**Supply of Milk Processing and Cheese Production Equipment**

**within the framework of GEF/FAO supported Project**

**“Achieving Land Degradation Neutrality Targets of Georgia through Restoration and Sustainable Management of Degraded Pasturelands”**

# Publication reference: 027/RECC/G/FAO 2025 SC 037

**TENDER FORM FOR A SUPPLY CONTRACT**

Company Name : ……….…….………………………

**TENDER FORM FOR A SUPPLY**

**CONTRACT**

Publication reference: 027/RECC/G/FAO 2025 SC 037

**Title of contract: Supply of Milk Processing and Cheese Production Equipment**

**<Place and date>**

**A: Contracting Organization: REC Caucasus, Mtskheta Str. 48-50, 0179 Tbilisi, Georgia**

**One signed** form must be supplied, together with the number of copies specified in the Instruction to Tenderers**.** The form must include a signed declaration using the annexed format from each legal entity making the application. Any additional documentation (brochure, letter, etc) sent with the form will not be taken into consideration.Applications being submitted by a consortium (ie, either a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Organization upon request. For economic and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Organization that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.

**1 SUBMITTED BY**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of tenderer(s)** | **Nationality** |
| **Leader** |  |  |
| **Member**  |  |  |
| **Etc …**  |  |  |

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

# TENDERER'S DECLARATION(S)

**As part of their tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using this format. The declaration may be in original or in copy. If copies are submitted the originals must be dispatched to the Contracting Organization upon request.**

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to tender No.

**027/RECC/G/FAO 2025 SC 037** We hereby accept its provisions in their entirety, without reservation or restriction.

1. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:

 **Supply of Milk Processing and Cheese Production Equipment**

1. The price of our tender with VAT is:

 ………………………….

1. We will grant a discount of …. %.

1. This tender is valid for a period of 90 days from the final date for submission of tenders.

1. Our firm/company [*and our subcontractors*] has/have the following nationality:

*Resident of Georgia*

1. We are making this tender in our own right [if consortium: as member in the consortium led by < name of the leader / ourselves >]. We confirm that we are not tendering for the same contract in any other form. [We confirm, as a member in the consortium, that all members are jointly and severally liable by law for the execution of the contract, that the lead member is authorised to bind, and receive instructions for and on behalf of, each member, that the execution of the contract, including payments, is the responsibility of the lead member, and that all members in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's execution].

1. We are not in any of the situations excluding us from participating in contracts which are listed section 2.3.3 of the Practical Guide to contract procedure for EU external actions. In the event that our tender is successful, we undertake, if required, to provide the proof usual under the law of the country in which we are established that we do not fall into these exclusion situations. The date on the evidence or documents provided will be no earlier than 1 year before the date of submission of the tender and, in addition, we will provide a statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also undertake, if required, to provide evidence of the financial and economic standing and the technical and professional capacity according to the selection criteria for this call for tender specified in the procurement notice, point 16 and other. documentary proofs required

We also understand that if we fail to provide the proof/evidence required, within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

1. We agree to abide by the ethics clauses in Clause 22 of the instructions to tenderers and, in particular, have no conflict of interests or any equivalent relation in that respect with other tenderers or other parties in the tender procedure at the time of the submission of this application.
2. We will inform the Contracting Organization immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this contract.
3. We note that the Contracting Organization is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.
4. We fully recognise and accept that we may be excluded from tender procedures and contract. Furthermore, we acknowledge that, should we made false declarations, committed substantial errors, irregularities or fraud.
5. We are aware that our personal data may be transferred to the Contracting Organization’s internal audit services for the purposes of this tender/contract.

Yours faithfully

Name and first name: <[…………………………………………………………………>

Duly authorised to sign this tender on behalf of:

**<**…………………………………………………………………………………… …**>**

Place and date: <…………………………………………………………….………….>]

**Stamp of the firm/company**

**ANNEXES TO TENDER FORM**

**FOR A SUPPLY CONTRACT**

**Supply of Milk Processing and Cheese Production Equipment**

**within the framework of GEF/FAO supported Project “Achieving Land Degradation Neutrality Targets of Georgia through Restoration and Sustainable Management of Degraded Pasturelands”**

**Publication reference:**

027/RECC/G/FAO 2025 SC 037

*Part 1: Technical offer*

Detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required, including if applicable.

# General Instructions for Technical Specifications

1. **General Instructions**

 **Description of the work**

1.1.1 The subject of the contract is the Supply of Milk Processing and Cheese Production Equipment

1.1.2 The tenderer should ensure that the functions and features of the supplies (Milk Processing and Cheese Production Equipment) meet the listed minimum conditions.

**1.2. Technical Requirements**

1.2.1. As appropriate all the supplies shall be provided complete with the necessary accessories and/or parts such as to ensure that the unit is capable of operating to the required technical and quality specifications. All Technical Specifications provided for the various supplies are minimum requirements, Contractors are expected to offer current models which may exceed the requirements or have additional features not specified.

1.2.2. The supplies are to be delivered in accordance with the notes in the Technical Specifications.

1.2.3. The supplies provided should not be hybrids and should be a registered brand name.

1.2.4. All supplies must be suitable for operation in the climatic conditions in Georgia.

1.2.5. All supplies conforming to the necessary regulation/norm and/or equivalent as detailed in the individual Technical Specifications must carry a suitable badge/mark of conformity, permanently fixed to the item.

1.2.6. Wherever a product name is mentioned in the Technical Specifications it is understood to mean that product or its direct equivalent.

1.2.7 If applicable, the Contracting Organization may be contacted for stickers with the project logos to be put on the supplies. Trademarks or brand logo should not be fixed and/or placed in a way to be seen easily and therefore be used as a company advertisement on the procured materials equipment.

1.2.8 Tenderers may also comply with the GEF/FAO/REC Caucasus visibility guidelines.

**1.3. Warranty and product support services**

1.3.1 The Contractor will be expected to provide a warranty for all the supplies with the Contracting Organization from the date of provisional acceptance, which must cover the following items:

1.3.2 The contractor shall warrant that the supplies are new, unused, of the most recent models and incorporate all recent improvements in design and materials, unless otherwise provided in the contract. The contractor shall further warrant that all supplies shall have no defect arising from design, materials or workmanship, except insofar as the design or materials are required by the specifications, or from any act or omission, that may develop under use of the supplies in the conditions obtaining in the country of the contracting organization.

1.3.3. The contractor shall be responsible for making good any defect in, or damage to, any part of the supplies which may appear or occur during the warranty period and which:

a) results from the use of defective materials, faulty workmanship or design of the contractor; and/or

b) results from any act or omission of the contractor during the warranty period;

and/or

c) appears in the course of an inspection made by, or on behalf of, the contracting organization.

1.3.4. The contractor shall at its own cost make good the defect or damage as soon as practicable. The warranty period for all items replaced or repaired shall recommence from the date when the replacement or repair was made to the satisfaction of the project coordinator. If the contract provides for partial acceptance, the warranty period shall be extended only for the part of the supplies affected by the replacement or repair.

1.3.5. If any such defect appears or such damage occurs during the warranty period, the contracting organization or the project coordinator shall notify the contractor. If the contractor fails to remedy a defect or damage within the time limit stipulated in the notification, the contracting organization may:

a) remedy the defect or the damage itself, or employ someone else to carry out the tasks at the contractor's risk and cost, in which case the costs incurred by the contracting organization shall be deducted from monies due to or from guarantees held against the contractor or from both; or

b) terminate the contract.

1.3.6 If the Contractor appoints a local representative for his company, then the Contracting Organization expects that representative to provide a professional service of maintenance. The Contractor will remain responsible for the level of service which the representative delivers and will be answerable to the Contracting Organization in the event of any complaint.

1.3.7. Repair or replace faulty parts or modules.

1.3.8 The contractor must prove evidence that facilities for warranty offered are available for supplies offered in the delivery point.

**1.4** **Technical documents to be included in the supply:**

The required supplies, particularly but not exclusively, shall be provided with an original set of operating and maintenance manuals and user guides in Georgian and/or English, wherever necessary.

*ANNEX I - MODEL TECHNICAL OFFER*

**Contract title: Supply of Milk Processing and Cheese Production Equipment in Georgia**

## Publication reference: 027/RECC/G/FAO 2025 SC 037

**Column 1-2 should be completed by the Contracting Organization**

**Column 3-4 should be completed by the tenderer**

Annex III - the Contractor's technical offer

The tenderers are requested to complete the template on the next pages:

* Column 1- 2 is completed by the Contracting Organization shows the required specifications (not to be modified by the tenderer),
* Column 3 is to be filled in by the tenderer and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)
* Column 4 allows the tenderer to make comments on its proposed supply and to make eventual references to the documentation

The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the models and the specifications may be rejected by the Selection Committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offeredspecifications.

**Technical Specification Ref. Number / 027/RECC/G/FAO 2025 SC 037**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  **Items**  | **Specifications Required** | **Specifications Offered (incl. brand/model)** | **Notes, remarks, ref. to documentation** |
| **1** | **Microbial Rennet Enzyme, Milk Coagulant for Cheese Production** | **Composition:** Microbial rennet enzyme (*Rhizomucor miehei*), Sodium Chloride**Dosage:**1 g shall be sufficient for 40–80 liters of milk**Storage:** Shelf life – 2 years, at a temperature of 20–25°C**Use:** Shall be permitted for the production of all types of cheese with a maturation period not exceeding 4 months**Requirements:** Must not contain GMOs or allergens **Packaging:** 500 g package |  |  |
| **2** | **30L plastic milk can** | For storage and transport of milk **Capacity -** 30 liters**Material:** plasticEasy to Clean and disinfect |  |  |
| **3** |  **Milk separator** | **Power:** 200 W**Voltage:** 220–240 V**Frequency:** 50 Hz**Material:** ABS + Stainless Steel**Bowl Capacity:** 10 L **Main Functions and Features:** * Maximum speed: 12,500 rpm
* Capacity: 100 L/hour
* Anti-slip feet
* Speed control button
* Powerful pure copper motor
* Ergonomic design
* Easy to clean
 |  |  |
| **4** | **Milk Boiler** | For storage and boil of milk **Material:** Stainless steel 10/18 ;Aluminium**Capacity:** 45–60 liters**Features:** Suitable for use on induction stoves, electric stoves of any type, and gas stoves |  |  |
| **5** | **Cheese Knife** | **Blade Material:** Stainless steel (NITRUM)**Handle Material:** Wood; Polypropylene (PP)**Purpose:** Designed for slicing cheese into thin pieces**Available Colors:** Black, White, Wood color**Blade Length:** 250–300 mm**Total Size:** 25–35 cm |  |  |
| **6** | **Milk Strainer** | **Material:** Metal / Aluminum**Color:** Silver**Capacity:** 6–10 L |  |  |
| **7** | **Rubber Gloves** | **Material:** Latex**Size:** M–L**Packaging:** 100 pieces per pack |  |  |

Name and first name: <…………………………………………………………………>

Duly authorized to sign this tender on behalf of: **<**…………………………………………………………………………………… …**>**

Place and date: <…………………………………………………………….………….> **Stamp of the firm/company**

*Part 2: Financial offer*

*ANNEX II - BUDGET BREAKDOWN (MODEL FINANCIAL OFFER)*

**PUBLICATION REFERENCE: 027/RECC/G/FAO 2025 SC 037**

**NAME OF TENDERER:**  **[**……………………………**]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  **Items**  | **Unit** | **Quantity** | **Unit Cost incl. VAT (GEL)**  | **Total Cost incl. VAT (GEL)** |
| **1** | **Microbial Rennet Enzyme, Milk Coagulant for Cheese Production** | Pack | 23 |   |   |
| **2** | **30L plastic milk can** | Nos | 23 |   |   |
| **3** | **Milk separator** | Nos | 23 |   |   |
| **4** | **Milk Boiler** | Nos | 23 |   |   |
| **5** | **Cheese Knife** | Nos | 23 |   |   |
| **6** | **Milk Strainer** | Nos  | 23 |   |   |
| **7** | **Rubber Gloves** | Pack | 23 |   |   |
|  | **Sum Material Price** |  |
|   | **Cost of delivery of the supplied goods in the Gurjaani, Dmanisi and Kazbegi Municipalities** |   |
| **TOTAL** [Sum Material Prices + Cost of delivery] |   |
| Discount (if any) |   |
| **OVERAL PRICE [TOTAL - Discount (if any)]** |   |

Name and first name: <[…………………………………………………………………>

Duly authorized to sign this tender on behalf of: **<**…………………………………………………………………………………… …**>**

Place and date: <…………………………………………………………….………….>]

**Stamp of the firm/company**

*Part 3: Documentation*

|  |  |
| --- | --- |
| **3.1**  | Business Registration Extract on entity (*or entities if consortium*) from the ***Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities*** – issued after announcement date of this call by the National Agency of Public Registry (NAPR) *www.napr.gov.ge* ტენდერის გამოცხადების თარიღის შემდეგ განახლებული ამონაწერი მეწარმეთა და არასამეწარმეო (არაკომერციული) იურიდიული პირების რეესტრიდან  |
| **3.2**  | Certificate form from the ***Register of Debtors*** on entity (*or entities if consortium*) – issued after announcement date of this call by the National Bureau of Enforcement (NBE) [*www.nbe.gov.ge*](http://www.nbe.gov.ge)ტენდერის გამოცხადების თარიღის შემდეგ აღსრულების ეროვნული ბიუროს მიერ გაცემული ცნობა ან ამონაწერი ტენდერში მონაწილე იურიდიულ პირზე მოვალეთა რეესტრში არსებული მონაცემების შესახებ http://nbe.gov.ge/index.php?lang\_id=GEO&sec\_id=367  |
| **3.3** | Certificate on absence of tax arrears- issues after the announcement date of this call by the Revenues Services.<https://www.rs.ge>ტენდერის გამოცხადების თარიღის შემდეგ აღებული ცნობა ტენდერში მონაწილე ორგანიზაციაზე გაცემული ცნობა შემოსავლების სამსახურიდან, ბიუჯეტის მიმართ დავალიანების არ არსებობის შესახებ<https://www.rs.ge> |
| **3.4** | The details of the bank account issued by a tenderer’s service bank operating in Georgia into which payments should be made [***Bank Details of Account in National Currency***] ტენდერში მონაწილე იურიდიული პირის ეროვნულ ვალუტაში ანგარიშის საბანკო რეკვიზიტები (ელ.ვერსია) |