

## **Important points and notes to be considered when reviewing tender submission forms and conditions**

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### **Objective:**

To enable companies or suppliers to apply as providers to meet specific agricultural needs within the framework of an ongoing work agreement.

To provide instructions on how to interpret and present the tender documentation, specifically:

- Supply Contract Notice
- Annex I: Tender Form;
- Annex II: Financial Identification Form;
- Annex III: Legal Entity Form

To note that the Framework Agreements may be awarded to multiple suppliers to ensure flexibility, competitiveness, and security of supply.

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### **Step One:**



All applicants are kindly requested to read this form and its related attachments carefully and thoroughly, paying close attention to all mentioned clauses and requirements. The form contains legal, administrative and technical conditions that must be strictly fulfilled.

In case of any inquiries or unclear points, it is advisable to contact the granting entity before submitting the application to avoid any rejection due to missing information or incomplete data. Full compliance with the instructions is a key factor for acceptance.

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### **Step Two:**

#### **⚠ Important Initial Notice**

Points to be considered before submission:

#### **Documents required upon submission:**

- Tender form (Annex I)
- Financial Identification Form (Annex II);
- Legal Entity Form (Annex III);
- Tenderer's Contract Declaration on honour (included in the Tender form).

## Supply Contract Notice for the Agricultural Inputs Procurement

### Important Initial Notice

All applicants are urged to read this notice carefully and thoroughly, as it contains precise details regarding legal, technical and administrative conditions.

Any negligence or misunderstanding may lead to the disqualification of the application.

Therefore, applicants are advised to consult the relevant Contracting authority in case of any inquiry before the application's submission, through the following contact:

**To:** gareappalti@iamb.it

**cc:** lutz@iamb.it; alchami@iamb.it

### What does this notice include?


- **Purpose of the Call:** To create a shortlist of suppliers for the provision of agricultural inputs (fertilizers, fodder, pesticides...) in Syria and neighbouring countries.

### Eligibility and Participation Conditions:

- **Acceptance Criteria:**
  - Good financial capacity;
  - Legal registration in Syria or neighbouring countries;
  - Availability of sufficient logistics;
  - Delivery within 3 days of request.
- **Exclusion Criteria:**
  - Being listed on sanctions lists of USA, UN agencies and EU;
  - Missing or incorrect required documents.

In the event that an applicant submits more than one tender application, only the last one will be evaluated.

### How to Apply?

- Fill out the following forms: the following forms must be read and completed clearly and thoroughly, then attached with the application. Annexes must be attached in **PDF** format file:
  - Annex I: Tender Form;
  - Annex II: Financial Identification Form;
  - Annex III: Legal Entity Form;
  - Page 7, Annex I: Declaration of Honor.
- Send the application via email to:  
 **gareappalti@iamb.it**

Applications submitted by any other means will not be considered.

send a copy to the following addresses:

**lutz@iamb.it; alchami@iamb.it; damico@iamb.it**

- Email Subject:

## **PROCUREMENT OF AGRICULTURAL INPUTS**

### **Contracting Mechanism with the selected shortlisted suppliers:**

- A Request for Quotation will be sent to several suppliers included in the shortlist drawn up after the closure of the call for expressions of interest.
- The request for quotation specifies the exact quantity, quality, delivery time and any other relevant details for the specific batch.
- The specific contract will be prepared and signed only with the tenderer that submits the most economically advantageous offer.
- Evaluation will be based on the **best price-quality criteria** and on economic and financial capacity, professional capacity and technical capacity of the tenderer.
- Payment in USD will be settled within 7 days of the invoice or upon delivery by bank transfer or in cash, according to successful delivery and inspection of the materials provided in terms of quality and quantity.

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### **Step three:**

## **Annex I (Tender Form for a Framework Agreement)**

### **1. Information about the Tenderer: (The name must be clearly stated as per official documents)**

- Name and nationality and the company's legal information;
- Official contact information and its legal representative details.

### **2. Economic and Financial Capabilities:** (select the appropriate options in the table by putting a tick in the squares and filling in the blanks)

- Provide information on annual business volume.
- Disclose any current financial obligations.

Acceptance of payment method (Bank transfer or cash in USD).

### **3. Professional Capabilities:** (select the appropriate options in the table by putting a tick in the squares and filling in the blanks)

- Specify the professional sector in which the company operates and the country of legal registration.
- Number of years of experience in relevant fields.

### **4. Technical Capabilities:** (select the appropriate options in the table by putting a tick in the squares and filling in the blanks)

- Average delivery time from the order date.
- Ability to deliver within Syria and specify accessible areas.
- Specify available logistical means (trucks, warehouses, etc.).
- Types of agricultural inputs that can be supplied (fertilizers, fodder, pesticides, etc.).

#### **5. Statement (page 6 of the Annex I. Tender form): Legal Declaration and Commitment**

- Confirmation of the absence of any conflict of interest or inclusion on sanctions lists.
- Declaration of legal terms and the right of the granting entity to verify data accuracy.
- Fill in the date, name and surname of the legal representative, signature and stamp.

#### **6. DECLARATION ON HONOUR ON EXCLUSION CRITERIA AND SELECTION CRITERIA**

The tenderer must submit a “Declaration of Honor” (page 7 of the Annex I. Tender form) confirming the absence of:

- Bankruptcy, breach of tax obligations, involvement in corruption or money laundering
- Breach of previous contracts funded by the European Union

Being an entity established to circumvent laws or tax obligations.

The applicant should declare the following to fulfil the **Selection Criteria**:

- Legal eligibility;
- Financial, technical and professional competence;
- Ability to execute the contract without conflicts of interest.



#### **Final Notes:**

- The form “*declaration on honour on exclusion criteria*” (page 7 of the Annex I-Tender form) must be filled out on the company’s official letterhead.
- The applicant must fill in the blanks with the data requested.
- Documents must be signed and stamped by the company’s legal representative.
- All required information and documents must be submitted to ensure the full evaluation of the application.

#### **Step Four:**



#### **Annex II: Financial Identification**

- ✓ If a bank account exists either inside or outside Syria, the financial identification form must be clearly filled out.
- ✓ Information provided in the Financial Identification form must refer to the bank to which the applicant is registered, not an intermediary or other bank.

- ✓ A bank statement including all relevant details must be attached (account name, account number, bank name, etc.).
- ✓ The account holder must sign all the clauses mentioned in the form.

**Only suppliers within Syria who do not have a bank account** must complete the form as follows:

1. Cross out the “Banking details” and “Account holder’s data” sections as shown in the picture below:

2. Write in the “Remak” section the following statement:

*The undersigned, Mr. \_\_\_\_\_, declares that he has no bank account.*

**E.g.**

REMARK	The undersigned, Mr. (name and surname of the applicant), declares that he has no bank account.
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3. Fill out the final section with: date, signature of the applicant and stamp (if any)

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory)
	SIGNATURE OF ACCOUNT HOLDER (Obligatory)

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#### Step Five:

### Annex III: Legal Entity Form

 **To all applicants: Kindly read this form carefully before compilation.**

This form is one of the mandatory documents required as part of the application, and its purpose is to verify the legal identity of the applying entity.


 **Points to be considered before the submission:**


 You are requested to:


1. Clearly fill in all fields.
2. Determine the legal form of the company, whether it is a registered incorporated, joint-stock company, limited or unlimited company, or any other recognized registration form.
3. Indicate whether the company is for-profit or non-profit (if non-profit, kindly clarify the company's nature).
4. Include the main registration number in the national companies register.
5. State the official registration date.
6. Indicate accurately the headquarters' address.
7. Sign and stamp the form by the authorized legal representative.
8. Attach supporting official documents (such as the Commercial Register, the Official Gazette, the Tax Registration Certificate, etc.).

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 **Important Application Tips:**

 Any incomplete or unsigned form or missing supporting documents may lead to the application's disqualification.

 Verify that data matches official documents to ensure compatibility.

 It is preferred to have the form reviewed by the company's accountant or legal representative.

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