



Afghan Amputee Bicyclists for Rehabilitation And Recreation (AABRAR)
House # 554, 3rd Street of Taimoni Project, Kabul, Afghanistan

1st April, 2019

To: All parties interested

Invitation to Bid (ITB): AABRAR – ITB004/ Supply of Three wheel Zaranj (Motorcycle) to Logar, Ghazni & PD 21 (Ghazi Abad) of Kabul/April 2019

Dear Sir/Madam:

Dear interested bidder(s), through this document AABRAR is requesting you to submit price bid(s) for supply of Zaranj (Motorcycle) for Logar, Ghazni & Ghazi Abad of PD 21 Kabul, on the attached AABRAR Bid Form titled ITB No: **AABRAR – ITB004/ Supply of Three wheel Zaranj (Motorcycle) to Logar, Ghazni & PD 21 (Ghazi Abad) of Kabul/April 2019**.

Therefore, AABRAR requests you to submit price bid(s) for above mentioned listed on the attached AABRAR Bid Form Annex A.

A. Tender Details

Detail of the Tender is as follow:

Title: AABRAR – ITB004/ Supply of Three wheel Zaranj (Motorcycle) to Logar, Ghazni & PD 21 (Ghazi Abad) of Kabul/April 2019

ITB Issue Date: 1st April 2019

ITB Closing Date: 15th April 2019 **Time:** 2:00pm

ITB Opening Date: 17th April 2019

Required Minimum validity period: 2 MONTHS (60 DAYS)

B. Criteria of Award Contract

In reference to the announcement of this contract, criteria of awarding contracts will be based on the principle of “best value for money”. And as per AABRAR definition, best value of money will be as specified below:

Best value for money will not just be achieving the lowest rate, it will also incorporate technical assessment, overall bidder's experience, reliability, reputation, past performance and experience in the required area etc.



It is worth mentioning that all bidders will undergo a technical evaluation in order to check their overall technical capacity in terms of the items offered as defined in this Tender. Those fulfilling the technical requirements will be processed for “Financial Evaluation”. In the financial evaluation all financial factors including cost, warranty, quality etc. will be checked.

C. Overall Tender Process

The below stated mechanism will be applied to this tender

- ✓ Period of Tender
- ✓ Closing of Tender
- ✓ Opening of Tender
- ✓ Evaluation of Supplier and Authorization
- ✓ Compliance checking
- ✓ Technical Evaluation
- ✓ Financial Evaluation
- ✓ Contract Award
- ✓ Notification of Contract Award

TENDER INSTRUCTIONS

D. Bids Submissions

Bidders must write their responses on the AABRAR *Bidding Form (Annex A)* Attached with this ITB

Besides, the stated Bid form, the below stated document must also be filled and sent with the **Bidding Form**.

Beyond the AABRAR Bid Form, the following documents must be contained with the bid:

- a. **AABRAR General Conditions of Contract for the Procurement of Goods or services (Annex B)**
- b. **AABRAR Code of Ethics (Annex C)**
- c. **And any other document if required**

Late submission of Bids, run the risk of disqualification -

Bidder(s) may submit bid(s) in hard copy to the given address within the due date and time as stated in page 1, in accordance with the ITB requirements.

Hard Copy:

Hard copy Bids shall be placed in a two **sealed** envelope (one financial & second technical), marked as follows:

ITB No: **AABRAR – ITB004/ Supply of Three wheel Zaranj (Motorcycle) to Logar, Ghazni & PD 21 (Ghazi Abad) of Kabul/April 2019**



Vendor Name:

And should be delivered to: **House 554, 3rd Street of Taimoni Project, Kabul, Afghanistan – AABRAR main office.**

Bidders are required to register their bids before dropping to AABRAR tender box located in entrance of main gate of AABRAR office.

E. Submission of Samples

It is worth mentioning that The Bidders are requested to submit one samples meanwhile submitting their offer, or AABRAR may visit their site for technical checking of the sample with required criteria and specifications. Samples submitted should each be clearly marked with the same item number that is used on the AABRAR Bid Form (Annex A).

F. Completion of Bid Form

Prices Quoted

Any discount offered must be included in the Bid price.

Currency

The currency of the Bid must be *AFN*, so that to avoid un-necessary time wastage while evaluating bids on financial aspects.

Language

The Bid Form with all other annexes and documents should be in English or may in local languages.

Origin, Quantities, Bids

The bidders should also state the *country of origin*. As far as possible Bids should be for the full AABRAR quantity required. Bids for only some of the items shown on the Bid Form may be submitted.

The Bid Form must be completed in all other respects when Bids for particular items are not submitted. This should be clearly indicated on the Bid Form i.e. a line drawn through those items not being Bid for. Explanations, which may be deemed necessary should be clearly set out and will be considered as an integral part of the Bid.

Presentation

Any changes, modifications must be initialed by the authorized signatory from suppliers. And all Bids must be signed by a duly authorized representative of the Bidder.



Supplies (Lots)

Bidders are required to bid for supplies (Lots) of digging of bore well and bore well materials with solar system. Supplies (Lots) and material required for bore wells with solar system is stated below in separate table in Annex A.

Split Awards

AABRAR reserves the right to split an award among Bidders in any combination and/or make a partial award for the elements covered in this ITB.

G. Validity Period

Bids shall be valid for at least the minimum number of days specified in the ITB from the date of Bid closure. AABRAR reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

H. Acceptance

AABRAR reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB Closing date and time.

I. Award of Contracts

This ITB does not commit AABRAR to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by AABRAR. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of AABRAR and the successful Bidder.

AABRAR may award contracts for part quantities or individual items. AABRAR will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. AABRAR reserves the right to cancel any ITB, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future AABRAR ITBs.

J. Collusive Bidding and Anti-Competitive Conduct

Bidders and their employees, officers, advisers, agent or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,



In respect of this ITB or procurement process, or any other procurement process being conducted by AABRAR in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to AABRAR, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

K. Corrupt Practices

All AABRAR Bidders and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

All Bidders attention is drawn to the AABRAR Code of Ethics which will be an integral part of any contract award between the AABRAR and the Bidder.

L. Conflict of Interest

A Bidder must not, and must ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of AABRAR and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any AABRAR contract a conflict of interest arises, or appears likely to arise, the Bidder must notify AABRAR immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of AABRAR, or cases in which any AABRAR official, employee or person under contract with AABRAR may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as AABRAR may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of AABRAR.

M. Withdrawal/Modification of Bids

Requests to withdraw a Bid shall not be honored. If the selected Bidder withdraws its Bid, AABRAR shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, AABRAR shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in suspension or removal from the AABRAR suppliers List.

A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

N. Late Bids

All Bids received after the ITB closure will be rejected except if the delay is determined by AABRAR to have been due to a valid reason. However, any bid received after the start of the Bid opening shall be rejected without exception.



O. Opening of the Bid

The Bid will be opened on 17th April, 2019 at 1: 00 PM by the AABRAR Tender Opening Committee.

At the Tender opening, the Bidders' names, the Bid prices, written notifications of modification and withdrawal, the presence of the requisite Bid guarantee and such other information as AABRAR may consider appropriate will be announced.

After the opening of the bid, no information relating to the examination, clarification, evaluation and comparison of Bids, or recommendations concerning the award of the contract can be disclosed.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence AABRAR in its decision concerning the award of the contract will result in the immediate rejection of the tender.

P. Evaluation of Bids

Administrative Conformity

Bids will be checked to determine if they comply with the essential requirements of the ITB. A Bid is deemed to comply if it satisfies all the conditions, procedures and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not comply with the ITB, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

Technical Evaluation

The Evaluation Committee will rule on the technical admissibility of each Bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the information and documents annexed in the Bid concerning the items and specifications for 'goods', and both the task to be carried out under the ITB, and the professional ability of the Bidder for 'services'.

Financial Evaluation

The Evaluation Committee will not necessarily choose on the basis of lowest price alone but will award a contract on the basis of criteria such as best value for money, price, quality, and compliance with international norms, delay for delivery and other criteria, as defined in the bid. The experience of the Bidder in the performance of similar contracts may also be criterion for selection.

Q. General Conditions of Contract

All Bidders must acknowledge that the AABRAR General Conditions of Contract for the Procurement of Goods, or Services, as applicable, are acceptable.



R. Cancellation of the ITB

In the event of an bid cancellation, Bidders will be notified by AABRAR. If the bid is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders, and as well as if bids documents received through email will be notified through an email before checking their documents.

The ITB may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will AABRAR be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an ITB, even if AABRAR has been advised of the possibility of damages. The publication of a procurement notice does not commit AABRAR to implement the programme or project announced.

S. For queries on this ITB, please contact AABRAR Procurement Team on the below stated email:

procurement@aabrar.org.af

All questions regarding this ITB must be submitted in writing to the above. On the subject line, please indicate the ITB number.

The deadline for questions to this ITB is 3:00PM, April 12, 2019

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited.

**T. Documents required to be submitted**

The following documents must be submitted in a hard copy, in terms of hard copy, the documents must be in a sealed envelope for your Bid to be accepted by the Tender Opening Committee.

- i. Annex A – AABRAR Bid Form: must be completed and submitted in accordance with these ITB Instructions. The Delivery Period and Country of Origin must also be shown on the Bid Form.
- ii. Annex B_ AABRAR Code of Ethics should be signed and stamp by company authorized representative.
- iii. Annex C – AABRAR General Conditions of Contract for the Procurement of Goods: must be completed and duly authorized by an authorized company representative.
- iv. Annex D – AABRAR Code of Ethics: must be completed and duly authorized by an authorized company representative.

The deadline for receipt of the Bid is 15th April 2019 @ 2:00PM at addresses stated above.

U. ITB Documents

This ITB document contains the following:

1. Covering Letter
2. Annex A: AABRAR Bid Form
3. Annex B: AABRAR Code of Ethics
4. Annex C: AABRAR General Conditions of Contract for the Procurement of Goods
5. Annex D: Supplier information form

Email: procurement@aabrar.org.af

Telephone: +93(0) 782470651



INVITATION TO BID

ANNEX A

AABRAR BID FORM

AABRAR – ITB004/ Supply of Three wheel Zaranj (Motorcycle) to Logar, Ghazni & PD 21 (Ghazi Abad) of Kabul/April 2019

<i>AABRAR to complete</i>			<i>Bidder to complete</i>				
S #	Specification	Quantity required	Unit	Offered specification (if different from required)	Quantity offered	Unit price	Total Price
1	Three Wheel Zaranj (Motorcycle) 150-200 CC, have extra supportive Gear, Gear Box 300 CC along with other equipment's such as Handel, Extra tyre, Pump etc	40	Pcs				
Grand Total							

Note: AABRAR withholding 2 or 7% tax from winner of the process in accordance to Article 72, Afghanistan tax law, this amount will deposit to Ministry of Finance (MoF) account by AABRAR and a proof certificate will be providing to supplier upon need and received from MoF. 2% tax: will apply for those companies have valid business license for operation in Afghanistan.
7% tax: will apply for those companies have not valid business license, expired license, not meet with their scope of issuance license, individuals and those companies working outside of Afghanistan (international companies and have no office in Afghanistan).



INVITATION TO BID

<i>Additional Information & Requirements</i>		<i>Company Details & Signature</i>	
Required Delivery Date:		Company Name:	
Offered Delivery Date:		Contact Person:	
Required Delivery Terms:		Address:	
Offered Delivery Terms:		Phone No.	
Required Delivery Destination:		Facsimile No:	
Offered Delivery Destination:		Email Address:	
This Bid is valid for:	60 days	Signed:	<hr style="border: 1px solid black;"/> Title & Position (A duly authorized company representative.)
Country of Origin of offered items:		Print Name:	
Currency of Bid:	AFN	Date:	

Please stamp this Bid Form with your Company Stamp