

**International Rescue Committee**

**(Humanitarian Program)**

**Request for Proposal (RFP)**

**RFP Reference No: IRC AFG-00929**

**Master Purchase Agreement (MPA)**

**Agro Activities Tool Kits delivery to**

**Helmand, Badghis, Paktia, Khost, Logar, Herat, Nangarhar and Laghman Provinces of Afghanistan**

|  |  |
| --- | --- |
| **Planned Timetable** | |
| **Issued ITT** | *June 10, 2019* |
| **Advertise ITT** | *June 10, 2019* |
| **Questions from Supplier due date** | *June 20, 2019* |
| **Deadline for Submission** | *June 25, 2019* |
| **Evaluation of RFP** | *June 30, 2019* |
| **Supplier Visit** | *July 02, 2019* |
| **Award of Contracts** | *July 20, 2019* |
| **Contract Start** | *July 21, 2019* |

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# INTRODUCTION

# The International Rescue Committee.

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The Humanitarian Program *supports communities affected by conflict or natural disasters through WASH, livelihoods, protection and emergency response projects. Provision of safe drinking water (drilling of new bore wells, new pipe schemes and upgrading of existence pipe scheme to solar systems, construction of sanitation facilities to the MRRD standards) hygiene promotion, skill trainings, food security, farmers capacity building, rehabilitation of the irrigation structures, prepositioned stock of NFIs and emergency shelter for the emergency management and construction of DRR infrastructures are the main program activities.*

# The Purpose of this Request for Proposal (RFP)

It is the intent of this RFP to secure competitive proposals to select a Potential, Reliable and Committed Supplier for the International Rescue committee to Supply **Agro Activities Toolkits** will be needed in **Helmand, Badghis, Paktia, Khost, Logar, Herat, Nangarhar and Laghman Provinces of Afghanistan** provinces of Afghanistan during the period of the contract. Therefore, IRC Afghanistan is calling on all eligible and potential Suppliers that are qualify, Professional and are technically and financially competent for the provision and delivery of aforementioned supplies as indicated in **ANNEX – B** to submit their sealed proposals as per the outlined criteria set forth in this RFP.

The winning bidder(s) will enter into a fixed price Master Purchase Agreement (MPA) for period of one (1) year with possibility of extension with an additional year subject to the organization need and Supplier commitment and price reliability during the period. Bidders shall be domiciled and must have complied with all Host Government legal set forth Regulations to operate in **Afghanistan** and a regular tax payer to offer such services as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year **2019 and possibly 2020**. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

# Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

##### THE BIDDING DOCUMENTS:

# The Bidding Documents

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized Service Provider or Contractor. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

|  |
| --- |
| *The Bidding documents comprise of the following documents:*   * *The Request for Proposal – RFP (applied to this document);* * *Annex-1\_ Intent To Bid* * *Annex-2\_Specimen\_declaration\_of\_undertaking* * *Supplier Information Form and Conflict of Interest Form Annex A* * *Supply and Price Sheet Annex E* |

# Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify in writing at the [AF.Tender@rescue.org](mailto:AF.Tender@rescue.org). The request for clarification must reach the purchaser not later than **(June 11 to 20, 2019**). The Purchaser will respond by e-mail providing clarification on the bid documents on the **(June 11 to 20, 2019).** Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

##### III. PREPARATION OF BIDS:

# Language of Bid

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language only.** Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of Afghanistan.

# Documents Comprising the Bid

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

|  |
| --- |
| * *A Bid detailing the unit price only in the Annex E sheet given for the purpose;* * *Certificate of Business registration or Trading License in Afghanistan* * *Profile of the dealer ( possibly experience in the same field)* * *Tax payers documents in Afghanistan* * *Bank details /Financial capabilities 1- 2 Years Bank Transaction Statement Copy* * *Cover letter explaining interest to be a contracted vendor or supplier* * *Three (3) References from current or past clients (at least in the last one year)* * *Other important document bidder feel need to be attached to support their bid.* |

# Bid Prices & Price Changes

For the purpose of selecting a Supplier and executing the Master Purchase Agreement, the Bidder shall clearly indicate the unit price of each item they are required to deliver. All unit prices shall clearly be indicated in the space provided in the price schedule **Annex E of this RFP**. The Bidder must sign and officially stamp the price schedule and entire RFP pages before submitting the sealed envelope.

The provided price in **Annex E** will remain unchangeable during the period of 12 months contract. Prices given includes transportation, services after sale, manufacturer defaults warranty period to all IRC Afghanistan locations outlined in the RFP.

# Bid Currencies

* All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in United States US Dollars (USD)

# Document Establishing service Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the services’ conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

* A detailed description of the supply’ essential technical and performance characteristics.
* A **clause-by-clause** commentary on the Purchaser’s Technical Specifications demonstrating the supplies’ substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

# Bid Security

For the Purpose of This Tender or MPA Process, Bid Security or Bond is not applicable.

# Period of Validity of Bids

Bids shall remain valid **for 90 working days** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

# Format and Signing

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

* A table containing bid offer: item description, unit price
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).

##### SUBMISSION OF BIDS

# Submission and Marking of Bids:

Bidder shall submit sealed bid clearly marked (**RFP IRC AFG-00929)** MPA for Supply of **Agro Activities Toolkits** will be needed in **Helmand, Badghis, Paktia, Khost, Logar, Herat, Nangarhar and Laghman Provinces of Afghanistan** Provinces of Afghanistanto (IRC Office Kabul Taimani, Street # 4, House, # 34 district No 10 Kabul, Afghanistan), no later than **June 25, 2019: 400pm.** All bids are to be put in to the box provided for the purpose. Bids submitted after the deadline will not be accepted.

**Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, email address, date of submission. Intend to bid form shall also be filled signed and be put along with the sealed bids.**

# Format

The Bidder’s proposal shall comprise of technical proposal and financial proposal, in sealed envelopes.

# Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

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

##### BID OPENING AND EVALUATION

# Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

# Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Weight (%)** |
| **Capacity/Stockholding Availability** | (1) Supplier has the ability to deliver required quantity of order to IRC designated sites within 10 calendar days as soon as purchase order is placed for 100 to 200 kits  (2) Supplier provide company bank statements for last six month with available balance of $ 20000. | 20% |
| **Past experience/performance** | (1)Supplier has full knowledge of required equipment dealership outlined in this RFP and complete the RFP required documents  (2)Please attach copies of Purchase Order (PO) or Contracts of Same products delivered to other clients Up to three copies of most recent purchase orders completed for other clients) | 20% |
| **Eligibility/Specialized Supplier** | (1) Specialized Supplier owns his/her own shop or company registered with authorized local government authorities,  (2) Bid should have 90 days validity | 10% |
| **Sample/**  **Quality** | (1), Warrants equipment will be delivered to IRC are high quality standards, brand new  (2) Warrants delivered toolkits supply will be made as per the selected samples  (3) Warrants none of the toolkit supplies will be assembled, manufactured, shipped/transported from the countries restricted to be procured from. | 20% |
| **Financial proposal** | Offer as per Price list is competitive | 25% |
| **Payment Terms** | Offers 30 Days credit for payment after receipt of invoice | 5% |
|  |  | **100%** |
| **INFORMATION Table to be filled by Supplier:** | | |

|  |  |
| --- | --- |
| Percent (%) of available stock toolkit supplies with the supplier right now? | (Percentage ) |
| Warranty period for equipment apply? | (In months ) |
| Number of branch offices Supplier has in Kabul and Provinces of Afghanistan? | (Number and name of locations) |
| How long it takes Supplier to avail 100 to 200 piece of each supplies to be delivered to each designated site of IRC? | (Mention no of days ) |
| No of technical professional staff working with the company? | (List no of technical and skilled Staff) |
| Supplier submitted Signed and Stamped Proposal in sealed envelope? | ( mention here) |
| Supplier confirms payments will be made after complete delivery of each order within 30 calendar days? | (Mention here if agreed) |
| Supplier confirms delivery of supplies will be made to IRC according to the sample selected and agreed in the contract? | (Mention here if agreed) |
| Contractor will immediately replace any faulty supply observed during the delivery with no addition transport cost on IRC? | (Mention here if agreed) |

# Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized service provider or contractor is announced.

# Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

##### CONTRACTING

# Contract award and notification

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Master Purchase Agreement and perform its obligations satisfactorily.

# Warranty

The Supplier warrants that the Materials and equipment to be supplied are new, unused, of the most recent or current models (products), and meet Purchaser’s specifications.

The warranty shall remain valid for a period of time as may be specified by the Supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Afghanistan Law if any

# Price Schedules and Location

Vendors interested in the provision of Goods and or services outlined in **Annex E** to IRC Country office should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for Master Purchase Agreement as per below Categories is attached

# Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

# Ethical Operating Standards

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s Code of Conduct and IRC’s combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll–free phone call (866) 654–6461 in the U.S., or collect a call (503) 352–8177 outside the U.S.

# ANNEX – A: Supplier Information Form

|  |  |
| --- | --- |
| Company Name |  |
| Any other names company is operating under (Acronyms, Abbreviations, Aliases) |  |
| Previous names of the company |  |
| Address |  |
| Website |  |
| Phone/Fax Numbers | Phone: Fax: |
| Primary Contact | Name: Phone Number:  Email Address: |
| # of Staff |  |
| # of Locations |  |
| Avg. $ Value of Stock on Hand |  |
| Name(s) of Company Owner(s) or Board of Directors |  |
| Parent companies, if any |  |
| Subsidiary or affiliate companies, if any |  |

**Financial Information**

|  |  |
| --- | --- |
| Bank Name and Address |  |
| Name under which company is registered at bank |  |
| Payment Terms | Payment By: Check Yes | No Wire Transfer Yes | No |
| Specify Standard Payment Terms (Net15, 30, etc.) |  |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| Basis For Pricing (Catalog, List, etc.) |  |

**References**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**International Rescue Committee, Inc.**

**Intent to Bid**

**IRC Reference #: IRC AFG-00929**

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please indicate #1 or #2 below)*

**1.□** It is the intent of this company to submit a response to the ( ).

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this Tender:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (If faxed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

**2.□** This Company DOES NOT intend to participate in this Tender.

Name (Signature if faxed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supplier Self-Certification of Eligibility**

Company certifies that:

**1.** They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.

**2.** They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

**3.** They have not been convicted of an offense concerning their professional conduct*.*

**4.** They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

**5.** They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

**6.** They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

**7.** They maintain high ethical and social operating standards, including:

* Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; and prohibition of trafficking in persons. For avoidance of doubt, Supplier shall not discriminate against any of IRC’s beneficiaries during the Term of this Agreement, such as, but not limited to, withholding, adversely impacting, or denying equitable access to the benefits provided through this Agreement on the basis of any factor not expressly stated in the Agreement. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the Supplier to perform its obligations under the Agreement.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

**8.** Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company’s business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company’s Authorized Supplier status and disqualification of Company from participation in future IRC procurement.

9. Supplier hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.

10. Supplier herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name:

Name of Representative:

Title:

Signature:

Date:

**FOR IRC USE**

**Following documents have been supplied:**

|  |  |
| --- | --- |
| Business registration or license |  |
| Articles of incorporation or similar document |  |
| Business and other NGO references |  |
| Bank statements and references |  |
| Passport / ID cards of business owners/board of directors |  |
| Financial statement (if available) |  |
| Supplier Tax Identification Number (TIN) |  |
| Passport/ID Card of Sub Contractor if involved in the provision |  |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an employee of IRC having completed and reviewed this form confirm the accuracy of information provided:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Supplier to be re-authorized one year from this date.

1. **Price List Annex E**

**List of Agro Activities Toolkits**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description**  **مشخصات جنس** | **Unit**  **واحد** | **Indicate Brand Name ساخت کمپنی**  **and**  **Made in ساخت کشور** | **Quantity** | **Unit Price USD included Government Tax**  **قیمت فی واحد بشمول تکس حکومت** |
| Shovels with handle 1.5 Kg بیل با دسته اصلی | No فی عدد | C:\Users\naikmuhammad\Desktop\755625008961.jpg | 1 |  |
| Gloves good quality دستکش زراعتی اصل | Pair فی جوه | C:\Users\naikmuhammad\Desktop\images.jpg | 1 |  |
| Rake with handle with 11 rakes from good quality Iron  پنجالک همرای دسته کیفیت خوب | No فی دانه | C:\Users\noorm\Desktop\Rake.jpg | 1 |  |
| Thin Cotton String For line Cultivation تار رجه برای خط انداختن | Roll فی رول | C:\Users\naikmuhammad\Desktop\images.jpg | 1 |  |
| Measuring Tape 15 m متر اندازه گیری پانزده متره | Roll فی رول | Image result for measuring tape 15 meter | 1 |  |
| Measuring Tape 50 M Roll متر اندازه گیری 50 متره | No فی دانه | C:\Users\naikmuhammad\Desktop\download (1).jpg | 1 |  |
| Sickle Large size local from Good quality Iron  داس اندازه کلان | No فی دانه |  | 1 |  |
| Sickle Medium size from Good quality Iron local  داس اندازه متوسط | No فی دانه |  | 1 |  |
| Sprinkler Pot 0.5 mm sheet 10 Liter Capacity weight 1400 Grams آب پاش | Noفی دانه |  | 1 |  |
| Clip axe With handle from good quality iron  کلنگ با دسته | No فی دانه |  | 1 |  |
| Trowel locale from good quality iron  دست پناه | No فی دانه | C:\Users\naikmuhammad\Desktop\images (1).jpg | 1 |  |
| Wheel Barrow locale made good quality tire, paint, and steel pipe used  کراچی دستی ساخت افغانستان با کیفیت | No فی عراده | C:\Users\noorm\Desktop\Whell borrow.jpg | 1 |  |
| Rubber Boots medium size  موزی رابری سایز متوسط | Pair جوره | C:\Users\naikmuhammad\Desktop\images (3).jpg | 1 |  |
| Bottle For Insect collection  بوتل برای گرفت حشرات | No فی بوتل | C:\Users\naikmuhammad\Desktop\images (5).jpg | 1 |  |
| Net For insect collection  جال برای گرفتن حشرات | Meter فی متر | C:\Users\naikmuhammad\Desktop\download.jpg | 1 |  |
| Mask ماسک اصلي | No فی دانه | C:\Users\naikmuhammad\Desktop\images (6).jpg | 1 |  |
| Glasses / Goggles  عینک اصلی برای دهقان | No فی دانه | C:\Users\naikmuhammad\Desktop\images.jpg | 1 |  |
| Plastic Basket locale For harvest collection 55 x 35 x 27  1450 Grams  سبد جمع اوری اجناس | No فی دانه |  | 1 |  |
| Glue For insect collection  سرش برای گرفت حشرات | Bottle فی بوتل | C:\Users\naikmuhammad\Desktop\images.jpg | 1 |  |
| Cloth Set for the farmers to spray insecticides  لباس محافظتی از حشرات | Set سیت | C:\Users\ibrahim\Desktop\Untitled1.png | 1 |  |
| Push Weeder for Rice local  د شولو یا وریجو د گیاه ریبونکی | No فی پایه | C:\Users\naikmuhammad\Desktop\download.jpg | 1 |  |
| Agro Spray Pump 18 Lit Original  پمپ دوا پاشی پی ای ار 18 لیتره اصلی سټیل | No فی دانه |  | 1 |  |
| Agro Spray Pump Good Plastic Made 20 Liters Original  پمپ پلاستیکی دواپاشی زراعتی اصلی 20 لیتره | No فی دانه |  | 1 |  |

* 1. **Terms of Reference (ToR)**

**Supplier Responsibilities:**

* Supplier should confirm the country of manufacture and origin of each product in the price list Annex E last right column.
* All supplies quoted to be brand new with manufacturer warranty period where applicable
* Supplier should mention brand name of each supply in the quotation/ RFP
* Supplier should not quote supplies manufactured, assembled or shipped through those restricted countries outlined.
* Supplier submitting bids should ensure they read the full scope of work/supplies outlined in the Request for Proposal (RFP) before submitting final sealed bids to avoid future claims for any item or services not understood well.

* Selected supplier will be responsible for transportation of the ordered supplies to each designated site of IRC when order is place. Except the fixed agreed price of each set supply item, no additional cost related to transportation, will be borne by IRC.
* Supplier should abide with all contract terms and condition outlined in the RFP during the whole period of the contract.
* Supplier should each time countercheck the ordered quantity of requires toolkits with the IRC Kabul technical representative before shipping to the designated field sites to ensure quality and samples are met
* Supplier will get the payment as per the number of items order placed as soon as complete delivery and final delivery report and invoice is received.
* IRC reserves the right to not purchase any supply from the contracted supplier during the period of contract and the contract does not commit any financial responsibilities on IRC to the contractor unless actual supplies are procured.
* Supplier should be responsible to immediately address the fixing of any manufacturing defects fall under warranty period as soon as reported. Failure to do this, contractor may lose the contract continuation
* Supplier is responsible to provide all standard safety equipment to his/her workers during the packing/repacking or transporting of ordered supplies to each IRC designated sites. IRC should not be hold responsible for the dead or injury of supplier workers, sub-contractors during any delivery.

* Contractor is responsible to assign appropriate technical and administrative staff to IRC supply chain who will address all query related to the ordering, delivery, invoking and any other administrative and technical related matters during the period of the contract.
* A total of 0.5% penalty charges will apply on the total amount of the contract per day delay if supplier is failed to deliver the required quantity of supplies to the IRC designated sites as soon as Purchase Order (PO) is issued. Any unforeseen force majeure situation to be reported to IRC supply chain department before delays cure for immediate correction. Failure to do this, IRC will apply the set amount of penalty on the contractor final invoice.
* Contractor should commit to inform IRC Supply Chain Department for any difficulties or barriers may face during the delivery as early as possible and offer the best solution removing the impediment blocks the smooth delivery schedule. This communication will be noted in writing in contractor file.
* The winning contractor should be responsible for the safety and security of his/her own personnel, workers, engineers, machineries, materials related to any delivery during the period of the contract. IRC should be waived of any liability for the loss, damage, stolen of any materials, equipment and dead or injury of contractor personnel.
* Interested bidders shall properly fill and submit Annexes 1 & 2 along with the RFP
* Interested bidders should fully read, understand and fill Annex E of the RFP consist of the unit price for each supply and provide accurate figure.
* Interested bidder shall thoroughly read the RFP and all attachments and ensure the offer each page is signed, stamped along with its all Annexes.
* IRC does not take any financial liability/responsibilities for any site visit, stationery or any other associated costs in regard to the submission of the bids to any interested bidders. All the costs associated with the site survey to be borne by the bidders themselves.

**27.2: Specification**

It should be noted that, unless otherwise indicated materials and equipment, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable with the prior approval of IRC technical representative.

Company supplies samples will be checked at the time IRC Supply Chain committee Conduct Supplier Visit Survey and all time delivery shall be made according to the selected sample.

**27.3** **Source/Nationality/Manufacture:**

All goods and services offered in response to this RFP or supplied under any resulting award must meet the standard Criteria

Respondents may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

**27.4 Scope of Supply:**

IRC will establish Master Purchase Agreement (MPA) with one or more than one Supplier who provide and deliver better offer for quality Agro **Activities Toolkits** with faire and consistent price ends up with value for money. IRC will only use the Supplies outlined in **Annex E** from the selected contractor (s) during period of 12 months when needed and payment will only be made when each delivery completely received. IRC does not commit any financial value under the established contract unless the actual quantity of supplies are received when needed.

IRC will issue a Purchase Order (PO) to the Contractor for any of the listed supplies outlined in Annex E when needed. Delivery of orders to be made within 10 calendar days to any designated IRC field site as soon as purchase order is issue.

**27.5 Stock Availability:**

Supplier to confirm in the RFP availability of sufficient quantity of A gro Activities Toolkits supplies at his/her stock during the period of contract.

**27.6 Warranty:**

Supplier submitting sealed bid should confirm warranty period of the equipment if applicable

**27.7 Sub-contractor:**

Supplier selected for this contract shall not deliver or award the contracted goods and associated services through a sub-contracted supplier (s) unless there is a written agreement initially made between IRC and the contractor. In the case such situation happens in writing, then contractor shall provide full detail of his/her sub-contractor (s) to IRC for further due diligence and review their background and capacity before they start the delivery of goods. Failure to correspond or disclose this approach at the time of bid submission may lead to disqualify bidder to be part of IRC evaluation criteria.

**27.8 Payment Terms and Modality:**

Payment will be made either by bank transfer or cheque subject to IRC Finance department policy within 1 one calendar month as soon as approved final invoice and delivery report is submitted to Supply Chain Department. In the cases when any a certain quantity of supplies joint with any other grants having short period to be ended, then IRC will resume the payment of delivered supplies their grants are ending and this payment shall be subject to the submission of complete delivery note and invoice by the supplier.

***27.9 Brief information about Supplier Business and Experience.***

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# 28. Taxes:

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, IRC is required to remit 2% or if no license or expired 7% Government Withholding tax and deposited to Ministry of Finance Tax division account whenever each portion of Agro Activities Toolkits are ordered and received from supplier.

**ANNEX – C: IRC Conflict of Interest and Supplier Code of Conduct**

Supplier hereby agrees that Supplier and Supplier’s employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct, the IRC’s Code of Conduct, and IRC’s Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC’s everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

* We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
* We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
* Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
* We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
* We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
* We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
* We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
* We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
* We rigorously enforce the UN Secretary General’s Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
* IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

* As a guiding principle of our work, IRC encourages self–reliance and supports the right of people to fully participate in decisions that affect their lives.
* We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
* We design programs to respond to beneficiaries’ needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
* We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.
* We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

* We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
* We strive to comply with the laws of the governing institutions where we work.
* We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
* We are responsible stewards of funds entrusted to our use.
* We integrate individual accountability of staff through the use of performance evaluations.
* We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
* We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest**

* Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier’s business activities.
* Supplier herby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier’s owners.
* Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
* Supplier hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
* Supplier herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

**Supplier herby agrees to maintain high ethical and social standards:**

* Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; and prohibition of trafficking in persons. For avoidance of doubt, Supplier shall not discriminate against any of IRC’s beneficiaries during the Term of this Agreement, such as, but not limited to, withholding, adversely impacting, or denying equitable access to the benefits provided through this Agreement on the basis of any factor not expressly stated in the Agreement. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the Supplier to perform its obligations under the Agreement.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethics point, www.ethicspoint.com or call Ethics point toll-free phone call (866) 654-6461 in the U.S./call collect at (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

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| --- |
| Supplier Name: |
| Signature and Stamp: |
| Title: |
| Print Name: |
| Date: |