**OHW: INVITATION TO BID**

**(ITB OHW-KDZ-ITB-19-03) Entrepreneur kits for Tailoring center**

Announce No. OHW-KDZ-ITB-19-03

Issue Date: 4-Nov-2019

Deadline for Receipt: 15 Nov 2019

****

**Request for Invitation to Bid**

|  |  |
| --- | --- |
| **1. ITB No.** | OHW-KDZ-ITB-19-03- **Entrepreneur kits for Tailoring center** |
| **2. Issue Date** | 4-Nov-2019 |
| **3. Services** | Entrepreneur KIT+ |
| **4. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Kabul main office before the closing date. The address is as following:  **OHW-Kabul main Office:** House # 40, St # 01 from Saleem-e-Karwan Square in front of Sehat Afghan Clinic, Kabul, Afghanistan.  **Contact Email:** For any kind information.  **Email Address:** [**info@ohw.org.af**](mailto:info@ohw.org.af) |
| **5. Deadline for Receipt of Quotes.** | 04:00 PM local time Kabul, on 15-Nov- 2019  All bids should be sending in a sealed envelope with tender NO written on the outside of the envelope and physically putting the bids in tender box. As soon as possible after the closing date all the bids will be opened and the best bid selected according to the award criteria and scoring base on below.   1. Price 70 % 2. Technical 10 % 3. Legal valid document 10% 4. Relevant experiences 10% |
| **6. Anticipated Award Type** | Firm Fixed Price Agreement. |
| **7. Basis for Award** | An award will be made to the responsible bidder whose bid is  Responsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements identified in Section, “Determination of Responsibility”.  The contract will be awarded on the basis of best value for money, according to the principles and objectives of humanitarian aid. This means that not only the amount of stationary will be taken but also the quality |
| **8. General Instructions to**  **Bidders** |  Final Bids due by 04:00 PM local time Kabul, 15- Nov- 2019   Include a statement that the vendor fully understands that their bid must be valid for a period of ten (10) days.   Bidders shall sign and date their Bids.   Bidders shall complete Attachment C: Price Schedule template.   The payment will be made upon submission and acceptance of an invoice at the end of received stationary.   The amount will be transfer through Bank payments.   Organization of Human Welfare (OHW) reserves the rights to cancel or terminate the Agreement if the company is not able to provide the satisfactory services. |
| **9. Technical Specifications and requirements for Technical Acceptability And terms of condition** | **Quality**  The kit should not be in the lest quality it should have best quality,  **Bidders**  The Bidders shall provide the kit to the Organization of Human Welfare (OHW) Kabul main Offices in a good quality with guarantee and shall be responsible for ensuring the kit to be ready as required.   1. Availability of the kit at the desired locations. 2. Kit should be with appropriate with documents, as verified by the in the bid. 3. Income Taxes and any governmental penalties will be withheld by “OHW” as per Afghanistan tax law and paid to Afghanistan Tax department. 4. The Contractor will be responsible for the any legal issue raised against the kits. 5. The contractor is responsible to satisfy “OHW” for the documentations of the proposed kits, in accordance to the rules and regulations of OHW announced in Advertisement. 6. The kit should be ready on the date as demand. 7. Duration of contract will be from 4- Nov -2019 to 15-Nov -2019.   **Documents should provide with bids:** The successful bidder will need to provide the following documents.   * Company valid license. * Bank account detail. * Identifications documents proving ownership and copy of national ID of the owner. * Registration of the legal license that Proves he is able to do business * Valid License copy of business. * Any other document as may be required by the contracting authority.   **Payment and invoicing:**   * Payment will be done in AFN and will be transfer by Bank TT-Form into the supplier’s bank account or Cheque at the end of finished contract by the providing vehicle log sheet for the payment. |
| **10. Determination of**  **Responsibility** | OHW will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing an vendor’s responsibility, the following factors are taken into consideration:  **1**. Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan.  2. Ability to comply with required or proposed delivery or performance schedules. |

**Attachment A: Cover Letter**

**Date:**

To: Organization of Human Welfare

From:

Subject: Cover Letter for the kits bidders

We, the undersigned, provide the attached quote in accordance to the OHW-Kabul main office specification.

I certify a validity period of ten (10) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the per month amount of services in AFN** ) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Price Schedule**

Offers should provide a quote for services required in the price schedule that the Offer is able to Deliver/Supply. For the (**91)** Kits for tailoring Center students

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Items Name** | **Unit** | **Quantity** | **Unit Price -**  **AFN** | **Total Price AFN** |
| 1 | **ماشین خیاطی** | Each | **1** |  |  |
| 2 | **میز خیاطی** | Pcs | **1** |  |  |
| 3 | **ماشین اور لاک** | Each | **1** |  |  |
| 4 | **دستگاه دکمه پوش کن** | Each | **1** |  |  |
| 5 | **قیچی کلان** | Each | **1** |  |  |
| 6 | **اوتو برقی** | Each | **1** |  |  |
| 7 | **مترکج** | Each | **1** |  |  |
| 8 | **کج قول** | Each | **1** |  |  |
| 9 | **لایه چسپ** | Each | **1** |  |  |
| 10 | **لایه چسپ سرش** | Each | **1** |  |  |
| 11 | **تار** | Doze | **1** |  |  |
| 12 | **دکمه** | Doze | **1** |  |  |
| 13 | **کلفت** | Doze | **1** |  |  |
| 14 | **تباشیر** | Doze | **1** |  |  |
| 15 | **سوزن ماشین** | Doze | **1** |  |  |
| 16 | **سوزن خیاطی** | Doze | **1** |  |  |
| 17 | **مشله ماکو بشکاف** | Each | **1** |  |  |
| 18 | **بشگاف گاج دکمه** | Each | **1** |  |  |
| 19 | **انگشتانه** | Each | **1** |  |  |
| 20 | **تیل ماشین** | Each | **1** |  |  |
| 21 | **تکه ۱۲ متر** | M | **12** |  |  |
| 22 | **لاشتک مشله** | Doze | **1** |  |  |
| 23 | **ولاشتک بردار** | Doze | **1** |  |  |
| **Total amount with Tax** | | | | |  |
| **Deductible Tax (%)** | | | | |  |
| **Total Amount without Tax** | | | | |  |

Name: Company Name:

Position: Stamp

Signature:

Date: