

GENERAL INSTRUCTIONS TO BIDDERS - SUPPLY OF MATERIALS

Please Note:

20th Jan. 2021 - Clauses 26 & 42 amended.

23rd Dec 2019 - Clause 48 included for Material Test Certificate MTC

**22nd Aug, 2019 - Clause 24 amended for 20% instead of 15% as per revised Law
49/2016 - Article No. 62 - (Law 74/2019 dated 28-7-2019)**

31st July, 2019 – Clause 41 amended to include CITRA Format.

17th Feb, 2019 - Clause 24 amended for 15% instead of 10%.

31st July, 2017 – Clause 44, 45 & 46 Included.

GENERAL INSTRUCTION TO BIDDERS – SUPPLY OF MATERIALS

1.	<p>The Company (KNPC) will accept bids only from Bidders invited to participate in a Limited Tender. The Company will reject any bid submitted by a Bidder whose name does not exactly match that on the list of Bidders for the Limited Tender. Therefore, Bidders must verify in the list of Bidders and promptly bring to the attention of the Chairman VEC/CEC (fax no. 00965 2398 6144), in writing, any discrepancy in the name that appears in the list of Bidders. A copy of such correspondence shall be sent to Secretary, INTERNAL PURCHASING COMMITTEE, (Fax: 00965 23986162).</p>
2.	<p>a) The Bidder who is allowed to submit its offer, shall be a legal entity, a merchant, whether an individual or a Company and shall satisfy the minimum stipulated Kuwaiti labor percentage prevailing on the date of submittal of the offer, which is mandated on the local companies and establishments and the accredited Local Agents of Foreign companies.</p> <p>b) The Company will enter into a contract or issue a Purchase Order only with/to Kuwaiti companies registered with the Kuwait Ministry of Commerce or with non-Kuwaiti companies registered in their country of origin. The Bidder shall not be an employee or a member of the board of directors of KPC or its subsidiaries K-companies. The term "Bidder" shall, in applying the provisions of this article, include the Partner, agent, customer, employee and member of the board of directors of the company submitting the offer.</p>
3.	<p>Any Bid which contains proposals alternative to that required by the tender document, unless expressly asked for, shall be rejected and any Bid which fails to comply with any of the requirements of the Tender may be rejected.</p>
4.	<p>Tenders wherein submittal of alternative offers is allowed, alternative login has to be obtained from Help Desk (Telephone 00965 2388 7792 / 00965 2388 7794). Foreign Bidders shall obtain alternative login vide an e-mail to Help Desk (cwphelp@knpc.com).</p>
5.	<p>Bidding shall be only online, i.e. through KNPC's E-Tendering Web pages (Commercial Web Page (CWP)), using link http://www.knpc.com/commercial/. Bidders shall note that bidding on a Tender will not be possible after 13:00 Hrs Kuwait Time (i.e. 10:00 Hrs GMT) on the Closing Date.</p>
6.	<p>Bidder must mention its full detailed address, postal address, electronic mail address(s) and its Company's Web Site, if available, in their Bid. All correspondences, notices and legal notifications addressed to such address shall be deemed to be a valid notification and Bidder should notify the Company with any change in address otherwise, all correspondences and notices sent to the said address will be considered effective and correct.</p>
7.	<p>Bidder should ensure the correctness and completeness of their submitted offers. The consequences of whatever nature, mistakes, if any, of the Bidder's submitted data shall be the sole responsibility of the Bidder and Bidder shall not have any claim on the Company in this regard.</p>
8.	<p>In the event of ambiguity or mismatch in the bid total obtained from the CWP and that indicated in the Form of Tender, then the lowest of the two shall prevail and considered as the bidder's firm and fixed bid total value and the quoted unit / item rates / prices shall proportionately be readjusted.</p>
9.	<p>The Currency of the Bid Price shall be as that permitted in the E- Tendering related field. It should however be noted that KNPC may restrict the currency of the Bid Price for certain particular tenders, to be in Kuwaiti Dinars.</p>

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10.	<p>The Bidder shall submit a Bid Bond, if specified in CWP, for the value specified therein. The Bid Bond shall be valid for 90 days from the bid closing date and shall be worded generally in accordance with the specimen provided therein. The Bid Bond shall be in the form of an unconditional and irrevocable bank guarantee issued by a bank licensed to carry out banking business in Kuwait and shall be payable to Kuwait National Petroleum Company. The Bidder shall ensure that the Bid Bond submitted to the Company bears the Tender number and the exact name of the Bidder.</p>
11.	<p>If a Bid Bond is specified in CWP, then a Scanned copy of the Bid Bond shall be uploaded, as part of the online bidding process. Further, on or up to 2 days prior to Closing Date up to 12:00 Hrs (noon) local time, the original Bid Bond shall be delivered to KNPC at Head Office, Dar Al Wataniya, Ahmadi, First Floor, ITC Room., in a sealed envelope and with a label as follows.</p> <p>BID BOND SUBMISSION To: Chairman, Bid Opening Committee Tender No: _____ Title: _____ Closing Date: /___/___.</p>
12.	<p>In the event of failure to submit a Bid Bond (if a Bid Bond is specified in CWP), the Company will not entertain the Bid.</p> <p>The Company may request the Bidder to extend the validity of the Bid Bond at no extra cost to the Company.</p> <p>The Company shall return the Bid Bond of the unsuccessful Bidder after the Company has signed a Purchase Order with the successful Bidder.</p> <p>Bidder(s) is / are requested to adhere to the Format of the Bid Bond, provided herewith.</p> <p>Under cases when the Bid is considered withdrawn by the Bidder, during the Bid Validity period, without stating the reasons acceptable to the Company's Committee, the Bid Bond will be encashed without any notice or proceedings without prejudice to the Company's right to claim damages against the Bidder. In such cases, the Company can, at its option, cancel the Tender and re-issue or award to the next lowest priced Bidder and the defaulting Bidder shall be committed to compensate the Company for all damages sustained by it as a result of such cancellation, re-issue or award of the Tender to the next lowest priced Bidder and the defaulting Bidder shall also be liable for any of the actions stated below.</p> <ol style="list-style-type: none"> 1. Recommendation to degrade the qualifying category. 2. Recommendation to removing from the Register of qualified Vendor for a certain period or permanently. 3. Barring from the future participation in the tenders of the Company temporarily or permanently. 4. Notifying the concerned bodies of the defaults committed by the Vendor or the Supplier and warning against him.

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13.	<p>Queries / request for clarification regarding Tenders where Bid Bond is specified, shall be addressed to Secretary, ITC (fax no. 00965 2398 6162). Tender number & title shall be mentioned in such correspondence. Also, such queries/requests for clarification shall be accepted by the Company only up to three (3) weeks before Closing date.</p> <p>Queries / request for clarification regarding Tenders where Bid Bond is not specified, shall be sent</p> <p style="padding-left: 20px;">a) From CWP using 'Correspondence Log' Option. OR b) email to Help Desk (cwp@knpc.com).</p> <p>Company's response to questions and clarifications will be notified through CWP.</p>
14.	<p>Bid Validity:</p> <p style="padding-left: 20px;">a) For Tenders where Bid Bond is specified, Prices set forth in the bid(s) must remain fixed for (90) days from the closing date.</p> <p style="padding-left: 20px;">b) For other Tenders, Prices set forth in the bid(s) must remain fixed for (60) days from the closing date.</p> <p>Bid must remain firm & irrevocable during the Bid Validity period.</p>
15.	<p>All Documents as specified herein (clause 42) and in the Tender Documents are to be uploaded as part of the on-line bidding Process. Bidders shall ensure that the documents are legible. Bids with illegible or corrupted documents are liable to be rejected. Internet connection with minimum speed of 512 Kbps is recommended for the document uploading process.</p>
16.	<p>The Bidder shall access CWP 'Commercial Documents' section and obtain documents referred to in, but not attached to the Tender Documents. Where any page of the tender is duplicated or missing or the reproduction is not clear or any doubt exists as to the full extent and meaning of any description or if any part of the tender contains any error, the Bidder shall notify the Company, as in Clause 12, before submission of the Bid.</p>
17.	<p>For Momarasah (Negotiable Tenders), Bidders can be called to discuss the detail of the submitted offers and the Company has the right to adjust and amend its requirements during tendering stage and also has the right to enter into negotiation rounds on prices, on nature of proposed services with one of the Bidders or with all Bidders as deemed necessary without any objection from participant Bidders.</p> <p>The Bidder is not allowed to increase the prices unless the specifications or conditions of the Momarasah are changed by the Company, and this results in an increase in the prices.</p> <p>In the event that the Bidder increases the prices without change in the specifications or the aforementioned conditions, this increase shall not be taken into consideration and the award will be made according to the previous lowest priced acceptable offer submitted by the Bidder. Bidder's non-acceptance of the award based on the previously quoted lower priced bid shall be considered as withdrawal of the offer and may lead to confiscation of the applicable Bid Bond.</p> <p>The Company has the right to award the tender to the Bidder whose offer seems more suitable as per the Company's requirements, even if this offer is not of the lowest price.</p>
18.	<p>Bidder must mention firm handing over period, based on Freight Terms mentioned in CWP or in "Tender Document".</p>

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19.	<p>Bidder must note that for the purpose of Evaluating and Awarding and for final accounting the prices set forth in the bid will be used regardless price fluctuations, exchange rates or any other charges.</p> <p>For some specific type of materials /Goods and where tender documents stipulate consideration of price fluctuation / escalations, Bidders have to mention the formula that shall be used to calculate such fluctuation/ escalation including all indexes.</p>
20.	<p>If the Tender specify the submittal of samples of the goods or brands, said sample have to be submitted at the Company, to the person specified in the Tender conditions on/or before the time of tender closing date, by obtaining receipt of delivery.</p>
21.	<p>Certificate of the Kuwaiti National Labors (for Local Bidders).</p> <p>As per the provisions of the Decree of the Council of Ministries No. (904/2002) amended by Decree No. 922/2003 and Decree No. 1104 / fifth for the year 2008 concerning the employment of the Kuwaiti labors, the local Bidder shall submit a certificate issued from the Public Authority for Manpower indicating the fulfillment of the national labors percentage valid for one year (issued within the past one year). A valid copy of this certificate to be scanned and uploaded along with other offer submittals. Otherwise the bid will be excluded in accordance with the text of article 6 of the law No. 19 of 2000 on supporting national labor force and the relevant resolution of the Council of Ministers.</p>
22.	<p>All costs incurred by the Bidder as a result of the preparation of the bid and Pre-Tender Meeting shall be borne by the Bidder.</p>
23.	<p>The Company has the right to cancel the tender at any time after its issuance, without stating any reasons. The Company shall not be responsible for paying any compensations, or expenses or losses of whatever nature incurred by the Bidder when preparing and submitting his offer, if the tender is cancelled.</p>
24.	<p>The Company may give priority of awarding to the offer submitted of locally manufactured products if it conforms to the requirements of the tender documents and its price does not exceed the price of offers of similar products imported from abroad by more than 20% of the price of the imported products offer. The preference limit shall be calculated in the light of the quantities of materials included in the tender and the prices thereof. Bidders shall have no right to complain, object or claim, in this respect.</p>
25.	<p>If two or more offers have equal ranks in accordance with the awarding criteria or with regard to the price, as the case may be, the Company may at its option divide the Purchase Order between the bidders of the equal prices, provided that they accept such division and that it does not harm the interest of business, otherwise a draw (a lot) shall be held among them.</p>
26.	<p>The Company has the right to decide the acceptance or rejection of any bid(s), that contains inconsistency from the stipulations or requirements set forth in the tender, without assigning reasons. Bidders to note that their bid shall be liable for rejection in case the approved Business Activity as per their Registration in the Chamber of Commerce & Industry does not cover the specification of items as per the tender, even if they are the lowest bidder. The Bidder(s) shall not have the right for any objection or inquiry or claim.</p>
27.	<p>The Company does not bind itself to accept the lowest bid or to assign a reason for the rejection of any bid. Bidders shall not have the right for any objection or inquiry or claim in this respect.</p>

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28.	The Company reserves the right to divide items among the Bidders by issuing separate Purchase Orders without giving any justification.
29.	Bidder is deemed to have adequate knowledge of the Company's Health, Safety & Environment Guidelines which may be accessed and obtained from the 'Commercial Documents' section of the Company's website (CWP).
30.	Any invited Bidder who decides not to participate in a limited tender is required to submit its reasons for not participating, to Secretary, INTERNAL PURCHASING COMMITTEE , Fax: (+965) 23986162.
31.	Bidders shall check CWP from time to time for any important notification like PTM documents/Extension of closing date/Change of PTM dates or venue/Addendums etc.
32.	<p>Bidder shall ensure that the Prices entered in CWP and Attachments in the Tender document are consistent and without discrepancies.</p> <p>The Bids submitted shall comply with the required items and technical specification indicated in the Tender. Submission of the Bid shall be deemed as a full acknowledgement of the required items and assumed as an acceptance to supply the same.</p> <p>The quantities indicated in the Tender against items are only indicative figures for the purpose of offer submission and evaluation. Company retains the right to request the goods as per the actual needs without determination either minimum or maximum quantities and / or the number of requests. Any change in quantities or Purchase Order Conditions shall be formalized through an Amendment Purchase Order. The Company shall make payment only for actual quantity supplied.</p>
33.	Company has full right to cancel some of quantities and / or items issued in tender documents before the awarding stage as per the actual requirement.
34.	Upon offer evaluation, if it is found that certain individual prices are unreasonable, the Company shall amend the said prices with the successful Bidder (Vendor) before awarding the tender to him within the limits of the tender price, provided that such amendment shall not result in change in the Bidder's ranking.
35.	Bidder may submit his Claim/Complaint to Company Internal Purchasing Committee through Secretary, INTERNAL PURCHASING COMMITTEE, (Fax: 00965 23986162) against any decisions issued from the same Committee. The said Committee shall study/investigate such Claim/Complaint and conclude a final decision. Such decision shall be binding on the Vendor who shall abide by such decisions and shall have no right to claim or object against the action ken by Company in this regard.
36.	"Not Subject to Split" Tenders shall be awarded against the lowest bidder whose offer is complete in all respects and includes all those items required as per the stipulated specifications, terms and conditions indicated in the Tender Document.
37.	The Company shall notify in writing to the Bidder, to whom the tender has been awarded, that his offer has been accepted and that the tender has been awarded to him. Awarding of the tender and notification thereto to the successful Bidder shall not result in any right owed to the Bidder by the Company in the event of backing down on awarding. The Bidder shall be deemed to have concluded the Purchase Order, only from the date of acceptance thereof by the two parties.

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38.	<p>For Tenders whose award value is greater than KD 5,000/-, upon award notification, the successful Bidder (Vendor) must submit a Performance Bond in the value specified in the Terms and Conditions of the eventual Purchase Order. This Bond shall be an unconditional and irrevocable bank guarantee issued by a bank licensed to carry out banking business in Kuwait, made payable to Kuwait National Petroleum Company. The wording of the Performance Bond shall be generally in accordance with the specimen provided herein.</p> <p>Performance Bond is not required for tenders awarded on single source basis. However Performance Bond must be submitted for materials such as Equipment / Package awarded to bidders on single source basis.</p> <p>Performance Bond shall cover Delivery period plus Warranty period. Performance Bond shall be maintained throughout the validity period.</p>
39.	<p>In case the successful Bidder (Vendor) does not provide the Performance Bond and fails to sign a Purchase Order with the Company within the period specified by the Company, the Bidder may be deemed to have withdrawn. In such case, the Company shall have the right to confiscate the Bid Bond.</p>
40.	<p>For Tenders of value above KD 100,000, Bidder shall fill up the Forms of Disclosure of Commissions as in the formats attached herewith.</p> <p>The Bidder shall notify the Company whether it has paid or shall pay, offered or shall offer any commission in cash, in kind or by way of other benefits of whatever nature to his local agent or to a middleman whether or not details of such a local agent or middleman are disclosed in the Agreement. In the event of paying such a commission, the Bidder must have an authorized agent having a domicile or origin or elected domicile in the State of Kuwait. The Bidder shall further notify the Company the details of such a middleman or agent, such as the latter's capacity, profession, domicile, place of work, whether he himself is the agent or the middleman or whom he is representing, besides specifying in particular the amount of commission, its rate, nature and to whom it was paid or shall be paid and place and time of such payment(s). The Bidder shall comply with the above and other matters as specified in Law No. 25 of 1996 of the State of Kuwait as expeditiously as possible and in any case within the time allowed in the said Law with a view to enable the Company to discharge its legal obligations as well.</p> <p>The Bidder shall submit scanned copies of the completed Disclosure of Commission Forms duly signed and stamped by relevant parties in case its bid price is above KD 100,000/-. The forms are attached.</p>
41.	<p><u>List of Formats attached herewith are:</u></p> <ol style="list-style-type: none"> 1. Sample Bid Bond (Bank Guarantee). 2. Sample Performance Bond (Bank Guarantee). 3. Sample Deviations Format. 4. Disclosure of Commission Forms. 5. Kuwait Communications and Information Regulation Authority (CITRA) Format.

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42.	<p>Documents to be Uploaded by the Bidder on CWP as part of Bid are as follows :</p> <ol style="list-style-type: none"> 1. Bidder's/Authorized representative's attestation. 2. Manufacturer's Performa Invoice. 3. Scanned Copy of readily filled, stamped and signed "Form of Tender". 4. Scanned copy of Bid Bond (Bank Guarantee), if specified in the Tender. 5. Commercial Certificate proving its Registration in the commercial register at the Chamber of Commerce of Kuwait for Local Bidders and Chamber of Commerce of the respective country for Foreign Bidders. 6. For Local Bidders, Certificate of compliance to Decree No. (904/2002) amended by Decree No. 922/2003 concerning the employment of the Kuwaiti labors, issued by Public Authority for Manpower. 7. For Foreign Bidders, Authorization Letter / Power of Attorney (duly attested by Embassy of Kuwait). 8. Duly filled up sheet pertaining to Deviations, if any, to the Tender Documents. In case there is no deviation, Bidder shall state 'No Deviations'. Kindly note that the Company shall disregard any Deviation which is not expressly stated in the format provided for listing Deviations. 9. For Bid Value above KD 100,000/-, duly filled up Forms of Disclosure Of Commission (2 sheets). <ol style="list-style-type: none"> a. Acknowledgement of payment of commission or similar payments. b. Acknowledgement of Accepting commission or similar payments. 10. SMEs shall submit a valid Approval Certificate from "National Fund for The Care and Development of Small and Medium Enterprises" in accordance with Law No. 74(2019), in addition to above-mentioned documents.
43.	<p>Vendor should clearly specify in the offer whether customs duty is included in the quoted price.</p>
44	<p>OVERSUPPLY: Vendor has to ensure that delivery of goods is as per quantities specified in the Purchase Order. In the event of delivery of excess quantity, the Company will accept the excess quantity without any compensation to the supplier.</p>
45	<p>STORAGE CONDITIONS:</p> <ol style="list-style-type: none"> a) Vendor shall provide along with shipped materials the related Material Safety Data Sheet (MSDS) approved by KNPC wherever applicable specified in PO. b) Vendor shall provide clear instruction/literature about the storage requirement, condition, handling guidelines and incompatibilities while storing for the supplied materials. c) Non-availability of above documents will lead to the rejection of supplied materials.

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46	<p><u>GREEN PROCUREMENT POLICY</u></p> <p>KNPC is adopting Green Procurement Policy attached in the P.O. ; The Policy is an international approach for procurement of products and services while ensuring minimal adverse environmental impacts. Vendors should adhere with the following elements:</p> <ul style="list-style-type: none"> a) The Vendor, should comply with KNPC Green Procurement Policy in accordance with any business activity affecting the purchased material / equipment that can harm the environment. b) The Vendor, as applicable, should reduce environmental impact in Procurement of materials by effectively utilizing the available HSE documents in Compliance with all relevant regulatory requirements. c) The Vendor, as applicable, should involve or encourage lesser consumption of resources such as energy, water and other natural resources. d) The Vendor, as applicable, should encourage using extended product life, reusability, recyclability and recycled content e) The Vendor, as applicable, should promote use of internationally identified Environmentally Preferable Products.
47	<p><u>KUWAIT ENVIRONMENT PUBLIC AUTHORITY (KEPA) GUIDELINES</u></p> <p>KNPC requests Vendors to be aware of KEPA Guidelines. The Vendor shall access CWP `Commercial Documents' <i>section 'Supply of Materials (Purchasing)</i> to and obtain the document.</p>
48	<p><u>MATERIAL TEST CERTIFICATE MTC</u></p> <p>"MTC for Non-VEC items shall be submitted / have the following details in MTC, otherwise submitted MTCs shall be rejected :</p> <ol style="list-style-type: none"> 1. Receiver/Customer details 2. Declaration of compliance to EN 10204-3.1 3. Signature of the Mill/Manufacturer 4. Declaration of compliance to the specification and standard 5. Logo and name of the Mill/Manufacturer 6. Seal of the Mill/Manufacturer 7. Product description, standard, material and dimensions 8. Physical properties, chemical composition, heat treatment details, hydrostatic test result (wherever applicable as per standard) and other applicable requirements as per the standard"

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FORM OF BID BOND

(Kuwait) Bank Ref. No. _____

Kuwait National Petroleum Company (KSC) Tender No. : ____

“ _____ *(TITLE)* _____ ”

Dear Sirs,

At the request of M/s _____ hereinafter (Bidder) we hereby agree and guarantee to pay to you any sum or sums which you may claim not exceeding Kuwaiti Dinars _____* _____ only (KD. _____*) in the aggregate in connection with your Purchase proposal hereinafter with the above named Bidder relating to the

_____ *(TITLE)* _____*. We shall make payment hereunder upon receipt of your first written demand and notwithstanding any contestation by the said Bidder.

Our liability hereunder shall not be affected by any modifications or additions to the terms of the said Purchase proposal or its scope or any extension of time which may be agreed between the said Bidder and yourselves or by any indulgence or forbearance which you may grant to the said Bidder.

Our liability hereunder will not expire until ninety (90) days after the bid closing or the date of the acceptance of a Purchase Order by the Bidder for the Services.

Unless prior demand is made upon expiration of this Bid Bond it shall be returned.

Signed: _____ Date: _____

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FORM OF PERFORMANCE BOND

At the request of and on behalf of (Vendor Name) _____
 hereafter termed as the Bidder, we hereby agree and guarantee you to pay the sum of
 _____ in connection with Purchase Order No. _____ dated
 _____ between yourself and the Vendor.

This amount is payable to you on your first demand notwithstanding any contestation on the part of M/s
 _____ without the need for any legal
 proceedings of whatever nature.

Our liability hereunder shall not be affected by any modifications or additions to the terms of the said Purchase
 Order or its scope or any extension of time, which may be agreed between the parties thereto or by any
 indulgence or forbearance, which you may grant to the Bidder. This letter of Guarantee is valid for a period
 from _____ until _____ (dates to be
 specified) and no claim thereafter will be entertained by us.

Signed: _____ Date: _____

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<u>DEVIATIONS FORMAT</u> <u>KNPC TENDER No. -----</u>	
Item No.	DESCRIPTION OF TECHNICAL DEVIATION(S)
Date:	(SIGNATURE & SEAL OF BIDDER)

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{المولاتبشأن ١٩٩١ لسنة ٥٢ رقم بالقبالتونق المتدا لإقرارا} (رقم المستند)

STATE OF KUWAIT
 STATE AUDIT BUREAU

بسم الله الرحمن الرحيم



دولة الكويت
 ديوان المحاسبة

إقرارا بدفع عمولة أو ما في حكمها

أقر أنا الموقع أدناه بمناسبة قيامي بالوساطة في إبرام العقد رقم

بتاريخ بمبلغ

وموضوع العقد

بأنني قمت / أو سأقوم بدفع العمولة الآتي بيانها :

- أ- نوع العمولة المقدمة (نقدية أو عينية أو منفعة من أي نوع):
- ب- قيمة العمولة/نسبتها:
- ت- العملة المسددة بها العمولة:
- ث- اسم المستفيد/ المستفيدين:
- ج- صفة المستفيد/المستفيدين:
- ح- صفة المستفيد ومهنته:
- خ- اسم الوكيل المعتمد في حالة وجوده:
- د- عنوان الوكيل المعتمد في الكويت:
- ذ- أداة الوفاء بالعمولة:
- ر- مكان الوفاء بالعمولة:
- ز- تاريخ الوفاء بهذه العمولة:

أن المعلومات الواردة أعلاه صحيحة، وأتحمل مسئوليتها وقدمتها بناء على ما جاء بالقانون رقم ١٩٩٦/٢٥

وهذا إقرار مني بذلك.....

المقر بما فيه :

العنوان :

تحريراً في يوم :

التوقيع

الختم

.....

.....

ملحوظة: في حالة وجود أكثر من مستفيد (وسيط) تدرج البيانات المتعلقة بقيمة العملة لكل منهم.

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المولات بشأن ١٩٩١ لسنة ٥٢ رقم بالقانون ق المتدا الإقرار (٥) رقم لامتتد

STATE OF KUWAIT
 STATE AUDIT BUREAU

بسم الله الرحمن الرحيم

دولة الكويت
 ديوان المحاسبة



إقرارا بتلقي عمولة أو ما في حكمها

أقر أنا الموقع أدناه بمناسبة قيامي بالوساطة في إبرام العقد رقم

بتاريخ بمبلغ

مع

بأنني تلقيت العمولة الآتي بيانها:

- أ- نوع العمولة المقدمة (نقدية أو عينية أو أخرى من أي نوع):
- ب- قيمة العمولة:
- ت- العملة المسددة بها:
- ث- أداة الوفاء بالعمولة:
- ج- تاريخ الوفاء بهذه العمولة:
- ح- مكان الوفاء بالعمولة:

وهذا إقرارا مني بذلك التزاما بما جاء بالقانون رقم ٢٥ لسنة ١٩٩٦

المقر بما فيه:

المهنة:

العنوان:

تحريراً في يوم:

التوقيع

الختم

.....

.....

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CITRA

الهيئة العامة للاتصالات وتقنية المعلومات
COMMUNICATION & INFORMATION TECHNOLOGY REGULATORY AUTHORITY



طلب إفراج أجهزة اتصالات

التاريخ:

المحترم

السيد/ رئيس الهيئة العامة للاتصالات وتقنية المعلومات

تحية طيبة وبعد،،،،

يرجى التكرم بالموافقة والإيعاز لمن يلزم بالإفراج عن أجهزة الاتصالات المدونة أدناه.

وتقبلوا وافر التحية،،،،

اسم المستورد	رقم ترخيص الإيتجار بالأجهزة اللاسلكية
العنوان	ص.ب. .

بيانات الشحنة	رقم الفاتورة
رقم البوليصه	المنفذ الجمركي
عدد الطرود	العنوان
الجهة المستورد لها	

نوع الخدمة	ثابتة/متنقلة Fixed/Mobile	هواة Amateur	بحرية Marine	مناداة Paging system	مسترن باند Citizen band
بيانات الاجهزة	اسم ونوع الجهاز Device Name and Type	الموديل Model	الكمية Qty.	الترددات المستخدمة Op. frequencies	قدرة الخرج O/P Power
1					
2					

* تعباً هذه الأعمدة في حال وجود أجهزة لاسلكية. ويمكن استخدام نموذج آخر عند زيادة العدد.

المرفقات	صورة عن بوليصه الشحن	صورة عن الفاتورة	المواصفات الفنية	براءة ذمة	ترخيص الاستيراد الأصلي	صورة عن بيان التعبئة
ملاحظة	١- يجب ارفاق صورة عن الترخيص اللاسلكي الصادر من الهيئة عند استيراد اجهزة يلزم استخدامها ترخيص على أن يكون ساري المفعول. ٢- يجب ارفاق نسخة عن ترخيص استيراد الاجهزة اللاسلكية مع طلب الافراج عن ذات الاجهزة المطلوب استيرادها وتزويد الهيئة العامة للاتصالات وتقنية المعلومات بنسخة عنها. ٣- هذا النموذج صالح لجميع اجهزة الاتصالات المطلوب الإفراج عنها، أما الأجهزة التي لم يفرج عنها من قبل فيجب مراجعة الهيئة لأخذ الموافقة . ٤- صورة عن ترخيص التجارة، صورة عن ترخيص الاستيراد، صورة عن التفويض.					

(أقراروتعهد)

أقر أنا المستورد والموقع أدناه. سجل تجاري رقم () . بأن كافة البيانات المذكورة أعلاه صحيحة ومطابقة للشحنة المستوردة من حيث النوع والعدد، مع تحمل كافة المسؤولية القانونية تجاه الهيئة العامة للاتصالات وتقنية المعلومات.

الاسم (المغوض بالتوقيع)	التوقيع	ختم الشركة
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للاستعمال الرسمي

اسم وتوقيع المدقق



GENERAL INSTRUCTION TO BIDDERS – SUPPLY OF MATERIALS