

**THE STATE OF ISRAEL – THE MINISTRY OF FINANCE**  
**THE GOVERNMENT PROCUREMENT ADMINISTRATION**  
**TENDER 03-2015 FOR THE SUPPLY OF GREEN LABEL OR SUSTAINABLE FORESTS**  
**PAPER FOR PRINTING AND PHOTOCOPYING**

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The Government Procurement Administration at the Accountant General is hereby publishing Tender 03-2015 for the supply of green label or sustainable forests paper for printing and photocopying (hereinafter – "**the Merchandise**") for government ministries.

Questions and clarifications in connection with this tender may be sent to the tender contact person at e-mail: [avimi@mof.gov.il](mailto:avimi@mof.gov.il)

The tender documents and the bid brochure may be downloaded from the Government Procurement Administration website - [WWW.Mr.gov.il](http://WWW.Mr.gov.il) under the tab "Government Procurement Administration Tenders".

**THE TENDER DOCUMENTS PREVAIL OVER THE CONTENTS OF THIS ANNOUNCEMENT**

**1. THE TENDER DATES**

<b>THE TENDER DATES</b>	
<b>The activity</b>	<b>The dates</b>
<b>Date of publication of tender</b>	14.05.2015
<b>Last date for suppliers to send questions for clarification</b>	28.05.2015
<b>Date of tender editor's reply to suppliers' questions</b>	11.06.2015
<b>Last date for suppliers to post bids in the Tenders Box</b>	25.06.2015

**2. THE BATCHES IN THE TENDER**

<b>THE BATCH</b>	<b>CONTENTS OF THE BATCH</b>
Batch A	Photocopying and printing paper, containing at least 50% recycled fibers.
Batch B	Photocopying and printing paper, containing at least 90% recycled fibers.
Batch C	Photocopying and printing paper, containing at least 50% recycled fibers originating from sustainable forests.

### **3. THE TENDER THRESHOLD CONDITIONS**

#### **3.1 GENERAL**

3.1.1 A corporation or an individual, acting pursuant to the Public Bodies Transactions Law, 5736 – 1976, and complying with all the following threshold conditions and that has attached all the documents required as specified in the bid brochure attached as a separate file to the tender documents may file a bid in the tender.

3.1.2 Proof of the bidder's compliance with the following threshold conditions shall be according to the list of documents and confirmations specified in the bid brochure that is attached to the tender as a separate file and constitutes an inseparable part of the tender documents.

#### **3.2 THE BIDDER'S LEGAL STATUS**

At the date of submitting the bid the bidder must be: a corporation or an individual duly registered in Israel. If the bidder is a company:

3.2.1 It has no debt in respect of the annual fee to the relevant registrar for the years preceding 2015.

3.2.2 It is not registered as a law breaking company.

#### **3.3 BOND FOR SUBMITTING THE BID**

The bidder shall attach to its bid an autonomous unrestricted bond **in the sum of 40,000 ₪ (forty thousand new shekels) for each batch**, to the order of the Ministry of Finance. It should be clarified that a separate bond is required for each batch.

#### **3.4 SCALE OF THE ACTIVITY**

The bidder has experience in the supply and distribution of products to clients all over Israel at least to the following regions: Haifa, Jerusalem, Tel Aviv, Beersheba.

During 2013 and 2014 the bidder supplied and distributed products to at least one client in each one of the above regions, at a financial scale of at least 50 thousand ₪+ V.A.T. per client. It should be clarified that these are different clients.

#### **3.5 FINANCIAL TURNOVER**

The bidder has an annual financial turnover arising from its business activity at an average scale of at least 3 million ₪+ V.A.T. during each one of the years 2013 and 2014. Audited accounts should be presented for 2013. For 2014 it is possible to present an opinion from an accountant.

#### **3.6 APPROVAL FOR EACH TYPE OF PROPOSED PAPER**

3.6.1 The bidder in each batch shall be required to attach to its bid all the approvals, documents and certificates for each type of paper as specified in Section 2.3 of the tender brochure.

3.6.2 The bidder in each batch shall be required to attach to its bid confirmation that it is authorized to distribute and supply the paper it proposes in the State of Israel, at least

from the date of submitting the bid and for at least 36 months in one of the following parties:

- A. Its proposed paper manufacturer.
- B. An authorized distributor on behalf of its proposed paper manufacturer.

### 3.7. FINANCIAL STRENGTH

3.7.1 The bidder is not in dissolution or bankruptcy proceedings and no liquidator has been appointed for it.

3.7.2 The bidder is not subject to a "going concern" warning.

### 3.8 THE EMPLOYEES PROPOSED BY THE BIDDER

3.8.1 In its bid the bidder shall present a staff of two employees that it shall employ directly (and not via any other party of any kind whatsoever) and shall manage on its behalf the services requested during the course of the engagement period.

3.8.2 Resumes shall be attached for every proposed employee testifying as to experience and certificates testifying as to education.

#	Area of activity	Experience of at least 1 year with effect from January 1, 2012 until the date of submitting the bid	Education required
1	Client manager	<b>Clients Management (client files)</b> with at least 3 different clients. For this purpose: " <b>Clients Management</b> " – handling a client of an organization where the proposed client manager is employed from the aspects of service, satisfaction, accounting.	High school education
2	Operation manager	<b>Operation Management and Logistics</b> for at least 3 different clients. For this purpose: " <b>Operation Management and Logistics</b> " – organization of all the means, resources and processes required for the management of inventory, orders, supply and distribution.	

### 3.9 SERVICE AND DISTRIBUTION SET-UP

The bidder shall attach to its bid a description of the service and distribution set-up via which it intends to supply the services requested in the tender. This description shall include the following elements:

1. The bidder shall attach to its bid the address and location of the bidder's permanent offices where the service and distribution set-up is located.
2. A description of the service and distribution set-up via which it intends to supply the services requested in the tender. This description shall include **inter alia** the following elements:

#	ELEMENT	SUB-ELEMENT
1	<b>Information system</b>	Allotment of deliveries and transportation
2		Clients management
3		Service calls management
4	<b>Supervision and control methods</b>	Method of reporting performance
5		Quality control
6		Inventories management
7	<b>Transportation and delivery</b>	Vehicles
8		Employees and transportation methods

9	<b>Organizational quality system</b>	Certificate of authorization for quality management (if any)
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