

REQUEST FOR EXPRESSION OF INTEREST (REOI) (REOI-AFG-2019-001)

Amendment No - 1

- Time and Date for Receipt of Document extended to **Sunday 30th June 2019 @ 10:00am**; it is advisable not to wait for the last day and submit to requested documents as soon it is ready.
- A second non-compulsory supplier briefing session scheduled for **Thursday 20th June 2019 at 10:00 am**

This is a process of assessing the availability of supplies and services, to pre-qualify vendors for local procurement of supplies and services, and to update the supplier database maintained by the UNICEF Office. Only those companies and organizations which express their interest in working with UNICEF through this request for Expression of Interest will be assessed by UNICEF for consideration towards being pre-qualified as eligible to take part in future tenders.

It is therefore very important that any firm wishing to become a UNICEF supplier respond to this general REOI.

Special Instruction:

SUPPLIER BRIEFING/ CONFERENCE

- 1- A non-compulsory supplier briefing session scheduled for ~~Monday 27th May 2019 at 10:00 am~~ **Thursday 20th June 2019 at 10:00 am** in UNICEF- Afghanistan Country Office – all interested bidders whom wish to attend the briefing session should e-mail their representative name and national ID or Passport number by CoB **Tuesday 18th June 2019** to Mr. Babrak Hasari at bhasari@unicef.org and should have their original National ID or Passport while attending the meeting.

SUBMITTING, RECEIPT, AND OPENING OF THE DOCUMENT

- 1- Interested companies should submit their interest and required documents securely closed in the envelope clearly marked on the outside with the REOI reference number.

**UNICEF Afghanistan Country Office,
UNOCA Compound, Paktia Kott, District 9th,
Jalalabad Road, Kabul City, Afghanistan
Contact Person: Babrak Hasari, Supply & Log Officer**

- 2- **Document Submission Requirements:** The requested documents must be submitted in a box file as instructed in the (ANNEX_3).
- 3- **Time and Date for Receipt of Document:** ~~Sunday 16th June 2019 @ 10:00am~~ **Sunday 30th June 2019 @ 10:00am** to UNICEF ACO reception at the above-mentioned address.
- 4- **Hardcopy documents** will be manually received until 10:00am ~~16th June 2019~~ **30th June 2019**; UNICEF does not require bids, technical or price proposals at this stage so the public opening is not required and the companies submitted their documents shall not be given the opportunity to attend the opening.

UNICEF Afghanistan Country Office is reviewing its supplier database used for invitation of bids/request for proposal. Interested suppliers and service providers, including manufacturers, dealers, wholesalers, retailers, research institutions, management, and other consulting firms are invited to submit Expressions of Interest for the supplies and services listed below:

A. Suppliers and manufacturers of:

1. Education/ Classroom supplies / Office Supplies
 - i. Stationeries
 - ii. Startup Kit
 - iii. Top up Kit
 - iv. Teacher's Kit
2. Clothing, Footwear, and Blankets
3. Medical kits
 - i. Newborn kits
 - ii. Clean delivery kits
 - iii. Embrace warmers
4. Hospital/ Medical equipment including:
 - i. Tricyclic mini-ambulances
 - ii. Wheelchairs
5. Hygiene kits
6. Family kits
7. Dignity Kits

B. Service providers:

- Transportation services
- Banking services
- Media services
- Translation services
- Printing
- Freight forwarding services
- Event management and logistics services
- Money dealer services
- Ancillary services
- Provision of extender services
- Construction work and maintenance

C. Research and Management Consulting Firms

Note: Generic description and kit contents, description of services for the categories available in the attached (ANNEX_1)

Mandatory Requirements for Pre-Qualification

1. Supplier Profile/ Performance history - Evidence of registration and license to operate in Afghanistan with a minimum of 3 years of existence and experience in the specific area of interest.
2. Contracts, purchase orders or 'work orders' specifying details of similar work done and completed within the past 3 years with international agencies clearly indicating the value of the order. Please attach copies of 5 highest value contracts executed in the last 3 years.
3. Proof of annual turnover of over USD 50,000.00 per year. Please attach copies of audited financial statements for the past three years (2016, 2017 and 2018) and/or company bank statement for the past three months.
4. Client references - Submit references from reputable clients you have worked with in the past. (e.g. Embassies, International agencies, Government, NGOs/ INGOs, UN agencies, large scale private firms, etc)
5. UNGM registration is a pre-requisite for applying to any UNICEF solicitation process through the e-Tendering.



Additional Notes:

- In addition to the mandatory requirements listed above, please attach international certifications (if any) and proof of being the authorized dealer/ distributor of specific product issued by the principal company (if any).
- Existing UNICEF suppliers are also requested to renew their interest by submitting the updated documents as above including the updated Supplier Profile Form.
- Any agency willing to work on a joint venture modality should clearly indicate this in their cover letter stating who the principal company will be.
- The qualified supplier/service providers will be included in the pre-qualified list of suppliers.
- The supplier profile forms are attached as (ANNEX_2)
- Document submission order and the evaluation critter is attached as (ANNEX_3)

Request for additional information:

For any queries related to this REOI, please send an email to bhasari@unicef.org clearly indicating in the subject line the REOI Reference "REOI –AFG-2019-001". Any such queries should reach the UNICEF office no later than ~~1600 hrs. on 10th June 2019~~ **1600 hrs Wednesday 26th June 2019.**

Special Notes:

1. This REOI does not constitute a solicitation. UNICEF does not require bids, technical or price proposals at this stage. This is only a request for expression of interest and supplier registration that may be used in future tenders.
2. A response to this REOI does not automatically ensure participation in any resulting tender. Calls for proposals/ quotations and any subsequent purchase order will be issued in accordance with the procurement procedures of UNICEF to companies who meet pre-qualification criteria. Bids may also be issued publically.
3. UNICEF reserves the right to change or cancel the requirement at any time during the REOI and/or resulting tendering process. UNICEF also reserves the right to require proof of compliance to additional conditions as and when issuing the final tender document.
4. With the exception of bid bonds which may be issued for specific procurements (and which will be returned to bidders), UNICEF does not charge any fee for supplier registration or bidding.

**Supply Section
UNICEF Afghanistan Country Office**

Prepared by:


Babrak Hasari
Supply & Logistics Officer
UNICEF ACO

Approved By:


Hashim Hamidi
OIC Supply & Logistics Manager
UNICEF ACO

*Hamidi
10.6.19*

Annex - 1

Generic description/specifications of goods and services listed in the REOI Advertisement

Note: The specifications provided hereunder are generic specifications to enable applying agencies to understand the item type and kit contents better. The commodity types and the contents of the kit include (but are not limited to) items stated hereunder. The actual/precise specification will be provided at the time of tendering and could differ depending on UNICEF requirements.

1. Education/ Classroom supplies
 - i. Stationeries - Chalk, duster, A4 paper, paper clips, pen, pencil, eraser, ruler, correction pen, highlighter, pencil sharpeners, scissors, staplers, staples, paper glue, ink, notebook, personnel file/folders, calculators, staple remover, staple remover, punching machine, student bag/backpack, ring files, notice board, markers, blackboard, hard papers/ certificate papers etc.
 - ii. Startup kits - Pencils, A5 notebooks, eraser, pencil sharpener, slate board, slate pencil, drawing pad, a box of color pencils, etc.
 - iii. Top up kits - Ballpoint pens, pencils, notebooks A5, eraser, pencil sharpener, drawing pad, a box of color pencils, etc.
 - iv. Teacher's kits - Chalks, ballpoint pens, A4 ruled pads, etc.
2. Clothing and Footwear - Sweater & trousers, jacket (overcoat), plastic boots, socks, winter shawls, etc. for both adults and children.
3. Hygiene kits - Antiseptic soap bar, soapbox, cotton towel, stainless mug for drinking, laundry soap, toothbrush, toothpaste, plastic jug, soft cotton cloths, sanitary pads, hair shampoo nylon rope, etc.
4. Family kits - Teapots, pressure cooker, teacups with handle, metal bowl, metal plate, tablespoon, towels, laundry soap, bath soap, liquid dishwasher, etc.
5. Dignity Kits - Disposable baby diapers, baby rash cream, plastic child potty, soft cloth for menstrual hygiene, clothesline with 12 plastic clips, plastic hair comb, kettle, disposable sanitary pads, girl's underwear, boy's underwear, biodegradable garbage bags, t-shirt, handheld torch, laundry detergent powder, petroleum jelly, nail clipper, shampoo, hand soap, soapbox, toothbrush, toothpaste, cotton towels etc.
6. Medical kits
 - i. Newborn kits - Soap, baby soaps, the soapbox, disposable plastic sheets, cotton towels, baby flannel wraps, soft blanket, shampoo, baby, baby cap, disposable diaper, sanitary pads, cotton socks, baby lotion oil, woolen baby sweater, etc.
 - ii. Clean delivery kits - Soap, clear PVC sheet, surgical, razor blade, a string for the umbilical cord, cloth flannel, etc.
 - iii. Embrace warmers [Embrace warmers are easy-to-use, portable infant warmers that do not need a continuous power supply. It provides warmth to clinically stable newborns weighing between 1.5 to less than 2.5 kilograms. Generic specification would be Warm Pak: Maintains temperature of ~37°C for at least 4 hours* (380mm x 220mm, 1.3kg); Baby Wrap: Reusable and easy to sanitize using disinfectants or soap wash (520mm x 250mm, 0.2 to 0.3kg); Temp Heater: Precision heating mechanism prevents overheating of Warm Pak (440mm x 290mm x 70mm, 2.5kg, 230V, 50Hz)]



7. Hospital/ Medical equipment

- a. Bubble CPAP system - Bubble CPAP generator, heated breathing circuits, humidification chamber, and pressure manifold
- b. Tricyclic mini ambulances - Three-wheeler motorbike with carriage used as ambulances with electrical starter engine, auxiliary gearbox, metallic frame, all sides covered by a strong and durable tarpaulin
- c. Wheelchairs
- d. Thermometers - Digital and Mercury

****Note: Kits are sets/collection of supplies that are put together for a purpose. For kits, kit contents are not to be supplied as individual items but as a complete kit.****

Service providers:

- Transportation services - Transport/ carriage of people, goods, and supplies from one location to another by road.
- Banking services - Financial services conforming to nationally and internationally accepted regulations
- Media services - Broadcasting and publication of messages on TV, print and online media
- Translation/Interpretation services - Translation of texts from the source language to the target language. Simultaneous and consecutive interpretation services during meetings.
- Printing – offset direct imaging or screen printing of various items such as leaflets, flyers, posters, billboards, banners, calendars, reports, etc.
- Freight forwarding and custom clearance services – Ability to facilitate import/export goods and provide fast and cost-effective freight forwarding and custom clearance services.
- Event management and logistics services – to organize and prepare all venue, transport and accommodation arrangements for workshops/training.
- Money dealer services – Provide cash distribution, daily subsistence allowances to trainers, implementing partner.
- Ancillary services – Provide skilled and unskilled workers to UNICEF.
- Provision of extender services – Provide professional categories staff to UNICEF
- Construction work and renovation – construction work for new building/ compound and maintenance and renovation of the existing building/ compound.

Research and Management Consulting Firms:

- Professional consulting services on research, surveys, evaluation, assessment, media services, KAP study, capacity development in health, nutrition, education, water and sanitation, child protection, social protection, social and behavioral change, communication for development, etc.

END



Annex - 2

SUPPLIER PROFILE FORM

All pages to be completed by the Supplier and submitted to UNICEF.

The requested information is for UNICEF's internal use only and will be treated as confidential.

(Please TYPE or PRINT and attach additional pages if space in columns is not enough - but the information must be provided in the following sequence for all columns):

General Information (if available please provide all documentation with English translation)

1. Name of Company: _____

1.1 Full address: _____

Street _____

Postal code _____ City: _____

State/County/Region _____ Country _____

P.O.Box _____ City: _____ Postal code: _____

1.2 Tel (incl. country code): _____

1.3 Fax/Telex (incl. country code): _____

1.4 Email address: _____

1.5 Website: _____

1.6 Contact person authorized to deal on your behalf:

Name

Title

Email address

Direct Telephone number

1.7 Year established: _____ **1.8 No. of full-time employees:** _____



1.9 Legal registration of the company – Please provide documentation of legal registration.

1.10 Name change -- Please provide documentation of name change, if applicable.

1.11 Type of organization (one X only)

State Enterprise: Private Company: Other (Please specify):

1.12 Activity category, mark X where applicable percentage business to annual sales

Manufacturer: -----

Consultant: -----

Trading company: -----

Forwarder: -----

Authorized agent: -----

Other (please specify): -----

Total of the above 100 %

1.13 If Agent/Trading House, do you hold sole/exclusive rights/license? Y / N
(If yes please state name and address of Principals and attach documentation):

1.14 If USA-based dealer, are you a "GSA" dealer? Y / N (If yes, please attach certificate)

1.15 Number of years with export sales: _____

2 Parent Company (if applicable): _____

2.1 Address: _____

2.2 Legal relationship of the parent company to the company

2.3. Year established: _____ **2.4. No. of full-time employees:** _____

2.5 Website: _____



Financial Information

3. Audited Financial Statements or Annual Report:

Financial statements are to be submitted if your company is to either:

- a) Do business with UNICEF to exceed 50,000/USD annually, or
- b) Would like to be considered for an LTA (long-term arrangement) award(s).

Alternatively, if there is a website, with the information, this can be stated: _____

The statements are to include - balance sheet, income statements, and notes thereto, with **English** translation.

The financial statements should be for the company itself, as well as the parent company, if applicable.

3.1 Authorised to discuss financial issues:

Name

Title

Email address

Telephone number

Activities

4. Previous export contracts (during the last 2 years) with United Nations/International

Governmental or Non-Governmental Organizations/Private Companies, for below products/services :(provide references): Destination

Contract:	Date	Value	Product	Destination	Organization	Name/address

4.1 What percentage of the company's annual sales are for export markets? _____

4.2 Products/services offered:

Please include the material group your product/products fall under. To get a detailed listing of specific products within the groups, visit the UNICEF Internet site).

4.3 Storage/warehousing capacity (In square meters if applicable): _____

4.4 Size of production plant(s) (In square meters if applicable): _____

4.5 Local representation: (Please attach a list of countries where your local representative will provide warranty services on products/services purchased from you - provide complete addresses (of your subsidiaries/agents)

Other Information

5. Approved Standards (ISO, FDA, GMP, etc): _____
(Certificates of approval to be attached)

5.1 Does your company have a statement on the quality policy?
(Circle as applicable) Y / N if yes, kindly attach a copy.

5.2 Which of the following does your company implement: (circle as applicable?)

Raw material control Y / N Sub-component control Y / N

Process control Y / N Final/pre-delivery control Y / N



5.3 Authorised contact person regarding Quality control:

Name: _____

Title: _____

Telephone: _____

Email: _____

5.4 Membership of National / International Associations?

(Circle as applicable) Y / N (if yes, please enclose a list of names)

5.5 Does your company have a social accountability policy?

(Circle as applicable) Y / N (if yes, please provide a copy of relevant document)

5.6 Does your company have a documented environmental policy?

(Circle as applicable) Y / N (if yes, please attach a copy of relevant document)

I hereby certify that the information provided above and in all the annexures is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by UNICEF, or barred by UNICEF.

I also understand that falsified or misleading information could result in disqualification of the company as a registered potential vendor for UNICEF.

Name: _____

Date: _____

Title: _____

Signature: _____



Annex - 3

CHECKLIST AND EVALUATION CRITERIA FOR SUBMISSION OF EXPRESSION OF INTEREST

Important !

Failure to provide below necessary documentation your submission will lead to the immediate rejection with the consequence that the submission will not be considered for the detail evaluation.

Document	Yes	No	Remark
Evidence of registration and/or license to operate in Afghanistan			
Functional office address in Kabul			

Document Submission Requirements:

Below requested documents must be submitted in a box file. The documents should be sorted in eight separators as named below "A1 to A8".

PLEASE NAME THE COMMODITY/SERVICE CATEGORY AS STATED IN THE EOI	
---	--

Detail Evaluation Criteria	Mark/Score	File Separators No	Remarks
Completeness of response (File index, business license, UNGM number, signed and stamped EOI and Supplier Profile "Annex2")	15	A1	All the requested documents submitted as per the requested order. <i>UNICEF use e-Tendering that UNGM registration is mandatory requirement in order to apply for any solicitation process.</i>
Documentation for a minimum of 5 projects in supplying/ manufacturing or provision of similar work/services in the last five years preferably with UNICEF / UN or other International Organization	25	A2	Number of customers and the size of projects will be considered during the evaluation
Evidence of successful completion of recent projects/contracts (performance evaluation/ project completion report) in a similar field	15	A3	List of completed projects (in Afghanistan not to exceed 5 projects) in the last five years
Client references: Minimum three contactable references preferably from UN, Gov. or other International Organizations	5	A4	Public domain email addresses will not be considered for the reference check
Copies of the audited financial statements for the last 2 years	15	A5	The annual review document provided by the Tax department will be considered as a financial statement
Evidence of annual turnover of over USD 50,000.00 per year or company bank statement for the past one year.	10	A6	Summary of debit/ credit issued by the relevant bank can be considered for the evaluation
Provincial offices/ presence with established offices/warehouse in Afghanistan.	10	A7	Please provide the exact address for the offices and the warehouse capacity "if applicable"
Association/Partnership/membership with recognized Professional Bodies (Corporate, National or International)	5	A8	Please provide evidence if your company is an authorized dealer/ distributor for any specific brand or product
Total Score	100		
Passing Score	70		

