

**SUPPLY & PROCUREMENT OF STUDENT CHAIRS
(CHUUK/DOE/001/FURNITURE)**

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INSTRUCTIONS FOR BIDDERS

Pre-Qualification:

In order to pre-qualify, all interested bidders must submit the following documents to the Chuuk State Office of Planning not less than 10 calendar days before the date designated for bid opening

1. Written notice of intention to bid.
2. Certified copies of the following documents:
 - a. Articles of incorporation and corporate charter and for corporate bidders.
 - b. Business licenses.
 - c. Partnership agreements, if any.
 - d. Financial statements for the most recent two years.
 - e. Certification from Chuuk State Tax and Revenue that there are no unpaid taxes for the 60 day period prior to the date designated for submission of bids. The Chuuk State Office of Planning will obtain certification on behalf of foreign bidders.
 - f. Statement of qualification to include experience with similar procurement projects.

For pre-qualification purposes, the Chuuk State Office of Planning will make determinations concerning the prospective bidder's financial ability as well as required experience and competence in delivery of similar procurements.

The Public Contract Review Committee may reject any or all bidders who fail to comply with the above requirements.

Delivery:

Please see "Truk Transportation Company (Transco), Container Handling, Equipment and Delivery Fees" attached for instructions concerning calculations of estimated amounts for various fees.

Local Prospective Bidders:

Estimated amounts should be shown as separate items in the proposal. Do not include Transco fees in the cost of the merchandise. Provide receipts showing actual amounts paid for reimbursement by the Chuuk State Government as a separate payment.

Foreign Prospective Bidders:

Estimated amounts should be shown as separate items in the proposal. Do not include Transco fees in the cost of the merchandise. Instruct your shipping company to have its local agent in Chuuk act as consignee for clearance and delivery of merchandise to the Education warehouse. Handling Fees will be paid by the local agent and reimbursed by the Chuuk State Government based on receipts of actual amounts paid.

Wharfage:

Wharfage payments to the Chuuk State Government are based on volume or weight shown on the Bill of Lading and should be calculated using the following formulas. The calculation with the highest payment is the one payable to Chuuk State Tax and Revenue.

- Cubic feet divided by 35 x \$1.75.
- Kilograms x 2.2 divided by 2000 x \$1.75.
- Cubic Meters x \$1.75.
- Pounds divided by 2000 x \$1.75

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Local Prospective Bidders:

Estimated wharfage should be shown as separate item in the proposal. Do not include wharfage in the cost of the merchandise. Provide receipts showing actual amounts paid for reimbursement by the Chuuk State Government as a separate payment.

Foreign Prospective Bidders:

Estimated wharfage should be shown as separate item in the proposal. Do not include wharfage in the cost of the merchandise. The Chuuk State Government will pay wharfage directly to the general fund bank account or will reimburse the shipping company's local agent for actual amounts paid.

FSM Customs Tax:

FSM customs tax calculation = total CIF value x .04 See FSM Self Assessed Declaration (SAS) form attached.

Local Prospective Bidders:

Estimated customs tax should be shown as a separate item in the proposal. Do not include FSM customs tax in the cost of the merchandise. Provide receipts showing actual amounts paid for reimbursement by the Chuuk State Government as a separate payment.

Foreign Prospective Bidders:

Estimated customs tax should be shown as a separate item in the proposal. Do not include customs tax in the cost of the merchandise. The Chuuk State Government will pay FSM customs tax directly to FSM Tax and Revenue or will reimburse the shipping company's local agent for actual amounts paid.

Chuuk Sales Tax:

Chuuk sales tax calculation = cost of merchandise (not including shipping) x .06.

Local Prospective Bidders:

Estimated sales tax should be shown as a separate item in the proposal. Do not include customs tax in the cost of the merchandise. The Chuuk State Government will pay the sales tax directly to the general fund bank account.

Foreign Prospective Bidders:

Estimated sales tax should be shown as a separate item in the proposal. Do not include customs tax in the cost of the merchandise. The Chuuk State Government will pay the sales tax directly to the general fund bank account.

Advance Payment:

No advance payments will be made.

Bid Submission:

All bid proposals must be submitted in a sealed envelope marked: **DOE/Chuuk/001/Furniture** and addressed to:

ELISEUS (HENZEL) AKAPITO
PUBLIC SECRETARIAT
CHUUK STATE GOVERNMENT
WENO, CHUUK, FM 96942

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INSTRUCTIONS FOR BIDDERS

Bid proposals should include the following information:

1. Name of Bidder
2. Physical and email address
3. Proposed date of delivery
4. Name of contact person

All sealed bids must be received by the Chuuk State Public Contract Review Committee through the Public Secretariat not later than 2:00 PM on August 16, 2012. Late submissions will not be accepted and will be returned unopened.

Bid Opening

All sealed bids will be opened publicly at the Governor's conference room at 3:00 PM on August 16, 2012.

Pre-Bid Conference

A pre-bid conference is scheduled for July 16, 2012 at 10:30 AM at the Chuuk State Office of Planning.

Collusion by Bidders:

Collusion or secret agreement between bidders for the purpose of securing an advantage against the government in awarding contracts shall be prohibited. Evidence of collusion or secret agreement between bidders shall prohibit the bidders from bidding on Chuuk State Government contracts for a one year period.

Conflict of Interest:

If any person within the Chuuk State Government has a conflict of interest, either directly or indirectly, or is an officer or employee of or has an ownership interest in any firm company or corporation which is directly or indirectly interested in procurement with the State, the person shall disclose such interest in writing to those reviewing the contract on behalf of the State and the person shall not participate on any committee, board or meeting in reviewing or deciding on the award of the contract.

Acceptance of Gratuities and Fees Prohibited:

The Contracting Officer or any member of the Public Contract Review Committee is prohibited from accepting any gift or fee given to him/her with the intent to influence his/her decisions or business judgment. It shall be unlawful for any person to offer or give or agree to give any employee, or for any employee to solicit or demand or accept or agree to accept from another person a gratuity or an offer of employment in order to directly influence any decision, recommendation, program or purchase request. It shall also be unlawful for any person to offer or give or agree to accept from another person a gratuity or an offer of employment in order to directly influence the content of any specification or procurement, standard, advice, investigation, audit or any other information to be used on any procedure, ruling or determination involving a contract, a subcontract or solicitation for bids. The prohibitions against gratuities and fees shall be conspicuously set forth in every contract and solicitation for bids.

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INSTRUCTIONS FOR BIDDERS

Penalties:

Any government employee who violates the provisions of these regulations shall be subject to punishment as may be appropriate in his or her particular circumstances. This action may include, but is not limited to, reprimand, suspension without pay, termination of employment, civil injunction, civil suit for damages or return to government of money pursuant to criminal prosecution. A contractor who violates any provision of these regulations shall be subject to written warning or reprimand or termination of contract or suspension from being a contractor in addition to other penalties prescribed by Chuuk State Laws.



Eliseus (Henzel) Akapito
Secretariat

Public Contract Bidding Committee
Chuuk State Government



Date

**TRUK TRANSPORTATION COMPANY
(TRANSCO)
CONTAINER HANDLING, EQUIPMENT AND DELIVERY FEES**

	Rate per Container	No. of Containers	Total
Handling Fee (1) (Move container from ship to dock)			
1. Charge by Dimension/Measurement			
Cubic Ft / 35.3147 = Cubic Meters x \$6.50 = Handling Fee			
2. Charge by Weight in Lbs.			
Kilograms x 2.20462 = Lbs / 2000 = Revenue Ton x \$6.50 = Handling Fee			
(1) The higher of the two calculations above is the Transco handling fee.			
Total Handling Fee			
Fork Lift Service (Move container from dock to trailer & trailer to dock)	Rate per Container	No. of Containers	Total
20 ft. Full Container	\$20.00		
20 ft. Empty Container	\$10.00		
40 ft. Empty Container	\$20.00		
Total Handling Fork Lift Service			
Top Lifter Service (Move container from dock to trailer & trailer to dock)	Rate per Revenue Ton	No of Revenue Tons	Total
40 ft. Full Container	\$3.25		
20 ft. Full Container	\$3.25		
Total Handling Top Lifter Service			
Equipment Rental	Rate per Day	No. of Days	Total
Tractor – Round Trip 20 ft. Container	\$125.00		
Tractor – Round Trip 40 ft. Container	\$175.00		
Chassis (Trailer) – 20 ft. Container	\$25.00		
Chassis (Trailer) – 40 ft. Container	\$50.00		
Total Handling Equipment Rental			



Federated States of Micronesia - Division of Customs and Tax Administration
Self Assessed Declaration (SAD)

Customs use only

Importer		Broker	
Name		Name	
No.		No.	

Ship name or Flight number	1)
Ship or flight arrival date	2)
	3)
AWB or BL number	4)

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TOTALS FOR THIS DECLARATION	Gross weight (Kg)	Freight	Insurance etc	Total F&I	Total CIF value	Duty payable
		25,000	15,000	40,000	600,000	24,000

Conc. code	Country code		Invoice no.	Description of goods	FSM tariff	Quantity	Qty unit	CIF value (US\$)	Duty rate	Duty payable
	export	origin								
1										
2				SCHOOL DESKS		4,000		600,000	.04	24,000
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Continue on additional pages if needed

I, declare that the details on this declaration are true and complete		WARNING - There are heavy penalties for making false declarations - see over
Date:	Signature:	