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**Electronic tender documentation**

**Regarding the purchase of Activated Carbon**

**1.1 Procurement object**

Georgian Water and Power LLC (GWP) announces E-tender for purchasing the Activated Carbon and invites qualified companies to participate therein.

**1.2 Procurement object description (Technical Requirements), procurement object quantity/volume**

**Name:** Activated carbon

Quantity: 10 tons

* **Please find the specifications of the product in the Addendum N1**

**1.3 Pricing**

The prices should be given including the delivery up to Customer’s/Buyer’s warehouse in Tbilisi, including VAT if applicable.

**1.4**  **Delivery place, form and time**

Delivery to the Customer’s/Buyer’s warehouse in Tbilisi within 2 weeks after signing the contract. (Desired term/specify if proposing different delivery term and time)

**1.5 Payment terms**

Payment will be effected via bank transfer within 30 (thirty) calendar days after receiving the goods fully or partially (in case of foreign currency: in accordance with the official exchange rate established by the National Bank of Georgia on the day of payment), and after submission of relevant documentation provided by Georgian legislation (Commodity Bill of Lading and) / or after signing the Acceptance-Delivery Act by both parties.

**1.6 Requirements about the experience of the Seller/Bidder**

The **Seller/Bidder** must have experience in the supply/sale of the goods specified in the Procurement Object during the last two years.

**1.7 Requirement about the Product Sample**

The **Seller/Bidder** is obliged to provide the Buyer with a sample/samples of the offered goods for testing - in the amount of 1 or 2 kgs, the samples should be accompanied by the relevant certificates of the products;

One **Seller/Bidder** has the right to present several alternative options of the product in the tender. For each proposed product, the **Seller/Bidder** must submit a sample of 1 or 2 kilograms for testing.

Sample identification and testing:

* Samples should be delivered to:

Addres: 10, Medea (Mzia) Jugeli Str, GWP Head Office

Contact Person: Nino Koberidze

Contact Number: 555 68 93 98

To confirm the exact address and exact time of sample delivery, please contact Nino Koberidze in advance.

* Each sample delivered for testing must be given the name necessary for identification of the sample and must by all means be accompanied by relevant certificates: presenting the certificate of Analysis is obligatory. You can assign the code names to your samples if you wish so, but it is mandatory that these codes are also specified in the price table that you upload in the tender results. In order to avoid confusion of samples, please attach a label to each sample, where you will write your (Seller/Bidder company's) name, the name of the sample manufacturer and/or the name of the product given by the product manufacturer - which should be identifiable in the Certificate of Aalysis as well.

**1.8 Documents to be uploaded by the Seller/Bidder in e-tender:**

1. Filled in Pricing table (addendum N2);

2. Certificate of Origin of **the product or information about the country of Origin;**

3. Certificate of Analysis of **the product** issued by the producer;

4. Manufacturer’s quality management Certificates – ISO certificate or any other similar quality management certificate (if available);

5. Complete company detailed of the **Seller/Bidder**;

6. Extract from the Registry of entrepreneur and Non entrepreneur legal entities, this document shall be issued after the placement of Etender;

7. Consent to the requirements of the aforementioned tender, for confirmation signed E-tender documentation shall be presented;

8. Recommendations;

**Note:**1) All uploaded documents or information must be signed by authorized person (if needed also letter of attorney should be provided)
2) All documents or information made by pretender should be signed by authorized person using electronic signature of the company or by the stamp.

**3) The offers should be all means be uploaded on the website:** [**www.tenders.ge**](http://www.tenders.ge)**; The offers sent by email will be disqualified.**

* 1. **Mandatory requirements:**

**1.9.1** At the moment of submitting the proposal, the **Seller/Bidder** shall not be involved in any:

* bankruptcy proceedings;
* liquidation proceedings;
* business suspension procedures;

**1.9.2** Prices should be provided either in GEL or in USD, with the payment term of National Bank currency rate for the date of payment. Prices should comprise all expenses provided/meant in the present instruction and all legal taxes including VAT if applicable.

**1.9.3** The proposal presented should be valid during 45 (forty five) calendar days

**1.9.4** The Buyer reserves the right to determine the tender deadline, change the terms of the tender, or terminate the tender at any stage of its progress. Information about any of these decisions will be sent to the **Sellers/Bidders** on a timely manner.

**1.9.5** The Buyer Will announce the winner of the tender on a tender committee and will inform all **Sellers/Bidders** about the decision made. “Georgian Water & Power” Ltd. is not obliged to provide oral or written explanation to **Sellers/Bidders** regarding the basis of the decisions made.

**1.9.6** The Buyer reserves the right to check/verify any information received from **Sellers/Bidders**, as well as to obtain information about the bidding company or its activities. If it is proved that the information provided by the **Seller/Bidder** is incorrect or falsified, the **Seller/Bidder** will be disqualified.

**1.9.7** The Buyer shall not receive any oral question for the purpose of getting the additional information.

Note: Any information obtained otherwise shall be deemed unofficial and lay no obligation on “Georgian Water & Power” Ltd.

* 1. **Information for the Sellers/Bidders of the e-tender:**
		1. Any question during the e-tender process shall be notified on tenders.ge website, using online question platform or the email addresses down below;
		2. To participate in the online tender, the company must be registered on [www.tenders.ge](http://www.tenders.ge), in case of registration questions please contact Kakha Kapanadze, +995 595 383 635
		3. Instruction for participation in e-tender you can find in addendum N3

**Contact Information:**

Contact person: Nino Koberidze

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E-mail: nkoberidze@gwp.ge

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