

### **Doc 3: Instructions to Tenderers**

#### **1. Closing date and time for submission of tenders:**

**27<sup>th</sup> October 2019** at Time 01:00 PM Hrs

#### **2. Submission of tenders**

H. No. 1, Shortakzar Road, Kamal Nabizada Chawk, Mazar-e-Sharif

#### **3. Timetable for provision**

To be submitted by the bidder

#### **4. Language of offers**

All tenders documents are to be submitted in English

#### **5. Period of validity of offers**

All bids must be valid for a minimum of sixty days from the tender submission date.

#### **6. Currency**

Afghani

#### **7. Terms**

The prices must be inclusive of all taxes, delivery / transportation, loading / unloading, packaging and allied costs upto the point of delivery.

The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.

Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

#### **8. Type of contract**

Supplies agreement

#### **9. Samples Required**

Samples will be called for only selected supplier. The samples of the successful bidders will not be returned, however the samples submitted by the bidders who do not qualify will be returned after 10 days of the opening of the tender. The bidders who do not qualify will need to present a written request on their letterhead requesting the return of the samples. Unsuccessful bidder will be responsible for collecting the sample from the address where they have submitted the samples.

#### **10. Tender guarantee**

A tender guarantee of 2% of the bid submitted must accompany the bid in shape of a bid security; favouring "Union Aid". Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies contract then Union Aid reserves the right to forfeit the bid security. Once the contract has been awarded to successful bidder his/her bid security will be converted into performance guarantee. If any selected bidder refuses to accept the order for the offered lot/lots or refuses to sign the contract, Union Aid reserves the right to forfeit the bid security of the bidder.

### **11. Content of tenders**

Price Schedule, Tenderer's Relevant Experience, Tenderers Declaration (Signed/stamped)

Technical Specification

Company Certificate of Registration

Copy of the valid registration certificate, TIN

Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).

Samples. Please note that samples provided which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.

### **12. Opening of tenders**

**27<sup>th</sup> October 2019 at Time 01:30** PM Hrs at **H. No. 1, Shortakzar Road, Kamal Nabizada Chawk, Mazar-e-Sharif** in the presence of suppliers or their representatives, who wish to witness the tender opening.

### **13. Evaluation of tenders**

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered. Bidders can apply for a single item or all items. Concern reserves the right to divide the order item or supplier wise.

### **14. Cancellation of the tender procedure**

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

### **15. Appeals Process**

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director – Union Aid.

### **16. Data protection**

Union Aid guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Union Aid guarantees confidentiality of the procurement process.