



# Organization for Relief Development (ORD)

---

## INVITATION TO BID

**ITB No.: AFG/ORD/19/08**

**Bid Documents for**

**SUPPLY AND DELIVERY SOLAR INCUBATOR  
MACHINES FOR 100 FAMILIES**

In Naqilla and Bangi Ch Ha, Taloqan Distracts of  
Takhar Province, Afghanistan

**DATE: 24 April, 2019**

**(Deadline for Submission of Bid): 16 May 2019, 16:00 hr (Afghanistan local time).**

**REQUIRED SEALED BIDS IN TWO ENVELOPES MARKED,  
“TECHNICAL BID” AND “FINANCIAL BID”  
IN SEPARATE ENVELOPES**

Please ensure to sign the registration sheet at the ORD office while submitting sealed Bid!

**Subject:** Invitation to Bid

**Projects Name:** Supply and Delivery Solar Incubator Machines for 100 Families

**Invitation to Bid No.:** AFG/ORD/19/08

**Location:** Naqilla and Bangi Ch Ha villages, Taloqan of Takhar province

**Date:** April 24, 2019

## **I. INTRODUCTION:**

### **1. The Introduction of ORD**

Organization for Relief Development-ORD is non-governmental, non-profit and non-political Organization that has been established in 2010, registered in Afghanistan Kabul, with the Islamic Republic of Afghanistan. ORD plays a critical role in providing management services for peace building, humanitarian assistance and development operations. These activities help suffering people in troubled parts of the Afghanistan. ORD's mission is to expand the capacity of its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the Afghanistan's most challenging environments, ORD vision is to always satisfy stakeholders with management services that meet better standards of quality, speed and cost effectiveness. By assisting its development partners, ORD makes significant, tangible contributions to results on the ground.

### **2. Invitation to Bid:**

The Organization for Relief Development (ORD) is implementing partner of the Office of the United Nations High Commissioner for Refugees (UNHCR) for the above mentioned project (part of the Access to Opportunities & Support PSN with implementation of CPM projects in N/NE regions).

The Organization for Relief Development-ORD invites companies duly registered with the Government of Afghanistan to submit sealed bid for the above mentioned project "Supply and Delivery Solar Incubator Machines for 100 Families" on the basis of the following terms and conditions.

### **3. Acknowledge:**

You are kindly requested to confirm by an email to: [procurement.ord@gmail.com](mailto:procurement.ord@gmail.com) that you will be submitting a bid.

### **4. Eligible Bidders:**

- 4.1 This Invitation for Bids is open for all interested companies who have registered with the government of Afghanistan and have valid license.
- 4.2 The company, organization or individual is not listed in the sanction and embargo list of the UN Security Council.
- 4.3 The company, organization or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
- 4.4 The company, organization or individual will not be contracted for considerable portions of the contract is an enterprise economically intertwined with persons conducting the tender.

4.5 The bidder shall be an Afghan company registered with the government of Afghanistan.

## **5. Cost of Bidding**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **6. Period of performance:**

All works for this project shall be completed within 30 calendar days after date of signing of the contract.

## **II. Bidding Documents:**

### **1. Bidding Documents**

The Bidding Documents, in addition to invitation for bids, are those stated below and all documents shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding Data Sheet.

- (a) Invitation to Bid (applied to this document)
- (b) Quotation Cover Letter in accordance of the Annex -1
- (c) Declaration of Undertaking in accordance of the annex - 2
- (d) Summary of relevant work experience in accordance of the Annex -3
- (e) Price offering price sheet (Bill of Quantities) in accordance of the annex - 4.
- (f) Additional a copy of each Circular Letter issued to bidders by the Employer (if applicable). The Bidder must endorse each copy of such Circular Letter.

Prices must be quoted for all items in the Bill of Quantities.

The bidders are expected to examine carefully the contents of all the above documents.

Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

### **2. Clarification of Bidding Documents**

Any prospective bidder requiring any clarification in respect of the Bidding Documents may notify the Employer in writing at [procurement.ord@gmail.com](mailto:procurement.ord@gmail.com). The request for clarification must reach the Employer not later than 5 days before the closing date of the bid. The Employer will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of bids.

The Employer will respond by e-mail providing clarification on the bidding documents. Written copies of the Employer's response including a description of the enquiry but without identifying its source will be communicated to all prospective Bidders, who had received the bidding documents and acknowledged their participation to the above mentioned email.

### **III. PREPARATION OF BID:**

#### **1. Language of Bid**

The bid and all correspondence and documents related to the bid exchanged by a bidder and the Employer shall be in English language only as specified in the Bidding Data (BD).

#### **2. Documents Comprising the Bid**

The bid documents should be enclosed two parts (i) Technical bid and (ii) Financial bid and must be submitted separately in two sealed envelopes.

The submitted bid must include the following formation. Failure to supply all requested information or comply with the specific formats may disqualify the bidder from consideration.

1. Quotation Cover Letter in accordance of the annex - 1.
2. Declaration of undertaking in accordance of the annex - 2.
3. Summary of relevant work experience in accordance of the Annex -3
4. Price offering price sheet (Bill of Quantities) in accordance of annex - 4.
5. Copy of valid business license
6. Past Performance and experience (list and copy of contract for similar completed projects).
7. Proposed time schedule that the contractor should be completed deliver the goods / services.
8. List of qualification and experience of the company.
9. Financial capability.
10. Other important documents, bidders feel need to be attached to support their bid.

#### **3. Bid Prices**

3.1 All prices shall be stated with applicable tax (in accordance with the current tax laws of the Islamic Republic of Afghanistan, and all other relevant provisions of the same law).

3.2 All unit prices shall be indicated in the spaced provided in the price sheet (BoQ). The bidder must sign and officially stamp the price sheet.

#### **4. Bid Currencies**

The offer should follow the given structure and prices shall be quoted in Afghani (AFN) as specified in the Bidding Data sheet (BD).

#### **5. Bid Validity Period**

Bids shall be valid for 90 days after the Date of Bid Opening specified in the BD.

In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses there to shall be made in writing.

#### **7. Bid Security**

Bid Security equal amount is (100,000 AFN) must provide in a form of Bank Guarantee from a recognized Bank of Afghanistan.

#### **8. Format and Signing of Bid**

8.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.

8.2 All appendices to Bid are to be properly completed, signed and stamped.

8.3 Each bidder shall prepare by filling out the forms completely and without alterations one

(1) Original specified in the Bidding Data, of the documents comprising the bid and clearly mark them "ORIGINAL"

#### **8. Alternative Bid**

Alternative bids are not allowed to be attached.

### **IV. SUBMISSION OF BID:**

1. Deadline for submission of bid:

a. The closing date for submission of bids is:

The 16<sup>th</sup> of May 2019, 16:00hr (Afghanistan local time). Late bids shall be rejected and electronic submission is not allowed.

b. Bids must be received by the Employer at the address specified no later than the deadline.

c. Bids with charge payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

d. Where delivery of a bid is by mail and the bidder wishes to receive an acknowledgment of receipt of such bid, he/she shall make a request for such acknowledgment in a separate letter attached to but not included in the sealed bid package.

#### **2. Submission, Sealing and Marking of Bids:**

Technical bid and the Price bid must be submitted separate sealed envelopes.

The signed and stamped bid one original including with its all attachments shall be submitted in a sealed envelope.

The envelope of your bidding documents shall be marked as following:

**a. Bidding documents - Technical Bid for:**

Supply and Delivery Solar Incubator Machines for 100 Families in Takhar province

**b. Bidding documents - price Bid for:**

Supply and Delivery Solar Incubator Machines for 100 Families in Takhar province

**Invitation to Bid No.: AFG/ORD/19/08**

2. The Employer's address for submission of bids is:

ORD Regional Office, Mazar-e-Sharif, House # 176, Street # 2 Toman, Barakat Square, district -4, Mazar-e-Sharif (city), Afghanistan.

#### **9. Modification, Substitution and Withdrawal of Bids**

The bidder may modify, or withdraw its bid after bid's submission, provided that the written notice of the modification, including substitution or withdrawal of the bids, received by the Employer prior to the deadline for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified by a bidder after the deadline for submission of bids.

## V. BID OPENING AND EVALUATION:

### 1. Bid Opening:

The opening of the bid will be held with ORD members only. The bid opening will take place at: ORD Regional Office, Mazar-e-Sharif:

### 2. Process to be Confidential

Information relating to the examination, clarification, evaluation and post-qualification of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process before the announcement of bid evaluation report.

Any effort by a bidder to influence ORD in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.

### 3. Examination of Bids and Determination of Responsiveness

Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.

A substantially responsive bid is one, which meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation.

### 4. Evaluation Criteria for Award Process:

Quotes will be reviewed and evaluated by a technical / financial committee according to the following selection criteria:

#	Parameter	Relative Weight %
1.0	<b>Experience with other NGOs:</b> List of similar projects with indication of provable evidence documents. (At least one of the completed project value shall not be less than 20,000.00 USD in last three years).	30
2.0	<b>Valid Business License (MOIC)</b>	10
3.0	<b>Delivery time &amp; Date after Order</b> Provide a comprehensive time schedule for delivery goods of the intended project.	10
4.0	<b>Financial Capability:</b> Submit updated bank statement which should show source of the support project, which implemented by related company.	10
5.0	<b>Financial Bid Price:</b> Reasonableness and competitiveness will be conducted on all bids received with the lowest price will be preferred the best competitor.	40

#### 4. Notification of Award

Prior to the expiration of the period of bid validity, the Employer will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted.

#### VI. BIDDING DATA SHEET (BDS):

<b>A. General</b>	
1.1	The Employer is Organization for Relief Development (ORD). The Work is: Supply and Delivery Solar Incubator Machines for 100 Families in Takhar province
1.2	The project is funded by: Office of the United Nations High Commissioner for Refugees (UNHCR).
1.3	The Intended Delivery time period is 30 calendar days from date of signing of contract.
1.4	The qualification criteria are modified in technical criteria.
<b>B. Bidding Documents</b>	
2.1	The Employer's address for clarification is: ORD Regional Office, Mazar-i-Sharif, House # 176, Street# 2 Toman, Barakat Square, district-4, Mazar-i-Sharif Afghanistan Phone No.: + 93 (0) 78 283 7700 E-mail add: <a href="mailto:procurement.ord@gmail.com">procurement.ord@gmail.com</a>
2.2	All questions in regard to that tender please send in written no later than 5 days before the closing date of the bid.
<b>C. Preparation of Bids</b>	
3.1	The language of the bid shall be English.
3.2	Any additional materials required to completed and submitted by the Bidders are: <b>None</b>
3.3.	The Bid prices shall be quoted in <b>Afghani</b> (AFN)
3.4	<b>The bid shall be valid for 90 days</b>
3.5	The number of copies of the Bid to be completed and returned shall be one original and one copy (comprising all sections of the bid).
3.6	Alternative Bids shall not be considered.
<b>D. Submission of Bids</b>	
4.1	Bids received by fax and electronically shall not be accepted.
4.2	The Employer's address for the purpose of Bid submission is: ORD Regional Office, Mazar-i-Sharif, House #176, Street #2 Toman, Barakat Square, district-4, Mazar-i-Sharif (city), Afghanistan.

4.3	Name and code of the project has given in ITB.
4.4	<b>The closing date for submission of bid is: 16<sup>th</sup> of May 2019, 16:00hr</b> (Afghanistan local time).
4.5	Late bids shall be rejected.
<b>E. Bid Opening</b>	
5.1	The bid opening will take place at: ORD Regional Office in Mazar-i-Sharif.
<b>F. Evaluation of Bids</b>	
6.1	Technical Evaluation: Bids shall be evaluated accordance with the given technical / financial criteria in ITB.
<b>E. Award of Contract</b>	
7.1	Prior to the expiration of the period of bid validity, ORD shall send the successful bidder the contract / purchase order which constitute the notification of award.
<b>Performance Guarantee</b>	
7.2	Standard form amount of performance bond acceptable the employer shall be a Bank Guarantee. The successful bidder shall furnish to the Employer a performance Bond in the form of with the amount of 10 % value of the contract.

**Attachments:**

Annex 1: Quotation Cover Letter

Annex 2: Declaration of Undertaking

Annex 3: Summary of Relevant Work Experience

Annex 4: Price Sheet (BoQ)



**Quotation Cover Letter**  
**Price Quotation Declaration Letter**  
[On Letterhead]

<Insert date>

TO:                    Organization for Relief Development / Supply and Procurement  
                          Department,

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Invitation to Bid – ITB # AFG/ORD/19/08** Supply and Delivery Solar Incubator Machines for 100 Families\_in accordance with your Invitation to Bid dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFA 0.00 Sum in Figures) >.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## Declaration of Undertaking

**Invitation to Bid No.:**

**Project Name:**

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place) ... .., this ..... day of .....

Name of company: \_\_\_\_\_

Signature: \_\_\_\_\_

Seal: \_\_\_\_\_

**Summary of Relevant Work Experience**

**Vendor Company Name:**

No.	Project Title and Description of Activities	Location Province/District	Client Name/ Email/Tel #	Start Date / End Date	Completed on Schedule (Yes/No)
1					
2					
3					
4					
5					

Note: The Vendor list that clients received goods and/or services of a nature similar to the requirements of this ITB within the last 3 year.



**ORGANIZATION FOR RELIEF DEVELOPMENT (ORD)**  
**Bill Of Quantity ( BoQ)**

Date: 7-Apr-19

Annex - 4

Project Name: Supply and Delivery of Solar Incubator Machines for 50 Families

Province: Takhar

District: Taloqan

Village: Naqila

Subject: Price Sheet

No	Item Name	Unit	Quantity	Unit Price AFN	Total Price AFN	Equivalent Pictures
1	126 Egg capacity solar incubator machine good quality دستگاه چوپه کشی با ظرفیت 126 دانه تخم سیستم سولری با کیفیت عالی با تمام امورات ایجابی	Each	50			
2	Solar battery, dry 100 AMP (good quality) بطری خشک 100 امپیره برای سولر با کیفیت عالی	Each	50			
3	Solar panel 200 watt(good quality with guarantee) تخت سولری با کیفیت عالی	Each	50			
4	Invertor( Moalid) موالید برای سولر	Each	50			
5	Controller for battery چارچ کنترولر بطری	each	50			
6	Food for new born chicken غذا برای برای 126 دستگاه چوپه کشی	Kg	2500			

7	Drinker for hens, Palastic اب خوره پلاستیکی کیفیت عالی	Each	100			
8	Feeder metallic دانه خوره چهار خانه ای برای مرغ ها با کیفیت عالی	Each	200			
9	Net for keeping of chicken	Each	50			
10	Multivitamins for chicken مولتی ویتامین برای مرغ ها با تاریخ زنده و تازه ان	Box	100			
11	Antibiotics for hens, Enroflaxacin برای مرغ ها (NDV) آنتی بیوتیک انروفلوکساسین	Bottle	100			
12	Spermatic Eggs تخم اصلاح شده درست جور با کیفیت عالی	Each	6300			
13	Transportation and delivery the Materials in center of Takhar province انتقال و توزیع مواد برای 100 فامیل در شهر تالقان تخار در حضور داشت هیئت منتخب شده. تمام وسایل و مواد دستگاه چوپه کشی کامل درست, صحت تهیه و انتقال گردد مطابق شرطنامه و نرخنامه صورت گیرد در غیر ان مسولیت جبران ان بدوش قراردادی میباشد.	L.S	1			
<b>Total Amount in words (AFN)</b>						

Note: The Above items of Equivalent Pictures will be select by purchasing committee.



**ORGANIZATION FOR RELIEF DEVELOPMENT (ORD)**  
**Bill Of Quantity ( BoQ)**

Date: 7-Apr-19

Annex - 4

Project Name: Supply and Delivery of Solar Incubator Machines for 50 Families

Province: Takhar

District: Taloqan

Village: Bangi Cha Ha

Subject: Price Sheet

No	Item Name	Unit	Quantity	Unit Price AFN	Total Price AFN	Equivalent Pictures
1	126 Egg capacity solar incubator machine good quality دستگاه چوپه کشی با ظرفیت 126 دانه تخم سیستم سولری با کیفیت عالی با تمام امورات ایجابی	Each	50			
2	Solar battery, dry 100 AMP (good quality) بطری خشک 100 امپیره برای سولر با کیفیت عالی	Each	50			
3	Solar panel 200 watt(good quality with guarantee) تخت سولری با کیفیت عالی	Each	50			
4	Invertor( Moalid) موالید برای سولر	Each	50			
5	Controller for battery چارچ کنترولر بطری	each	50			
6	Food for new born chicken غذا برای برای 126 دستگاه چوپه کشی	Kg	2500			

7	Drinker for hens, Palastic اب خوره پلاستیکی کیفیت عالی	Each	100			
8	Feeder metallic دانه خوره چهار خانه ای برای مرغ ها با کیفیت عالی	Each	200			
9	Net for keeping of chicken	Each	50			
10	Multivitamins for chicken مولتی ویتامین برای مرغ ها با تاریخ زنده و تازه ان	Box	100			
11	Antibiotics for hens, Enroflaxacin برای مرغ ها (NDV) آنتی بیوتیک انروفلوکساسین	Bottle	100			
12	Spermatic Eggs تخم اصلاح شده درست جور با کیفیت عالی	Each	6300			
13	Transportation and delivery the Materials in center of Takhar province انتقال و توزیع مواد برای 100 فامیل در شهر تالقان تخار در حضور داشت هیئت منتخب شده. تمام وسایل و مواد دستگاه چوپه کشی کامل درست, صحت تهیه و انتقال گردد مطابق شرطنامه و نرخنامه صورت گیرد در غیر ان مسولیت جبران ان بدوش قراردادی میباشد.	L.S	1			
<b>Total Amount in words (AFN)</b>						

Note: The Above items of Equivalent Pictures will be select by purchasing committee.