

ToR for Rehabilitation of 7 drinking and irrigation Karez in different locations of Injil districts of Herat province

**Table of Contents**

1 Project Background 3

1.1 Oxfam Novib 3

1.2 Background and rationale 3

2.2 Specifications And Requirements 3

2.3 Pricing/Details Required 4

3 Purchase procedure 4

3.1 Procedure

3.2 Administrative Criteria 4

3.2.1 Deadlines 5

3.2.2 Contents of quotation 5

3.3 Award criteria 6

3.4 Selection and assessment 6

4 Disclaimers 6

# Project Background

## Oxfam Novib

Oxfam first provided support in Afghanistan in 1961 and has been directly providing humanitarian and development assistance in the country since 1991, including during the Taliban rule. We currently work in Kabul and other seven provinces of the country: Balkh, Daikundi, Herat, Kandahar, Kunduz, Nangarhar and Takhar. Through our local partners, Oxfam provides assistance to families and communities affected by natural and man-made disasters. We work with poor communities to help them pull themselves out of poverty and improve their lives. We promote the rights of women and youth to become agents of change and fight for their rights. In a critical but constructive way, Oxfam works with government institutions to build capacity and influence policies that will help address structural poverty and inequality. To create lasting change, together with our partners also speak out on behalf of marginalized groups at the highest levels in both Afghanistan and among the international community.

## Background and rationale

Oxfam invites qualified and responsible Contractors doing business in Afghanistan to submit quotations for rehabilitation of 7 irrigation and drinking Karez in different locations of Injil district of Herat province.

Attached with this ToR all 7 BoQs are attached which describes the exact need of materials/services plus exact locations as per each BoQ.

## Specifications and Requirements

1. The specified required services in BoQs are including of providing, transportation, service wages of skilled and unskilled labour and any other costs that are necessary for the completion of the required services mentioned in BoQs.
2. Construction companies must be registered with the relevant government entity/ies.
3. Should have a valid business license.
4. Should have a physical office/address.
5. Companies applying for this project must provide the prices in BoQs, signed, stamped and submit them to Oxfam office in sealed envelopes.
6. Companies that use different formats to quote will not be considered for evaluation.
7. It is fully recommended for companies to have a site visit from all 7 locations the purpose of this site visit is to evaluate any unanticipated risk that might be involved for the implementation of the project, companies that are not conducting site visit will be responsible for any problem that may arise during the implementation of the project.
8. For site visit coordination send an email to [Nasrullah.Adel@oxfam.org](mailto:Nasrullah.Adel@oxfam.org) (You need to provide name, telephone number and location for coordinating the trip toward the project sites from Herat province)

## Pricing/Details Required

* Applicable amount of tax will be deducted from total quoted price.

* Prices must be in AFA currency only.

## Quantity and method for implementation of the project

# All defined services and materials have to be carried out and provided as mentioned in BoQs and in master list.

* All associated risks will remain to the contractor

## Performance guarantee

* The winner company/supplier has to transfer 10% (out of the total amount of contract) as performance guarantee to official bank account of Oxfam in Afghanistan for ensuring the completion of the project, this amount will not be returned to the company/supplier for any reason if the project is not completed.

## Payment:

* Full payment will be made after the completion of the project based on agreed terms between Oxfam and winner company/supplier.

# Purchase procedure

## Procedure

Potential suppliers are asked to make a quotation based a competitive process, selection will be made based on criteria mentioned below. These quotations are assessed on their compliance, quality and price.

The contract will in principle be awarded to the company with the offered best value for money quotation.

Oxfam Novib withholds the right to check the quotation with one or more potential suppliers before an award decision is made. Purpose of this check is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential suppliers.

## Administrative Criteria

* All required documents must be sent/delivered to Oxfam based on the given date and timeline. (RFQ, Annex A, B&C, BoQs with price and signed and stamp)
* BoQs must contain the quoted prices (offers will not be considered if they are written in different formats)
* The company which is quoting for this project must be registered with related entities in Afghanistan.
* Offers must have enough validity (Thirty Days Minimum)
* The company must have professional capacity for the completion of the project.
* Customer references (at least 3) Name of organization, address, telephone number and type of business relation with references.
* Companies have to attach copy of such contracts that have been implemented similar projects in the past (Rehabilitation of Karez)

### Deadlines

* Any questions, remarks or requests for clarification can be send to [Nasrullah.adel@oxfam.org](mailto:Nasrullah.adel@oxfam.org) before **29/08/2019**
* Sealed quotations should reach Oxfam Novib no later than **29/08/2019 4PM, Local Time**

### Termination of contract

Whenever it is determined that the Contractor has failed to comply with the quality, quantity, delivery, and pricing terms of the contract, Oxfam may immediately terminate the contract for cause by notifying the Contractor in writing or verbally. Oxfam also reserves the right to terminate the contract immediately.

### Contents of quotation

The following should be included in applications:

* Filled BoQs with the prices, Annex A, B & C (All documents must be signed, stamped and returned to Oxfam in sealed envelopes) Marked **RFQ-026**
* Signed and stamped RFQ#26, as this is the main reference for the BoQs.
* Copy of the registration with the Chamber of Commerce or any other related entity.
* Signed and stamped of this ToR.

Quotations should be submitted by hard copies (in sealed envelope) with the subject line **KBL-AFG-RFQ-026** to:

Oxfam Novib

Opposite of green garden, Jadeh, Khaja Morad Bakhsh, Herat Afghanistan

Mr. Sebghatullah Wasiqh Ghafori

0796634323

0796060340

Or

House #3, Main Road Kolola Poshta

Kabul, Afghanistan

Mr. Abdul Mateen Noori

0700030145

0728647863

## Award criteria

The award criteria for this contract is the best value for money quotations and, the loyalty of the supplier to the contract.

## Selection and assessment

The assessment of the quotations will start with an assessment of the administrative criteria, mentioned in chapter 3.2. These criteria are all Knock-out criteria. That means that if these criteria aren’t met in your quotation, this quotation will be put aside, and the award criteria of this quotation will not be assessed.

The quotations that meet the administrative criteria will be assessed the final total price. The quotation that meets the administrative criteria and has the lowest final total price will be awarded the contract/purchase order.

# Disclaimers

Oxfam Novib may require the supplier to clarify its quotation and/or provide supporting documentation. However, the supplier may not modify its quotation after the deadline for submission of quotations.

Oxfam Novib reserves the right to stop the purchase procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations, suppliers are not entitled to reimbursement of any costs or damages incurred in connection with this purchase procedure.

Quotations should be valid for at least 30 days after the deadline for handing in quotations mentioned in chapter 3.2.1, third bullet.

Oxfam Novib cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a supplier lay solely with the supplier. Oxfam Novib cannot be held responsible for any such costs or damages.

By submitting a quotation, the Supplier agrees all the terms and conditions specified in this procedure.

Regards,

Logistics department of Oxfam Novib in Afghanistan