



PROCUREMENT PROCEDURES

Approved by Executive Committee on 27.07.2016

PROCUREMENT PROCEDURES

These Procedures describe in further detail the processes or necessary steps in practice, by which the ISTC's procurements of goods and services are to be made and gives additional guidance for implementation of the "Procurement Rules". The Procedures are directed to a uniformed and standardized implementation of the "Procurement Rules". *Nota bene* that these Procurement Procedures are based on the "Procurement Rules" and *cannot and do not* alter the terms of the "Procurement Rules" confirmed by the 46th Governing Board Meeting (GBM).

1. Work plan clearance/approval

- (a) Each Work Plan for an ISTC project or other support activity as well as all addenda for Project Agreement and financial corrections must undergo an internal concurrence procedure including clearance or approval of the sections applicable to the procurement of goods and services. The Chief Procurement Officer designates one or more of his/her Procurement Managers to process each Work Plan, addenda for Project Agreement and financial corrections submitted for such clearance or approval, which are also referred to as the ISTC's internal concurrence process.

A pre-check of the Work Plan, i.e. a check before starting the official internal concurrence, is possible.

- (b) Regarding the PO, the ISTC's internal concurrence process involves both:
- The allocation of equipment/material resources that are to be provided in the project's/ activity's budget for processing by the Recipient ("flow 1") and the Center via in-kind contributions ("flow 2") and
 - The evaluation of the ISTC's ability to meet Work Plan requirements through "flow 2".
- (c) Whenever reviewing for authorization expenditures proposed to be through "flow 1," the following shall be checked and confirmed:
- Expenditures for miscellaneous items (e.g., office supplies, computer accessories, etc.) not exceeding USD1,000 do not require any additional justification from the Project Manager;
 - Local purchase of chemicals, miscellaneous laboratory materials and other consumables in amounts not exceeding USD5,000 should be justified by the Project Manager using local suppliers, well known by the institute from previous contacts or contracts with publicly available catalogues/price lists;
 - Any procurement of equipment or large batches of similar items with a cost exceeding USD10,000, or items requiring import from outside CIS is not allowed to purchase through "flow 1"
 - In exceptional cases, when there are legal barriers to the ISTC's purchasing certain materials (e.g. Gold, Platinum etc.), such materials must be provided by the institute itself through "flow 1."

- (d) When analyzing the ISTC's ability to meet its responsibilities to provide in-kind contributions ("flow 2"), the following should be checked and confirmed:
- The completeness of the specifications for equipment and materials, delegating to the Procurement Manager the definition of those specifications, including but not limited to special approvals (e.g., licenses from Ministries of Health or Agriculture) that are obligatory in the territory of the hosting national Party;
 - The consistency between the specifications for equipment, materials, and services with the funds allocated for them;
 - The sufficiency of the information provided to procure items planned for the first-quarter of the project's implementation without needing further details or clarification.
- (e) If ISTC's ability to meet the delivery schedule is conditioned upon the availability of the special approvals, licenses, or other permissions required under domestic national legislation and the exemption or waiver from same is not provided for in the ISTC's 1992 Agreement, an additional clause imposing such obligations upon the recipient must be added to the Project/Program Agreement. The PO is tasked to assess this need and to manage, when necessary, the introduction of clauses imposing such additional obligations upon recipient institutes.
- (f) Regarding the responsibility for identifying and meeting export control licensing obligations, the ISTC's responsibilities are wholly procedural and limited to requiring that
1. All export control licensing responsibilities lie with the recipient institute and
 2. The project budget includes all necessary sums for the transportation of project deliverables.
- (g) Information missing from and inconsistencies in work plans (note that this is primarily with regard to equipment and materials but also for example "other direct costs") should be immediately reported to the Allotment Manager (e.g. SPM/PPM) in writing. The Allotment Manager bears the ultimate responsibility for respective adjustments and clarifications including, if needed, the arrangement of the personal contact(s) between the recipient and Procurement Manager.
- (h) The endorsing signature (electronic if applicable) of the Chief Procurement Officer on the Work Plan confirms the readiness of the ISTC to meet requirements of the Work Plan pursuant to its schedule and budget.
- (i) The maximum timeframe for completing an analysis of a Work Plan by the PO is two business days for where the procurements involve the purchase of only standard equipment (e.g., computer and computer accessories, simple laboratory equipment, simple chemical materials, laboratory animals, etc.) with no more than 10 business days for all others. Exceptional cases with extraordinary needs for a more thorough analysis are reported to the responsible DED.
- (j) In exceptional cases, when the urgent approval of the Work Plan becomes

necessary, a Procurement Manager may approve without verification the prices for the equipment with a notation that actual confirmation from the supplier was not obtained. In such cases, the Procurement Manager does not bear responsibility for what is later found to be higher equipment prices.

2. Processing of the Request for Procurement (RFP)

- (a)** A Request for Procurement form (please see Annex A) is the only document to be used to initiate any activity related to the procurement of goods or services and creates any official obligations for the ISTC Procurement Office.
- (b)** Except from simple equipment and materials the RFP has to be attached with a clear, detailed and unambiguous technical specification.
- (c)** For purchases from local suppliers the RFP shall be attached with a specification in Russian language in order to avoid any misunderstandings.
- (d)** The Chief Procurement Officer is responsible for establishing an electronic tracking system (the Equipment Status Report) for all RFP in process within the PO. Access to this information should be open to each Allotment Manager through an “on-line” regime. No special rules for access control are to be applied.
- (e)** Each RFP should be prepared by the responsible Allotment Manager making consultation and when appropriate with the direct involvement of concerned Procurement Managers and/or other procurement office staff.
- (f)** The PO may accept a RFP only after it is signed by the Allotment Manager and taking into consideration funds availability information provided by the Finance Office. Each RFP is assigned a unique identification number and registered by being added as a data record in the “Equipment Status Report”.
- (g)** The Chief Procurement Officer and/or his/her Deputy announce the responsible Procurement Manager(s) for a RFP’s processing within one business day after the RFP’s registration.
- (h)** Within two business days, the Procurement Manager responsible for the RFP should decide to either decline the RFP (e.g., due to incomplete specifications or an inability to fulfill them within the approved budget) or start the procurement process. All declined RFP should be immediately reported to the Chief Procurement Officer and the respective allotment manager via the electronic system. The Equipment Status Report is correspondingly updated within one business day.
- (i)** After a preliminary evaluation of the possible sources of supply for a RFP (e.g., using databases, vendor library files, qualified supplier list etc.) and taking into account, to the extent practicable, the particular needs of the end-user, the responsible Procurement Manager prepares a Request for Quotation (please see Annex B). This Request for Quotation must be signed by the appropriate Procurement Signing Authority.
- (j)** For RFPs with a face value of up to USD10,000 purchases, quotations may be obtained through telephone calls, e-mails, fax or other communication forms for items available locally or on the international market from multiple sources;
- (k)** In the event, that for RFPs with a face value of up to USD10,000 the Procurement Manager is not able to assess a proposed price he has to send out Requests for Quotation to at least three suitable suppliers/service providers. Based on the bids received he shall award the contract to the lowest technical acceptable bid.

3. Tender Procedure

- (a) For all purchases with an estimated value above USD10,000 a tender has to be conducted. (Please refer to the stipulations of Article 10 of the Procurement Rules.)
- (b) In case procurement of goods and services from the same supplier within the same project is expected to reach USD10,000 or more, then every next request for procurement which reaches the estimated threshold will be put through tender procedure. The list of suppliers with procurement of goods and services cumulatively more than USD10,000 will be presented by Chief Procurement Officer at ExCom for approval. The review process will be held every half of the year by ExCom members.
- (c) When a tender is conducted the Allotment Manager may suggest no more than three suppliers for participation in the tender. The Procurement Manager may refuse to include a recommended supplier based upon its past poor performance.
- (d) Depending upon the type of equipment/materials/service different procedures as set out in Article 5 of the Procurement Rules shall be appropriate.
- (e) For a restricted tender (USD10,000–USD74,999) the following procedure for receiving a bid shall be followed:
- 1. step: selection of suitable bidders (pls. refer to Article 12 of the Procurement Rules)
 - 2. step: issuance of formal invitation to bid/requests for quotation, attached with
 - the relevant documents and information:
 - invitation to bid with instructions for submission of the bid
 - technical specification / Statement of Work (SOW)
 - due date of the tender
 - contact person (i.e. Procurement Manager in charge) with her/his contact information
- (f) A restricted tender can be submitted in electronic form (e-mail, fax, CD-Rom) or by post/courier service. In the event, that a restricted tender is submitted in electronic form, the Procurement Manager in charge has to ensure, that the confidentiality of Tenders is preserved and the Centre examines the content of Tenders only after the time limit set for submitting them has expired (pls. refer to Article 17 (2.)-(1-3)).
- (g) For an open tender (estimated value USD75,000 and above) the following procedure for receiving a bid shall be followed (pls. refer to Article 13 of the Procurement Rules):
- 1.step: invitation to submit an expression of interest (ISTC's web site, in addition direct invitations are possible, please see (g) and (h) below)
 - 2.step: after receiving the expression of interest from different companies suitable bidders will be selected (please see (i) below)
 - 3.step: Selected bidders will receive the invitation to bid (please see (h) and (j) below), attached with the necessary documents and information (please see (f) below).

- (h) The invitation for expression of interest for an open tender procedure has to be prepared by the Procurement Manager in charge in both English and Russian language. It has to be submitted to the CPO or his/her deputy for approval. After approval the Procurement Manager in charge shall send the invitation for expression of interest to the communications and e-media officer of the ISTC for publication on the internet web site.
- (i) After receiving the expression of interest suitable bidders will be selected on basis of the criteria according to Article 12 of the Procurement Rules.
- (j) For open tenders the following shall be submitted to selected bidders:
- invitation to bid with instructions for submission of the bid
 - technical specification / Statement of Work (SOW)
 - the stipulations laid down under Article 15 (2.) and (3.) of the Procurement Rules
 - ISTC's general conditions of contract. The General Conditions of Contract of the ISTC are published at the ISTC website. A reference to the website as part of the tender document is sufficient.
 - contact person (i.e. Procurement Manager in charge) with her/his contact information
 - the selected award criteria (either according to Article 31 (1) or 31 (2) of the Procurement Rules)
 - due date of the tender
- (k) The Procurement Manager in charge may send in parallel direct invitations for participation to competent companies (e.g. to qualified suppliers, pls. refer to Annex I of the Procurement Rules). This invitations shall contain the same information as published on the ISTC's internet website.
- (l) Moreover:
- for purchases above USD75,000 the selected bidders must be instructed to submit two sealed envelope with *separate* quotations (one with the commercial bid, one with the technical bid). These two envelopes shall be enclosed in one main envelope as described in Article 17 (5.). A submission of bid in electronic form (e-mail, fax, CD-Rom) is prohibited for open tenders. The commercial and technical bid shall be opened only during a Procurement Authorization Committee (PAC) session. A PAC-protocol for the opening procedure has to be prepared according to Annex H of these Procedures.
- (m) After the opening procedure carried out by the PAC the technical bid shall be forwarded to the Allotment Manager for evaluation. Within five working days the Allotment Manager should decide the acceptability of the technical part of the proposal in writing. In case of Service Agreements/Subcontracts technical proposals should be ranked and rated by the Allotment Manager alone.
- (n) L If no response is received from the Allotment Manager as to the technical acceptability of a quotation within the above timeframe, the Procurement Manager shall independently make a decision.
- When there is a written record of a disagreement between the Allotment Manager and the Procurement Manager about the evaluation of one or more quotations, this

has to be brought to the attention of the XCom for final decision, i.e. to decide about the technical acceptance of one or more bids or to order the PO for a re-tendering.

- (o) The recommended responsive deadlines for quotations that require sealed bids are:
- i. up to seven working days for “off-the-shelf” items, available locally;
 - ii. up to 30 working days for items outside of Russia;
 - iii. up to several months for items requiring installation, site preparation, pre-approved drawings, etc.

Even shorter time frames are possible for cases where communications are possible and done electronically.

- (p) Notwithstanding the stipulations mentioned under Article 28 of the Procurement Rules the

Procurement Manager shall disqualify during the tendering process the participating bidder from the tendering process when:

- the quotations are not received in time
- the bidder shows is unresponsive to one or more requests for clarification;
- the submitted proposal is found to be inadequate in format and/or content;
- there is a likely conflict of interest;
- it is found out that the company was not forthcoming with its initial offer of information e.g., pertaining to their qualifications;
- a quotation/proposal that is apparently not technically acceptable;

- (q) Each Procurement Manager should update his/her data records in the “Equipment Status Report” during the same day as changes and developments occur regarding the procurements under their management.

- (r) Notwithstanding the stipulations mentioned under Article 26 of the Procurement Rules The PO treats before a purchase order/contract is issued, all prices and technical information, quoted by all bidders, as strictly confidential. No bidder may be given information on either prices quoted or the extent of its competition. Allotment Managers and other staff may discuss technical matters with bidders only in so far as they are critically relevant to their particular proposals. Bids and other price quotation and proposal information are to be placed in a secure project file, as soon as it is received and remain there for safekeeping. Nobody outside the PO, except External Auditors, shall have access to these files.

4. Contractor selection and contract award

- (a) The selection of a Contractor shall be based on the selection criteria mentioned under Article 30 of the Procurement Rules.

- (b) The contractor award has to be carried out in accordance with Article 31 (either (1) or (2)) of the Procurement Rules.

- (c) The Procurement Manager shall prepare for a restricted tender the following documents:

- when appropriate the form “Justification for a negotiated procedure” (Sole Source) according to Annex III of the Procurement Rules

- a ranking list of all tenderers participating in the tender (tender evaluation sheet)
- (d) The Procurement Manager shall prepare for an open tender the following set of documents as adjudication dossier according to Article 21 of the Procurement Rules:
- when appropriate the form “Justification for a negotiated procedure” (Sole Source) according to Annex III of the Procurement Rules
 - the PAC-protocol about the decision for contract award according to Annex I of these Procedures as evaluation report
 - the description of the award procedure according to Article 31 either (1) or (2)
 - a ranking list of all tenderers participating in the tender (tender evaluation sheet)
- (e) After the contract award:
- The purchase order or a contract is prepared by the Procurement Manager in close cooperation with the Allotment Manager (with - as appropriate - consultation and concurrence of the Chief Legal Officer regarding any potential legal issues). The stipulation mentioned under Article 22 (2.) of the Procurement Rules have to be followed except otherwise decided by the CPO (please see Article 22 (2.)-(2d) of the Procurement Rules)
 - In all contracts/purchase orders a reference to the “General Conditions of contract of the ISTC”, published on the ISTC website, has to be made
 - The record in the Status Report is updated including the date of placement, the vendor’s coordinates, and the promised date of delivery (as mentioned under 3 above)
- (f) The award notice for an open tender shall be published not later than five working days after signing the contract (please refer to Article 23 and 24 (2.) of the Procurement Rules). Contract award means, that the decision about the winner of the tender procedure was made. The respective contract has not yet necessarily been signed. The Procurement Manager in charge shall inform simultaneously all unsuccessful tenderers by e-mail or fax, that their offer has not been accepted. This can include but is limited to no more than the following: (i) the date of the award, (ii) the name of the successful bidder, and (iii) the general criteria used in making the selection (e.g., the lowest price or highest degree of technical acceptability). The actual prices, however, that were quoted by any bidder, may not be divulged. Likewise, neither the size of the bidding pool nor a complete listing of the bidders e.g., their identities may not be disclosed.
- (g) If an export license is required, the supplier may request the Procurement Office to assist it in obtaining an End-User Statement from the recipient institute.
- (h) When delivery schedules are overdue, a follow-up reminders shall be sent to the supplier.
- (i) Invoices with shipping documents (air waybill/bill of lading/postal receipt, packing list and certificate of origin, if required) must be received and checked by the Procurement Manager. If a proof of dispatch, which is required for payment, is not enclosed, a reminder must be sent to the supplier.
- (j) Such information about the progress towards the delivery of some or all of the goods in an order shall be promptly shared (including but not limited to its entry

in the PO's database) within the Allotment Manager as well as with recipient institutes.

- (k) The subject invoice may then be certified for payment and the respective processing form (please see Annex C) should be issued and sent to the Financial Office for payment. A power-of-attorney ("Doverenost", please see Annex E) is issued to Project Manager to enable him/her to collect/receive goods corresponding to the paid invoice in case of direct delivery.
- (l) The goods delivered for "buffer" storage at the ISTC's warehouse must be identified on the processing form (please see Annex C) by the relevant Procurement Officer for proper stock-taking and inventory database input.
- (m) When the confirmation of a receipt (also known as a "waybill"/"nakladnaya") has been returned from the recipient, the date of receipt is entered into the database and, when applicable, the installation date is also entered. The issuance of the corresponding acts of acceptance of the equipment/materials by the recipient has to be monitored and submitted for inventory control processing.
- (n) If any loss or damage is reported, a trace must be initiated and/or other appropriate remedial action taken. The CPO has to be informed immediately. If the lost goods cannot be traced, they must be re-ordered. In the case of loss or damage the possibility of a reimbursement from the ISTC's transport insurance has to be checked.

5. Qualified suppliers

- (a) For standard equipment, materials and services, like for example, but not limited to, all kind of computer equipment and accessories, chemical materials, laboratory animals, simple laboratory equipment and glassware etc. the PO shall, to the extent possible, use qualified suppliers, as provided for in Article 11 (5.) and based on the criteria mentioned under Annex I of the Rules.
- (b) Before investigated on basis of SMART criteria and before considered as qualified supplier, suitable companies shall have concluded already in the last three years at least ten contracts per year with the ISTC.
- (c) Exception from (b) are possible for suppliers in remote areas of Russia and CIS, where the number of recipient institutes and/or number of projects is limited.
- (d) Each Procurement Manager shall be responsible to establish and maintain on basis SMART criteria as mentioned under Annex I of the Procurement Rules a list of qualified suppliers for her/his area of responsibility.
- (e) The list of qualified suppliers shall be published in the ISTC's database and shall be available for all SPM/PPM and Allotment Manager.
- (f) The list of qualified suppliers will be reviewed at least once every two years. This review shall consider, beside other criteria, also the feedback made by the SPM/PPM, the Allotment Managers and the Project Managers of the institute.

6. Contract amendments

- (a) Based on Article 32 of the Procurement Rules an amendment shall be signed for all contracts, including those concluded on basis of a negotiated procedure, if the following is intended to be changed, based on common agreement between the ISTC and the contract partner(s):
 - the time for the implementation of an existing contract and / or
 - the quantity of delivery (equipment, material, services) and/or
 - the prices and/or
 - other stipulations of the contract
- (b) The contract addendum will be signed only after the written confirmation or request and justification respectively, submitted by the Allotment Manager to the PO.
- (c) Each addendum to the contract will be treated as a modification to the existing contract.
- (d) In the event of an increase of the contract price a new RFP, signed by the Allotment Manager and covering the additional amount has to be submitted to the PO.
- (e) For contracts signed in the past on basis of a negotiated procedure, a renewal of the justification for this negotiated procedure is necessary for an addendum of such contracts (please refer to Article 11 (2.) and (4., last paragraph).

7. Review of un-liquidated obligations

- (a) Un-liquidated obligations shall be reviewed periodically by the Procurement Officer concerned who shall make recommendations whether an obligation shall be cancelled or retained.
- (b) When the term of the contract/purchase order or agreement expires, but the equipment, materials or services have not been delivered, after one month the ISTC PO shall inform Allotment Manager and request a decision to either extend the term of the contract/purchase order/agreement or terminate it.
- (c) In case of disagreement between the Procurement Officer and an Allotment Manager on whether to extend or terminate a contract/purchase order/agreement the decision would be escalated to the XCom level.

8. Receipt, management and disposal of supplies, equipment and other property

8.1 Property Records

- a) The Executive Director shall approve ISTC's Inventory Policy.
- b) The Center shall maintain a database for the inventory register of supplies, equipment and other property. Complete and accurate records, associated project number and location, shall be maintained for property of the Center or for which

the Center is responsible. Such records shall be maintained for the Headquarters and Branch Offices and separately for property acquired under Project Agreements and located outside the Center premises.

- c) The Deputy Executive Director for Operations shall be responsible for implementing the Inventory Policy at the Center.
- d) The Information Technologies Group shall create and technically support the database for the inventory register. The Chief Procurement Officer shall be responsible for recording and updating the appropriate data from the project agreements in the database. The Chief Administrative Officer shall be responsible for recording and updating of records for property procured for the Headquarters and offices away from Headquarters (Branch Offices and Information Offices). The Chief Procurement Officer shall be responsible for recording and updating of records for property procured under Project Agreement till the title is transferred to the recipient. The Chief Financial Officer shall be overall responsible for the accuracy of records in the inventory register of supplies equipment and other property.
- e) Property (except certain portable items such as typewriters, laptops, calculators) shall be charged out to the receiving Department and the Chief Administrative Officer shall be primarily responsible and accountable for the property and his/her signature shall be required on all relevant documents.
- f) Portable items not charged out to a Department may be charged out to staff members who shall be responsible for their safekeeping and accountable for them.
- g) Property provided as in kind contribution under Project Agreements shall be charged out to the receiving Recipient Institute. The Recipient Institute shall be exclusively responsible for the operation, maintenance, use and storage of the property under the conditions provided in the Project Agreement and his/her signature shall be required on all relevant documents.
- h) The property records shall include the original purchase value or, in the case of gifts or in-kind contributions of equipment, their estimated value at the time of receipt.

8.2 Physical Inventories

Inventory register shall be maintained of supplies, equipment or other property of the Center or for which the Center is responsible. When necessary, the Chief Procurement Officer shall be responsible for clearing through customs.

8.3 Receipt of Supplies and Equipment

All supplies, equipment or other property received by the Center shall be inspected immediately following receipt to ensure that their condition is satisfactory and in accordance with the terms of the related purchase order or contract.

8.4 Issue of Supplies and Equipment

Central supplies, equipment or other property shall be issued only against requisition request, signed by officials designated for that purpose.

8.5 Vouchers

All transactions related to supplies, equipment or other property shall be recorded. Records shall be supported by appropriate vouchers or evidence of receipt and issue, except for items where the maintenance of detailed records is determined by Executive Director to be uneconomical or impractical.

8.6 Losses of Property

- a) Property, which has been lost, shall be removed from the property records. Removal of such property from the records shall require consideration by the Procurement Authorization Committee and approval by Executive Director. Chief Administrative Officer/Chief Procurement Officer shall make a proposal to that effect to the Committee after a full investigation has been carried out.
- b) Executive Director shall determine, whether a staff member or other person is responsible for the loss. Executive Director determines, whether the staff member or other person shall be required to compensate the Center for the loss.
- c) A statement of all such losses shall be prepared by the Chief Financial Officer for submission to the External Auditor with the accounts.

8.7 Surplus and Obsolete Property

Property that becomes surplus to operating requirements, obsolete or unusable shall be reported by the Head of Department or staff member accountable for the property to the Chief Administrative Officer and Chief Financial Officer. The Chief Administrative Officer shall arrange to have the property transferred to a storage area and when appropriate update the records in the register.

8.8 Sale or Disposal of Property

- a) Property which has reached its assigned life-span or which has been written-off and which, in accordance with procedures established by Executive Director, is determined to be surplus to the Center requirements and the condition of which warrants its sale, may be sold. This may be done by advertising for bids at the Center and, where practical, also by inviting bids from outside the Center. Bids shall not be required if the estimated sales value per item is less than USD 1,000.
- b) A general surplus sale of obsolete or unserviceable property may be held without invitation to bid. In that event Chief Administrative Officer/Chief Procurement Officer shall obtain the approval of Executive Director for the sale and for the prices of the items to be sold.
- c) Property may also be disposed of in the following manner:
 - d) By trade-in for replacement equipment;
 - e) By gift or sale at nominal prices to non-profit making organizations or charity institutions; provided that the property has been written off; or
 - f) By destruction or another method of disposal if such method is more economical or required by law.

The Chief Administrative Officer together with the Chief Procurement Officer shall decide which method of disposal will be chosen after having obtained, if required, appropriate technical advice.

8.9 Sales on a Cash Basis

Sales of Center property shall be on the basis of cash payments on or before delivery, unless Executive Director makes exceptions in the interest of the Center.

8.10 Accounting for Proceeds from Sales

- a) The proceeds from the sale of property shall be credited as miscellaneous income to the Administrative Operating Budget fund or to the appropriate Fund, except where these proceeds are applied directly against the purchase price of replacement equipment or supplies, provided that any balance shall be credited as miscellaneous income to the Administrative Operating Budget or to the appropriate Fund.
- b) The trade-in of property is not considered to be a sale and the allowance shall be applied against the cost of the replacement property.
- c) The proceeds from the sale of automobiles are applied against the cost of their replacement.

9. Write – off of equipment delivered as in-kind contribution to the recipient institutes

- (a) Write-off can only be applied for equipment delivered to the institutes, which was purchased on the local market
- (b) Equipment will be written-off after submission of a written application by the recipient institute to the ISTC. The recipient institute shall attach the list of equipment subject to write-off in format "Memorandum on storage of equipment" or in format "SUMMARY OF EQUIPMENT PROVIDED IN KIND".
- (c) Write-off is limited to the following equipment:
 - computers (desktops, notebooks, servers)
 - computer accessories (e.g. monitor, printer, scanner, mouse, keyboard, USB-stick etc.)
 - copy machines
 - office software (for example MS Windows)

In exceptional cases other equipment as mentioned under (c) may be written-off after special permission by the Executive Director.

- (d) Write-off of the equipment mentioned under (b) and under consideration of (a) can be done for all projects of the ISTC, i.e. independent of the location of the recipient institute.
- (e) Decisions for write-off of equipment shall be taken only two years after completion of the res. project. The date of purchase of the said equipment shall be not less than five years before the date of write-off.
- (f) The Procurement Officer and the Financial Manager in charge for inventory will check the list of equipment subject to write-off and submitted by the recipient

institute. In case of necessity the Project Group of the ISTC may be consulted.


- (g) After the checking as mentioned under (f) the list of equipment shall be submitted to the Procurement Authorization Committee for approval. The PAC protocol shall be signed by the
- Procurement Officer and Finance Officer in charge for inventory
 - CPO
 - CFO

and shall be stored in the PO. A copy will be provided to the FO.


- (h) ISTC shall send to the recipient institute an information letter signed by the CPO and attached with the confirmed list of that equipment, which was written-off.

Annex A

Sample form Request for Procurement


		REQUEST FOR PROCUREMENT		
ISTC M H T II		Project No.: <input style="width: 150px;" type="text"/>	Request number: <input style="width: 50px;" type="text"/>	
Institute name: <input style="width: 500px;" type="text"/>		tech completion date: <input style="width: 150px;" type="text"/>		Inst.code: <input style="width: 50px;" type="text"/>
Full postal address: <input style="width: 500px;" type="text"/>				
Phone/Fax/E-mail: <input style="width: 500px;" type="text"/>				
Contact person: <input style="width: 500px;" type="text"/>				
Indicate if item(s) is in the Work Plan (Y/N): <input type="checkbox"/>				
Indicate if shipment should be delivered to your Institute (Y/N): <input type="checkbox"/>				
Item No. in the Work Plan*	Description-Specification-Measurement Units	Qty	Est. Unit Price (US\$)	Amount (US\$)
Total:				
* Item numbers as it is indicated in the Work Plan. Each item number should be followed by a letter according to this item position in tables 2, 3 or 4 of subsection 10 in the Work Plan. E – for Equipment (table 2), M – for Materials (table 3), D – for Ot				
Remarks: <input style="width: 100%; height: 30px;" type="text"/>				
<i>This information will be automatically generated in Lotus Notes and will not be indicated on the distributed forms</i>				
Allotment Manager: <input style="width: 450px;" type="text"/>		(name)	(date)	
Endorsed by Principal SPM/PPM: <input style="width: 450px;" type="text"/>		(name)	(date)	
Approved by DED: <input style="width: 450px;" type="text"/>		(name)	(date)	
PO input date: <input style="width: 150px;" type="text"/>	PO input No.: <input style="width: 150px;" type="text"/>	Action manager: <input style="width: 150px;" type="text"/>		

Annex B
Sample form "Request for Quotation"

 INTERNATIONAL SCIENCE AND TECHNOLOGY CENTER Kabanbay Batyr 53, 010000 Astana, Kazakhstan		<h2 style="margin: 0;">PURCHASE ORDER</h2> <p style="margin: 0;">No. BG-07/A2116-M2a-71 Date: 29.07.2016</p>		
Arus-TC тел. 119-09-09, факс 257-33-76		Terms of delivery: CIP Dushanbe		
		Ship to: ISTC Tajikistan Branch Office 33 Rudaki Ave., Room 46, 734025, Dushanbe, Tajikistan. Attn.: Mukhabatsho Khikmatov Tel: Internal 3639 +(992 37) 227 87 37/227 93 94 +(992) 918 64 71 07 (Mob.) +(992) 934 01 01 72 (Mob.) Fax: +(992 37) 227 93 94 Mail to: khikmatov@istc.int istc-tio@mail.ru		
ISTC contact person: Ivlev D.B. Phone: +7 (495) 982-32-83 Fax: +7 (499) 978-03-88		Bids will be accepted until: 11.01.08		
Please submit your quotation in the English language. The ISTC is an intergovernmental organization and our standard TERMS OF PAYMENT by bank transfer against simultaneous presentation of invoice and proof of shipment (AWB/Bill of Lading/ Postal receipt) 30 days NET. Any exceptions of this must be clearly stated in your response. The ISTC General Conditions of Purchase shall apply to any purchase order or contract resulting from this request of quotation (a copy will be provided on request).				TO BE FILLED IN BY BIDDER
Item No.	Goods and/or services	Quantity	Unit Price	Amount
1.	Scanner Model ABC	10		
2.	4.1.1. Scanner Model DEF	2		
3.	4.1.1. Printer Model GHI	7		
SAMPLE				
1. Terms of payment:		PLEASE COMPLETE ITEMS 1-10 BEFORE RETURNING THE FORM TO US		TOTAL:
2. Special discount:		3. Delivery period (in weeks):		4. Guarantee period:
5. Country of Origin (of goods):		6. Validity period of quotations:		7. Your reference No and date::
8. Name:		9. Title:		10. Signature:
				<hr style="width: 100%;"/> <i>Authorized signature</i> ISTC


Annex C

Sample Procurement Processing Form

I S T C	International Science and Technology Center Purchase Processing Form	<i>PPF</i>																														
																																
M H T C																																
Invoice Number:	<input style="width:150px;" type="text"/>	ADM, SB or Project Num. <input style="width:100px;" type="text"/>																														
For Institute/City	<input style="width:100%;" type="text"/>																															
Payee Name and Address:	<input style="width:100%;" type="text"/>																															
Contract/Invoice Num.	<input style="width:100%;" type="text"/>																															
Details	<input style="width:100%;" type="text"/>																															
Terms	<input style="width:100%;" type="text"/>																															
Obligation/Reservation of Funds	Obligations <input type="checkbox"/> Customs <input type="checkbox"/>	Currency Type																														
	Initial <input style="width:100px;" type="text"/>	New <input style="width:100px;" type="text"/>																														
Changes in Obligation/Reservation	<input style="width:100px;" type="text"/> Currency	<input style="width:100px;" type="text"/>																														
Payment		<input style="width:100px;" type="text"/>																														
Invoice & Payment		<input style="width:100px;" type="text"/>																														
Correction of Payment	Initial <input style="width:100px;" type="text"/>	New <input style="width:100px;" type="text"/>																														
	<input style="width:100px;" type="text"/> Currency	<input style="width:100px;" type="text"/>																														
Requested by Allotment Manager (see attached documents)	<input type="checkbox"/>	_____ name																														
Approved by Contracting Officer Title/Name	_____ Signature _____ Date																															
<i>Accounting Information (to be filled by Finance Office Staff)</i>																																
Budget Control Officer	_____																															
Title/Name	_____																															
Date Received	_____																															
Scala input		Invoice Number:																														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Project-Inst-Account</th> <th style="width:30%;">Amount</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">- -</td><td></td></tr> <tr><td style="text-align: center;">- -</td><td></td></tr> <tr><td style="text-align: center;">- -</td><td></td></tr> <tr><td style="text-align: center;">- -</td><td></td></tr> <tr><td style="text-align: center;">- -</td><td></td></tr> <tr><td style="text-align: center;">- -</td><td></td></tr> <tr> <td style="text-align: right;">Exchange Rate :</td> <td></td> </tr> </tbody> </table>	Project-Inst-Account	Amount	- -		- -		- -		- -		- -		- -		Exchange Rate :			<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Account Num For ADM & SB</th> <th style="width:50%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total \$</td> <td> </td> </tr> </tbody> </table>	Account Num For ADM & SB	Amount											Total \$	
Project-Inst-Account	Amount																															
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Input Date:	Transaction Num.:	Inpitted by:																														
Bank Code	Payment Processing BTC/USD MDM/RBL																															
	Date _____	Amount <input style="width:100px;" type="text"/>																														
Details	_____																															
		PMT Approved: Initial Date																														
Transaction Num	Initial	Date																														
SCALA input																																
Input Date	Transaction Num	Inpitted by:																														

Annex D

Sample form Purchase Order

 INTERNATIONAL SCIENCE AND TECHNOLOGY CENTER 53 Kabanbay Batyr Ave. 010000 Astana, Kazakhstan		<h2>REQUEST FOR QUOTATION</h2> No. BG-07/SB159-1-91 Date: 27 July 2016		
ООО «Трейд» тел./факс 123-45-67		Date of delivery: 15.02.2008 Terms of delivery: DDP Dushanbe Ship to: ISTC, Tajikistan Branch Office, 33 Rudaki Ave, Dushanbe Tajikistan		
TERMS OF PAYMENT (unless otherwise stated) by bank transfer against simultaneous presentation of invoice and proof of shipment (AWB/Bill of Lading/ Postal receipt) 30 days NET. ISTC normally does not issue Letters of Credit		Terms of payment: NET 30 Guarantee and other conditions: 3 years		
Please, supply the following goods and/or services on the conditions stated above.				
Item No.	Goods and/or services	Quantity	Unit Price, USD	Amount, USD
1	Notebook Model IKL <div style="font-size: 2em; text-align: center; margin-top: 20px;">SAMPLE</div>	1	2,925.00	2,925.00
			Subtotal: Discount: Shipping: Other charges:	2,925.00
ISTC contact person: Ivlev Dmitry, 7 (495) 982-32-83, fax 7 (499) 978-03-88		TOTAL: 2,925.00		
Operating and service manuals, circuit diagrams, part lists and quality certificate (if applicable) must be provided with the equipment. The language must be ENGLISH and/or RUSSIAN. COUNTRY OF ORIGIN must be stated on the invoice		_____ <i>Authorized signature ISTC</i>		

Please fill in the box below and fax back at the above indicated number

1.1.1 ORDER ACKNOWLEDGEMENT

Name:

Signature:

Date:

Annex E

Sample form Power of Attorney

Приложение 6
к приказу Министра финансов Республики Казахстан
от 20 декабря 2012 года № 562

Форма Д-1

Организация (индивидуальный предприниматель)

Международный научно-технический Центр

ИИН/БИН

150650027235

веренность действительна по 30 июля 2016 г.

Международный Научно-Технический Центр, БИН / ИИН 150650027235, Республика Казахстан, Астана, пр. Кабанбай батыра 53
наименование получателя, ИИН/БИН и его адрес

Международный Научно-Технический Центр, БИН / ИИН 150650027235, Республика Казахстан, Астана, пр. Кабанбай батыра 53
наименование плательщика, ИИН/БИН и его адрес

ет № KZ81926150119R526001 в АО Казкоммерцбанк, БИК KZKOKZKX
наименование банка

ДОВЕРЕННОСТЬ № 140

Дата выдачи 20 июля 2016 г.

дана Иванову Ивану Ивановичу, водитель

должность, фамилия, имя, отчество

остоверение личности (паспорт) серии _____ № 0300000 от 7/27/2010

дан МИНИСТЕРСТВО ЮСТИЦИИ РЕСПУБЛИКИ КАЗАХСТАН

кем выдано удостоверение (паспорт) и когда

получение от ТОО "Rich Art"

наименование поставщика

ивов по по счету № 325 от 14 июля 2016 на сумму 5600.00 тенге

наименование, номер и дата документа

номер по порядку	Наименование активов	Единица измерения	Количество (прописью)
1	2	3	4
1	Визитки 2 - сторонние	шт	200
		Итого	200 (двести)

дпись лица, получившего доверенность

остоверяем:

1. _____
Начальник отдела закупок

Начальник финансового отдела

Подпись

Берденов Г.С.
расшифровка подписи

Подпись

Викштейн С.
расшифровка подписи

Annex F

General Terms & Conditions of contract of the ISTC

The ISTC is an intergovernmental organization established by a 1992 treaty Agreement giving the ISTC the status of a legal entity with diplomatic privileges and immunities;

The following terms and conditions apply to contract's for the ISTC's purchase of goods as well as services and may be varied only with the prior written agreement of the ISTC.

1. None of the terms or conditions tendered by a Contractor shall be binding upon the ISTC or form any part of an ISTC contract or purchase order without the ISTC's prior written consent.
2. Legal Status – All Contractors shall have the legal status of an independent contractor absent some other express written arrangement. Likewise, none of the personnel or staff of either a Contractor or its sub-contractors shall be considered as either ISTC agents or employees absent such explicit memorialized agreement.
3. Payment of Contractors – as long as no other payment conditions are agreed upon:
 - (a) Payment up to and through the 30th day is considered to be the same as net, i.e. following the fulfillment of all delivery terms and unless otherwise provided in writing, the ISTC will issue payment within 30 days of its receipt of the proof of delivery (e.g. AWB).
 - (b) The ISTC payment against all such invoices will reflect all discounts shown in the payment terms of the overarching contract.
 - (c) Unless otherwise authorized by the ISTC, only one invoice may be submitted
4. Exemptions to Taxes and other Charges – The Contractor's price shall include any and all applicable exemption to tax and other charges to which the ISTC is entitled to by virtue of the diplomatic privileges and immunities it enjoys as an intergovernmental organization.
5. Additional or Supplemental Work(s) and/or supplies – The Contractor shall not carry out any other additional or supplemental work(s) and/or supplies (including but not limited to the provision of either materials or services) that results in any charges to or liabilities for the ISTC above the original purchase price without prior written authorization from the ISTC.
6. Instructing Authorities and Sources – In the performance of this contract or fulfillment of this purchase order, the Contractor shall neither seek nor accept instructions from any source external to the ISTC unless so instructed by the ISTC. Moreover, the Contractor shall refrain from any and all actions that might adversely affect the ISTC and shall fulfill its commitments with maximum attention to and care for the interests of the ISTC.
7. Responsibility for both Employees and Sub-Contractors – The Contractor shall be responsible for both its employees as well as sub-contractors as regards their technical competences plus professional integrity. This includes but is not limited to assuring that for work under this contract or purchase order, these will be individuals who will perform efficiently, respect local laws as well as customs, and conform to the highest standards of moral and ethical conduct. When the services/supplies being provided are upon the premises of the ISTC, all of the ISTC's rules and regulations regarding discipline, modes of work, safety, and security are mandatory.
8. Assignment – Without the prior written consent of the ISTC, the Contractor shall not assign, transfer, pledge, or make any other disposition of this contract or purchase order.
9. Subcontracting and Subcontractors – Without the prior written consent of the ISTC, the

Contractor shall not use subcontractors. Even in the case of a subcontractor approved by the ISTC, the Contractor is not relieved from any of its obligations under this contract or purchase order. In the case of any conflict between the terms of any subcontract and this contract or purchaser order (including these “Generally Applicable Conditions”), the underlying ISTC contract or purchase order shall control.

10. Affirmation of Objectivity – The Contractor affirms that no one at the ISTC has been offered or will receive any benefit arising from this contract or purchase order. The Contractor further agrees that benefiting any individual at the ISTC would be a fundamental as well as legally fatal breach of this contract or purchase order.
11. The Indemnification of the ISTC – The Contractor promises to indemnify, hold harmless, and to vigorously defend at its own expense the ISTC, including its management, officials, employees, and agents from and against all lawsuits, claims, demands, and liability of every nature and kind arising out of the acts or omissions of the Contractor or its management, officials, employees, agents, and subcontractors in the execution of this contract or purchase order. This indemnification responsibility shall extend to and include, but not be limited to, workman’s compensation claims, damages from defective products, plus liabilities arising out of the use of associated inventions or devices.
12. Insurance Coverage and Liability to Third Parties -- The Contractor shall secure and maintain insurance coverage against –
 - a. all risks in respect to the property or any equipment owned or leased by the Contractor that is used or needed to be used in the fulfillment of this contract or purchase order;
 - b. third-party claims for
 - i. death or bodily injury or
 - ii. the loss of or damage to property arising from or in connection with the provision of services under this contract or purchase order or in the operation of any motor vehicles, boats, aircraft, or other equipment either owned or leased by the Contractor.

Upon the request of the ISTC, the Contractor shall promptly provide proof of the existence of the insurance coverage that is required under this paragraph.

13. Attachments/Liens/Encumbrances upon the ISTC -- The Contractor shall neither cause nor permit any attachment, lien, or encumbrance to be placed on file, or to remain on file, with any governmental office or on file with the ISTC for any moneys due or that may become due for any work done or materials furnished under this contract or purchase order or by reason of any other claim or demand against the Contractor.
14. Title and Risk to ISTC-Provided Equipment and Supplies – The title to all ISTC-provided equipment or supplies shall remain with the ISTC. All such equipment shall be returned to the ISTC at the completion of this contract or purchase order or earlier if no longer needed by the Contractor. Such equipment shall be returned in the same condition as when delivered to the Contractor, subject to the wear and tear from normal usage. The Contractor shall be liable to compensate the ISTC for equipment that has been damaged beyond what might be reasonably anticipated from normal usage.
15. Foreground Intellectual Property Rights – Regarding the *providing of services* the ISTC shall be entitled to all foreground intellectual property and any other proprietary rights (including but not limited to patents, copyrights, trademarks with regard to products plus documents and other materials) that are connected with or are produced in the course of the fulfillment of this contract or purchase order. At the ISTC’s request, the Contractor shall undertake all necessary steps, execute all necessary documents, and generally assist in the securing of such foreground intellectual property and other proprietary rights including their transfer to as well as registration in the name of the ISTC (or its designee).
16. Use of the ISTC’s Name, Emblem, and Seal – Absent the written permission of the ISTC –
 - a. the Contractor shall neither advertise nor otherwise make public the fact of its work with the ISTC;

- b. nor shall the Contractor make any use of the ISTC's name, emblem, and seal.
- 17. Ownership, Confidentiality, and Non-Disclosure -- All documents, drawings, estimates, maps, mosaics, photographs, plans, recommendations, reports plus all data compiled or received by the Contractor under this contract or purchase order shall --
 - a. become the property of the ISTC and
 - b. be treated as confidential i.e. delivered only to authorized ISTC management and officials.

The Contractor further promises not to communicate at any time or to any other person, government, or authority external to the ISTC any information that has been made known to it by reason of its work or association with the ISTC that has not previously been made public. Similarly, the Contractor promises not to use this information at any time to its private advantage.

- 18. Force Majeure -- This means acts of God, law, or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions, fires, and any other or similar causes or equivalent force not caused or within the control of either the ISTC or the Contractor that neither can overcome.

If, in the event of a force majeure, the Contractor is rendered unable, in whole or in part, to fully perform its obligations as well as responsibilities under this contract or purchase order, both notice plus confirming particulars shall be given in writing to the ISTC. Such notice to be valid must be within fifteen (15) days of the start of such force majeure. Upon receipt of a notice of force majeure, the ISTC shall have seven (7) days within which to give notice to the Contractor of its termination of this contract or purchase order on grounds of convenience.

- 19. Suspension of ordered *services* --
 - a. Upon receipt of a suspension notice from the ISTC, the Contractor shall, unless the notice directs otherwise, immediately halt its services.
 - b. Upon the ISTC's giving of at least five (5) working days notice, it may suspend performance of all or any part of the services that are the subject of this contract or purchase order. This suspension may be for up to sixty (60) days during which period the ISTC may at any time, by written notice, require the Contractor to resume performance. If at the end of sixty (60) days ISTC has not directed a resumption of those services, the unfulfilled portion of the services that has been suspended may be terminated by either party.
 - c. The ISTC shall not be liable for any damages, anticipated profits, or costs incurred with respect to suspended services during any period of suspension.

20. Termination

- a. Upon receipt of a termination notice from the ISTC, the Contractor shall, unless the notice directs otherwise, immediately discontinue its services and/or deliveries.
- b. Default by the Contractor -- Should the Contractor at any time refuse or neglect to supply sufficient and properly skilled workers, or fail in any respect to prosecute the services or any separable portion, with promptness and diligence, or fail in the performance of any portion of this contract or purchase order required for the satisfactory completion of the services, or become insolvent, ISTC may terminate this contract or purchase order on the ground of default. In such a case, termination will be effective forty-eight (48) hours after written notice has been given to the Contractor to correct the deficiency.

In the event of a termination by the ISTC for default, the Contractor shall not be entitled to receive any further payment, if any may then be due, until the services are completed to the ISTC's full satisfaction. That is, the ISTC may choose, in the manner it considers appropriate, replacement services similar to those terminated for default. In such a case, the Contractor shall be liable for, and pay to, ISTC any reasonable cost, including the cost for additional managerial and administrative services, in excess of the price of the original contract or purchase order.

- c. Convenience of the ISTC -- Upon ten (10) days advance written notice, the ISTC may terminate a contract or purchase order. Such termination shall be effective in the manner that are specified

in the notice and shall be without prejudice to any claims that the ISTC may have against the Contractor.

If this contract or purchase order is terminated for ISTC's convenience, the obligations of this contract or purchase order shall continue as to services already performed, as to obligations entered into before the date of termination, and as to obligations not reasonably terminable thereafter. The Contractor shall be entitled to relative proportions of the originally agreed upon contract or purchase order price for those portions of the services done before the effective termination date. The Contractor shall be entitled to neither profit nor fee on any unperformed services.

21. Dispute Resolution –

The ISTC and the Contractor should act in good faith and practice fair dealing with one another. The ISTC and the Contractor waive seeking judicial resolution of any and all disputes and exclusively substitute alternative dispute resolution, i.e. self-administered arbitration under the Law on International Commercial Arbitration of the Republic of Kazakhstan.

For dispute resolution the following Standard Terms & Conditions are valid:

(1) When the principal place of business of the supplier in the CIS region, the place/seat of conciliation and arbitration will be Astana, Kazakhstan. The applicable substantive law will be that of the Republic of Kazakhstan. The procedures for the conciliation and arbitration will be those of the Law on International Commercial Arbitration of the Republic of Kazakhstan.

(2) When the principal place of business of the supplier is in Europe, the place/seat of the arbitration will be London, England, the U.K. The applicable substantive law will be that of the United Kingdom. The procedures for the arbitration will be those of the London Court of International Arbitration.

(3) When the principal place of business of the supplier is in North America, place/seat of the arbitration will be New York City, New York State, USA. The applicable substantive law will be that of the State of New York. The procedures for the arbitration will be those of the American Arbitration Association. Partners to a contractual dispute may choose any other forum within North America, which is acceptable for them.

(4) When the principal place of business is in Asia, the place/seat of the conciliation and arbitration will be Tokyo, Japan. The applicable substantive law will be Japanese. The procedures for the conciliation and arbitration will be those of the UNCITRAL.

In all cases:

- The language for the alternative dispute resolution will be English;
- There will be a more elaborate statement of how the alternative dispute resolution mechanism will operate e.g., adding a conciliation step as a precursor to arbitration; minimizing the number of arbitrators; minimizing the potential for conflicts of interests; provide that the losing disputant shall be liable for all costs and attorney's fees;
- There will be possibly incorporate (based upon considerations of scale, type, and location) the 1980 U.N. Convention on Contracts for the International Sale of Goods or the Uniform Commercial Code;
- There will be more detailed suspension and termination provisions, including but not limited to an unconditional option for the ISTC to terminate based upon its "convenience"

22. The ISTC's Diplomatic Privileges and Immunities – Nothing in this contract or purchase order shall be construed as a waiver of any of the privileges or immunities according to the ISTC by its immediate parties and the international treaties to which they have subscribed.

23. Amendments to this Contract or Purchase Order – This contract or purchase order may only be changed by a written amendment.

24. Coordinates for the Giving of Legally Effective Notice – The legally effective service of any notice in connection with this contract or purchase order –

- a. must be in English;
- b. must be sent by either registered mail, facsimile, or e-mail to the individuals identified in the underlying contract or purchase order at the addresses set forth in same.

Annex G

PROPERTY ACCOUNTABILITY

Definitions

Non-capital equipment:

1. Equipment that has the ability to work as an autonomous unit, can stand on its own and costs over USD 100 USD per item;
2. All software with a value more than USD100 per item.

Capital equipment:

1. Equipment that has the ability to work as an autonomous unit, can stand on its own and costs over USD 2,500 USD per item;


Materials:

1. Items, utilized in the course of their exploitation, independently of their cost;
2. Devices and components, independently of their cost, being parts of another device, which can not function separately and are used for repair or upgrade of this device (e.g., computer spare parts).
3. Items, costing less than USD 100 USD per item.


Definition of life span

The life span of different kind of equipment is defined in Annex I of this document.

Annex H
PAC – protocol for tender opening procedure

	PROCUREMENT AUTHORIZATION COMMITTEE PROTOCOL OF OPENING OF BIDS (OPEN TENDER)	PAC # 000 Item # 1												
1. REQUIREMENTS and QUANTITY TO BE PURCHASED: Oscilloscope model AAAA, 3 pcs. 2. REASON FOR REQUEST: To realize the contribution in kind as per Work Plan of Project Agreement # 0000, RFP # 1.	3. FUNDS AVAILABLE: 00000000 4. BIDDING: NUMBER OF BIDS REQUESTED: 4 NUMBER OF BIDS RECEIVED: 3													
5. COMPETITIVE BIDS: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 50%;"> <thead> <tr> <th style="width: 50%;">Bidder</th> <th style="width: 50%;">Currency/ Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			Bidder	Currency/ Amount										
Bidder	Currency/ Amount													
6. Declaration of undersigned (valid for PAC sessions for opening of public tender): (in accordance with Article 18 (1.) of the Procurement Rules) <p>The undersigned below herewith declare, that there is no conflict of interest related to the purchase of equipment and/or materials and/or service as mentioned above. There are no private or personal business relations to the bidder for this tender. Furthermore the undersigned declare, that they will keep confidential all information related to this tender.</p> <p>CPO</p> <p>DED</p> <p>ED</p>														
Date: 12-Sep-08														
7. Recommendation / remarks / comments:														

Annex I

	PROCUREMENT AUTHORIZATION COMMITTEE PROCUREMENT SUBMISSION FOR REVIEW/APPROVAL	PAC # 000 Item # 1																																										
1. REQUIREMENTS and QUANTITY TO BE PURCHASED: Oscilloscope model AAAA, 3 pcs. 2. REASON FOR REQUEST: To realize the contribution in kind as per Work Plan of Project Agreement # 0000, RFP # 1.	3. FUNDS AVAILABLE: 00000000 4. BIDDING: NUMBER OF BIDS REQUESTED: 4 NUMBER OF BIDS RECEIVED: 3 5. NO COMPETITIVE BIDS REQUESTED Please see the attached form for a negotiated procedure																																											
6. COMPETITIVE BIDS: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Bidder</th> <th style="width: 15%;">Currency/ Amount</th> <th style="width: 10%;">Freight Costs</th> <th style="width: 10%;">Shipping Terms</th> <th style="width: 10%;">RoE</th> <th style="width: 15%;">Total Cost US\$</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Bidder	Currency/ Amount	Freight Costs	Shipping Terms	RoE	Total Cost US\$	Comments																																			
Bidder	Currency/ Amount	Freight Costs	Shipping Terms	RoE	Total Cost US\$	Comments																																						
7. Recommendation / remarks / comments: Having considered the attached document it is recommended to award the contract to CPO DED ED Date: 12-Sep-08																																												
8. Supporting remarks: PAC protocol of opening of bids # 170.																																												

Annex J

Definition of life span of equipment

	<i>Срок жизни до трех лет</i>	<i>Service life up to 3 years</i>
1.1	Ручной электроинструмент	Hand electric tools
1.2	Электросварочное оборудование	Electric welding equipment
1.3	Переpletное оборудование	Bookbinder equipment
1.4	Переносные контрольно-измерительные приборы	Portable control instrumentation
	<i>Срок жизни до пяти лет</i>	<i>Service life up to 5 years</i>
2.1	Насосы	Pumps
2.2	Электроды	Electric ovens
2.3	Копировальные машины	Copy machines
2.4	Компьютерное оборудование	Computer equipment
2.5	Печатающие устройства	Printers
2.6	Сканеры	Scanners
2.7	Сетевое оборудование	Network equipment
2.8	Телефонные аппараты, факсы	Telephone, fax
2.9	Весы лабораторные	Laboratory balance
2.10	Программное обеспечение	Software
3	<i>Срок жизни до семи лет</i>	<i>Service life up to 7 years</i>
3.1	Видео- и фототехника	Video- photo equipment
3.2	Презентационное оборудование	Presentations equipment
3.3	Дизель-генераторы	Diesel generators
3.4	Компрессоры	Compressors
3.5	Дозаторы и сеператоры	Batchmeters and separators
3.6	Электродвигатели	Electric engines
3.7	Телефонные станции	Telephone stations
3.8	Мебель	Furniture
3.9	Системы контроля доступа, безопасности, сигнализации	Access control/safety/ alarm systems
3.10	Системы пожаротушения	Fire protection systems
4	<i>Срок жизни до десяти лет</i>	<i>Service life up to 10 years</i>
4.1	Станки и обрабатывающие центры	Machines and machining tools
4.2	Холодильное оборудование	Refrigerators
4.3	Лабораторное измерительное оборудование	Lab measurements equipment
4.4	Спектрометрическое оборудование	Spectrometric equipment
4.5	Микроскопы	Microscopes
4.6	Средства радиосвязи	Radio devices
4.7	Магистральное оборудование линий связи	Communications cable equipment
4.8	Источники питания, трансформаторы и стабилизаторы	Power sources, transformers and stabilizers
4.9	Медицинское оборудование	Medical equipment
4.10	Лазерное оборудование	Laser equipment
4.11	Секвенаторы	Sequenators
4.12	Прочее лабораторное оборудование	Other lab equipment