

**International Rescue Committee**

**(Humanitarian Program)**

**Advertised Request for Proposal (RFP)**

**RFP Reference No: IRC AFG-00939**

**Simple Services Agreement, SSA for Temporary Shelter at Nangarhar Province of Afghanistan**

|  |  |
| --- | --- |
| **Planned Timetable** | |
| **Issued ITT** | *June 19, 2019* |
| **Advertise ITT** | *June 19, 2019* |
| **Questions from Supplier due date and Site Visit** | *June 19, to June 30, 2019* |
| **Deadline for Submission** | *July 04, 2019* |
| **Evaluation of RFP** | *July 07, 2019* |
| **Supplier Visit & Sample Check** | *July 10, 2019* |
| **Award of Contracts** | *July 21, 2019* |
| **Contract Start** | *July21, 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 Service Provider for the International Rescue committee to provide and deliver quality and cost effective **Simple Services Agreement, SSA for providing temporary shelter at Nangarhra province of Afghanistan**. Therefore, IRC Kabul Afghanistan is calling on all eligible **Service Providers** that are qualify, Professional and are technically competent for the provision and delivery of quality services 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 Simple Service Agreement (SSA) for period of performance and completion timeframe agreed by both parties to deliver the required temporary shelters as per the specification. 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 **2019-2020**. 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 suppliers or vendors. 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);* * *Supplier Information Form and Conflict of Interest Form* * *Supply and Price Sheet Annex B* * *Intend to Bid* |

# Clarification of Bidding Documents and Site Visit

* **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 19, 2019)**. The Purchaser will respond by e-mail providing clarification on the bid documents on the **(June 19 to 30, 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 sheet given for the purpose;* * *Certificate of Business registration or Trading License in Afghanistan* * *Profile of the dealer (experience in the same field)* * *Tax payers documents in Afghanistan* * *Bank details /Financial capabilities* * *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/vendor/Service Provider and executing the Simple Service Agreement, the Bidder shall clearly indicate the unit price of the Service they want to provide. All unit prices shall be clearly indicated in the space provided in the price schedule. The Bidder must sign and officially stamp the price schedule.

# 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 ***Afghani (AFN)***

# Documents 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 SSA 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-00939 – Temporary Shelter for Nangarhar Province of Afghanistan)** to IRC Office at Kabul and Nangarhar at the below addresses no later than **July 04, 2019, 04:00pm**. 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, and date of submission.

**IRC Office Kabul Taimani, Street # 4, House # 34, district No 10 Kabul**

**And**

**House # 514, Street # 2,Zone # 2, Behind Mia Omar High School Jalalabad City**

# Format

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

**Supply & Installation of Temporary Metal Shelters**

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Weight (%)** |
| **Financial Capacity / Delivery** | Supplier should have financial capacity and to deliver the required goods/services at the soonest period of time.  (1) Supplier should provide their company bank account statement for the period of 6 months with the available balance of Afghani1, 000,000.  (2) Supplier should state the delivery and installation duration or commit to deliver and install the Metal Shelters the required locations within 60 calendar days. | 25% |
| **Past Experience** | 1. Attach copies of Purchase Order (PO) or Contracts for similar or other potential supplies delivered to other clients that shows supplier commitment for clients ordered supplies delivery  2. Up to three copies of most recent purchase orders completed delivery of similar supplies or other for other clients (Listed Past Experience not having valid references may not be considered) | 20% |
| **Eligibility to offer bid** | 1- Supplier owns his/her own firm registered with authorized local government authorities  2. Bid should have 90 working days validity from the date submitted | 5% |
| **Sample/Quality** | (1), Warrants providing sample of the materials as specified in Annex E if shortlisted | 20% |
| **Financial proposal** | Price list is competitive | 25% |
| **Payment Terms** | Offers 30 Days credit for payment after receipt of invoice and delivery report either by bank wire or cheque | 5% |
| **Total Evaluation Score** | | **100%** |

*Note: IRC Buyer to review the evaluation criteria to align with nature of procurements.*

# 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 supplier or vendor 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 Simple Service 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 goods 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 B 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 (866) 654–6461 in the U.S., or collect (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: |

**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 the IRC’s beneficiaries.
* 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) |  |

**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.

**27. Terms of Reference (ToR) for Temporary Shelter at Nangarhar Province**

* 1. **Background:**

IRC Planned to procure 80 temporary shelter for the project located at Nangarhar provinces, therefor seeking for qualified service providers to provide temporary shelter according to the given specification, terms and conditions.

* 1. **Scope of Temporary Shelter:**

Supplier submitting bid shall fully study the RFP, ToR and SPECIFICATION and respond to all parts of the RFP, quote exactly for the required goods.

* 1. **Price List Table Annex B:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Temporary shelter BoQ** | | | | | |
|
| **No** | **Item** | **Unit** | **Quantity Per shelter** | **Unit price per shelter** | **Total price per shelter AFS** |
| 1 | **GI Pipe D= 2 inches L= 220 cm Painted** | No | 6 |  |  |
| 2 | **Rectangular Iron Pipe 40x80mm L= 6m painted** | No | 6 |  |  |
| 3 | **Side frame according to drawing and specification L= 3.5 m with required welding painted** | No | 3 |  |  |
| 4 | **Front frame according to drawing and specification L= 6 m with required welding** **painted** | No | 1 |  |  |
| 5 | **Side frame according to drawing and specification L= 6 m with required welding** | No | 1 |  |  |
| 6 | **Iron Plate 15x15x0.6 cm with required holes** | No | 12 |  |  |
| 7 | **Iron Plate 20x20x0.6 cm** | No | 6 |  |  |
| 8 | **plates from angle iron 2.5 inch** | No | 9 |  |  |
| 9 | **Nut and bolts D=12mm L= 60mm with required Voshers** | No | 78 |  |  |
| 10 | **Justy screws with rubber and Justy washal L=2inch** | No | 60 |  |  |
| 11 | **Iron sheet w=0.4mm 110cmx380 cm curregated** | No | 6 |  |  |
| 13 | **Tarpaulin 933g/m2** | SQ | 50 |  |  |
|  | **Cloth type Screen mesh net for window 80x80 cm** | SQM | 1.4 |  |  |
| 15 | **Installation** | Lum | 1 |  |  |
| **Total cost** | | | | |  |

**Supply Receipt Procedures:**

IRC will issue a one off contract to the winning supplier to enable him comply the delivery of Temporary Shelter ordered to the IRC project Site (Nangarhar) as specified at the ANNEX E, according to the description listed above.

* IRC technical team will check the shelters to be according with the specification, if not meet IRC standards and requirement will not be acceptable and the contractor should replace. The contractor does not provide shelter as per IRC specification, terms and condition IRC reserves the right to terminate the contract.
* Contractor fails to deliver temporary shelter on agreed timeline and contracted may be charged @0.3% penalty for each day delay from the total value of the undelivered shelters.

* IRC does not commit any financial value under the signed contract with the selected contractor unless the actual quantity of the service are delivered and verified by IRC technical team of the performed service.
* Contractor selected for provide and delivery of shelter will be completed within the time frame agreed in the RFP/Contract.
* No additional cost will be paid. IRC will pay only for the delivered shelters verified by IRC technical team.
* The contractor shall start the delivery to the site within 15 days from signing of the contract.

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Validity of price should be at least 90 working days from the date RFP is issued**  **Price to be in Afghanistan Local currency (Afghanis)**  **Price Validity: ……………………….**  **Currency of bid: …………………….**  **Payment Terms: ……………………**  **Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
|  | |  |  | |
| **Signature of representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
|  | |  |  | |
| **Tele\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
|  | | | | | |
| **Official stamp of 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 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. 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; prohibition of trafficking in persons.
* 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 (866) 654-6461 in the U.S./call collect (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.

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

**Annex: D**

**International Rescue Committee, Inc.**

**Intent to Bid**

**IRC Reference #: IRC AFG-00939**

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

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

**1.□** It is the intent of this company to submit a response to the (RFP IRC AFG-00939) Request for Proposal.

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

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 RFP.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technical Scope of Work for Erection/installation of Temporary shelter

1.0 INTRODUCTION

The scope of the works requires construction of all shelter components as in drawing, delivery of all components of shelter to the points of installation of every shelter by calling beneficiaries which are nominated in beneficiary list with coordination of shelter technical engineer of IRC. The goal of these works is to provide prolonged shelter solution to IDPs and returnees. We have 80 temporary shelter in different villages of three district of Nangarhar province which are (Behsud, Surkhrod, Kuz kunar).

2.0 GI Pipe

In BoQ item no.1 GI pipe should be best quality and the dimension of the pipe should be L=220cm, D=2inches, thickness=2-2.5mm

As these pipes are using for pillars there should be no joint even in one pillar and should be painted as well.

3.0 Rectangular Iron Pipe

In BoQ item no.2 Rectangular Iron Pipe should be best quality and the dimension of the pipe should be 40x80mm L=6m and the thickness should be 20Gage.

There should be no joint or welded pieces of pipe and should be painted as well.

4.0 Side frame

In BoQ item no.3 The side of the frame are made from 40x80mm rectangular pipe and the pipe which are used as truss is 25x25mm best quality pipe and should be painted as well.

5.0 Iron Plate

In BoQ item no.7 We have to kind of iron plate here in drawing/shelter on the top of pillar to fix with the above frame which has (15x15x0.5)cm dimension and the other is in the bottom of the pillar which is used for base of shelters pillars having dimension (20x20x0.5)cm.

6.0 Plate from angle iron

In BoQ item no.8 This plate is for fixing or binding of frames with each other it must have three required holes in each side (3x3)inches L=15cm

7.0 Iron sheet

In BoQ item no.11Iron sheet should be best quality and the size is as w=0.4mm, or thickness= 38-40 gage

3.5 Tarpaulin

In BoQ item no.12 Tarpaulin should be the best quality 933g/m2 or as the tarpaulin is made from the strings then each string should contains or made from 6 semi string according to our experience. There should be proper rope for tying of tarpaulin and also proper holes in tarpaulin for tying.

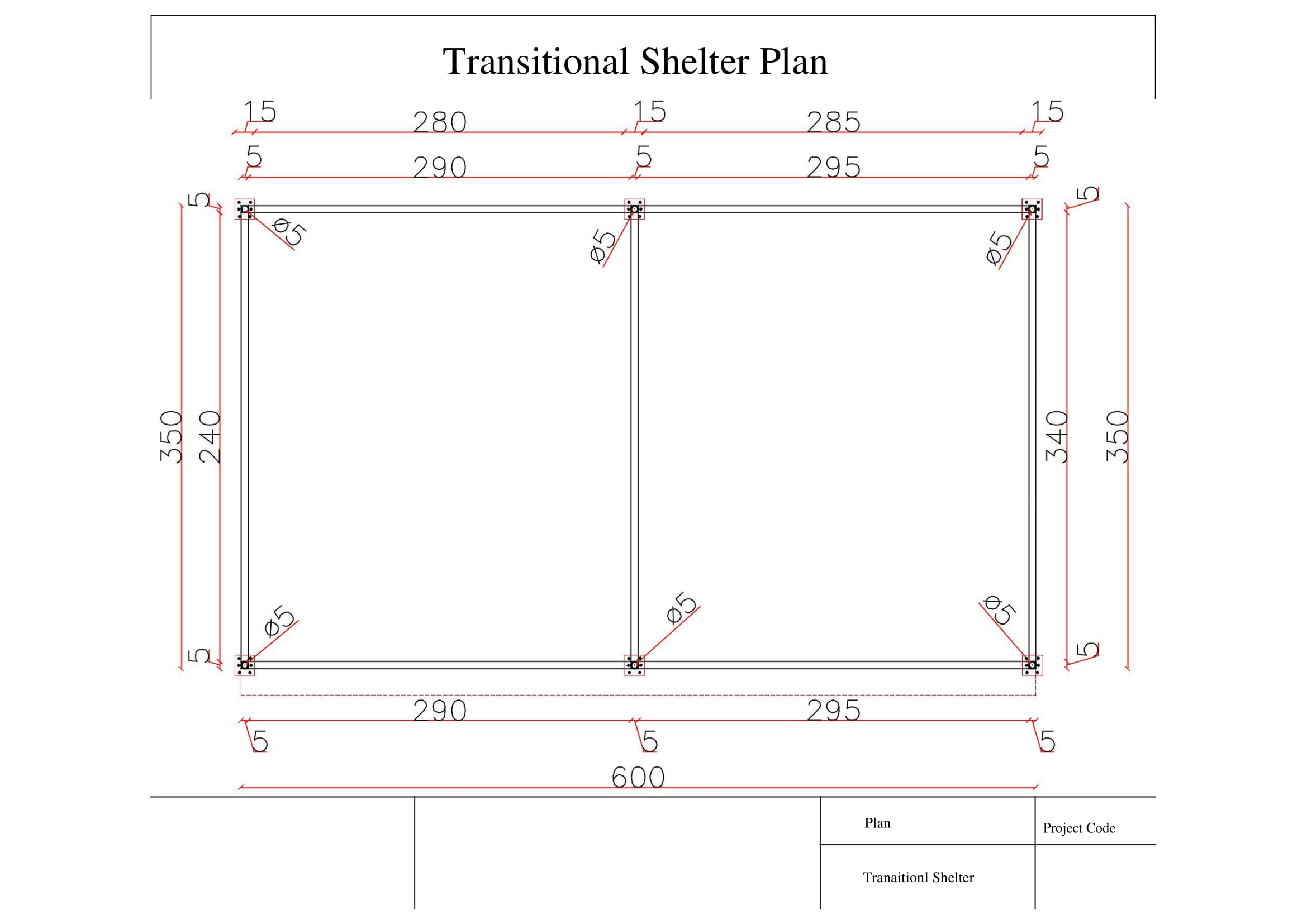
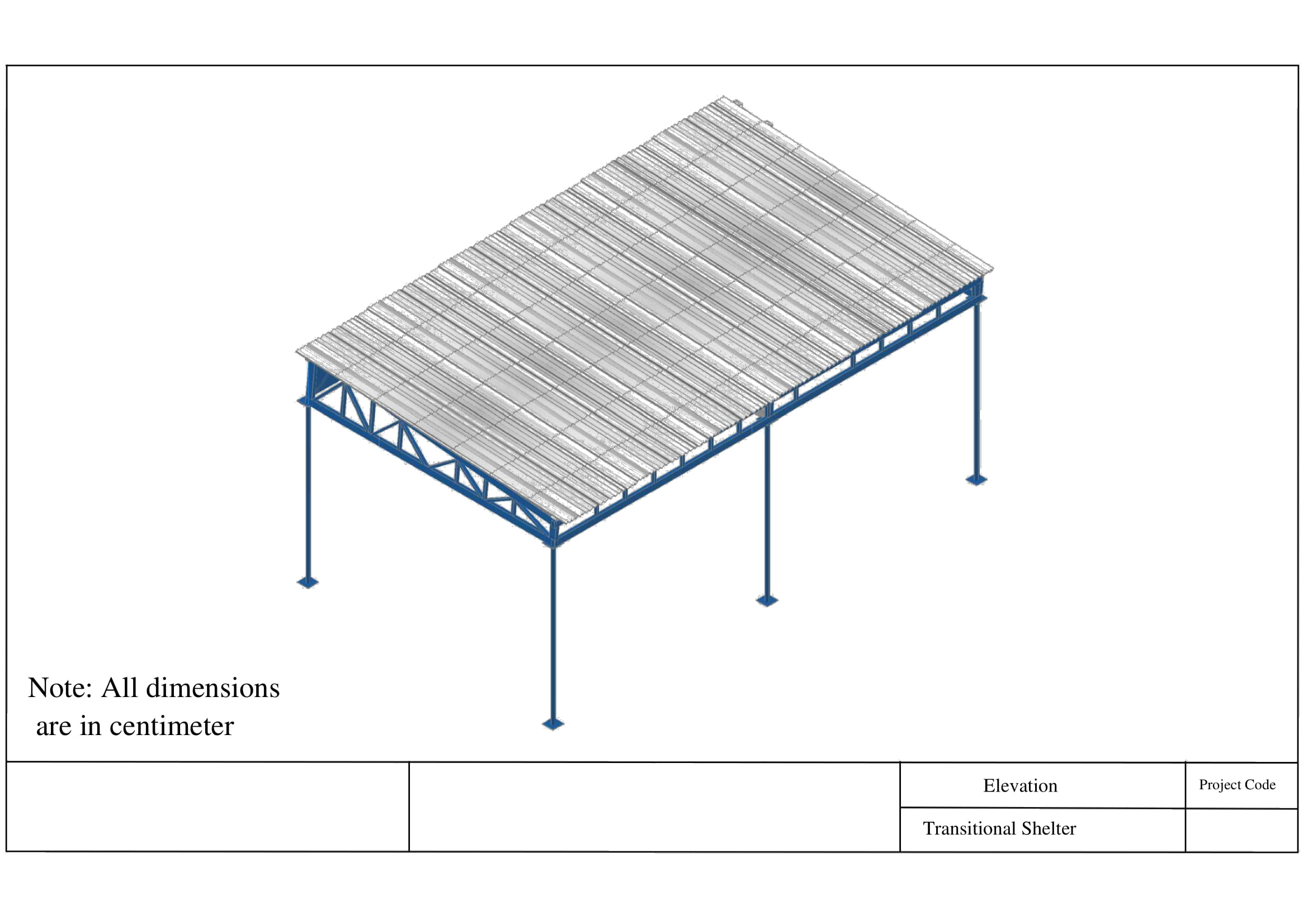
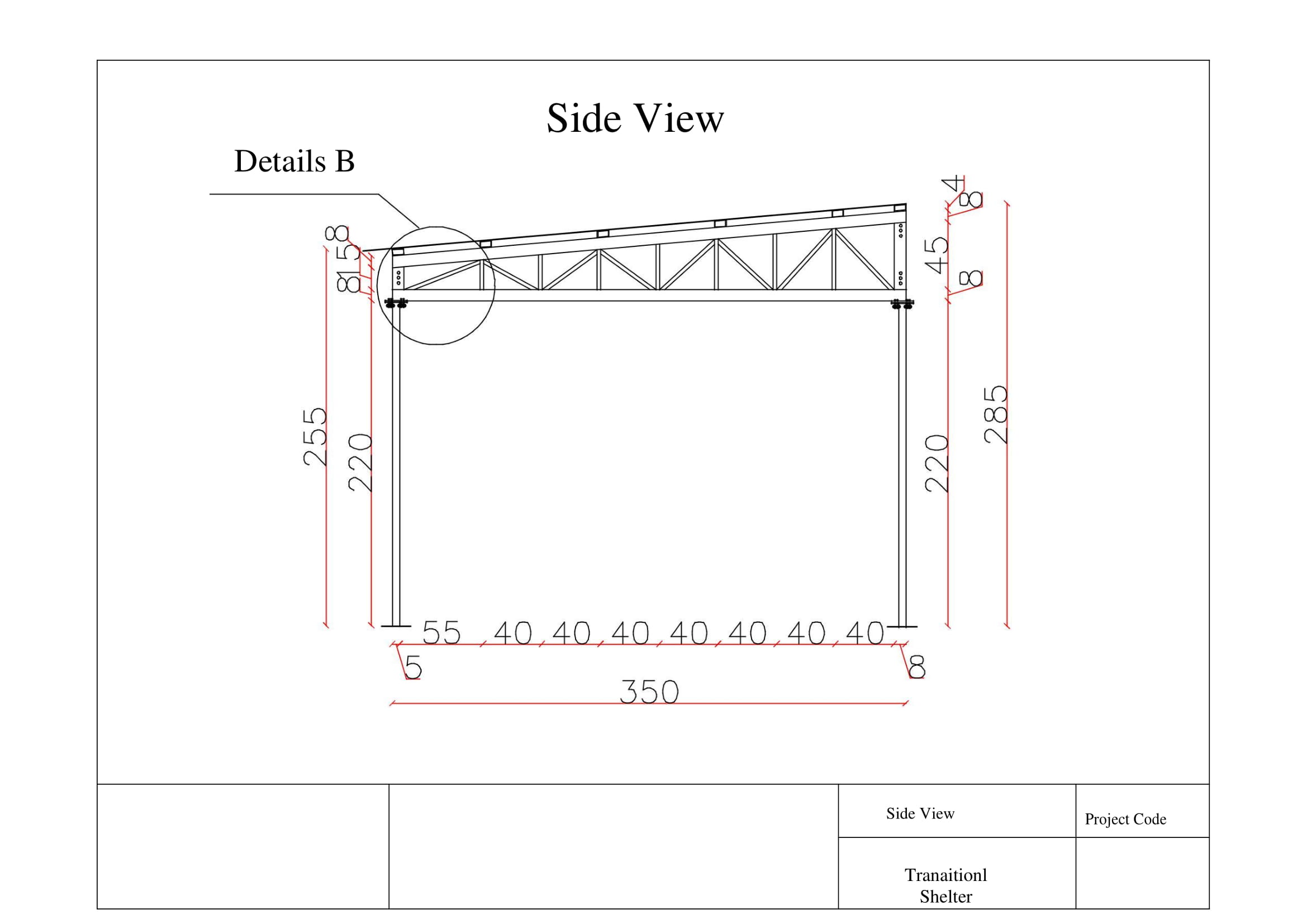
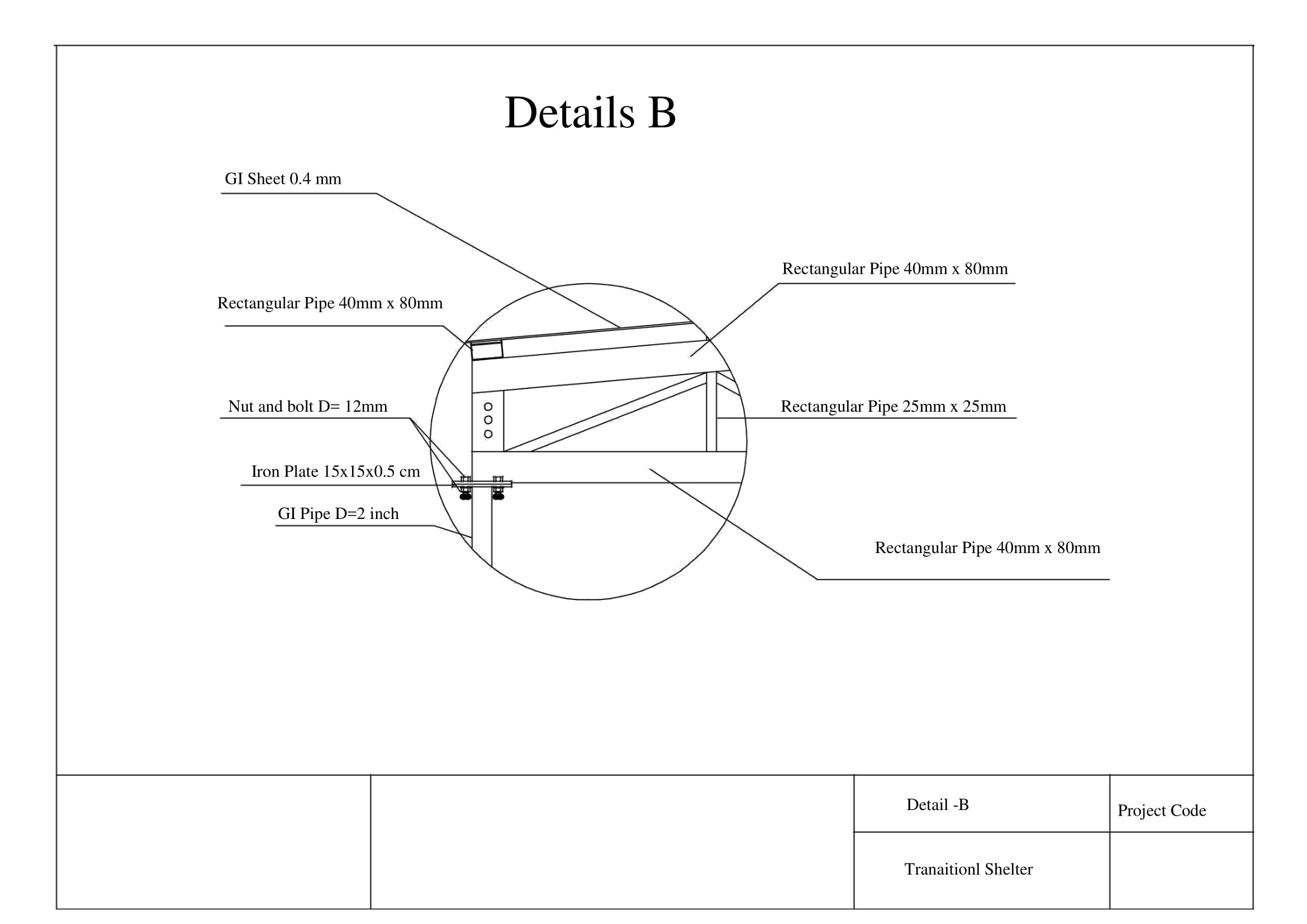
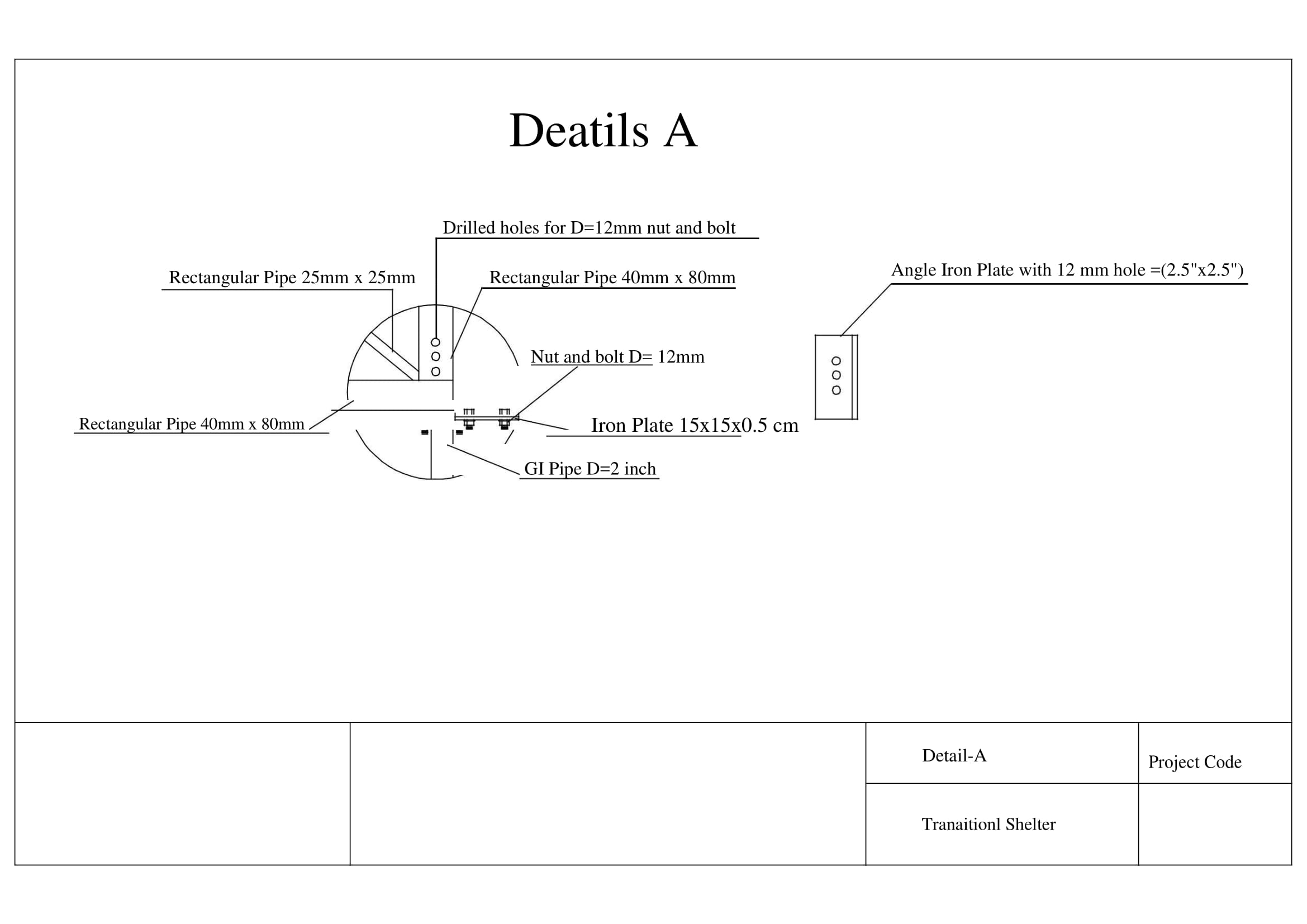
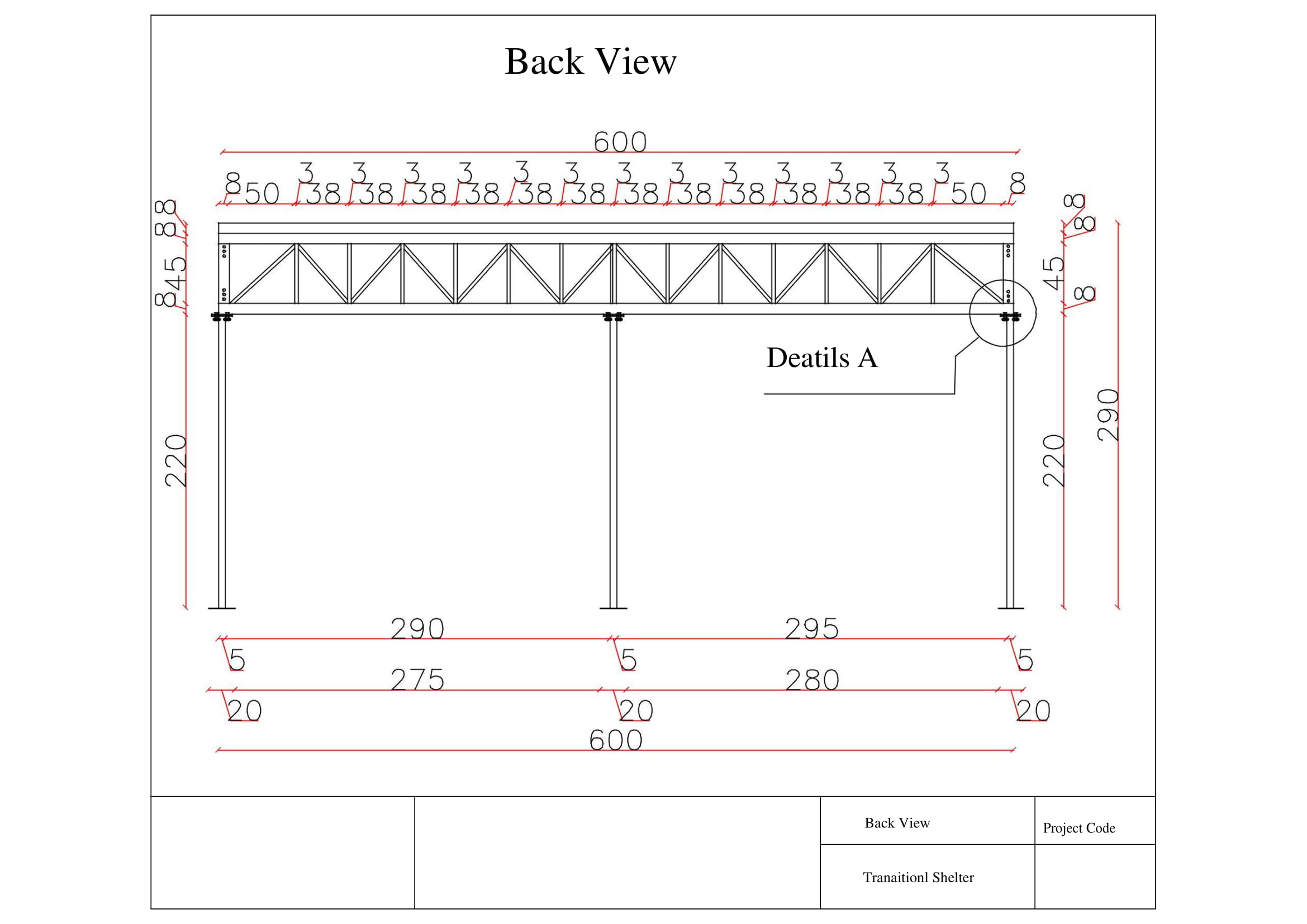
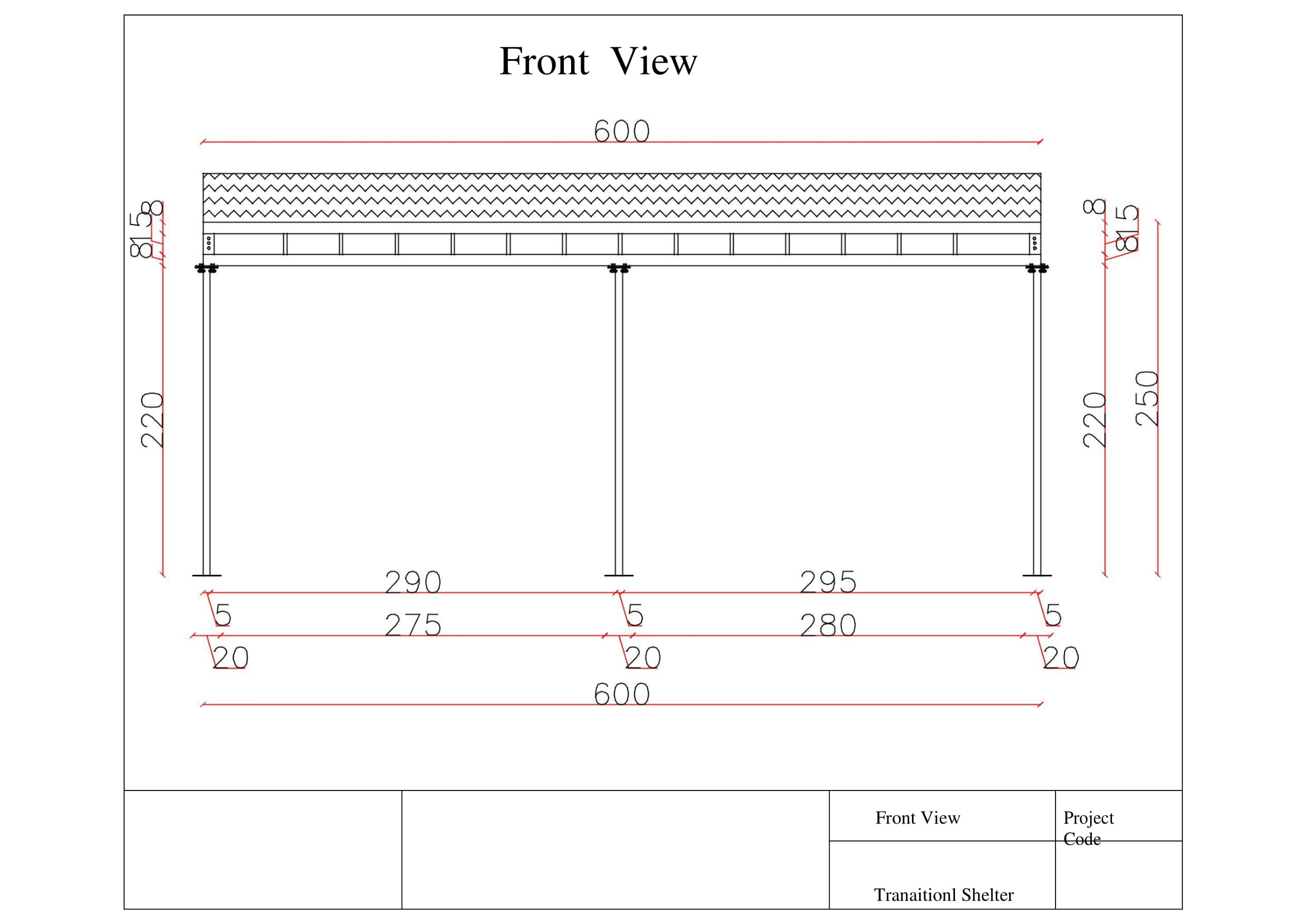
Tow windows should place on long side of shelter in one side and having the mesh net under windows tarpaulin cover.

Size of window= (80x80)cm

A door should be placed in short side of shelter.

Size of Door=(150x80)cm

**Drawings/Sketch:**

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