

# IGAD

## INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT

IGAD Center for Pastoral Areas and Livestock Development (ICPALD)  
1<sup>st</sup> Floor, Jadala Place Building - Ngong Lane,  
Off Ngong Road,  
Nairobi / Kenya



www.igad.int

## AUTORITÉ INTERGOUVERNEMENTALE POUR LE DÉVELOPPEMENT

P. O. Box 47824-00100 Nairobi, Kenya  
Tel: +254 737 777 742  
Email : icpald@igad.int  
Web : www.igad.int

### **INSTRUCTION TO BIDDERS**

Date: 29<sup>th</sup> June 2015

In order to present the offer on the form and the content required, bidders should follow carefully the Tender Documents.

#### **Timetable**

#### **TENDER 1 – Office Furniture**

	Date	Time
Deadline for submitting the offer	31 <sup>st</sup> July 2015	1600hrs
Deadline for submitting questions, or clarification on technical specifications	24 <sup>th</sup> July 2015	1700hrs
Estimated date in which the evaluation will be completed and the LPO awarded	1 week after tender is closed	
Estimated date in which the LPO will be signed	3 days after evaluation	
Estimated date in which the supplier will have to start its activity	Immediately upon issuance of LPO	

#### **2. Content of the Bid**

The bid must contain a technical offer and a financial offer. The bid should be submitted in one original and one copy. The bids should be delivered to the following address before the deadline for submission:

**IGAD CENTRE FOR PASTORAL AREAS AND LIVESTOCK DEVELOPMENT (ICPALD) OFFICE, JADALA PLACE, 1<sup>ST</sup> FLOOR – NGONG LANE, OFF NGONG ROAD**

**TEL: +254 737 777742**

Contact Persons: Beverlyne Nyanchera, Email: [beverlyne.nyanchera@igad.int](mailto:beverlyne.nyanchera@igad.int) and

Christine Norah, Email: [christine.norah@igad.int](mailto:christine.norah@igad.int)

Peace, Prosperity and Regional Integration in the Horn of Africa



AD Secretariat P. O. Box 2653, Djibouti, Republic of Djibouti Tel: +253 21 354050 Fax: +253 21 356994/353520

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- All bids must be submitted in a sealed and stamped envelope, with the name of the bidder and the identification of the tender.
- The bidder should clearly indicate the bid number on the envelope
- Each bid to be submitted separately
- The Tender Application form should be duly filled and enclosed in the envelope

### 3. The technical offer

In order to prepare the technical offer, the bidders should consider carefully the Technical Specifications (annexed) which establish which goods ICPALD is requesting. The offer must stick to the technical specifications.

- The Technical Specifications and Technical Offer document filled up by the bidders, will become an annex to the LPO and describes the goods

### 4. Financial Offer

- The financial offer should include the taxes if any and or other charges

### 5. Period of Validity of the Offer

- The offer must indicate the binding period after the deadline for submission of offers

### 6. Cancellation of the Tender

ICPALD can cancel the tender due to the following circumstances:

- There are no bidders or the bids presented are either not technically or financially compliant with the tender
- The economic or technical data of the project is altered

IGAD may re-tender the contract under new circumstances with new conditions and criteria to adapt to the changes.

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