



Afghan Youth Service Organization (AYSO)

FORMAL INVITATION TO TENDER FOR

SUPPLY OF CBNP Training Kits

Tender No: AYSO/Procurement /003/ Year 2018

Organization's Background:

Afghan Youth Service Organization (AYSO) is a non-governmental, non-political and non-profit organization. It came into existence in March 2003 with the name of Afghan Youth Foundation (AYF). Later on in 2006 the organization's name was changed to Afghan Youth Service Organization (AYSO) with registration No. 397. AYSO mainly works in the sectors of Health, Protection, Social Development, Education and Youth.

Instructions to Tenderers:

Tender Number: AYSO/procurement /003/ Year 2018

Distribution Date and Address of the Tender Documents:

The tender documents will be distributed in the following address of AYSO from 15/ Aug 2018 to 31 Aug 2018 (10AM to 3PM): House # 1678, Road # 1, Karte Char 3rd District Bank Street first Street, Kabul Afghanistan.

Terms and Conditions:**A. The Tenderer's Qualifications**

1. The Tenderer must have valid AISA/MOC/MOPH license with a minimum of three years' experience in the provision of similar services. Other kind of license holders shall not be considered as eligible to attend in this tender.
2. The supplier should have copy of the Goods Manufacturing Practice (GMP) certificate of the Production Company and Certificate of Pharmaceutical Product (COPP) license for all the items (if need it).
3. Those companies which have been blacklisted by the Government of Afghanistan (ministry of Finance, National procurement authority, MOPH or any other relevant organization are requested to not submit the tender or their tenders will be rejected at the time of evaluation.
4. The Tenderer shall possess the necessary qualifications and competence, financial resources, production capability, managerial capability, specific experience in the procurement object, reputation and qualified personnel to effectively provide the required services.
5. The tenderers are required to submit quotation for all the required items or partial quotations will not be accepted.

B. Financial Capacity of the Tenderers

The Tenderer shall possess the necessary financial resources including the minimum liquid assets or working capital or credit facilities from a credible Bank to ensure timely supply of the required products. Therefore, the tenderers shall provide a bank guarantee as bid security for an amount of AFN 100,000 (One hundred thousand only)

C. Eligibility of the Tenderers

The business activities of the tenderer shall not be suspended and it shall not be the subject to legal proceedings for any of the foregoing. Moreover, the tenderer shall not be insolvent, in receivership, bankrupt, or being wound up.

D. Requirements of Tender Preparation

1. All correspondence, the tender and other documents pertaining to the tender which are exchanged by the parties shall be written in the English language. If any supportive document is being submitted in any other language, there must be a translated version of it (in English) and shall be stamped by the company.
2. The documents to be attached with the quotation:
 - Signed and stamped tender documents
 - Copy of valid AISA/MOC/MOPH license
 - Copy of bank details
 - Bid security/Bank Guarantee

The tenderers are required to present a Bank Guarantee for an amount of AFN 100,000 (One hundred thousand only) as bid security. For the bid winner, the bank guarantee retained as performance security up to completion of the job. Other bidders shall receive back the bid security within 15 days from the date of the bid opening.

3. The quotations shall be provided in local currency (Afghani) and in the company's official letter head pad.
4. The quotations must have validity for at least six months.

E. Submission Requirements of Tenders

1. AYSO will respond in writing to any request for clarification received from the tenderers no later than 05 days prior to the deadline for submission of tender.
2. The tender documents must be put in a sealed envelope and the items' names and tenderer's name should be mentioned on the envelope.
3. The tenderers must visit the operation department of AYSO at the following address by 3:00 PM, 15 / 8 / 2018 to drop their tenders in the specified tender box:
House no# 1678, Road no#1, Karte Char 3rd District Bank Street first Street, Kabul Afghanistan.

F. Tender Opening

The assigned procurement committee members and authorized representatives of the tenderers shall open the tenders. The tender opening ceremony will be held at 2 PM on 2.09.2018 in the following address: Karte Char 3rd District Bank Street first Street, Kabul Afghanistan.

Representative of the tenderers shall make sure their timely presence in the opening ceremony.

G. Tender Evaluation

The tenders will be evaluated on the basis of capacity of the vendors, Quality of medicine, price, and delivery schedule.

However, AYSO reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders at any time prior to award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Purchaser's action.

H. Notification of Award

Prior to the expiration of the period of tender validity, AYSO will notify the successful Tenderer in writing that its tender has been accepted.

I. Signing of Contract

Within 2 days of the Purchaser notifying the successful Tenderer that its tender has been accepted, AYSO will send the tenderer a draft contract incorporating the terms and conditions of the agreement between the parties for review and confirmation of their acceptance of the terms and conditions of the draft. After which AYSO will send to the Tenderer a finalized contract signed by AYSO's authorized person.

Within the same day of receipt of the finalized Contract, the successful Tenderer shall sign and date the Contract and return it to AYSO.

J. Specifications of Needed Medicines/Items

The Goods supplied in line with the contractual requirements shall conform to the standards mentioned in the Specifications attached with this document as an annex#1

Moreover, The Goods supplied (Kits). Otherwise, AYSO will not be liable for payment of any cost.

K. Corrupt, Fraudulent, Collusive or Coercive Practices

During the implementation of procurement proceedings and the execution of contracts, the tenderers shall observe the highest standard of ethics.

The Supplier shall not, without the AYSO's prior written consent, disclose any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of AYSO in connection therewith, to any person other than a person employed by the tenderer. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

Moreover, the supplier shall not, without AYSO's prior written consent, make use of any document or information except for purposes of performing the Contract.

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L. The Country of Products

The supplier can import the medicine from the mentioned country or countries as indicated in the specifications (Annex#.....). However, AYSO will not compromise with the specifications of medicines.

M. Delivery of the supply

1. Delivery of the mentioned items will have to be completed by September 2018. If the deadline is not being met by the bid winner company, then the winner company for each day of delay will be penalized to pay 1% of the total price of the contract to AYSO. In case, the delivery is being delayed for more than three weeks, then the purchase order will be automatically cancelled and the delivery will not be accepted and therefore AYSO will not be liable to pay any amount to the supplier for this procurement.
2. Delivery of the supply of the mentioned items shall have to be made as per mentioned date on purchase order and to the following address.

Delivery of the Goods shall be made in accordance with the date mentioned in the purchase order, in the following address:

AYSO Helmand BPHS office, Helmand Afghanistan.

3. The carrying cost and all the associated delivery risks from Kabul to Helmand AYSO Office will be borne by the supplier.
4. The supplier must mention the delivery time in the quotation.

N. Payment Procedures

1. AYSO will make the payment to the supplier within 30 (thirty) days after receiving delivery of all Goods as per specification. The payment will be made via bank transfer to the bank account of the supplier.
2. AYSO will deduct tax from the payable amount, based on the tax law of the government of Islamic Republic of Afghanistan.
3. Any partially completed work or partial delivery of goods will not be considered for this procurement at all.

O. Other condition

1. Any extra payment will not be borne by AYSO for any issue related to tender submission.
2. The supplier shall be responsible for any kinds of accident/damages for sending medicine/materials from Kabul to Helmand AYSO Office. AYSO will not be accountable for any kinds of accident also will not pay for any kinds of damage that may happen to the supplied goods during the delivery time from Kabul to Helmand AYSO Office.

We have read and agreed with all the terms and condition.

Submission guideline:

Qualified candidates may send their Application including a letter of interest to:
operation.m@ayso.org.af

Phone: +93771230064 Applications must be received by 31 Aug, 2018.
Application received after the closing date will not be considered.

Signature:

Name of the authorize person of the tenderers:

Company stamp:

Mobile number:

Email of the company: