



INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE

CONSUMABLE PRODUCTS ON A NEED BASIS (F&B)

Request for Proposals

RFP17-004_Inv Consumables

Procurement Section
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International Center for Biosaline Agriculture - ICBA is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.



I. GENERAL INFORMATION

1.1 Purpose

The International Center for Biosaline Agriculture (ICBA) seeks written proposals from qualified vendors able to provide Consumable (F&B) items on a need basis. At the conclusion of this RFP process, ICBA prefers to award a single contract. The contract term will be one year with options to renew for two additional one-year terms.

1.2 Instruction to Bidders

Bidders are requested to read the bidding documents carefully to be able to submit a responsive proposal. In submitting the proposal, bidders must respect all instructions, forms and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified may lead to the rejection of the proposal.

1.3 Deadlines

Deadline for requesting clarifications, meeting, site visit...	September 14, 2017
Deadline for submission of proposals	September 18,2017

1.4 Submission of Proposals

Proposals must be submitted in sealed envelopes at ICBA reception or electronically through ICBA procurement website: <http://procurement.biosaline.org/>

1.5 Proposal Contents

Proposal responses should include the following:

- a. The Bidder company valid trade license
- b. The RFP Attachment A- Price form, duly filled and completed
- c. At least 3 Client references
- d. Company products catalogue
- e. ISO certifications if any

1.6 Validity of Proposal

Proposals must remain valid and open for the acceptance of ICBA for 120 days from the RFP closing date. Proposals specifying a shorter acceptance period will be considered as non- responsive proposals.

1.7 Incomplete and Late Offers

Incomplete and late proposals will not be accepted. It is the bidder's responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions.



1.8 Inquiries

Bidders may submit questions in writing through e-mail to the following address and before the deadline stated in the table of tender deadlines:

Contact name : Ms. Imane Boujidane
Senior Executive-Procurement
Tel. no. : +9714 3361155- Ext. 201
Email : Procurement@biosaline.org.ae

Any clarification issued by ICBA will be communicated in writing to all the bidders before date stated in the table above. No further clarifications will be given after the stated date.

Note: Any clarification issued by ICBA will be communicated in writing to all the bidders & will be published on ICBA- Procurement website: www.biosaline.ae

Any prospective bidders seeking to arrange individual meetings with ICBA or any of its employees concerning this contract during the bidding period may be excluded from the bidding procedure.

1.9 Alteration of Proposals

Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

1.10 Eligible Bidder

Bidders considered eligible to submit proposals are defined as follows:

- Entity /organization that is legally registered to do business in UAE and can provide a valid certificate of legal registration/ trade registration license.
- Bidder must have the technical and financial capacity to perform this Contract successfully.

1.11 Costs for preparing proposals

Under no circumstances will ICBA be liable for any costs incurred in connection to the preparation and submission of proposals even if ICBA decide to reject all the proposals or cancel the bid.

1.12 Clarification

During the evaluation process, ICBA may request additional information and product samples from bidders if it is necessary for further clarifications in regard to the submitted proposal.

1.13 Evaluation of proposals

Each Proposal will first be examined to determine compliance with requirements identified in this RFP:

- Company Trade license
- Company References

Only compliant proposals will pass to the prices evaluation.

The price form will be evaluated as follow:

Each product will be evaluated separately on the basis of lowest cost. Points will be awarded per item, with full points going to the lowest price.

The points for each item will be summed for the total score.



1.14 Amendments

During the proposal submission period, if ICBA decides to modify/ change any requirement/s of the RFP, [the modification/s shall be released through the issuance of an amendment to the RFP.] Any amendment will be issued in writing and will be sent to all bidders.

1.15 Confidentiality

The entire evaluation procedure is confidential and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than ICBA.

1.16 Bid Cancellation

ICBA has the right at any stage in the bidding process to cancel the whole bid without the need to give a justified reason to any of the bidders. Bidders will be notified in writing of the cancellation.

1.17 Discussion/Negotiation

ICBA may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

1.18 Award Letter & Contract

ICBA reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, the contract form and the scope of services to be provided pursuant to the contract, rests with ICBA. A contract may be awarded to more than one bidder based on the quality of the proposals and ICBA's needs. Please note that an award letter is not a contract and can be withdrawn at ICBA sole discretion.

Bidder's Failure to accept the award at the time of receiving notification from the bidder will give ICBA the right to award the tender to the next bidder.

1.19 Performance Bond

The Vendor will be required to secure a performance bond in an amount equal to 10% of the of the total estimated award amount within 10 days from signing the contract and to be in effect for the duration of the contract period. The performance bond may be used to satisfy penalties for lack of delivery and/or loss incurred in the event of the Vendor's failure to deliver or perform according to the requirements of this RFP and the purchase order. The performance bond may be liquidated by ICBA to satisfy penalties should they be applicable.

1.20 Bidder Responsibility

It is the responsibility of each bidder before submitting a proposal:

- To examine thoroughly the contract documents and other related data identified in the proposal documents.
- To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.
- To study and carefully correlate bidder's knowledge and observations with the contract documents and such other related data.



- To promptly notify the Procurement Section of all conflicts, errors, ambiguities, or discrepancies which bidder has discovered in or between the contract documents and such other related documents.

1.21 Governing Law and Language

This Tender is subject to and shall be construed according to the applicable laws and regulations of the United Arab Emirates. The Tender and all notices pursuant to the provisions thereof shall be in English.

II. SCOPE OF WORK

The selected Contractor will be required to provide and deliver Consumable Products (food and Beverage category) to ICBA HQ on an as needed basis. Proposers must be able to comply with terms and conditions of ordering and delivery of ICBA. Individual product specifications are listed on Attachment A, Price Form.

2.1 Proposals must conform to the specifications

When manufacturers' names, trade names, make, model or catalog numbers are used in the specifications, they are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive when preparing the proposal.

2.2 Deviations from specifications

If there is any deviation in the pack, source, quality, etc. of an item requested, from that prescribed in the specifications, the difference must be clearly indicated in the proposal. During the term of the Contract, Contractor must adhere to the pack and size specifications. In case there a change of any of the specifications: Size, pack, brand, price or a substitution of any item, the contractor should inform ICBA in writing at least 2 working days before the next schedules delivery and get its consent.

2.3 Contractor Performance

Contractor must meet the highest standards prevalent in the industry or business most closely involved in providing the Goods or Services that ICBA is purchasing.

The Contractor shall make delivery to ICBA as requested throughout the contract duration. Deliveries shall be made as needed and within the timeframe requested. Delivery charges are (D.D.P.) and must be included in the bidder's pricing.

Delivery should be made to ICBA HQ address:
Academic City
Al Ain Road, Al Ruwayyah
Near Zayed University

The vendor will be responsible for insuring that delivery personnel remain with their equipment and assist in unloading.

2.4 General Delivery Requirements

Contractor shall meet the following conditions:



- The vendor shall have the ability to provide 100% of the products ordered.
- Provide packing slips with each shipment identifying items ordered by ICBA's item number(s), quantity ordered, purchase order, and associated invoice numbers.
- All deliveries shall be organized for easy off loading and receipting. Products should be delivered in a clean, enclosed truck.
- Contract may be amended to allow additional delivery sites as required.
- Products that do not meet ICBA specifications may be rejected and replacement of the rejected products shall occur within 24 hours of the delivery date at no cost to ICBA.
- The Contractor shall not set minimum delivery limits by dollar or by volume and shall not charge ICBA additional charges for smaller than normal orders.
- Deliveries to be made between 10:00 AM-3:00 PM Sunday to Thursday.

2.5 Delivery Delays

If delivery delays are foreseen:

ICBA must be notified within 24 hours of Contractor's knowledge of such delay. Contractor shall keep ICBA advised of the status of deliveries.

Failure to meet delivery dates may constitute a breach of Contract by Contractor which may subject Contractor to termination under terms and conditions of the resultant Contract.

In the event of default by the Contractor of their obligations, ICBA reserves the right to obtain the required products elsewhere. Contractor would be responsible for any differences in price for the replacement products.

2.6 Delivery Inspection

Delivery of items that do not meet all requirements will be rejected. Rejected items shall be removed and replaced promptly by the Contractor at no cost to ICBA.

2.7 Ordering

Contractor shall provide an email address for the placing of orders. Contractor must have the ability to deliver 100% of products within 5 working calendar days of order placement. Deliveries that will take longer than 5 working days, should be mentioned clearly in the proposal.

When orders are placed, Contractor shall be responsible for confirming order receipt within 24 hours of order placement. Contractor shall be responsible for seeking authorization from ICBA by phone or email for any product substitutions 2 working days prior to shipment. If Contractor is unable to deliver all items, Contractor shall recommend a substitute product and seek authorization 2 working days prior to shipment. All substituted products offered shall be at equal or better quality, at or below the Contract price of replaced item and approved by ICBA. ICBA reserves the right to return any substituted items not pre-approved by ICBA and any items that are later found to not meet specifications. Any related expenses and costs for product returns and approved substitutions shall be the responsibility of Contractor.

There will be no "small order," "minimum order," or "special order" charges or surcharges. In addition, there will be no "minimum" quantities required per delivery.

2.8 Add/Delete Items

ICBA reserves the right to add or delete items during term of awarded Contract as dictated by changing requirements.



2.9 Pack Size

Contractor will not change the pack size during the term of the contract, unless circumstances arise that are out of the Contractor's control. Notice in writing with an explanation for the change will be given to the Procurement Section prior to any changes that may occur.

2.10 Inventory

Contractor agrees to maintain reasonable inventories to ensure that back-orders will be kept to a minimum and delivery can be accomplished according to the terms of the resultant Contract.

Repeated back-ordering by Contractor of orders by ICBA may be considered a breach of contract and will be addressed according to the Contract terms and conditions. Back orders shipped from other locations to fulfill order requirements and to meet deadlines will not result in additional cost to ICBA. Should ICBA be required to obtain replacement products from other sources, associated costs will be passed on to Contractor.

2.11 Pricing

Proposers shall indicate the pricing, pricing method or discount schedule used in the space provided next to the product line on the Price Form, Attachment A. The items listed on Attachment A represent the majority of products that ICBA purchases on an annual basis.

Proposal prices are to be complete and include all costs whether material, labor, transportation or other, to complete the required work or supply the required materials in accordance with the Proposal specifications.

All Proposal' prices shall be in AED.

Prices are requested in the units specified on Attachment A. In case of a discrepancy in computing the total cost, the UNIT PRICE will govern.

Bidders must provide the following information for each product:

- Manufacturer/Brand: Name of product manufacturer
- Pack Size: The number of items in a case
- Unit Cost: Proposer will list in this column the unit (per piece) cost of the item.
- Extended Cost: Case Cost X Estimated Quantity.
- Bidder may indicate any discounts proposed for early payment or a minimum quantity order.

2.12 Returns

Contractor shall allow returns within 3 working days of delivery at no charge.

2.13 Estimated Purchase Quantities

The volume of orders indicated is an estimate of anticipated one-year purchases and are offered solely for the purpose of Proposal submission and evaluation. The estimates provided are based on the previous year purchases. Larger or smaller volume may be purchased, and there is no guarantee of purchases as a result of this solicitation.

ATTACHEMENT A – PRICE FORM

<i>Proposal</i>									
<u>Item</u>	<u>Description</u>	<u>Pack</u>	<u>Estimated yearly Quantity</u>	<u>Manufacturer/ Brand:</u>	<u>Pack (if different)</u>	<u>Unit Cost</u>	<u>Extended Cost:</u>	<u>Discount (if any)</u>	<u>Discount rules</u>
Tea	LEMON & GINGER	100bag/box	<u>36</u>						
Tea	Black Ceylon tea	100bag/box	<u>600</u>						
Tea	Green tea	100bag/box	<u>36</u>						
Tea	Green lemon tea	100bag/box	<u>36</u>						
Coffee	Instant coffee 200gm	10btl/ctn	<u>5</u>						
Coffee	Arabic coffee (dates flavor)	1kg/box	<u>15</u>						
Coffee	Turkish black coffee	1kg/box	<u>15</u>						
Milk	Evaporated milk	100pcs/ctn	<u>25</u>						
Sugar	White granulated sugar	5kg/pack	<u>60</u>						
Water	Drinking water 5gl	5gl/btl	<u>1500</u>						
Water	Drinking water 330ml	100btl/box	<u>45</u>						
Water	Drinking water 500ml	100btl/box	<u>45</u>						