

INSTRUCTIONS TO BIDDERS

Applicable to Request for Quotation (RFQ)

1. Quotation shall be received before deadline for receipt of quotations specified in Request for Quotation Documents (RFQ Documents). Any quotation received by the KAICIID after the deadline will be rejected.
2. Quotation shall be prepared in accordance with the following instructions:
 - (i) Quotation shall include duly completed and signed forms contained in RFQ Documents and any other documents and/or information specified in RFQ Documents. Failure to complete the forms and/or provide required documents and information may result in the rejection of quotation;
 - (ii) Quotation shall contain documentary evidence establishing to the KAICIID's satisfaction that bidder is duly authorized/certified to provide required goods/services;
 - (iii) All prices for goods quoted shall be made on the basis of delivery term specified in RFQ Documents;
 - (iv) Unless RFQ Documents specify otherwise, all prices shall be quoted including taxes;
 - (v) Quotation shall bear RFQ Reference Number and Title.
3. The KAICIID will examine quotation to determine whether it is complete, whether any computational or arithmetical errors have been made, whether the documents have been properly signed, and whether quotations are generally in order. Arithmetical errors will be rectified on the following basis:
 - i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the KAICIID there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
4. Prior to the price evaluation, the KAICIID will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one which conforms to all the terms and conditions of RFQ Documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be a material deviation. The KAICIID may waive any minor informality, nonconformity, or irregularity in a quotation which does not constitute a material deviation, reservation or omission. If a quotation is not substantially responsive, it will be rejected by the KAICIID and may not be made later responsive by correcting nonconformity.
5. During evaluation the KAICIID may ask for clarification of quotation. Request for clarification and response shall be in writing. Failure by bidder to timely and duly respond to request for clarification may result in the rejection of bidder's quotation.
6. Unless RFQ Documents specify otherwise, award will be made to bidder whose quotation is lowest priced one among substantially responsive quotations.
7. The KAICIID General Conditions of Contract shall apply to any contract awarded as a result of Request for Quotation.
8. The KAICIID reserves the right to accept or reject any quotation, to annul or suspend the process, whether in whole or in part, and to reject all quotations, without incurring any liability whatsoever. In addition, the KAICIID shall not have any obligation to provide reasons to bidders for its actions.
9. Nothing in or relating to RFQ Documents shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by the KAICIID.