**Electronic tender documentation**

**Regarding Procurement of Microsoft Licenses**

**1.1 Procurement object**

Georgian Water and Power LLC (GWP) announces E-tender regarding procurement of Microsoft Licenses and invites qualified companies to participate therein.

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

* **Please find the specifications of the products and detailed decsription in the Addendum N1**

**1.3 Pricing**

The prices should be given including VAT if applicable.

**1.4**  **Delivery form and time**

**Procurement object** is a non-material asset and is considered delivered as soon as the licenses are activated.

Delivery preferably within 5 days 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 proposed by the local company the payment will be done 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 Performance Guarantee**

The Supplier shall present a performance guarantee in a form of a bank guarantee in the amount of 5% from the total contract within 7 (seven) calendar days from the signature date of the Contract. Aforementioned bank guarantee shall be issued by a bank licensed in Georgia or being a member state of OECD (Organization of Economic Cooperation and Development), the term of such bank guarantee shall exceed minimum 30 calendar days the term of the contract. In case the Supplier fails to present such bank guarantee within the agreed time, the Buyer is entitled to terminate the Contract.

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

1. Filled in Pricing table (addendum N1);

2. Certificate of Representation issued by the producer to the **Seller/Bidder**. (MAF or any other representation certificate will be a plus for the bidder).

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

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

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

6. 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 by 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 60 (sixty) 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 N2

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