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**OHW: INVITATION TO BID (ITB)**

No. ITB OHW-North-ITB-19-02

Procurement of Hygiene Tool Kit in Kunduz Province

Issue Date: 10 June 2019

Deadline for Receipt: 17 June 2019

**Request for Invitation to Bid (ITB)**

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| **1. ITB No.** | ITB OHW-North-ITB-19-02 |
| **2. Issue Date** | 10 June, 2019 |
| **3. Title** | Procurement of Hygiene Tool Kit in Kunduz Province |
| **4. Issuing Office & Physical Address for**  **Submission of ITB’s** | Offeror’s who wish to submit the bid sent to O-H-W Kabul or Kunduz office before the closing date 17-June-2019. The address is as following:  **Kabul:** House # 41, PD # 10, Qala-e-Fatihullah, Kabul, Afghanistan.  **Kunduz:** University road, District # 02, Kunduz city, Kunduz, Afghanistan.     |  | | --- | | **Operational contact details:**  Name: Jamil Ahmad Noori  Cell No: 0728530114 -  E-Mail : [logistics.kbl@ohw.org.af](mailto:logistics.kbl@ohw.org.af) | |
| **5. Deadline for Receipt of Quotes.** | 04:00 PM local time Kabul and Kunduz Afghanistan on 17-June- 2019  Bids must be submitted to the mentioned addresses through physically putting the bids in tender box. |
| **6. Anticipated Award Type** | Firm Fixed Price Purchase Order |
| **7. Basis for Award** | An award will be made to the responsible bidder whose bid is  Responsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”. |
| **8. General Instructions to**  **Bidders** |  Final Quotations due by 04:30 PM local time Kabul, Kunduz on 17 June 2019.   Include a statement that the vendor fully understands that their bid must be valid for a period of ninety (90) days.   Bidders shall sign and date their quotation.   Bidders shall complete Attachment C: Price Schedule template.   The payment will be made upon submission and acceptance of an invoice.   The amount will be transferred through Afghanistan International Bank (AIB) TT-Form.   Organization of Human Welfare (OHW) reserves the rights to cancel or terminate the Purchase Order if the company is not able to provide the satisfactory services. |
| **9. Technical Specifications and requirements for Technical Acceptability** | **Payment and invoicing:**   * Payment will be done in AFN and will be transferred by Bank TT-Form into the supplier’s bank account. When all the percentage activities are complete and confirm by related departments.   **Payment procedure:**   * 100% of installment as per the complete receipt of Hygiene Kits.   **Tax procedure:**   * 2% tax will be applicable on the companies that have valid business license and 7% Tax will be applicable on the companies that have invalid business license, will be d contractor as a deducted from the withholding tax and OHW will pay that amount to Ministry of Finance. |
| **10. Determination of**  **Responsibility** | OHW will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing an vendor’s responsibility, the following factors are taken into consideration:  1. Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan.  2. Ability to comply with required or proposed delivery or performance schedules. |

**Attachment A: Cover Letter**

**Date:**

**To:** Organization of Human Welfare

**From:**

**Subject:** Cover Letter for the ITB OHW-North-ITB-19-02

We, the undersigned, provide the attached quote in accordance to the ITB OHW-North-ITB-19-02 specification.

I certify a validity period of ninety (90) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

we, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the total amount of services in AFN**) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Price Schedule**

Offerors should provide a quote for services required in the price schedule that the Offeror is able to Deliver/Supply.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SNO.** | **Item** | **Description** | **Quantity** | **Unit** | **Unit Price in AFN** | **Total Price** |
| 1 | Antiseptic soap (Dettol) - 125gm | For hand washing, bathing | 7 | Bars |  |  |
| 2 | Plastic soap-case (for 125gm soap) |  | 1 | Pcs |  |  |
| 3 | Laundry Soap (200gm) | For washing clothes | 7 | Bars |  |  |
| 4 | Plastic Jerry Can (10-20 liters) with a screw-cap ( | For drinking water storage or transportation. | 2 | Each |  |  |
| 5 | Shamphoo (300ml, standard quality) | Hair washing shamphoo | 2 | Each |  |  |
| 6 | Plastic bucket (10-20 liters) | For drinking water storage or transportation | 1 | Each |  |  |
| 7 | Plastic mug / Aftaba (2 LTR size) | For handling drinking water | 1 | Each |  |  |
| 8 | Soft Cotton Cloth (2 m2 piece) | Dark colour, think cotton cloth for menstrual hygiene | 2 | Pcs |  |  |
| 9 | Toothbrush adult | Standard quality | 3 | Pcs |  |  |
| 10 | Tooth brush child | Standard quality | 4 | Pc |  |  |
| 11 | Toothpaste (125gm) | Standard quality | 2 | Tubes |  |  |
| 12 | Towel (40 x 70 cm) | Standard cotton towles | 5 | Pcs |  |  |
| **Sub Total in AFN** | | | | | |  |
| **Tax 2% or 7% in AFN** | | | | | |  |
| **Net Total in AFN** | | | | | |  |

Note: The above is the calculation for 1 Hygiene Tool Kit and we are in required of 500 to 750 Kits in Kunduz city.