



OFFICE OF THE WHO REPRESENTATIVE
مكتب ممثل المنظمة

Extension for ITB NO.IRQ/04/2008

Date: 27-10-2008

INVITATION TO BID

Annex B

NOTES AND INSTRUCTIONS TO BIDDERS

1. Complete specifications must be provided. Offered specifications should be in line or higher than the minimum requirements indicated in the attached **Annex A**.
2. The offered printing materials must meet international standards and quality assurance criteria.
3. Wherever items offered are not exactly in accordance with the specifications set out or wherever alternatives are offered, it is the bidder's responsibility to furnish with their tender full descriptive specifications. Erasures or other changes in the bids must be explained or noted over the signature of the bidder.
4. The bidder should indicate whether he is an authorized agent, reseller or otherwise. The bidder should provide relevant certificate to this effect along with the company profile.
5. Bids must be received sealed marked on the outside with the bid number **ITB NO.IRQ/04/2008**.
6. Offers should be tax free exempted from all duties and quoted in **US Dollar**.
7. Delivery leads time (in calendar days). **Please state the earliest delivery date.**
8. Quotation must be valid for at least 60 days.
9. **Payments terms are 30 days net upon receipt of the received documents**, proof of delivery from the end user for the contracted order stating that the, material have been inspected, accepted and are in accordance with the order.
10. WHO reserves the right to make multiple arrangements for any item or items, where, in the opinion of WHO, the lowest acceptable offer cannot fully meet the requirements, or if it is deemed to be in WHO interest to do so. Any arrangement under this condition will be made on the basis of quoted prices in second lowest and third lowest acceptable offer which is fully responsive and meeting all requirements. WHO also reserves the right to accept only part of the items and/or quantities quoted for. If a bid is conditional to this effect, it should be clearly mentioned in bid submission as "ALL or NONE".
11. WHO reserves the right to accept or reject any or all bids or to annul the bidding process and reject all bids without explanation to the bidders and shall not be liable for any obligations or indemnities to bidders whatsoever. WHO also has the right, if in the interest of the organization to negotiate with one or more bidders.



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12. WHO reserves the right to have the items inspected and rejected if necessary, prior to use if an award is issued.
13. WHO reserves the right that, in case of failure by the vendor to perform under the terms and conditions of the contract, including but not limited to obtain the necessary licenses or to make deliveries of all or part of the awarded goods by the agreed delivery date or dates, WHO may, after giving the vendor reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or all of the following rights:
- Procure all or part of the goods from other sources, in which event WHO may hold the vendor responsible for any excess cost occasioned thereby.
 - Refuse to accept delivery of all or part of goods.
 - Terminate the purchase order or the contract

14. **Delay in delivery:**


In case of delayed delivery beyond the mutually agreed upon date, a **penalty of 0.5%** on the total value of the contract for each day of delay will be applied.

15. **Performance Bond:**

The awarded supplier will have to submit upon receipt of the notification of award a certified cheque, or an irrevocable unconditional Letter of Guarantee from any reputable bank in the **amount of 10%** of the total contract value which should remain valid six month after the last delivery of good or equipments to the end user.

16. **Shipment and Delivery:**

It is the full responsibility of the vendor/Supplier to arrange all shipments and deliveries of the goods under this Contract/Purchase Order to the final destination to The World Health Organization Iraq Office in Amman.


Dr. Naeema Al Gasseer
WHO Representative
WHO-Iraq