

FORM SBD – G – 05
CLARIFICATION OF BIDDING DOCUMENTS
PROCUREMENT POLICY UNIT- MINISTRY OF FINANCE
KABUL, AFGHANISTAN- 10,06,2009



FORM SBD-G-05

CLARIFICATION OF BIDDING DOCUMENTS
(INSTRUCTIONS, REMINDERS AND FORM)

INSTRUCTIONS

- 1) *This form shall be utilized to monitor the requests for clarification on the bidding documents.*
- 2) *Where a pre-bid meeting is carried-out, any clarification request received at meeting, and responses thereon shall be included.*
- 3) *A date and time, deadline, shall be given to bidders to request clarification. The Procuring Entity may respond to request, one by one, or under only one document to be part of one addendum to the Bidding Documents. In any case, any clarification shall be available to all prospective bidders.*
- 4) *Except where a clarification request is made openly at a pre-bid meeting, the name of the bidder or any of its representatives shall not be divulged at time responding to clarification requests.*
- 5) *Any response to a clarification requested by one bidder; shall be given to all bidders. Where a response to a clarification changes the substance of the bidding documents, the Procuring Entity shall issue an Addendum for amending the Bidding Documents, without divulging the name of the bidder who requested the clarification.*
- 6) *Where a deadline (time and date) is stipulated under the Bidding Documents for receiving clarification request, any request received after the deadline stipulated, shall be rejected, not considered and therefore, no replied, or otherwise, responses given. Under the PPL, the deadline is determined as 14 days before the date for submission of Bids.*
- 7) *Under the PPL, responses to any clarification request shall be given within 7 days after the clarification request has been received.*
- 8) *The procuring entity may if necessary extend the deadline for submission of bids.*
- 9) *Procurement Records – Requests for clarification and responses to clarification request shall be kept as a Procurement Records.*

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Note: The users of this form must refer to PPL and Rules of Procedure for Public Procurement for Afghanistan.

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LIST OF BIDDERS – REQUESTS FOR CLARIFICATIONS (GOODS) PART ONE

(CONFIDENTIAL UNTIL AWARD)							
LIST OF SUPPLIERS –PERSONS WHO REQUESTED CLARIFICATION							
<i>Name of Procuring Entity</i>							
<i>Procurement Reference Number & File</i>							
<i>Solicitation documents number</i>							
<i>Date of issuance</i>							
<i>Time, date, place of submission</i>							
<i>Addendum no.1 (if any) date</i>							
<i>Addendum no.2 (if any) date</i>							
<i>Addendum no.3 (if any) date</i>							
<i>Person responsible for this listing (PRINT)</i>							
DATE	NAME OF SUPPLIERS	ADDRESS	PHONE No.	FACSIMILE No.	NAME OF CONTACT PERSON	E-MAIL	No. of ADDENDUM SENT
Name or responsible for list							
<i>Signature</i>							

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LIST OF CLARIFICATIONS (GOODS) PART TWO

Please list hereunder all clarification requests as received and the responses to the requests, without divulging the sources of the requests. Where needed, please indicate the addendum number as issued under the bidding documents and the date of issuance.

CLARIFICATION REQUEST IDENTIFICATION	DATE OF THE REQUEST	THE REQUEST (AS RECEIVED) (COPY OF REQUEST TO BE ATTACHED)	ANSWER TO THE REQUEST (AS MADE AVAILABLE TO ALL BIDDERS)	ADDENDUM NUMBER	ADDENDUM DATE OF ISSUANCE
A					
B					
C					