

Fax

To Respected Bidder

From HPC

Fax 314 67 48

Tel. 319 07 299

website www.hpc.com.sy

Ref. 33 /0118/Proc/Ch

Date 25/01/2018

Number of pages 5 (Including this one)

Subject: CFT for supplying of Multifunction Machine (Printer, copy, scan and fax).

MWR Ref.: 007/ICT/17.

Dear Sirs:

Hayan Petroleum Company (HPC) hereby invites you to participate in this tender for provision of "Multifunction Machine (Printer, copy, scan and fax)".

If interested, tender book is available from **28 JAN 2018** till **15 FEB 2018** against payment amount (5,000.00) SYP at the following address:

Dummar – Terrases Island 13-block2 - Rafa'a Tahtawi St - Damascus, Syria -PO BOX – 3581, Website: www.hpc.com.sy.

We look forward to receive your valuable offer or your official decline on or before the bid closing date: **19 FEB 2018**

The Materials:

Item	Description	Unit	Qty	U.P	T.P
1	<p><u>Kyocera 4050/KM, (Printer, copy, scan, Fax):</u></p> <ul style="list-style-type: none"> • Max original size A3. • Engine speed: Max. 40/23 pages per Minute A4/A3. • Memory 512 MB. • Resolution 600 x 600 dpi at (copy). • Input capacity: 2 x 500 sheet + 200 sheet multipurpose tray. • Interfaces: standard interface. • Paper Handling: 100 sheets, dual side and color scan. <p>Warranty: One Year.</p> <p><u>Important Note: These specifications for Photocopier as minimum specification requirement.</u></p>	P.C	1		

Notes:

- 1- The appropriate material documents and certificates, when applicable, must be submitted together at the time of delivery, otherwise the materials will not be considered received by HPC.
- 2- Supplier warrants that the materials are certified in accordance with a/m specifications and new, unused and not renewed, produced in accordance with standard industrial practice and HSE requirements.
- 3- These specifications for Photocopier as minimum specification requirement.
- 4- Manufacturer name, country of origin should be clarified in the technical offer.
- 5- Any financial offer has mistakes in calculation will be calculated for the benefit of HPC's during the financial evaluation.

1) Offer must be submitted on / or before **19 FEB 2018** (Closing Date)

REMARK: You are kindly requested to adhere to the closing date, however, if you feel that you will not be able to meet this closing date, please ask for an extension beforehand.

2) Offer Submission:

- ❖ **Bid Bond:** No offer will be considered unless **Original Bid Bond** accompanies it **on / or before the closing date** amounting to **SYP 60,000** (Say: Sixty Thousand Syrian Pound only).

The Bid Bond shall be: Certified cheque, or Bank guarantee.

This Bid Bond shall be made out to the order of HPC, issued or confirmed, **on/or before the closing date**, by any operating bank in Syria, preferably by Commercial Bank of Syria Branch N° 6 of Damascus, valid for **90 days** and **shall be extended automatically**, at bidder's cost, upon possible request of HPC until the future Purchase Order is awarded. It shall be claimed by HPC in case the future Supplier does not fulfill its obligations at the time of Purchase Order award.



The original Bid Bond, of whichever form, **shall be enclosed in Envelope A.**

HPC will return to each Bidder, except the selected one, its Bid Bond after fifteen (15) days from the date of award of this Call for Tenders.

The selected Bidder's Bid Bond will be released by HPC **only** upon receipt of his Performance Bond amounting to 5% of the total amount of future Purchase Order.

- ❖ Offers should be written in English and placed in two separated envelopes:
 - One **sealed envelope marked envelope "A" Contractual & Technical Offer. It shall contain one (1) original and two (2) copies of the contractual & technical offer.**

Note: you should mention the following:

- ❖ Payment Currency and Payment terms & Conditions.
- ❖ Delivery Time & Delivery Place.
- One **sealed envelope marked envelope "B" for Financial Offer. It shall contain one (1) original and two (2) copies of the financial offer.**

Each envelope shall bear the following:

CFT Ref.: HPC- 007/ICT/17

Supplying of Multifunction Machine (Printer, copy, scan and fax)

Offer reference, Bidder's name and his full address

Envelopes "A" and "B" of the offer shall be put in **one sealed envelope**, carrying the above **CFT Reference** and Bidder's name, detailed address, phone and fax numbers, etc....., marked as above and hand-delivered or express mailed to:

HAYAN PETROLEUM COMPANY

Dummar – Terraces – Island 13 – Block 2

Rafaat Tahtawi St. – Damascus Syria

Attention: Head of Procurement Department

Offer must be submitted to HPC on / or before the Closing Date specified above.

- ↓ **Beyond the closing date, bidder's offer shall not be taken into consideration.**
- ↓ **Offer sent by fax or email shall not be taken into consideration.**
- ↓ **Each page of offer should be signed and stamped originally by bidder.**
- ↓ **Prices must be firm and not subject to any variation.**
- ↓ **Any enquiry for clarification on this Call For Tender (CFT) shall be made separately from financial offer.**
- ↓ **Any provision not commented shall be deemed acceptable by Bidder.**
- ↓ **Any enquiry for clarification or closing date extension should be received before Five Working Days at least of the closing date.**
- ↓ **For any details or amendments related to this CFT, Kindly follow-up visiting company's website at hpc.com.sy.**



Special Terms:

1. **Payment Currency and Conditions:** 100% in Syrian Pound, **by bank transfer**, after delivery of the materials and within 30 days from receipt of Supplier's correct original invoice and correct technical receipt report.
2. **Pricing Currency:** Prices shall be quoted 100% in Syrian Pounds.

Important Note:

- ❖ According to Prime Minister's Circulated Note Ref.: 26/15/ب, Date: 21/10/2015, Please be informed that you can submit your financial offer in **EURO**, and **the payment will be in Syrian Currency at due date**,
The bidder who offers in EURO must **provide HPC with an original document/s issued by Syrian Customs, which prove that the supplied materials are imported from out of Syria** (such as **Customs Declaration** or any other document issued by Syrian Customs).
- ❖ **Otherwise in case HPC did not receive the a/m required original document/s, the payment will be 100% in Syrian Pound according to Foreign Exchange Quotations issued by Central Bank Of Syria at closing date.**

3. **Delivery Time:** Within **One (1) Month** as from receiving date of HPC's P.O.
4. **Delivery Place:** HPC's **Damascus Office**, Syria.
5. **Offers Validity:** **Thirty (30) Days from closing date.**
6. **Taxes & Stamps for Local Supplier:**
 - ❖ Hayan Petroleum Company will deduct (2%) from the total amount of Supplier's invoice(s) due to the application of Syrian Tax Law No. 60 issued on 31/12/2004.
 - ❖ The Syrian Law No.13 dated 02/07/2013 will be applied on supplier.
 - ❖ **Supplier should be in fully compliance with Legislative Decree No. 44 of 2005 and its amendments to pay the stamp's value arising from the purchase order.**
7. **Performance Bond:**

In order to cover his contractual obligations, Supplier shall submit a Performance Bond amounting to SYP (Say: Syrian Pounds only) represents 5% of the total amount of the future Purchase Order. Such Performance Bond shall be issued by any operating bank in Syria-Damascus, preferably by the Commercial Bank of Syria Branch N° 6 of Damascus, within 15 days from receipt date of the future Purchase Order and shall be valid for one month beyond the actual delivery date, including any warranty obligations.

Furthermore, HPC reserves its right to claim the Performance Bond, and the amount of Performance Bond shall be payable to HPC as compensation for any loss resulting from Supplier's failure to complete its obligations under the future Purchase Order.

Performance Bond should be unconditional and "on first demand".

Supplier undertakes to extend automatically the validity of such Performance Bond, at his own cost and initiative, until he has fulfilled all his obligations. Such extension shall be officially advised by Supplier's bankers to HPC 25 days prior to its expiry date. Failing this shall be ground for HPC to claim such Performance Bond or withhold, from the Supplier's due monies, an amount equal to its value.



Important Note for Performance Bond:

If the Supplier did not submit the Performance Bond within fifteen (15) days as from P.O. receipt date, then HPC will take the necessary legal action.

8. **Late Delivery Damages:** 0.1% (one per thousand) of the total amount will be calculated per day of delay starting from the initial delivery date mentioned in the Purchase Order;

The damages will be limited to 10% of the P.O. total amount.

Damages will apply after a 7 days grace period; for 7 days delay, no damages shall be applied, for 8 days delay 0.8% damages will apply; damages will be calculated pro-rate the number of days of delay.

At any time after the end of a/m grace period, HPC has the exclusive right at its sole discretion to cancel the Purchase Order, by a written official notification, without any kind of compensation to the Supplier.

9. **ACKNOWLEDGEMENT OF RECEIPT OF CFR & ACCEPTANCE:**

Please acknowledge receipt of this CFR and confirm your acceptance of all HPC's terms and conditions.

Best Regards,

Chairman

Eng. Shaban Zayak



O.B/OM
20-12-2017

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