



OXFAM
Novib

**ToR for Purchasing of 8180
SAPLING for Nilli & Shahrstan
(Daikondi province of
Afghanistan)**

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1 Project Background

1.1 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.

1.2 Background and rationale

Oxfam invites qualified and responsible Contractors doing business in Afghanistan to submit quotations for providing of 8180 sapling for Nilli and Shahrstan in Daikundi province of Afghanistan, this procurement will be conducted on a competitive basis and the winning Contractor will be selected based on the best value offered.

The above number of sapling will be distributed to the beneficiaries of the project.

2 Project Definition

2.1 Project background

The Building Resilient Livelihoods (BRL) programme works directly with community producers and enterprises and in partnership with key stakeholders (Government, Afghan local and international NGOs and UN organizations) to improve household income from sales of almonds and dairy products through: increasing access to markets and establishing social enterprises; increasing nutrition stuff from almonds and dairy products; improving natural resource management system; Increasing income generation opportunities and resilience for the most vulnerable households. This project works with 20 communities in Nili and Shahrstan districts of Daikundi province.

The overall goal of the programme is to increase and broaden income and livelihoods assets for households in target communities that will enable them to create a buffer in case of shocks and slow onset changes to their livelihoods system, increase their well-being, and invest in adaptation strategies.

The dairy products are widely produced and consumed in Daikundi, but that imported processed products are sold in the local markets, the means to keep products refrigerated during storage and transportation is lacking, but there is potential to process milk into traditional products which for centuries have been prepared and consumed in Daikundi province.

2.2 Specifications, Process and Requirements

Almond improved Saplings specifications

1. Two improved varieties of almond such as Satarbaee awal and Qahar bayee awal.
2. Saplings must have at least 150cm Height.
3. Stem of saplings must be more than 1.5cm in diameter.
4. Saplings must be grafted without damages.
5. Saplings must be well grown and free from pest and disease.
6. Saplings must be one year age (Grafted on June or autumn 2018)
7. Sapling must be grown in Afghanistan and imported ones from any country are not accepted at all.
8. All saplings must have one main stem and double stem is not acceptable.

Process

- Saplings must be cutted till 120cm over the roots before transportation.
- 25 Saplings must be sorted in each package with clear name of variety and production area.
- Each package sapling roots must be covered with saw dust into plastic bags with proper humidity in transpiration time to the target areas.
- Supplier must carry out the saplings with proper number in below chart as well as the transportation cost should be counted separately.
- Supplier while delivery of their offers must provide a sample of each variety of saplings.
- The Oxfam technical staff will check the supplying in Daikundi province, Any saplings which are not according to above mentioned specification will be rejected. Oxfam will not take the responsibility of transportation or any other cost for rejected sapling.
- All almond sapling must be delivered from the beginning of sapling dormancy period (10th October to 10th November 2019) in Daikundi province.
- The supplier must have the business certificate
- Nursery should be registered and membership of any viable nursery associations or in MAIL. Suppliers should attach the registration and membership documents and certificates.

Number of saplings and delivery points

Saplings				Remarks
Distribution point	Nili	Satarbaee	2450	Total of Qaharbaee 2514
		Qaharbaee	1050	
	Shahristan	Satarbaee	3216	Total of Satarbaee 5666
		Qaharbaee	1464	
Total		8180		

2.3 Pricing/Details Required

We are inviting you to make a quotation explaining in detail:

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

Prices must be in AFA currency only.

2.4 Method for delivery of sapling

1. Sapling that do not match the above mentioned specifications will not be accepted, the cost of transportation or any other type of costs will be on supplier and Oxfam will not accept any liability.
2. Supplier must provide the saplings in below locations as per above table for distribution.
 - Nilli
 - Shahrstan
3. Oxfam will only aims to receive the mentioned number of sapling from supplier, and will accept no responsibility that may happen during the process.
4. 10th October 2019 to 10th November 2019 is defined as delivery period.

2.5 Performance guarantee

The winner supplier for this purchase has to transfer to Oxfam bank account 10% out of total amount of contract as performance guarantee before signing of the contract with Oxfam.

This amount of money will be only returned back to the supplier after completion of the contract and the contents of this ToR.

2.6 Payment:

The price in the quotation of suppliers shall include delivery costs, Afghanistan government tax and any other costs that might be necessary for the completion of the contract as well as the contents of this ToR.

Full payment will be made after accepting and confirmation of Oxfam assigned team in each delivery points mentioned in above schedule table.

3 Purchase procedure

3.1 Procedure

This procurement procedure is organised to purchase sapling, after careful consideration and pre-selection a selection of potential suppliers are asked to take part in the competitive negotiated procedure for the above mentioned contract. These 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.

3.2 Administrative Criteria

- All required documents must be sent to Oxfam based on the given date and timeline.
- The company which is quoting for supplying of sapling must be registered with related entities in Afghanistan.
- Offers must have sufficient validity (30 days minimum)
- The company must have professional capacity for supplying the sapling.
- Sample for each sapling must be delivered to Oxfam office along with your quotation or your quotation will not be accepted.
- Customer references (at least 3) similar to Oxfam.

3.2.1 Deadlines

- Any questions, remarks or requests for clarification can be send to Requisition.Afghanistan@oxfam.org before **01/09/2019, 1pm Kabul Time**
- Quotations should reach Oxfam Novib no later than **01/09/2019, 1pm Kabul Time**

3.2.2 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.

3.2.3 Contents of quotation

The following should be included in applications:

- At least three relevant reference supplies previously performed by the supplier that are comparable in content, time and money (NATURE OF THE CONTRACT MUST BE SUPPLYING OF SAPLING)
- Copy of the registration with nursery association /membership and the Chamber of Commerce or MAIL.
- A completed Request for Quotations form.
- Signed and stamp of this ToR.
- Any relevant additional information.

Quotations should be submitted by hard copies (in sealed envelope) with the subject line **19/031/KBL-AFG** to:

Oxfam Novib, House #3, Main Road Kolola Poshta, opposite of Shamsi Plaza, Kabul, Afghanistan.

Abdul Mateen Noori

0700030145 - 0728647863

3.3 Award criteria

The sole award criteria for this procedure is the best value for money quotations.

3.4 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.

4 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 mentioned in chapter 3.2.1, third bullet.

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 can not 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