

Information related to the description of procurement subject

1.1 Name of the procurement subject

Purchase of aluminum plates for number plates for 2019-2020 years

Note:

In case of discrepancy between the Georgian tender documentation and its translation into English language the priority shall be given to the Georgian version. Accordingly, pretendent shall be guided by the tender documentation in Georgian language.

1.2 Technical parameters of the goods / service / job description (technical assignment), quantity / volume of the procurement subject

Aluminium plates for producing number plates: 2 500 000 items.

(Approximate number of number plates envisaged by the clauses 2.3.1.1, 2.3.1.4; 2.3.1.7 and 2.3.1.10 of tender documentation is 2290 000 items;

Approximate number of number plates envisaged by the clauses 2.3.1.3; 2.3.1.6 and 2.3.1.9 of tender documentation is 10 000 items;

Approximate number of number plates envisaged by the clauses 2.3.1.2; 2.3.1.5; 2.3.1.8 and 2.3.1.11 of tender documentation is 200 000 items;)

[Annex to tender documentation – technical assignment.pdf](#)

1.3 Price list/estimate

Note: Product unit price for different type of number plates shall be identical;

[Price list, cards .pdf](#)

1.4 Term for goods/service delivery and fulfilment of work

1.4.1 Schedule and terms for delivery of procurement subject:

- Supply of the first lot of goods - 200 000 items – shall be carried out within 120 (One hundred and twenty) calendar days from the day of execution of the contract;
- The rest part of the goods shall be delivered in stages, under the following conditions: Supply of 400 000 - 400 000 during 2019 – 2020 years – in each 3 (three) months (quarter) a year from the date of the first supply; while the final lot of goods to be supplied shall be determined by 300 00 items.

Note:

1. Each lot of the supplied number plates shall contain the quantity of the thermal transfer plates (per 2 500 000 items of number plates, 3000 items thermal transfer plates in total), which ensures the full and complete thermal processing of the number plates in the supplied lot; the presumable number of 3000 items of the thermal transfer plates according to the colors shall be as follows: black – 2950 items; red – 35 items; white – 15 items.

2. Before supply of each lot the supplier shall agree with the buyer the types and quantity of the number plates and thermal transformers within the scopes of the number to be supplied in each certain lot.

1.5 Form and place of goods/service delivery and fulfilment of work

For non-resident supplier and resident supplier in charge of the import of the goods: Rustavi, Tbilisi-Red Bridge Highway 21 km, CIP-Rustavi under the conditions of INCOTERMS-2010.

For resident supplier manufacturing the goods onsite: Rustavi, Tbilisi-Red Bridge Highway 21 km.

1.7.1 Request for warranty term

The guarantee period for the number plates shall be at least 5 (five) years while in case of a thermotransfer it shall be at least 2 (two) years.

Technical Requirements

2.1.1 Request for trademark, patent, model, source of origin and / or manufacturer of subject

In the price list the bidder shall reflect the manufacturer of the good and the country of origin.

2.2.1 Request related to the experience of a bidder

A bidder shall submit the information about the number plates produced and/or supplied during the last 3 (three) years to at least 1 (one) country in the amount of at least 1 000 000 (one million) aluminium number plates

In case if a bidder is a realizator company, he must provide information about the numbers that have been manufactured and / or supplied by the manufacturer within the last 3 (three) years, to at least 1 (one) country in the amount of at least 1 000 000 (one million) number plates

Note: The relevant documents (contracts, delivery-acceptance and etc.) certifying the realization of goods shall be submitted.

2.5.1 Term for goods/service delivery and fulfilment of work (plan-schedule)

The plan-schedule of the procurement subject – according to the clause 1.4.1 of tender documentation.

2.7.1 Request related to license, accreditation, standards, quality compliance and other documents

A bidder shall submit the following type of certificate envisaged by tender documentation:

ISO 9001:2008

Or their identical/relevant certificate that may be obtained and issued in later years.

Note:

- Certificates shall be issued by an accredited entity. It is necessary to indicate the state agency or an entity granting the accreditation.

- In case if a bidder is a manufacturer company, it shall present the contract with the manufacturer or the consent, in case of winning the tender it shall present requested certificate and documentation envisaged by the clause 2.7 for contract execution, which belong to the manufacturer company. The certificate shall be issued by the entity with accreditation.

- The term of validity of certificate shall be at least the term of completion of receiving tender proposals. If the certificate mentioned at any stage of delivery of goods will expire, with each delivered lot of goods the supplier shall present valid certificate.

- The bidder shall confirm that in case of winning the tender during the term of delivery of the first lot of goods, the supplier shall submit to the procuring entity the results of tests relevant to the conditions envisaged by the table contained in the clause 2.3.2 (characteristics of number plate alloy and mechanical features) for the goods envisaged by the clauses 2.3.1.1 and 2.3.1.2 and also the testing results (along with the tested samples) on compliance with the ISO 7591 requirements regarding photometric and photometric characteristics of the light reflecting tape envisaged by the clause 2.3.3 of the annex to the tender documentation, which shall be conducted by the laboratory with European accreditation after the announcement of the tender date (the bidder shall present the documents asserting the accreditation of the laboratory).

2.9 Other additional requirements

2.9.1 The tender proposal and the entire correspondence and documentation exchanged between the buyer and the bidder regarding this proposal shall be submitted in Georgian and the documents presented by a non-resident bidder shall annexed their translation in Georgian duly notarized.

2.9.2 A bidder shall be entitled to submit only one tender proposal.

2.9.3 Unit and total price of the tender proposals shall be admitted only in the national currency - in GEL. In case of a non-resident supplier the total and unit price reflected in a bid shall include the value of the goods as well as all the expenses, including the transportation costs incurred to the supplier, except for the taxes envisaged by the legislation of Georgia (according to the place of delivery), in case of proposal by a resident supplier (in case the procurement subject is imported) the total and unit price reflected in a bid shall include the value of the goods as well as all the expenses covered by the supplier (including transportation costs), including taxes envisaged by the legislation of Georgia, except for VAT and customs fee.

in case of proposal by a resident supplier (in case the procurement subject is manufactured locally) the total and unit price reflected in a bid shall include the value of the goods as well as all the expenses covered by the supplier (including transportation costs), including taxes envisaged by the legislation of Georgia, except for VAT.

In the given case, the procuring entity during the conclusion of a contract shall add the VAT to the price.

In case of delivery of imported goods by a resident supplier the VAT as well as the customs fees shall be paid by the buyer.

2.9.4 The goods to be supplied shall comply with the sample established by the legislation and requirements set forth in the bid.

2.9.5 Amendment to the design and protective elements of the goods to be supplied shall be agreed with the buyer during the conclusion or/and during the contract on certain number of goods requested by the buyer without any additional expenses.

Document (s) confirming the adequacy of pricing

4.1.1 Request for document (s) confirming the adequacy of pricing

In case if the final price fixed in the system by e-tender winner bidder is less than the estimated value of the procurement subject by 20% or more, the buyer shall request the supplier to submit documents confirming the adequacy of pricing. The adequacy of pricing shall be confirmed by the contract and/or invoice concluded by a bidder, which confirms the possibility of fulfilling the obligations undertaken by the contract for the price fixed by the bidder.

The rules set forth in the causes 6 and 7 of the Article 18 and causes 2, 3, 5, 6 and 7 of the Article 28 of the Order #12 of June 14, 2017 by the Chairman of the State procurement Agency shall apply to the confirming the adequacy of pricing.

4.1.2 Term for submitting document (s) confirming the adequacy of pricing

Within 10 working days from the date of request.

Contract fulfillment security

6.1 Contract fulfillment security shall be demanded

2 percent

6.2 Security shall be required if the final price is less than the estimated value of the procurement subject by 20% or more

5 percent

6.3 Security period

The period of the contract securing bank guarantee shall exceed to the contract period by at least 30 calendar days.

6.4 Terms of security

The unconditional and irrevocable guarantee for fulfillment of the contract shall be presented in the currency requested by the supplier. The guarantee shall be issued by the banking institution licensed by the National Bank of Georgia and/or the insurance company licensed by the LEPL Insurance State Supervision Service of Georgia

Terms of payment

7.1.1 Terms and amount of advance payment

Advance payment in the amount of 10% of the contract value shall be available within 10 (ten) calendar days from the day of submission of the bank security. In case of advance payment the supplier shall present relevant advance payment bank security and the effectiveness period of the advance payment bank security shall be 30 (thirty) calendar days more than the contract period.

The advance bank security shall be submitted in the currency requested by the supplier. The bank security shall be issued by the banking institution licensed by the National Bank of Georgia and/or the insurance company

licensed by the LEPL Insurance State Supervision Service of Georgia. The payment of the remaining amount shall be carried out after the deduction of the amount received as an advance

7.2 Conditions for Installment and/or Final Payment

The payment will be made in noncash manner, in GEL or in the currency requested by the supplier (in case of signing the contract in the currency requested by the supplier, the parties may agree to manage the payment in accordance with the exchange rate set forth by the National Bank of Georgia on the day of payment).

7.3 Conditions for Installment and/or Final Payment

Payment shall be made in installments, according to the goods actually delivered. The buyer (LEPL-MIA Service Agency) undertakes to pay to the supplier the value of the lot of the goods received within 15 (fifteen) days after the day of execution of the Delivery-Acceptance Act and/or the issuing/submission the accompanying documents (tax invoice, consignment note etc.). If the last day of the payment coincides with the non-working day, then the payment shall be carried out on the next working day.

Draft Contract

8.1 Draft contract

[Draft contract.pdf](#)

Information on contact point

9.1 Name and data of the contact point of the Tender Commission Office

Anton Glavatski 577579779, glavacki.a@sa.gov.ge

Additional information/documents

10.1 Additional information/documents

10.1.1 All documents and/or information uploaded in the state procurement unified e-system (hereinafter the "System") shall be signed and/or sealed (in case of a seal) by an authorized person (in case of necessity a power of attorney and/or the authorization shall be uploaded)

10.1.2 In the event of submission of the document and/or information in a foreign language it shall be attached with the Georgian translation duly notarized.

10.1.3 In the event of submission of the bid-related document and/or information in a foreign language it shall be attached with the Georgian translation duly notarized;

10.1.4 In discussing the technical documentation in a foreign language and its Georgian language version the issue of prevalence shall be decided by the Tender Commission; in addition, in case of application of foreign words in

Georgian text the Commission shall be entitled to discuss the issue of compliance of the mentioned word(s) with the technical documentation

10.1.5 In case of any mechanical error made by a bidder, such as the indication of any incorrect sum or a multiplication, the incompletion regarding the verbal or a digital image, it may be corrected without the specification, taking into account the principle of prevalence of a unit price, provided that the mentioned shall not exceed the final price stated in the relevant margin of the system

10.1.6. The form and the conditions of the contract on state procurement are given in the tender documentation which shall be specified by the moment of conclusion of the contract in compliance with the tender proposal

10.1.7. In case if for description of the subject of the procurement or qualitative indicators thereon the tender documentation uses a trademark, model, patent or manufacturer company, the mentioned terms shall be implied as "similar" or "equivalent" and a bidder shall submit the good/service with the features similar or equivalent to the subject specified in the technical documentation.

10.1.8 Unit and total price of the tender proposals shall be admitted only in the national currency - in GEL. In case of non-resident supplier's request the final price stated as a result of trading shall be converted at the moment of execution of the contract into the currency requested by the supplier, according to the exchange rate set forth by the National Bank of Georgia on the day of e-trade.

10.1.9 A bidder shall submit tender proposals only in the national currency - in GEL; with a non-resident supplier the contract may be signed in the currency requested by the supplier. Accordingly, the unconditional and irrevocable guarantee for fulfillment of the contract shall be presented in the currency requested by the supplier. The guarantee shall be issued by the banking institution licensed by the National Bank of Georgia and/or the insurance company licensed by the LEPL Insurance State Supervision Service of Georgia;

10.1.10 In case of a non-resident supplier the total and unit price reflected in a bid shall include the value of the goods as well as all the expenses, including the transportation costs incurred to the supplier, except for the taxes envisaged by the legislation of Georgia (according to the place of delivery), in case of proposal by a resident supplier (in case the procurement subject is imported) the total and unit price reflected in a bid shall include the value of the goods as well as all the expenses covered by the supplier (including transportation costs), including taxes envisaged by the legislation of Georgia, except for VAT and customs fee. in case of proposal by a resident supplier (in case the procurement subject is manufactured locally) the total and unit price reflected in a bid shall include the value of the goods as well as all the expenses covered by the supplier (including transportation costs), including taxes envisaged by the legislation of Georgia, except for VAT. In the given case, the procuring entity during the conclusion of a contract shall take into account the VAT relevant to the value of a tender proposal. In addition, in case of delivery of imported goods by a resident supplier the VAT as well as the customs fees shall be paid by the buyer.

10.1.11 The bidder shall - during the term of delivery of the first lot of goods envisaged by the clause 1.4.1 of the tender documentation - submit the results of tests relevant to the conditions envisaged by the table contained in the clause 2.3.2 (characteristics of number plate alloy and mechanical features) for the goods envisaged by the clauses 2.3.1.1 and 2.3.1.2 and also the testing results (along with the tested samples) on compliance with the ISO 7591 requirements regarding photometric and photometric characteristics of the light reflecting tape envisaged by the clause 2.3.3 of the annex to the tender documentation, which shall be conducted by the laboratory with European accreditation after the announcement of the tender date (the bidder shall present the documents asserting the accreditation of the laboratory);

10.1.12. The bidder is not authorized to submit an alternate tender proposal.

10.2. Documents to be uploaded in the unified e-system by a bidder:

a) Price list according to the Annex N2, which shall reflect detail information regarding the technical characteristics (in compliance with the technical documentation – the Annex to the tender documentation), delivery schedule, terms, place and conditions (taking into account the requirements set forth in the clauses 1.4 and 1.5 of the tender documentation), guarantee conditions (taking into account the requirements set forth in the clause 1.7 of the tender documentation); also the manufacturer of the good and the country of origin;

b) Full information and documentation in compliance with the requirements envisaged by the clauses 2.2.1 and 2.7.1 of the tender documentation;

c) In case of a resident – excerpt from the Registry of Entrepreneurial and Noncommercial Legal Entities (except for physical persons); in case of a non-resident – excerpt from the governmental agency of the relevant country (the excerpt should be issued after declaring the bid date).

D) The bidder shall submit the information confirming the origin of the materials used for the preparation of the product (including the information on the compliance with the requirements of the present tender documentation and the requested standards):

- Supplier of state number plates of the vehicles and/or the manufacturing company;
- Supplier of light reflecting plates and/or manufacturing company;
- Supplier of thermal transfer plates relevant to the number plate and/or manufacturing company;

E) The bidder confirms, that in case of winning the tender - during the term of delivery of the first lot of goods envisaged by the clause 1.4.1 of the tender documentation – it shall submit the results of tests relevant to the conditions envisaged by the table contained in the clause 2.3.2 (characteristics of number plate alloy and mechanical features) for the goods envisaged by the clauses 2.3.1.1 and 2.3.1.2 and also the testing results (along with the tested samples) on compliance with the ISO 7591 requirements regarding photometric and photometric characteristics of the light reflecting tape envisaged by the clause 2.3.3 of the annex to the tender documentation, which shall be conducted by the laboratory with European accreditation after the announcement of the tender date (the bidder shall present the documents asserting the accreditation of the laboratory).

Note: the documents uploaded in the system shall be signed by a manager or a bidder's authorized person who holds the relevant document evidencing his/her authorization.

Minute of Session of the Tender Commission on Approval Tender Conditions

11.1 Minute of Session of the Tender Commission on Approval Tender Conditions

Minute N1.pdf