**Invitation to participate in an open tender**

Date: "16" February 2024

Hereby, the Hungarian-Kyrgyz Development Fund (hereinafter referred to as the Fund) invites eligible suppliers to submit their tenders (hereinafter referred to as TK) for the purchase of services for the development and implementation of an automated accounting system of the Hungarian-Kyrgyz Development Fund (hereinafter referred to as the Invitation).

The description of the subject of purchase, the nature, list, quantity, place and time of delivery, requirements for suppliers and other requirements are set out in the Procurement Requirements (appendix 1 to the Invitation).

1. To participate in an open tender, you must:

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| **The tender application must be prepared in accordance with Appendix 2 and sent by e-mail:** | Tender.hkdf.kg@gmail.com | The deadline for accepting TK:  "04" March 2024 until 12:00 (GMT+6 time in Bishkek) |
| **The opening of the TK will take place:** | At the address: KR, Bishkek, 100 Razzakova str.; | Date and time of opening the TK:  "04" March 2024 at 13:00 (GMT+6) |

* **The attached file (tender application) should not exceed 10 MB, in case of excess, it is recommended to split and send several messages (letters).**
* ***Applications sent using Cloud File Sharing Services will not be accepted and will not be considered.***

1. If there are questions about this Invitation, the supplier can contact the Fund by e-mail: [tender.hkdf.kg@gmail.com](mailto:tender.hkdf.kg@gmail.com) for clarification, but no later than 3 working days before the deadline for submission of the tender application. Clarifications are sent to the requesting supplier by e-mail from which the request was received, or by posting on the Fund's website an anonymous text of the supplier's request (without specifying the authorship of the request, including the details and name of the supplier) and the Fund's response, no later than three working days from the date of receipt of the request.
2. If necessary, the Fund has the right to amend this Invitation by issuing supplements at any time before the deadline for submission of tenders, but in any case, no later than 3 (three) working days before its expiration, by posting the supplement or amended tender documentation on the Fund's website.
3. The Fund may postpone the final date of submission of tenders to a later date if amendments are made to this Invitation, which the Fund informs by posting relevant information on the official website of the Fund, where the announcement of this tender was posted.
4. **The procedure for submitting a tender application**. A supplier wishing to participate in the tender must, in accordance with the Procurement Requirements (Appendix 1 to the Invitation), fill out a Tender Application (Appendix 2 to the Invitation), attach the required copies of documents and send them electronically to the e-mail specified in paragraph 1 of the Invitation, no later than the deadline.
5. Each bidder may submit only one Tender Application.
6. Tenders submitted by suppliers after the specified deadline will not be accepted and will not be considered. It is not allowed to make changes to Tenders after the deadline for their submission.
7. During the evaluation of Tenders, the Fund has the right to contact the supplier for clarification regarding its Tender Application. A request for clarification and a response to it must be submitted in writing by e-mail.
8. The evaluation of Tenders is carried out in accordance with the procedures and criteria provided for in the Procurement Requirements (annex 1 to the Invitation). The Fund has the right to request the supplier to correct the arithmetic errors made in the Tender Application.

If, based on the results of the evaluation, suppliers have submitted Tenders with the same prices and conditions that meet the requirements of the tender documentation, the Fund sends an e-mail request to suppliers who have submitted the same prices about the possibility of reducing the price (providing a discount). One of the priority indicators of the supplier's application is the lowest price (the largest discount) of the application.

The Fund rejects the Tender Application in cases where:

- the participant who submitted the Tender does not meet the qualification requirements set out in the Procurement Requirements (Appendix 1 to the Invitation);

- The tender application, in essence, does not meet the requirements set out in the Procurement Requirements (appendix 1 to the Invitation);

- the technical parameters proposed in the Tender do not correspond to the technical specification set out in the Procurement Requirements (appendix 1 to the Invitation);

- if there is a negative experience of cooperation between the Fund and the supplier who submitted this Tender Application or an affiliated person.

1. The Fund may cancel the tender at any time before the conclusion of the contract, if there is no need for further acquisition of the purchase item and for other reasons.
2. Within three working days from the moment of summing up the results of the tender, the Fund sends an e-mail notification to the winner that his application has been recognized as the winner. The rest of the bidders are informed that their applications have not been recognized as winners, only upon their request a notification of the results of the tender is sent within 3 working days from the date of receipt of the relevant request.
3. The supplier identified by the winner of the tender must confirm the notification of its recognition as the winner within 5 working days by sending the draft contract to the Fund with a reply letter by e-mail.
4. In case of violation by the winner of the deadlines: confirmation of the conclusion of the contract, signing of the contract / return of a copy of the Fund's contract, he is considered to have evaded the conclusion of the contract.
5. The Fund reserves the right to cancel the tender at any time without any consequences for itself.
6. For additional information, you can contact us on working days from 9:00 to 18:00 by phone: +996 312 626 342 / +996 312 623 066, or to the official website of the Foundation: <https://www.hkdf.kg/>

Application:

1. Procurement requirements - Appendix No. 1;

2. Tender application form - Appendix No. 2;

Appendix 1 to the Invitation

**PROCUREMENT REQUIREMENTS   
for the Development and implementation of an automated accounting system (ASA) of the Hungarian-Kyrgyz Development Fund.**

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| **1.** **General requirements:** | | | |
| 1.1 | The language of the tender application | Russian (if the document is written in a foreign language, it is necessary to provide an additional translation in Russian, which will be considered a priority). |
| 1.2 | Terms, place and time of delivery | The supplier must deliver, deliver, unload the automated control system at the expense of its own forces and means to the address: Bishkek, 100 Razzakova str. |
| 1.3 | Delivery time and/or schedule of services (Project) | The preferred period of introduction into commercial operation is until June 01, 2024, taking into account the test tests. The accounting system should be put into pilot operation from May 1, 2024. |
| 1.4 | The status of a legal entity | Attach copies (if these documents are drawn up in a foreign language, you must additionally provide a notarized translation in Russian) of documents defining the organizational and legal form of the legal entity, place of registration and main type of activity:  • Certificate of state registration/re-registration;  • Articles of Association, founding agreement;  • Order/decision on the election/appointment of the executive body of a legal entity (1st person)  • Power of attorney for the person who signed the Tender and represents the interests of the participant in the tender (if the tender is not signed by the head of the participant) |
| 1.5 | The validity period of the tender application, in calendar days | At least 60 (sixty) calendar days from the date of opening of tenders. |
| 1.6 | The deadline for concluding the purchase agreement | No more than 60 (sixty) calendar days from the date of determining the winner |
| **2. Qualification requirements:** | | |
| 2.1 | Have a minimum period of activity in the relevant industry of at least 3 (three) years (provide copies of documents confirming the qualifications of the participant, or other documents indicating work experience) | |
| 2.2 | Provide information on the implementation of similar projects (portfolio) during the last 3 (three) years before the start of this project. | |
| 2.3 | Have a high business reputation:  • Not to have negative facts about improper performance of services;  • Have no criminal record for economic crimes (for a legal entity – managers and founders);  • \* Is not in bankruptcy, rehabilitation or liquidation proceedings;  • \* Is not listed in the databases of unreliable (unscrupulous) suppliers (contractors) during the procurement process. | |
| 2.4 | Have licenses and other permits to carry out certain types of activities (in case of requirements under the legislation of the Kyrgyz Republic) | |
| 2.5 | Provide financial statements for the last year, a certificate of absence of arrears on insurance and tax payments, in the country of residence and registration of the bidder. | |
| 2.6 | Provide information on the terms and procedure for licensing the software used. | |
| 2.7 | Provide information on the terms and conditions of warranty and service. | |
| 2.8 | Specify the essential terms of the contract (term, volume, price, payment procedure, etc.) | |
| |  |  |  |  | | --- | --- | --- | --- | | 1. **Essential requirements/technical specifications:** | | | | | **№** | **Name** | **Detailed description and Terms of Reference** | **quantity** | | **1.** | ***It is attached as a separate file and is available on the VKFR website,***  ***in the form of a Technical specification.*** | |  | | | |

Appendix 2 to the Invitation

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|  | **THE TENDER APPLICATION**  to whom: Hungarian-Kyrgyz Development Fund (HKDF)  To an Invitation from "\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2024  According to the tender for the "Development and implementation of an automated accounting system of the HKDF"  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(name of the supplier)* |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **№** | **Name of the works,**  **Detailed description\*** | **quantity** | **Price without VAT, (KGS)** | **The amount VAT \*** | **Price including VAT, (USD)** | | **1** |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  | **Total:** |  |  |  |  |   \* Please specify the cost of licenses, give a detailed assessment of individual types and blocks of work, specify the cost of an hour of specialist work, etc.    The price specified by the supplier must include all taxes, fees and other charges, overhead costs, transportation and other costs of the supplier.  **\*** **The amount of VAT in the columns is filled in by the supplier only if he is a VAT payer in the Kyrgyz Republic at the time of submission of the tender application.**  This tender application is valid for 60 (sixty) calendar days from the date of opening of tenders.  Also, by submitting a tender application, we confirm and guarantee our legal capacity, registration in accordance with the procedure established by law, as well as the availability of necessary permits to carry out our activities. We guarantee that the person who signed this tender has all the necessary powers to sign it. | |
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(Name and Surname) (position) (signature and seal)

«\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 2024

(date of filling in)