

Ministry of Finance - Government Printer

The Government Printer (henceforth: The Inviter) is hereby publishing Tender no. 02/2019 for **the supply of envelopes for the Government Printer (henceforth: The Tender)**.

1. **The services that are the subject of the tender** are preparation of graphics, design, printing, manufacture (including through a subcontractor), packaging and supply of envelopes as described in the tender specifications, for about 80 destinations throughout the State of Israel, during each quarter. The tender will be conducted as a public tender.
2. **The period of the contract** in the tender will be for one year from the day of the legal signing of the contract agreement by the Inviter's authorized signatories. The Inviter retains the option of extending the contract by another year (for a total of 2 years).
3. The Inviter intends to choose **one winning supplier** for the purpose of providing the services that are the subject of this tender, all in accordance with the tender conditions. In addition, another bidder will be chosen to serve as a (suitable) reserve bidder.
4. **The preconditions for participation in the tender** and all the other conditions of the tender are explained in the full tender documents. The binding threshold conditions for participation are explained in paragraph 3 of the tender documents. Following is an explanation of the threshold conditions:

A. Administrative threshold conditions

1. The bidder is a single legal entity.
2. In the event that the bidder is required to register in Israel, it must be legally registered. In particular, if the bidder is a corporation or a partnership, it must be registered in the relevant registry, if the bidder is a licensed dealer or exempt it must be registered accordingly.
3. The bidder is in possession of any certificate and/or license and/or licensing and/or permit required pursuant to any law to perform the services related to the subject of the contract, and all of them valid in his name as of the final date for submitting bids.
4. The bidder meets the requirement of the Public Bodies Transactions Law, 5736 – 1976 ("Public Bodies Transactions Law") in the event that this law applies to him.
5. If the bidder is required to be registered in Israel, it has no debt due to an annual fee to the relevant registry, for the years prior to 2019, and if it is company - it is not registered on the lists of the Registrar of Companies as a company violating the law, as defined in Paragraph

362a of the Companies Law 5759-1999 and is not under caution prior to registration, as mentioned.

6. There is no hindrance according to any law to the bidder's participation in the tender.

7. As of the day of submitting the bids in the tender, the bidder was not appointed a pre-liquidator, a temporary liquidator or a permanent liquidator up to the date of submitting the bid and for a year previous to it, and is not in a process of receivership or insolvency.

8. The bidder does not have a "going concern" comment in the last financial report conducted as of the date of the publication of the tender, or has submitted an affidavit confirming that to an entity that is not subject to a profit and loss review for its financial reports.

9. The bidder did not coordinate its bid with any other entity.

B. Professional threshold conditions

1. The bidder is capable of meeting, and promises to meet, all the conditions spelled out in the technical specifications, without exception.

2. The bidder has experience in supplying goods such as those that are the subject of the tender, as defined in the specifications, at a volume of 2,000,000 envelopes in each of the years 2016, 2017, 2018.

3. The bidder has experience in distributing shipments at a volume of a minimum of 80 destinations per quarter, in each of the years 2016, 2017, 2018. It should be noted that regarding this condition, it will be possible to accept the experience of a subcontractor.

4. In the event that the bidder, as an independent legal personality, does not meet the professional threshold conditions that he is required to meet, and an organic change has taken place in the bidder's past (for example, acquisition of an activity, reorganization or a merging of companies in some other manner), in a manner in which the activity relevant to this tender became integrated by the bidder, the bidder can ask the Inviter to its data the data of the body in which the activity took place prior to the organic change. The decision regarding recognition will, as mentioned, be subject to the judgment of the Inviter.

C. Deposit for the bid

Submission of a deposit, in the name of the bidder, autonomous and unconditional for payment in the sum of 20,000 shekels, including VAT.

5. The contract with the supplier will be for the supply of the quantities and types of goods actually required according to procurement orders that will be issued to the supplier from time to time based on the needs of the Inviter.

6. The Inviter reserves the right to order all the types of goods in any quantity based on its needs, or only part of them, or not to order at all, all based on its needs and its exclusive judgment, and all in the context of the maximum financial volume for the contract, which will be determined based on an estimate based on past needs, and based on the prices of the winner's bid.

7. Following is a detailed list of the types and quantities of envelopes as ordered by the Government Printer during the course of 2018. It is hereby clarified and stressed that the quantities indicated below were designed for the purpose of giving expression to the quantities required in 2018, and for the purpose of illustrating an estimated quantity only. The quantities and types of envelopes mentioned below do not commit the Inviter to a specific quantity. The quantities and types that will actually be ordered are subject to the absolute judgment of the Inviter and based on the needs of the Government Printer only.

Number	Type of envelope	Size (in centimeters)	Amount produced in 2018 (in thousands)
1	Dextrin envelope	11 x 23	1,300
2	Business envelope	11 x 23	3,500
3	Business envelope	11.4 x 16.2	1,090
4	Business envelope	16. x 23.7	550
5	Pocket envelope	18 x 25	1,220
6	Pocket envelope	23 x 33	800
7	Pocket envelope	24 x 34	390
8	Pocket envelope	30 x 40	710
9	Pocket envelope	32 x 42	710
A	Addition of a window in all sizes and locations		3,000

B	Printing of an additional color		1,260
C	Addition of process printing		450
D	Addition of double-sided adhesive		1,000

8. The Inviter will concentrate its orders, insofar as possible, to four concentrated dates spread throughout the year. At the same time, there may be additional orders between these quarterly dates, based on the needs of the Inviter and its exclusive judgment.

9. **Supply dates.** The envelopes will be supplied within 28 calendar days from the date when the supplier receives an order from the Inviter, in which the destinations for distribution and the quantities of the goods required for supply of each type will be spelled out. In exceptional cases, the Inviter is permitted to demand that the supplier reduce the supply date from 28 calendar days to a minimum of 10 calendar days (for all types of envelopes). The number of such exceptional cases, if any, will not exceed 10 (ten) cases, in the course of the contract year.

10. Regarding the supply dates, as explained above, the date when the goods arrive at the destination specified in the order, with the addition of a packing slip that includes in clear writing the full name and the signature of the representative of the Inviter and/or a representative of the Inviter's customer at the point of delivery.

11. **Shipment of the goods.** The supplier that wins the tender has full and direct responsibility for all the stages of supply, transportation and shipment of the envelopes to all the destinations, according to the requirement of the Inviter. The supplier is permitted to use subcontractors to deliver the goods. The goods will be shipped to the supply destinations as noted in the order letters throughout the State of Israel, including Judea and Samaria, and all in accordance with the requirements and instructions of the Inviter, at the supplier's expense and under its responsibility and in coordination with the Inviter's representative. It should be noted that most of the deliveries are expected to take place in the area of Gush Dan (Tel Aviv metropolitan area) and Jerusalem. But as a rule, there are about 250 different distribution points. In a specific quarter, the number of distribution points is significantly smaller than the total number of destinations and totals only a few dozen.

12. Manner of payment to the supplier. The payment to the supplier will be calculated based on the quantities of goods that it actually sends and supplies, subject to the procurement order to be sent to it from time to time from the Inviter. Conditions of payment will be determined in the agreement and will be subject to the instructions of the Accountant General in the Finance Ministry, as they are published from time to time. As a rule, the date of payment will be up to 45 calendar days from the date of delivering the goods and submitting all the documents required in the tender and according to the instructions of the Accountant General, for the purpose of implementing the payment.

The tender documents can be downloaded, free of charge, beginning on October 3, 2019, from the website of the Government Procurement Administration, at the address: www.mr.gov.il, under the heading "Office tenders - Tender 02/2019"

In addition, a bidder that wants to submit a bid for the tender is required to come to the offices of the Government Printer and to coordinate with Ms. Shapira the receipt of physical samples of some of the envelopes required in the tender. An appointment should be made with Ms. Leora Shapira by phone: 050-623236. When the samples are received the bidder will sign a receipt, and will append this receipt to its bid. It is clarified that the samples are for illustration only. A bidder whose place of operation is outside the State of Israel, is not required to come in person to the offices of the Government Printer in order to receive the samples, and is permitted to turn to Ms. Meital Trabelsi in order to coordinate a shipment of the samples, at the bidder's expense, by aerial messenger service. Contact details for Ms. Meital Trabelsi are as follows: email: meitalt@gp.gov.il, telephone: +972-50-6232219.

The final date for submitting clarification questions is October 23, 2019 at 12 noon. The contact woman for the tender is Ms. Leora Shapira, email: vmmadpis@gp.gov.il. Bidders who did not receive a confirmation of receipt of an email they sent regarding clarification questions, must verify receipt of the email by phone: 050-4040355.

The final date for submitting bids for the tender is November 5, 2019 at 12 noon. Bids for the tender will be submitted in closed envelopes without any identifying marks of the bidder. Only the number of the tender will be written on the envelopes. The envelopes will be inserted in the Tenders Box at the Government Printer, 1 Miriam Hahashmonait Street, Jerusalem, 3rd Floor.

Bids for this tender must be submitted in Hebrew.

The principles of the GPA agreement will apply to this tender.

The organizer of the tender does not promise to choose any of the bids, and will be permitted to cancel the tender in full or in part, or to postpone it for budgetary, organizational or any other reasons, based on his exclusive judgment.

It should be clarified that the instructions of the tender brochure take precedence over the text of this announcement.