

**STATE OF ISRAEL**  
**MINISTRY OF FINANCE – THE ACCOUNTANT GENERAL**  
**THE GOODS AND SERVICES CENTRAL TENDERS COMMITTEE**

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**CENTRAL TENDER MMM 17-2016 FOR THE SUPPLY OF SCANNING,  
PHOTOCOPYING, DIGITIZATION AND KEYING SERVICES FOR  
GOVERNMENT MINISTRIES AND AUTONOMOUS UNITS**  
**(HEREINAFTER: "THE TENDER")**

1. The Government Procurement Administration at the Accountant General Department, Ministry of Finance (hereinafter: "**the Tender Editor**"), is issuing a tender for the supply of scanning, photocopy, digitization and keying services for government ministries and autonomous units, additional institutions and corporations to which the Mandatory Tenders Law, 5752 – 1992 applies including government companies and statutory corporations, and all as set out in detail in the Tender.
2. The Tender contains seven groups of services:
  - Group 1 – scanning and digital photocopying.
  - Group 2 – Photocopying and scanning.
  - Group 3 – Photocopying for microfilm.
  - Group 4 – Microfiche / microfilm / cards / slides/ negatives scanning.
  - Group 5 – Digitalization of cassettes / video tapes for digital file.
  - Group 6 - Digitalization of cassettes / audio tapes.
  - Group 7 - Supplementary services.
3. The Tender shall be held in two stages:
  - 3.1 During the first stage every bid submitted in the Tender shall be examined on the basis of the bid's compliance with the Tender conditions, including the administrative and professional threshold conditions and the existence of all the required documents, as set out in detail in Section 7 below and in the Tender, for the purpose of compiling a list of approved suppliers.
  - 3.2 During the second stage of the Tender the price estimates submitted in a separate envelope shall be examined, the bidders graded, the winning suppliers shall be selected and a group of offices shall be allocated to each winning bidder, and all as set out in detail in the Tender.
4. The Tender period is 3 years from the date of signature of the Tender Editor's engagement agreement with each one of the winning bidders. The Tender Editor reserves the option to extend this period by a number of periods that shall not exceed 36 additional months, on identical conditions.
5. The service shall be provided directly to the client. The supply of the service shall be in accordance with what is specified in the Tender and the client's directives.
6. The Tender Editor does not undertake to select any bid whatsoever, and it shall be entitled to cancel all or part of the Tender, or to defer it for budgetary or organizational reasons or for any other reason at its sole discretion.

7. PRE-CONDITIONS FOR PARTICIPATION IN THE TENDER (THRESHOLD CONDITIONS):
- 7.1 The bidder is a duly registered corporation.
- 7.2 The bidder undertakes to comply with the social security payments and minimum wages to its employees requirements during the course of the engagement period.
- 7.3 The bidder is in possession of a valid certificate of keeping books of account, value Added Tax and records pursuant to the Income Tax Ordinance and the Value Added Tax Law, 5736 – 1975 and a certificate regarding the absence of convictions of offenses pursuant to the Foreign Workers Law, 5751 – 1991 and pursuant to the Minimum Wage Law 5747 – 1987.
- 7.4 The bidder shall attach to its bid a bank bond or a bond from an Israeli insurance company that is in possession of a license to engage in insurance pursuant to the Supervision of Financial Services (Insurance) Law, 5741 – 1981, autonomous and unrestricted by conditions in the sum of 500,000 NIS in the binding form attached to the Tender, that shall remain valid from the date of submitting the bids in the Tender and until 22.02.2017.
- 7.5 The bidder and the sub-contractors on its behalf comply with the additional conditions and additional administrative and technological requirements as set out in detail in the Tender.
8. The Tender documents may be downloaded, free of charge, from the Government Procurement Administration's website whose address is: [WWW.MR.GOV.IL](http://WWW.MR.GOV.IL) under the heading Tenders → Tender MMM 17–2016.
9. A bidders' convention shall be held at the offices of the Government Procurement Administration on 6.10.2016 at 10:00. Participation in the convention is not compulsory.
10. Clarification questions concerning the Tender shall be received no later than 25.10.2016 at 13:00.
11. Bids in the Tender shall be submitted in sealed envelopes without any of the bidder's identifying marks. Only the Tender number shall be written on the envelopes. The envelopes shall be inserted into the Tenders Box at the Government Procurement Administration 1 Nethanel Lorch Street, 1<sup>st</sup> Floor, Jerusalem no later than 22.11.2016 at 13:00.
12. The contact person in this Tender is Mr. Eyal Kobi at telephone 03-9779276, electronic mail: [eyalk@inbal.co.il](mailto:eyalk@inbal.co.il).

