



KPO requirements for Tender Submission Package

2016



REQUIREMENTS FOR TENDER SUBMISSION PACKAGE

Tenderers shall provide the separately sealed parts of Tender submissions:

Volume 1 – Technical (Unpriced): 1 Original + 1 hardcopy.



Comprises the technical proposal, responses to the questions in the Tenderer Questionnaire, any technical documentation, any technical qualifications to Tender specified in the technical part of the Tenderer Questionnaire.

This part shall not contain any prices.

Volume 2 – Commercial (Unpriced): 1 Original + 1 hardcopy.



Consists of the commercial documentation, any commercial qualifications to Tender, responses to the questions in the commercial part of the Tenderer Questionnaire. This part shall be the identical copy of Schedule C - Compensation and Payment, but shall not contain any prices.

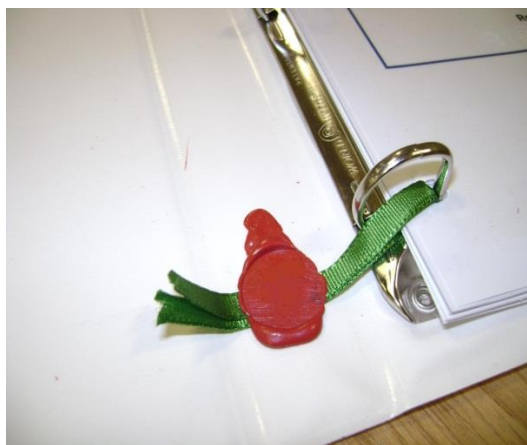
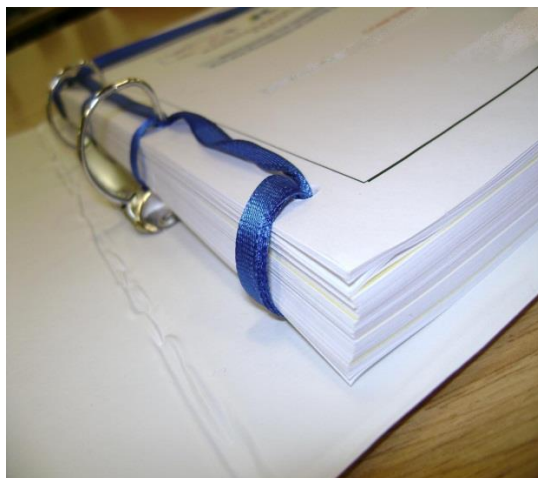
Volume 3 – Financial (Priced): 1 Original



Contains all the documentation specifying prices and rates in accordance with Schedule C - Compensation and Payment.

Failure to comply with the requirements → Tender disqualification

REQUIREMENTS FOR TENDER SUBMISSION PACKAGE



- Tender submissions shall be ribbon-bound and sealed.
- The pages of each Tender package shall be numbered.

Failure to comply with the requirements **➔** Tender disqualification.

TENDER PERIOD

- Notice of intent to submit the Tender or of its absence – within five (5) calendar days of ITT receipt.
- Any issues or requests to extend the tender closing date shall be submitted by the Tenderers and received by KPO not less than ten (10) calendar days before the Tender Due Date.
- In case the Tenderer is not willing or not able to submit the Tender, it shall immediately notify of it.
- The information contained in the Invitation to Tender is strictly confidential both for KPO and the Tenderer and must always be kept safe.
- Responses to queries by Tenderers and any changes to the ITT shall be issued by KPO to all Tenderers via issue of the Tender Bulletins.



TENDER SUBMISSION

- Tender shall be submitted before the Tender Due Date.
- Tenders submitted after the closing date shall not be accepted and be returned without being opened accompanied by the written notification (Regret Letter).