



Afghan Planning Agency

APA

INVITATION TO BID

ITB No: APA/PWJ-JPF/2019/02

BID FOR PROCUREMENT OF HYIEGEN KITS FOR KANDAHAR PROVINCE

12, June 2019

INVITAION TO BID

ITB NO: APA/PWJ-JPF/2019/02

SUPPLY OF HYGIENE KITS FOR (KANDAHAR PROVINCE)

Dear Sir/Madam,

1. The Afghan Planning Agency a national agency invited sealed bids for supply of hygiene kits for its program in Kandahar, province of Afghanistan.
2. Bidding shall be conducted through one envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
3. The bidder shall be required to quote for all items.
4. To enable you to submit a bid, please read the below terms and conditions and attached the needy documents carefully:
 - Section 1 Letter of Invitation
 - Section 2: Instruction to Bidders
 - Section 3: Bids Data Sheet
 - Section 4: Evaluation Criteria
 - Sections 5: Scope of Services
 - Section 6: Other Related Requirements
 - Section 7: Returnable Bidding Forms /Checklist
 - a. Form A: Bid Submission Form
 - b. Form B: Previous Relevant Experience
 - c. Form C: Price Schedule Form
5. The bid shall reach APA's reception no later than **20 June, 2019, at 4:00 PM, Kabul time**.
6. The bid shall be opened after the closing date and after the technical evaluation the winner and rejected bidders will be informed through official department from procurement department.
7. Bids received after the stipulated date and time shall not be accepted. Bids submitted to any other emails address than procurement@apa.org.af shall be rejected.
8. Any questions related to attached documents shall be addressed in writing to the following APA's personnel no later than **Monday, 17 June, 2019, at 3:00 PM (Kabul time)**.
 - *Hasibullah Atiqi, Procurement Officer email: procurement@apa.org.af for questions related to technical requirement or bidding exercise.*

APA looking forward to receiving your Bid and thank you in advance for your interest in APA procurement opportunities.

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Section 1. Instruction to Bidders

A. General Provision:

1. Introduction:

Afghan Planning Agency (APA) is an indigenous Afghan non-governmental, non-political and non-profitable organization, rendering humanitarian assistance to the people of war-torn Afghanistan. The primary objective of this organization was initially to gather data and draw sectorial perspective plan for Afghanistan. The idea was supported by UNOCA at that time, but later the necessary fund for the realization of this program was not made available by the donors. In July 1990, APA was registered as an implementation counterpart of United Nation agencies in rehabilitation and reconstruction works in Afghanistan. APA has been implementing many projects in the field of irrigation, road rehabilitation, construction/cash for work projects, Agriculture, emergency food supporting program, food/non-food items distribution, quick impact projects, Shelter Program, community mobilization, need assessment, protection monitoring, Opium survey, women empowerment, soft skills training, vocational training, education, WASH in the provinces of Nangarhar, Laghman, Kunar, Nuristan, Paktia, Paktika, Khost, Parwan, Kapisa, Panjshir, Bamiyan, Daikundi, Kabul, Wardak, Logar, Ghazni, Nimruz, Zabul, Kandahar, Helmand, Urozgan, Farah, Herat, Badghis, Ghor, Samangan, Takhar and Mazar-e-Sharif.

2. Fraud & Corruption, Gifts and Hospitality

APA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of APA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.

Bidders/vendors shall not offer gifts or hospitality of any kind to APA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners. In pursuance of this policy, APA shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question.

3. Eligibilities

A vendor should not be suspended, debarred, or otherwise identified as ineligible by government or any other national or international organizations. Vendors are therefore required to disclose to APA whether they are subject to any sanction or temporary suspension imposed by any organizations.

It is the bidder responsibility to ensure that its employees, members, sub-contractors, service providers supplier and/ or their employees meet the eligibility requirements as established by APA.

4. Conflict of Interest

Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process.

- Similarly, the Bidders must disclose in their Bid their knowledge of the following:
 - a. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of APA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and

- b. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the bid or bids affected by the non-disclosure.

B. Preparation of Bids

5. General consideration

- In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.
- The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the APA accordingly.

6. Cost of Preparation of Bid

- The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. APA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

7. Language

- The Bid, as well as any and all related correspondence exchanged by the Bidder and APA, shall be written in the language.

8. Documents comprising the bid

The bid shall comprise of the following documents and related forms which are following mentioned:

- a. Documents establishing the eligibility and qualifications of the bidder
- b. Technical Bid
- c. Price schedule
- d. Any attachments and/or appendices to the bid

9. Documents Establishing the Eligibility and qualifications of the bidder

The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under section 6 and providing documents required in those form. In order to award a contract to a bidder, its qualification must be documented to APA satisfaction.

10. Technical bid format and content

- The bidder is required to submit a technical bid using the standard forms and templates provided in section 6 of the ITB
- Samples of items, when required as per section 5, shall be provided within the time specified and unless otherwise specified by the purchaser, at no expense to the APA. If not destroyed by testing, samples will be returned at bidder request and expense, unless otherwise specified.

11. Price Schedule

- The price schedule shall be prepared using the form provided in section 6 of the ITB and taking into consideration the requirements in the ITB.
- Any requirement described in the technical bid but not priced in the price schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

12. Currencies

All prices shall be quoted in the *Dollar(USD)* currency, as per project requirements.

13. Only One Bid

- The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.
- Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
 - a. They have at least one controlling partner, director or shareholder in common
 - b. Any one of them receive or have received any direct or indirect subsidy from the other
 - c. They have the same legal representative for purposes of this ITB
 - d. They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;
 - e. They are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

14. Bid Validity Period

- Bids shall remain valid for the thirty (30) days, commencing on the deadline for submission of bids.
- During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personal, the proposed rates and the total price.

In exceptional circumstances, prior to the expiration of the bid validity period APA may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing through by email and shall be considered integral to the bid.

- If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid.
- The bidder has the right to refuse to extend the validity of its bid, in which case the bid shall not be further evaluated.

15. Clarification of Bid (from the Bidders)

- Bidder may request clarifications on any of the ITB documents no later than the closing date. Any request for clarification must be sent in writing in email to procurement@apa.org.af. If inquiries are sent other than specified channel, even if they are sent to a APA staff member, APA shall have no obligation to respond or confirm that the query was officially received.
- APA will provide the responses to clarifications through email.

C. Submission & Opening of Bids

16. Submission

- The bidder shall understand & fully accept all the terms & condition of this ITB before submission.

- The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements of this ITB. The price schedule shall be submitted together with the technical bid.
- The signed bid shall be marked “original” and its copies marked “copy” as appropriate. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. The technical bid and price schedule must be sealed and submitted together in an envelope which shall:
 - a. Name of the bidder
 - b. Project name & reference number
 - c. Company update Business license and TIN Number (Color copy)
 - d. Warning not to open before the bid opening
 - e. Contact details of the bidder both email and mobile number

If the envelope with the bid is not sealed and marked as required, APA shall assume no responsibility for the misplacement, loss or premature opening of the bid.

- The hard copy of bid shall submit to APA Kabul main office, Address (**House # 255, 1st Sub Street from 5th Road of Silo-e-Markaz toward Kabul University, in the vicinity of Atiqullah Amarkhil Hospital, Kabul – Afghanistan**).
- The bidder shall submit a scan copy of bid to procurement@apa.org.af email.
- The bid shall be signed by the bidder of person duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a power of attorney, accompanying the bid.

17. Deadline for submission of bids and late bids

Complete bid must be received by APA in the manner and no later than the **20 June, 2019**, before **4:00PM (Kabul local time)**. APA shall only recognize the actual date and time that the bid was received by APA.

APA shall not consider any bid that is received after the deadline for the submission of bids.

18. Bid Opening

APA will open the bid in the presence of the bid opening committee’s members formed by APA of at least (3) members.

The bidder names, price, modifications, the condition of the envelope labels/seals, the number of folders/files and all other such other details as APA may consider appropriate will be announce at the opening. No bid shall be rejected in opening stage, except for late submissions, in which case the bid shall be returned unopened to the bidders. If the bidder didn’t participate in bid opening the APA opening committee member can open their bid and will share the result with all participated bidders in meeting.

D. Evaluation of Bids

19. Confidentiality

Information relating to the examination, evaluation and comparison of bids and the recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process even after publication of the contract award. Any effort by a bidder or anyone on behalf of the bidder to

influence APA in the examination, evaluation and comparison of the bids or contract award decisions may at APA decision, result in the rejection of its bid any may subsequently be subject to the application of prevailing APA vendor sanctions procedure.

19. Evaluation of bids

APA will conduct the evaluation solely on the basis of the bides received. The evaluation committee members of APA will evaluating bids as per price quoted by bidders.

21. Evaluation of Eligibility and Qualification

Eligibility and qualification of the bidder will be evaluated against the minimum eligibility/qualification requirements (Evaluation criteria)

In general terms, vendors that meet the following criteria may be considered qualified.

- a. They are not included in the list of terrorists and terrorist financiers and in APA ineligible list
- b. They have the necessary similar experience, technical expertise, quality certifications and other resources applicable to the supply of goods and/or services required.
- c. They are able to comply fully with the APA general terms and conditions of contract
- d. They do not have a consistent history of court/arbitral award decisions against the bidder.
- e. They have a record of timely and satisfactory performance with their clients.

22. Due Diligence

APA reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not to be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the bidder.
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team.
- c) Inquiry and reference checking with government entities with jurisdiction on the bidder, or with previous clients or any other entity that may have done business with the bidder.
- d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary.
- e) Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder.
- f) Other means that APA may deem appropriate at any stage within the selection process, prior to awarding the contract.

23. Clarifications of Bids

1. To assist in the examination, evaluation and comparison of bids, APA may at its discretion request any bidder for a clarification of its bid.
2. APA request for clarification and the response shall be in writing and no change in the prices or substance of the bid shall be sought, offered or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by APA in the evaluation of the bids in accordance with the ITB.
3. Any unsolicited clarification submitted by a bidder in respect to its bid, which is not response to a request by APA, shall not be considered during the review and evaluation of the bids.

24. Nonconformities, Repairable Errors and Omissions

APA may request the bidder to submit the necessary information or documentation, within a reasonable period to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.

For the bids that have passed the preliminary examination, APA shall check and correct arithmetical errors as follow:

- A) If there is a discrepancy between the unit price and the line item total that is obtained the multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of APA there is an obvious misplacement of the decimal point in the unit price in which case the line item total as quoted shall govern and the unit price shall be corrected.
- B) If there is an error in a total corresponding to the addition or subtraction of subtotals the subtotals shall prevail and the total shall be corrected.
- C) If there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

If the bidder does not accept the correction of errors made by APA, the bid shall be rejected.

E. Award of Contract

25. Award Criteria

Prior to expiration of the period of bid validity, APA shall award the contract to the qualified and eligible bidder that is found to be responsive to the requirements of the schedule of requirements and technical specification, and has offered the best price.

26. Debriefing

In the event that a bidder is unsuccessful the bidder may request for a debriefing from APA. The purpose of the debriefing is to discuss the strengths and weakness of the bidder submission in order to assist the bidder in improving its future bids to APA procurement opportunities. The content of other bids and how they compare to the bidder submission shall not be discussed.

27. Contract signature

When a bidder announced qualified and winner by APA, the APA will design contract for winner bidder within 10 days as approximately. APA will print two-contract copy, one copy should be handover to the winner and the second one will remain in APA.

28. Payment Provision

Payment will be made only upon APA acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods/services issued by the proper authority in APA with direct supervision of the contractor. Payment will be effected by bank transfer in the currency of the contract.

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement or amend the provision in the invitation to bid in the case of a conflict between the instructions to bidders, the bid data sheet and other annexes or reference attached to the bid data sheet, the provisions in the bid data sheet shall prevail.

Date	Specific Instructions/ Requirements
Language of the bid	English
Alternative bid	Shall not be considered
Bid validity period	30 days
Advanced payment upon signing of contract	Not allowed
Performance security	N/A
Currency of bid	USD
Deadline for submitting requests for clarifications/questions	3 days before the submission deadline. bidders are required to submit their queries in writing. Telephone enquires will not be accepted.
Contact details for submitting clarifications/questions	Focal person in APA: Hasibullah Atiqi Email: procurement@apa.org.af Note: this email address is officially designated by APA. If inquiries are sent to other person or address, even if they are APA staff, APA shall have no obligation to respond nor can APA confirm that the query was officially received.
Deadline for submission of ITB	Date and Time: 20, June 2019 at 4:00PM (Kabul Local Time)
Allowable manner of submitting bids	Hard copy submission only.
Date, time and venue for the opening of bid	Date: 22, June, 2019 Time: 10:00AM Venue: House # 255, 1st Sub Street from 5th Road of Silo-e-Markaz toward Kabul University, in the vicinity of Atiqullah Amarkhil Hospital, Kabul – Afghanistan.
Evaluation method for the award of contract	Best price, technically responsive, Best quality of items, eligible and provide service as per APA requirements

Section.4 Technical Specification and schedule of requirements

Background:

Afghan Planning Agency (APA) is an indigenous Afghan non-governmental, non-political and non-profitable organization, rendering humanitarian assistance to the people of war-torn Afghanistan. The primary objective of this organization was initially to gather data and draw sectorial perspective plan for Afghanistan. The idea was supported by UNOCA at that time, but later the necessary fund for the realization of this program was not made available by the donors. In July 1990, APA was registered as an implementation counterpart of United Nation agencies in rehabilitation and reconstruction works in Afghanistan. APA has been implementing many projects in the field of irrigation, road rehabilitation, construction/cash for work projects, Agriculture, emergency food supporting program, food/non-food items distribution, quick impact projects, Shelter Program, community mobilization, need assessment, protection monitoring, Opium survey, women empowerment, soft skills training, vocational training, education, WASH in the provinces of Nangarhar, Laghman, Kunar, Nuristan, Paktia, Paktika, Khost, Parwan, Kapisa, Panjshir, Bamiyan, Daikundi, Kabul, Wardak, Logar, Ghazni, Nimruz, Zabul, Kandahar, Helmand, Urozgan, Farah, Herat, Badghis, Ghor, Samangan, Takhar and Mazar-e-Sharif.

Objectives:

The main objectives of Afghan Planning Agency to find the suitable and qualified supplier in order to have long-term contract with them.

Deliverables:

The supplier will be responsible for the following tasks:

- Supply of specified items as per technical specifications. Amendment/changes might be made in the items of the kits.

Activities:

The supplier will be responsible for the following tasks:

- Prepare the bag for packing as per given specification.
- Packing all the items in the bag.
- Delivery of the kits to the APA's sub office or target province (Kandahar)

Timing:

The selected supplier is expected to has the capacity to deliver all the items/kits to the concerned provinces within 7 Days after receiving Purchase Order from APA.

Work setting:

NO items changes are allowed without the notification and approval of the APA, any deviation in the items. kits should be immediately communicated with APA for approval/review.

Items of Hygiene Kits:

Based on the need and specification of the project the items/kits, the items given in 4.1 Technical specification are common items agreed by APA Program team.

4.2 Technical Specification:

S.No	Description and minimum/mandatory Specifications	Quantity
1	Bathing soap, Hand washing and bathing (125gm bars)	1 Set of 7 PCs
2	Plastic soap case Soap case to be used for keeping soap	1 PC
3	Laundry soap Washing clothes and sanitary clothes (200 gm bars)	1 Set of 7 PCs
4	Plastic jerry can Capacity 10-20 liters, for water transportation and storage	1 set of 2 PCS
5	Plastic bucket Capacity 10-20 liters, for water transportation	1 PC
6	Plastic mug Capacity 2 liters, for handling water	1 PC
7	Soft cotton cloth Piece of 2m ² , dark color	2 PC
8	Toothbrush adult Standard, large	1 set of 3 PCS
9	Toothbrush children Standard, small	1 Set of 4 PCS
10	Toothpaste Standard, tube of 125 g	1 Set of 2PCS
11	Towel Standard, 40 x 70 cm	1 Set of 5 PCS
12	Shampoo Bottle 250 ml	1 Set of 2 PCS
13	Sanitary pad Normal size, for menstrual hygiene, box of 12	1 Set of 2 PCS

(Please put it in your company letter head)

Bid Submission form

Date:

ITB Number:

To: Afghan Planning Agency(APA)

Dear Sir. Madam,

We, the undersigned, offer to supply the goods and related services required for **[Insert Title of goods and services]** in accordance with your Invitation to Bid No. **[Insert ITB Reference Number]** and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of **[Insert amount in words and figures and indicate currency]** for this ITB.

- Have no conflict of interest in accordance with Instruction to Bidders.
- We do not have relation with APA any staff member
- Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction or any other unethical practice with APA organization.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the APA.

We offer to supply the goods and related services in conformity with the Bidding documents, including the APA General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by **[Insert Name of Bidder]** to sign this Bid and bind it should APA accept this Bid.

Name: -----

Title: -----

Date: -----

Signature: -----

(Stump with official stamp and bidder)

Bidders Identification form

Bid No: APA/PWJ-JPF/2019/02

Company/Institution name	
Address, City, Country	
Telephone/Fax	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal Structure: Natural Person/Co.Ltd, NGO/Institution/ other/specify	
Organization Type: Manufacture. Wholesale/ Trader/Service provider/etc	
Areas of expertise of the organization	
Current License, if any , and permit(with dates, number and expiration dates)	

Expertise of staff:

Total Number of Staff	
Number of staff involved in similar supply contracts	

Contract details of persons that APA may contract for request for Clarification during bid evaluation:

Name/Surname	
Telephone Number(direct)	
Email Address(direct)	

(Please put it in your company letter head)

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the minimum last 3 years.

Project name & location	Client & Reference contact details	Contract value AFN/USD	Period of activity and status	Types of activities undertaken

(Please put it in your company letter head)

Price Schedule Form

Name of Bidder:		Date:
ITB Reference:		

To facilitate price comparison, bidders are requested to complete the Price Schedule Sheet below. Bidders are requested to print the price schedule sheet and sign/stamp and submit with bids.

The below figures in Table A are the estimated total current requirements for supply of hygiene kits which may increase/decrease based on APA/PWJ plan. The APA will only be obliged to pay as per the actual requirements based on the unit rates provided by proposers. The financial evaluation, for the purposes of this tender, will be done based on the below estimates which represent current needs.

APA will deduct 2% tax from the total amount of this proposal as per the Afghanistan taxation law.

Interested bidders are welcome to send any queries they may have with regard to Price Schedule Sheet completion instruction through email procurement@apa.org.af up to one week (7 days) prior to the last date for submission of bids.

It is the responsibility of the bidders to verify the accuracy of the information, prices and calculations in the price schedule sheet of this ITB.

S.No	Description and minimum/mandatory Specifications	Quantity	Unit Price (USD)	Total Price in USD
1	Bathing soap, Hand washing and bathing (125gm bars)	1 Set of 7 PCs		
2	Plastic soap case Soap case to be used for keeping soap	1 PC		
3	Laundry soap Washing clothes and sanitary clothes (200 gm bars)	1 Set of 7 PCs		
4	Plastic jerry can Capacity 10-20 liters, for water transportation and storage	1 set of 2 PCS		
5	Plastic bucket Capacity 10-20 liters, for water transportation	1 PC		
6	Plastic mug Capacity 2 liters, for handling water	1 PC		
7	Soft cotton cloth Piece of 2m ² , dark color	2 PC		

8	Toothbrush adult Standard, large	1 set of 3 PCS		
9	Toothbrush children Standard, small	1 Set of 4 PCS		
10	Toothpaste Standard, tube of 125 g	1 Set of 2PCS		
11	Towel Standard, 40 x 70 cm	1 Set of 5 PCS		
12	Shampoo Bottle 250 ml	1 Set of 2 PCS		
13	Sanitary pad Normal size, for menstrual hygiene, box of 12	1 Set of 2 PCS		
Total				