

	Company Name NATIONAL ALCOHOL & LIQUOR FACTORY ብሔራዊ አልኮልና ኦሊቅ ፋብሪካ	Document No OF/NALF/PA/016
Revision 0	Document /Title: የጨረታ ማስታወቂያ INVITATION BID & INSTRUCTION	Page No: Page 1 of 1

I. Tender No. NALF 00 .. /20..


1. National Alcohol & Liquor factory invites all interested and eligible bidders to supply &/or install
2. A complete set of bid document can be obtained against payment of non refundable fee including VAT birr 115 /one hundred fifteen birr/ from main cashier at head office.
3. The bid must be accompanied by a bid security 2% of the total offer in the form of CPO or bank guarantees. Bid documents shall be submitted in the separate sealed envelopes labeled “original” and “copy” both for technical and financial proposals.
4. The bid bond will be sealed in separate envelop and marked bid bond.
5. The closing date is at am/pm and the bid will be opened at the same date at am/pm in the conference hall in the presence of the bidders or their legal representatives.
6. National Alcohol & Liquor factory reserves the right to reject any or all bids.

National Alcohol & Liquor Factory
P.O.Box:- 3516 Fax:- 0115-513299
Tel:- 0115-516999, 0115-517937
Addis Ababa

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II. INSTRUCTION TO BIDDER

- 2.1. Bidders should carefully follow instructions, requirements and conditions set forth in this bid documents. The buyer shall have the right to reject any bidder who fails to follow instructions and shall bear no responsibility for doing so.
- 2.2. All correspondence in connection with this bid shall be in English language.
- 2.3. Bidders shall quote their unit price both in FOB and C&F. In case bidders make mistakes while computing the total cost, the unit price shall be taken as basis for evaluation.
- 2.4. Bidders may submit their offer according to form attached with this bid document.
- 2.5. Price validity for this bid should not be less than 60 days.
- 2.6. The bidder, in case win to receive the award, shall enter into contract to supply and shall furnish a performance bond of 10% the aggregate contract price in the form of a bank guarantee drawn in favor of the buyer. And the bond shall be released up on delivery of laboratory equipments as per contract agreement.
- 2.7. Bid document will not be received after the bid closing date.
- 2.8. Bid signed by the local agent shall be accompanied by evidence for authority from the principal.
- 2.9. The buyer reserves the right to amend the bid documents before the deadline for submission of bid documents. The amendment will be made formally written which shall be furnished to all prospective bidders.
- 2.10. Bidders may obtain further information pertinent to the bid by the following address:

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III. DOCUMENTATION FOR SUBMISSION OF BID DOCUMENTS

A. Submission of Documents

Documents should be prepared in two envelopes where the technical document being in one separate envelop and marked “technical proposals”, the other envelope the commercial documents being packed in other separate envelop marked “financial proposals”. Each envelope should be sealed. The name of bidders and the goods should be clearly stated on the outer part of envelope.

B. Content of the document under each envelopes shall be as follows:

1. The technical document comprises

- Bid bond (in sealed envelope)
- Evidence of authority in case of bid signed by local agent.
- Technical specification details as per the requirement of the technical specifications stated on the bid document.
- Evidence of past good performance the bidder, if any.

2. Commercial envelope comprises

- Price of the items as per instruction indicated on 2.3 of this bid document

IV. FORMAT

S/N	Description of Goods	unit	Quantity	Unit Price FOB	Total	Other Costs, if any	Grand Total FOB
1							
2							
3							
4							
5							
6							

V. EVALUATION CRITERIA

- Technical Evaluation 70%
- Financial Evaluation 30%
- Total Weight 100%