

**International Rescue Committee**

**(Humanitarian Program)**

**Request for Proposal (RFP)**

**RFP Reference No: IRC AFG-001043**

**MPA for Purchase and Delivery of Solar Panel and Accessories Equipment and Submersible Pump to Kabul, Helmand, Nangarhar, Paktia, Laghman, Logar, Badghis, Herat and Khost Provinces of Afghanistan**

|  |  |
| --- | --- |
| **Planned Timetable** | |
| **Issued ITT** | *Oct 01, 2019* |
| **Advertise ITT** | *Oct 01, 2019* |
| **Questions from Supplier due date** | *Oct 01, to Oct 13,2019* |
| **Deadline for Submission** | *Oct 15,2019* |
| **Evaluation of RFP** | *Oct 19, 2019* |
| **Supplier Visit** | *Oct 23, 2019* |
| **Award of Contracts** | *Nov 16, 2019* |
| **Contract Start** | *Nov 16, 2019* |

Contents Pages

[I. INTRODUCTION 3](#_Toc457220651)

[1. The International Rescue Committee. 3](#_Toc457220652)

[2. The Purpose of this Request for Proposal (RFP) 3](#_Toc457220653)

[3. Cost of Bidding 3](#_Toc457220654)

[4. The Bidding Documents 3](#_Toc457220655)

[5. Clarification of Bidding Documents 4](#_Toc457220656)

[6. Language of Bid 4](#_Toc457220657)

[7. Documents Comprising the Bid 4](#_Toc457220658)

[8. Bid Prices & Price Changes 4](#_Toc457220659)

[9. Bid Currencies 4](#_Toc457220660)

[10. Document Establishing service Eligibility and Conformity to Bidding Documen4](#_Toc457220661)/5

[11. Bid Security 5](#_Toc457220662)

[12. Period of Validity of Bids 5](#_Toc457220663)

[13. Format and Signing 5](#_Toc457220664)

[14. Submission and Marking of Bids: 5](#_Toc457220665)

[15. Format 5](#_Toc457220666)

[16. Modification and Withdrawal of Bids …………………………………………………………….5](#_Toc457220667)/6

[17. Preliminary Examination 6](#_Toc457220668)

[18. Evaluation and Comparison of Bids……………………………………………………………….6](#_Toc457220669)/7

[19. Contacting the Purchaser………………………………………………………………………………….7](#_Toc457220670)

[20. Notification of Award……………………………………………………………………………………….7](#_Toc457220671)

[21. Contract award and notification 7](#_Toc457220672)

[22. Warranty 7](#_Toc457220673)

[23. Price Schedules and Location 7](#_Toc457220674)

[24. Distribution **Error! Bookmark not defined.**](#_Toc457220675)

[25. Disclaimer 7](#_Toc457220676)

[26. Ethical Operating Standards 8](#_Toc457220677)

[27. Supplier Information Form…………………………………………………………………………8/11](#_Toc457220678)

[28.](#_Toc457220679) Price List Annex B [……………………………………………………………………………………](#_Toc457220680) 12/15

29.Taxex………………………………..…………………………………………………………………………………15

30. IRC Conflict of Interest and supplier code of conduct Annex C …………...………….…15/17

# 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 Supplier for the International Rescue committee to provide and deliver **Solar Panel and Accessories Equipment and Submersible Pump for** IRC mentioned provinces of Afghanistanwhen needed during the period of the contract. Therefore, IRC Afghanistan is calling on all eligible and potential suppliers that are qualify, Professional and are technically and financially competent for the provision and delivery of **High Quality Solar Panel and Accessories Equipment** **and** **Submersible Pump** 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 Master Purchase Agreement (MPA) for period of one (1) year with possibility of extension an additional year subject to the need and Supplier reliability. 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 and possibly 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 Annex A* * *Supply and Price Sheet Annex E* |

# 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 **(Oct 01 to Oct 13, 2019**). The Purchaser will respond by e-mail providing clarification on the bid documents on the **(Oct 01 to Oct 13, 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 Annex E 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 and executing the Master Purchase Agreement, the Bidder shall clearly indicate the unit price of the Supply and Services they are required to supply. All unit prices shall clearly be indicated in the space provided in the price schedule Annex E of this RFP. The Bidder must sign and officially stamp the price schedule and entire RFP pages before submitting the sealed envelope.

The provided price for the High Quality Solar Panel and Accessories Equipment will remain unchanged during the period of 24 months contract. Prices given includes transportation and installation of the equipment.

# 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 local currency ***Afghani (AFN)***

# Document 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 MPA 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-01043) MPA for Supply and Installation of **High Quality Solar Panel and Accessories Equipment and Submersible Pump in Kabul, Helmand, Nangarhar, Paktia, Badghais, Herat, Logar, Laghman and Khost Provinces**  to (IRC Office Kabul Taimani, Street # 4, House, # 34 district No 10 Kabul, Afghanistan), no later than **October 15, 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, email address, date of submission. Intend to bid form shall also be filled signed and be put along with the sealed bids.

# Format

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

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Weight (%)** |
| **Capacity/Stockholding Availability** | 1. Supplier states sufficient supplies stock availability all time, 2. (2) Supplier has the ability to arrange, deliver and install ordered quantity of supplies within Ten (10) calendar days to any designated locations 3. (3), States number of branch offices she or he has in Kabul and other provinces of Afghanistan, 4. Supplier to confirm qualified technical staff for installation | 20% |
| **Past experience/performance** | Supplier has full knowledge of required goods and associated services done for other clients (1) Supplier confirms their other clients were satisfied from their equipment and services provided, | 20% |
| - Please attach copies of POs / Contracts of Same supplies delivered to other clients (Up to three copies of most recent purchase orders completed for other clients) |
| **Eligibility/Specialized Supplier** | 1- Specialized supplier owns his own shop or company registered with authorized local government authorities. (2) Bid should have 90 days validity | 5% |
| **Sample/**  **Quality** | Warrants that equipment and accessories materials will be delivered to IRC are high quality standards  (1) Provides required warranty period outlined in RFP | 20% |
| **Financial proposal** | Offer as per Price list is competitive | 30 |
| **Payment Terms** | Offers 30 Days credit for payment after receipt of invoice | 5% |
|  |  | **100%** |
| **INFORMATION Table to be filled by Supplier:** | | |

|  |  |
| --- | --- |
| Average Available Stock of all materials and equipment with supplier? |  |
| Warranty Period of the Equipment and Accessories to be 12 months from the date delivered and installed? |  |
| Number of branch offices supplier has in Kabul and Provinces of Afghanistan? |  |
| Warrants ordered supplies, equipment and accessories will be made as per IRC Technical Requirement? |  |
| No of technical staff supplier has in his/her company? |  |
| Price includes installation of solar panel and transportation cost of solar panel and all equipment and materials listed to the designated sites |  |

# 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 Master Purchase 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.

* Contractor fails to deliver Solar Penal on agreed timeline and contracted may be charged @0.3% penalty for each day delay from the total value of the PO or Contract.

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 phone call (866) 654–6461 in the U.S., or collect a call (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: |

**Annex: C**

**International Rescue Committee, Inc.**

**Intent to Bid**

**IRC Reference #: IRC AFG-**

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

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

**1.□** It is the intent of this company to submit a response to the ( ).

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

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 Tender.

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

**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 IRC’s beneficiaries; and prohibition of trafficking in persons. For avoidance of doubt, Supplier shall not discriminate against any of IRC’s beneficiaries during the Term of this Agreement, such as, but not limited to, withholding, adversely impacting, or denying equitable access to the benefits provided through this Agreement on the basis of any factor not expressly stated in the Agreement. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the Supplier to perform its obligations under the Agreement.
* 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) |  |
| Passport/ID Card of Sub Contractor if involved in the provision |  |

**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.

1. **Price List Annex B**

**List of Solar Panel and Accessories Equipment and Submersible Pump**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | **Size/Dimension** | **Brand** | **Made In** | **Unit include Tax** | **Unit Price include tax** |
| Solar Panel High Quality | 300 Watt (Size 100 x 190 cm) (18 x 12 cells) | TATA or equivalent | India | Each |  |
| Solar Panel High Quality | 250 Watt (Size 100 x 185 cm) ( 18 x 10 cells) | TATA or equivalent | India | Each |  |
| Solar Panel High Quality | 300 Watt – 9Amp – 45Volt | TATA or equivalent | India | Each |  |  |
| Solar Panel High Quality | 250 Watt – 9Amp – 34Volt | TATA or equivalent | India | Each |  |  |
| Solar Panel High Quality | 150Watt – 9Amp – 20Volt | TATA or equivalent | India | Each |  |  |
| Solar Panel High Quality | 100Watt – 5.5Amp – 20 Volt | TATA or equivalent | India | Each |  |  |
| Frame and its installation for solar | Frame for 8 solar panels of size 100 x 190 cm or 100X185 cm as per attached drawing, Installation of Solar Panel System with 12 months warranty | PAK/Karachi | Local | Each |  |
| Frame and its installation for solar | Frame for 16 solar panels of size 100 x 190 cm or 100X185 cm as per attached drawing, Installation of Solar Panel System with 12 months warranty | PAK/Karachi | Local | Site |  |
| Frame and its installation for solar | Frame for 4 solar panels of size 100 x 190 cm or 100X185 cm as per attached drawing, Installation of Solar Panel System with 12 months warranty | PAK/Karachi | Local | Site |  |
| Frame and installation for solar | 150Watt – 9Amp – 20Volt |  | Local | Each |  |
| Frame and installation for solar | 100Watt – 5.5Amp – 20 Volt as per attached drawing |  | Local | Each |  |
| Power Inverter High Quality | 11 KVA | TATA or equivalent | India | Each |  |
| Power Inverter High Quality | 15 KVA | TATA or equivalent | India | Each |  |
| Power Inverter High Quality | 1.5 KVA (India) | TATA or equivalent | India | Each |  |  |
| Power Inverter High Quality | 3.5KVA (India) | TATA or equivalent | India | Each |  |  |
| Power Inverter High Quality | 6KVA (India) | TATA or equivalent | India | Each |  |  |
| Acid Charge Battery | 100Amp | Taiwan or equivalent | Taiwan | Each |  |
| Acid Charge Battery | 150Amp | Taiwan or equivalent | Taiwan | Each |  |
| Acid Charge Battery | 200Amp | Taiwan or equivalent | Taiwan | Each |  |
| Dry Battery | 100Amp | Thailand or equivalent | Thailand | Each |  |
| Dry Batteries | 150Amp | Thailand or equivalent | Thailand | Each |  |
| Dry Batteries | 200Amp | Thailand or equivalent | Thailand | Each |  |
| Electrical Wire High Quality | 10mm |  | China | Meter |  |
| Electrical Wire High Quality | 6mm |  | China | Each |  |
| Electrical Wire High Quality | 5mm |  | China | Meter |  |
| Electrical Wire High Quality | 4 mm |  | China | Meter |  |
| Electrical Wire High Quality | 2.5 mm |  | China | Meter |  |
| Controller for battery charge | Good quality |  | China | Each |  |
| Submersible pump with switch , or equivalent | for 100m to 150m lifting power with discharge of 2m3 to 3m3 /hour | **Italian brand** | Italian | Each |  |
| HDPE Pipe | 1.5” |  | Pak | Meter |  |
| HDPE Pipe | 2” |  | Pak | Meter |  |
| PE pipe | 1.5” |  | Pak | Meter |  |
| PE pipe | 2” |  | Pak | Meter |  |
| Steel cable with plastic cover | For supporting the hanging load of submersible pump |  | China | Meter |  |
| Steel cover over Borehole of 12” to 16” for water safety and borehole covering | With proper holes for pipes , cables and wires with firm connection with nearby ground surface |  | Local | Each |  |
| Terminal for Battery | Standard Size |  | China | Each |  |
| On-off Switch | Standard (suitable for solar systems) |  | China | Each |  |
| Plug | Two pins – type C / F (Ordinary plug) |  | China | Each |  |
| Socket | Suitable for Type C / F plug |  | China | Each |  |
| Steel fence around solar frames | It includes installation and PCC footing as per technical drawing |  | China | Meter |  |

Validity of price should be at least 90 days Price to be in Afghanistan Local currency (Afghanis)

Price Validity: ……………………….

Currency of bid: …………………….

Payment Terms: …………………….

Payment trough: …………………..

Bid Validity period: ………………..

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

Signature of representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official stamp of supplier -------------------------

* 1. **Supplier Responsibilities:**
* Supplier should commit to deliver high quality Solar Panel and Accessories Equipment as per the samples selected in his/her company at all time during the period of the contract.
* Delivery and Installation of the Solar Panel and Accessories Equipment is the sole responsibilities of the supplier to all aforementioned provinces whenever order placed by IRC without any additional transportation cost.
* Supplier should abide with all contract terms and condition outlined in the RFP during the whole period of the contract.
* Supplier should regularly countercheck the ordered supplies, equipment and accessories with IRC Kabul technical team before shipping to the designated field sites.
* Each delivery of supplies, equipment and accessories ordered shall be carried out by a complete and accurate delivery report to be submitted to IRC as soon as shipment is made.
* Supplier should commit to inform IRC Supply Chain Department for any difficulties or barriers may face during any delivery as early as possible and offer the best solution that do not impede the smooth operations plan rely on these supplies, equipment and accessories.
* Supplier should abide with all terms and condition regarding the fixed price that includes equipment, accessories, delivery to the designated field site, installation and confirmation as soon as order is place and no additional charges to be borne by IRC except the actual cost agreed in the initial RFP.
* The roof area or other installation site should be capable of handling the desired system size. If roof mounted, verify that the roof is capable of handling additional weight of PV system.
* Sunlight and weather resistant materials should be used for all outdoor equipment.
* Dissimilar metals (such as steel and aluminum) should be isolated from one another using non-conductive shims, washers, or other methods. As this causes corrosion and will decrease the overall durability of the system.
* Aluminum should not be placed in direct contact with concrete materials.
* Only high quality fasteners should be used (stainless steel is preferred).

Structural members should be either:

* Corrosion resistant aluminum, 6061 or 6063o hot dip galvanized steel per ASTM A 123
* Coated or painted steel (only in low corrosive environments such as deserts)
* Stainless steel (particularly for hot and rainy environments)

**27.2: Specification**

Specification Sample of the Solar Panel and Accessories Equipment to be same as selected samples observed in company during the visit to comply with IRC technical program given recommendation.

Samples will be checked at the time IRC Supply Chain committee Conduct Supplier Visit Survey and all time delivery and construction shall be made according to the selected sample materials and equipment.

**27.3** **Source/Nationality/Manufacture:**

All goods and services offered in response to this RFP or supplied under any resulting award must meet the standard Criteria

Respondents may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

**27.4 Scope of Supply:**

Selected Supplier will be required to provide and deliver the unit price of  **Solar Panel and Accessories Equipment** will be needed in price table outlined below and the price to be given per unit inclusive Government of Afghanistan applicable withholding tax and transportation cost on the supplier. The given price set in the price table will remain unchangeable for period of 12 months from the date contract is signed.

Supplier submitting bid shall fully study the scope of work and type of supplies, equipment, accessories, and services will be required during the period of contract.

**27.5 Stock Availability:**

Supplier (s) to confirm in the RFP availability of sufficient **Available** Stock of Solar Panel and Accessories Equipment listed above during the period of contract.

**27.6 Warranty:**

Supplier submitting sealed bid should confirm warranty period of the supplies, equipment or accessories applicable at less for 12 months.

**27.7 Supply Receipt Procedure**

IRC will establish Master Purchase Agreement (MPA) with one or more than one Supplier who provide and deliver better offer Solar Panel and Accessories Equipment with faire and consistent price that competes value for money. IRC will only use the supplies outlined above from supplier during period of 12 months when needed and payment will only be made when supply and associated services are received per order. IRC does not commit any financial value under this contract unless the actual quantity of supplies and associated services are received at need time.

IRC will issue a Purchase Order (PO) to the Supplier for the above listed **Solar Panel and Accessories Equipment** to any of the three provinces when needed during the period of the contract. Delivery and Installation of of the required supplies and associated services to be made within **10 calendar days (10)** as soon as order is placed with the supplier.

**27.7 Sub-contractor:**

Supplier selected for this contract shall not deliver or award the contracted goods and associated services through a sub-contracted supplier (s) unless there is a written agreement initially made between IRC and the contractor. In the case such situation happens in writing, then contractor shall provide full detail of his/her sub-contractor (s) to IRC for further due diligence and review their background and capacity before they start the delivery of goods. Failure to correspond or disclose this approach at the time of bid submission may lead to disqualify bidder to be part of IRC evaluation criteria.

**27.8 Payment Terms and Modality:**

Payment will be made either by bank transfer or cheque subject to IRC Finance department policy within 1 calendar month as soon as final invoice and Delivery or work certification report is submitted.

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

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

# 28. Taxes:

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, IRC is required to remit 2% Government Withholding tax and deposited to Ministry of Finance Tax division account whenever each portion of Solar Panel and Accessories Equipment ordered and received from 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’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; and prohibition of trafficking in persons. For avoidance of doubt, Supplier shall not discriminate against any of IRC’s beneficiaries during the Term of this Agreement, such as, but not limited to, withholding, adversely impacting, or denying equitable access to the benefits provided through this Agreement on the basis of any factor not expressly stated in the Agreement. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the Supplier to perform its obligations under the Agreement.
* 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 phone call (866) 654-6461 in the U.S./call collect at (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: |