the Procuring Organization who:
 7. - participate directly or indirectly in the preparation of the Tender documents or contract specifications and/or in the evaluation of the Tender under such contract.
 8. - Will participate in the implementation or supervision of such a contract if the conflict arising from such relationship has not been resolved in a manner acceptable to the Procuring Entity throughout the procurement and performance of the contract.
9. All procurement participants shall comply with the basic principles of ethical conduct in the procurement process and in the execution of procurement contracts. Members shall not be involved in misconduct such as corruption, fraud, collusion, coercion, and bribery.

10. In the event of intra-group cooperation of persons participating in the procurement, the participants in the procurement procedure shall comply with the requirements of the legislation of the Kyrgyz Republic on interested transactions.
11. If the procuring entity discovers the facts referred to in this paragraph, the proposals of such suppliers shall be rejected.

Tender application

1. The tender prepared by the Tenderer (hereinafter referred to as the “Tender Bid,” as well as the “Proposal”), as well as all correspondence and documents relating to this Tender exchanged between the Tenderer and the Procuring Entity, shall be drawn up in the language specified in the Invitation.
2. If the proposal is accompanied by documents in other languages (copies of certificates, technical documentation, promotional materials, etc.), such documents shall be translated into the language of the procurement documentation, and the translator's signature shall be notarized.
3. The Participant shall bear all costs associated with the preparation and submission of the Bid. The procuring entity shall not be liable for the recovery of such costs, regardless of the Tender outcome.
4. Documentation included in the supplier's tender bid under the one-stage single-package procedure:
 - 1) a tender application/proposal of the supplier signed by the supplier's authorized person, including with the use of an electronic signature.
 - 2) completed forms for the supply of goods, scope of work and services in accordance with the Appendices of this Standard Tender Documentation.
 - 3) technical specification of the proposed goods, consumables, spare parts, etc.
 - 4) table of prices for the supply of goods.
 - 5) a statement of the scope of work/provision of services (for each type/name) indicating the cost including applicable taxes.
 - 6) schedule of delivery of goods/performance of work/provision of services.
 - 7) methodology for performing work/providing services (if required),
 - 8) licenses/permits, in accordance with the current legislation of the Kyrgyz Republic on the licensing and permitting system (if applicable), patents, etc.
 - 9) information on qualifications, with supporting documents on compliance with the established qualification requirements (letters of authorization, certificates, financial statements, copies of contracts confirming experience and acts of acceptance of goods, works and services).
 - 10) guarantee security for the supplier's tender bid.

- 11) registration documents of the supplier: extract from the state register of legal entities, certificate of an individual entrepreneur, copy of the Charter/Regulations of the participant, documents confirming the authority of the person who signed the Tender Bid.
5. Documentation included in the supplier's tender bid under a one-stage two-package procedure.
6. The Tender proposal shall consist of two packages of documents submitted simultaneously, one of which shall contain the Technical Proposal, and the other - the Fee Proposal, and both packages of documents shall be included in the Tender bid.
7. The supplier's technical proposal shall consist of the following documents:
 - 1) Supplier's technical proposal signed by the supplier's authorized person, including the use of an electronic signature.
 - 2) guarantee security for the supplier's tender bid.
 - 3) technical specification of the proposed goods, consumables, spare parts, etc.
 - 4) schedule of delivery of goods/performance of work/provision of services.
 - 5) methodology for performing work/providing services (if required).
 - 6) licenses/permits, in accordance with the current legislation of the Kyrgyz Republic on the licensing and permitting system (if applicable), patents, etc.
 - 7) Information on qualifications, with supporting documents on compliance with the established qualification requirements (letters of authorization, certificates, financial statements, copies of contracts confirming experience and acts of acceptance of goods, works and services).
 - 8) Registration documents of the supplier: extract from the state register of legal entities, certificate of an individual entrepreneur, a copy of the Charter/Regulations of the participant, documents confirming the authority of the person who signed the Tender Bid.
 - 9) Other documents required by the procurement documentation.
8. The supplier's price proposal shall consist of the following documents:
 - 1) Supplier's price proposal signed by the supplier's authorized person, including the use of an electronic signature.
 - 2) table of prices for the supply of goods.
 - 3) a statement of the scope of work/provision of services (for each type/name) indicating the cost including applicable taxes.
 - 4) other documents required by the procurement documentation.
9. The Tender application is submitted in electronic form, by uploading the completed forms and related documents in scanned form to the System.
10. Each supplier can submit only one proposal for participation in the procurement - either independently or as part of a simple partnership. If a supplier has submitted more than one

proposal - either alone or as part of a simple partnership - all proposals of this supplier will be rejected.

11. A tenderer may amend, replace, or withdraw its Tender Bid after its submission in the System before the expiry of the deadline for submission of tenders set forth in the Invitation of the Procuring Entity.
12. The Supplier may request clarification on the provisions of the procurement documentation through the System no later than 3 (three) business days prior to the expiry of the deadline for submission of bids through the System. The procuring entity shall, no later than two (2) working days, respond to such request through the System.
13. In case of amendments to the procurement documentation, the deadline for submission of bids shall be extended for a period of at least 5 (five) business days. At the same time, the System automatically sends notifications to all participants about the extension of the deadlines.
14. The procuring entity is permitted to clarify aspects of the description of the subject matter of the procurement by:
- 15.- Deletion or modification of any aspect of the originally specified technical, quality or performance characteristics of the subject of procurement and the addition of new characteristics that meet the requirements of the Standard Order.
- 16.- Deletion or modification of any of the original criteria for the consideration or evaluation of a proposal, or the inclusion of new criteria that meet the requirements of the Standard Order if those criteria relate to a change in the technical, quality or performance characteristics of the subject matter of the procurement.
- 17.- communicate any deletion, modification, or inclusion to submit final proposals.

Validity period of the supplier's proposal

1. Validity period of the supplier's proposal:
 - 1). The supplier's bid shall be valid for the period specified in the Tender documentation. The validity period of the supplier's bid shall commence on the date set by the Customer as the deadline for submission of bids. A supplier's proposal valid for a shorter period will be rejected by the Customer as not meeting the requirements.
 - 2) the supplier's proposal shall be valid and may not be amended or withdrawn within the period specified by the supplier, in exceptional cases, if the evaluation and signing of the contract cannot be completed within the period of validity of the Proposal, the procuring entity may request the supplier to extend the validity of the proposal for a specified period through the System.
 - 3) it is not allowed to extend the period after the expiration of the validity period of the Supplier's proposals. The Supplier shall have the right to refuse a request to extend

the validity of its Proposal without losing the right to return the Supplier's Bid Guarantee Bond.

- 4) If, in accordance with the procurement documentation, a security for the Tender bid by a bank guarantee is requested, it shall also be extended for 14 days after the expiry of the extended validity period of the supplier's tender. The supplier who has satisfied the request shall not be obliged and shall not have the right to change its Tender proposal.
- 5) Suppliers have the right not to extend the validity period of proposals, in which case their proposal is subject to rejection.

Price and currency of the tender bid

1. The prices quoted by the supplier shall include all costs, taxes, duties, and fees paid by the supplier in connection with the supply of goods, the performance of work or the provision of services.
2. The prices offered by the supplier shall remain fixed for the duration of the Proposal and the performance of the contract and shall not change under any circumstances, except in the event of a change in tax legislation. A Proposal that allows for price changes will be considered as not meeting the basic conditions of the procurement documentation and shall be rejected.
3. Prices shall be indicated in the currency provided for in the procurement documentation. In cases where a foreign currency is established, then payment under the contract shall be made in the national currency in the amount equivalent to the foreign currency, at the official exchange rate of the relevant currency established by the National Bank of the Kyrgyz Republic on the day of payment, or at a fixed rate in the contract.

Guarantee security of the tender bid

1. The guaranteed security of the tender bid (hereinafter referred to as the GSTB) shall be applied if such a requirement is established by the procuring organization. In this case, the guaranteed security of the supplier's tender bid may be carried out:
2. - in cash in an amount not exceeding 2 per cent of the planned value of the subject of procurement, which shall be paid into the settlement account of the procuring entity.
3. - in the form of a bank guarantee.
4. - in the form of a declaration guaranteeing the Supplier's Proposal.
5. In case of GSTB payment in cash, the supplier is obliged to pay and attach documentary evidence of payment for GSTB, and in case of submission of a Bid not for all lots, payment is made in proportion to the lots for which the Bid is submitted.
6. In addition, the supplier shall ensure the receipt of funds to the settlement account of the procuring entity, indicating the purchase number until the bids are opened.

7. The GSTB shall be valid for 14 days after the initial term of the supplier's proposal, or after any renewal period if requested.
8. Payment for GSTB by participants in a simple partnership is carried out by any of the partners. In the case of a simple partnership (consortium), if the guarantee of the proposal is submitted in the form of a bank guarantee, the bank guarantee shall be issued in the name of the simple partnership (consortium).
9. The supplier's GSTB is withheld in the following cases:
 - 10.- refusal to sign a contract on the terms of the procurement documentation and provided for in the supplier's proposal, except for cases where such refusal is related to the introduction of a state of emergency, a state of emergency or force majeure, provided that the procurement announcement is published before the introduction of such a regime or before the occurrence of such circumstances.
 - 11.- withdrawing the Supplier's proposal after its opening and before its expiration.
 - 12.- failure to accept the correction of arithmetic errors.
 - 13.- refusal to provide guaranteed security for the performance of the contract, if such a requirement is established by the procurement documentation.
14. The above grounds for withholding GSTB shall be reflected in the bank guarantee.

GSTB shall be returned to the Tender Participants in the same amount and currency in which it was provided, after signing an agreement with the winner of the Tender and providing a guarantee for the performance of the contract (if required) or after the expiration of the GSTB, whichever occurs first.

Consortium

1. A supplier's proposal submitted by a simple partnership consisting of two or more persons (consortium) shall meet the following requirements:
 - 1) The lead partner shall meet at least 40 per cent of the qualification requirements set out in the procurement documentation, and the remaining partners shall be at the discretion of the procuring entity.
 - 2) The experience of the members of the simple partnership, the financial and technical capabilities of each of the partners of the simple partnership shall be summed up and shall comply with 100 percent of the established requirements in the procurement documentation. In case of non-compliance with these requirements, the proposal of the supplier of a simple partnership is rejected.
 - 3) It shall include an agreement concluded between the partners in accordance with the Civil Code of the Kyrgyz Republic.
 - 4) One of the partners shall be the leader, authorized to bear obligations, and receive instructions on behalf of and on behalf of any partner and all partners, which is confirmed by the relevant simple partnership agreement.

- 5) A proposal from a simple partnership (consortium) is submitted and shall be signed by the leading partner if there is a power of attorney for signing from the other members of the simple partnership (consortium) or shall be signed by all members of the simple partnership (consortium).
- 6) A proposal is submitted in the system from the personal account of the leading partner, determined by the agreement of a simple partnership.

Eligibility Requirements

1. Suppliers shall provide information on compliance with the qualification requirements established by the procuring entity in the procurement documentation, and attach (if required) relevant confirmations/evidence, documents (in copies), such as:
 - 1) acts of acceptance of goods, work performed/services rendered under the relevant contracts in proportion to the amount of the participating lots (in case of submission of a proposal for several lots, copies of such acts shall be provided in proportion to the amount of all lots) to confirm similar experience in the execution of contracts on the subject of procurement for the amount of the lot or purchase (if the purchase is carried out for one lot) with an indication of the period, in accordance with the procurement documentation;
 - 2) cash flow statements, profit and loss statements, balance sheet or Single Tax Return, or bank statement (original) confirming the financial solvency of the supplier.
 - 3) licenses/permits (if the activity is licensed, for participants who are not residents of the Kyrgyz Republic - the availability of a license of the country of origin, in case of mutual recognition of the license by the parties based on an international treaty to which the Kyrgyz Republic is a party) with annexes.
 - 4) lease agreements, use agreements, technical passports for vehicles, invoices for equipment evidencing the availability of material and technical base for the execution of the contract.
 - 5) employment record books, contracts, permits, certificates, diplomas, certificates, and other documents that confirm the qualifications of employees with the necessary knowledge and experience.
2. The necessary qualification and other requirements for a particular purchase shall be filled in by the Customer directly in the System.

Technical Specification

1. The goods supplied shall be new, not previously used, manufactured according to the latest or currently in production modifications, be current and include all the latest improvements in construction and materials, reflect all recent achievements in the field of design and development of materials, unless otherwise provided by the Tender.

2. Precise and clear specifications are a prerequisite for the bidders to be able to respond realistically and competitively to the Customer's requirements without reservations or conditions.
3. In the context of the Tender procedures, specifications should be drafted in such a way as to ensure the widest possible competition, while at the same time clearly reflecting the required standards of materials, equipment, other supplies, and quality of work to be provided. Only then will the objectives of economy, efficiency and equality in procurement be achieved, the compliance of bids with the requirements will be ensured and the subsequent task of evaluating bids will be facilitated.
4. The quality and safety of the goods supplied, and the consumables used in the performance of work and services shall comply with the relevant technical regulations and be confirmed by certificates of conformity.
5. Goods or materials used in work or services shall meet the standards specified in the technical requirements and comply with the technical regulations of the Kyrgyz Republic, or international norms and standards that provide an equivalent or higher level of quality.
6. If the subject of the purchase is included in the List of Goods Subject to Mandatory Certification, it is necessary to provide the relevant confirmation of certification.
7. Design documents, drawings, calculations, reports, technical engineering documents, photographic materials, surveys, diagrams, and other similar documents shall be clear and readable.
8. Drawings (if necessary) are usually bound in a separate volume, which is often larger than other volumes of the contract. The size is determined by the scale of the drawings, which shall not be reduced to such an extent that the parts become illegible.
9. Construction drawings, even if they are not fully developed, should contain sufficient detail to enable the procuring entity to understand the type and complexity of the work and to determine the price from the quantity bill or schedule.
10. The supplier has the right to offer alternative technical solutions for certain parts of the work. Alternative solutions are appropriate in cases where obvious (and potentially less expensive) alternative solutions are possible in comparison with the technical solutions specified in the Tender documentation for certain elements of work, considering the comparative specialized advantages of potential Bidders.
11. Such alternative solutions by the supplier should be accompanied by all the information necessary for a full assessment by the procuring entity, including drawings, design calculations, technical specifications, price breakdowns, proposed construction methodology and other relevant details.

Declaration of Integrity and Anti-Corruption Clause

Bidders shall adhere to ambitious standards of ethics during procurement and contract execution procedures, and they shall not be involved in misconduct such as collusion, bribery, fraud, and corruption.