

**THE STATE OF ISRAEL – THE MINISTRY OF FINANCE**  
**THE ACCOUNTANT GENERAL – THE GOVERNMENT PROCUREMENT**  
**ADMINISTRATION**

**CENTRAL TENDER MMM 17-2016 FOR THE SUPPLY OF SCANNING,**  
**PHOTOCOPYING, DIGITIZATION AND KEYING SERVICES FOR**  
**GOVERNMENT MINISTRIES AND AUTONOMOUS UNITS (2<sup>ND</sup> VERSION)**

1. The Government Procurement Administration at the Accountant General Department, the 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 auxiliary bodies, and all as set out in detail in the tender.
2. The tender contains seven groups of services, and all as set out in detail in the tender documents.
3. The tender shall be held in three stages for Basket 1 and in two stages for Basket 2, and all as set out in detail in the tender documents.
4. The tender period is for 36 months 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. THE PRE-CONDITIONS FOR PARTICIPATION IN THE TENDER (THE 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 and/or 20,000 NIS in accordance with the basket/s in which it is competing, in the binding form attached to the tender, that shall remain valid from the date of submitting the bids in the tender and until 29.6.2017.
  - 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 Government Procurement Administration Tenders → Tender MMM 17–2016.
9. Clarification questions concerning the tender shall be received no later than 5.3.2017 at 13:00.

10. 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, Entrance Floor, Jerusalem no later than 29.3.2017 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).