

TENDER FOR UNOCHA AHF Funded ‘Provision of access to inclusive and protective learning for emergency affected children in Balkh province in Afghanistan’ PROJECT under implementation of

ISLAMIC RELIEF WORLDWIDE (IRW)

RET GERMENY

ORCD

AGHCO

 Ref No: IROA\001\2019

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Closing Date: 12. NOV. 19

## TENDER FOR AHF-EIE Consurtium PROJECT,

**BACKGROUND**

Islamic Relief is an international aid and development charity, which aims to alleviate the suffering of the world's poorest people. It is an independent Non-Governmental Organization (NGO) founded in the UK in 1984.

As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion or gender.

**Our vision:**

Inspired by our Islamic faith and guided by our values, we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

**Our mission:**

Exemplifying our Islamic values, we will mobilize resources, build partnerships, and develop local capacity, as we work to:

Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.

Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.

Support the marginalized and vulnerable to voice their needs and address root causes of poverty.

We allocate these resources regardless of race, political affiliation, gender or belief, and without expecting anything in return.

At the international level, Islamic Relief Worldwide (IRW) has consultative status with the UN Economic and Social Council, and is a signatory to the International Red Cross and Red Crescent Code of Conduct. IRW is committed to the Millennium Development Goals (MDGs) through raising awareness of the issues that affect poor communities and through its work on the ground. Islamic Relief are one of only 13 charities that have fulfilled the criteria and have become members of the Disasters Emergency Committee ([www.dec.org.uk](http://www.dec.org.uk)).

IRW endeavours to work closely with local communities, focusing on capacity-building and empowerment to help them achieve development without dependency.

Please see our website for more information [www.islamic-relief.org](http://www.islamic-relief.org).

## INTRODUCTION

The project “Provision of access to inclusive and protective learning for emergency affected children in Balkh province in Afghanistan” is funded by UNOCHA.

## **KEY POINTS TO BE CONSIDERED**

* **The tender announced is under consumption and implementation of IRW, RET Germeny, ORCD and AGHCO.**
* **The selected supplier will receive partially contract and work order from all the partners.**
* **Supplier will need to provide invoices and delivery notes as per the each work order from partners.**
* **Payment will be done to the supplier by all partners by separate transaction after full delivery and completion of the work.**
* **Supplier will have to make the delivery of all items for all the partners and work orders at a time.**
* **The price given by the supplier must inclusive of the transportation cost to the delivery point to Mazar-e-Sharief city, IRW Office.**
* **No any other cost will be given to supplier out the given prices**
* **The selected supplier will have to submit 10% performance guarantee before contract.**
* **In case of any violation or discrepancy supplier will be penalized from their final invoice payment of performance guarantee.**

**All qualified companies must be eligibility of the requirements and must be agreed to the above mentioned points.**

1. **LIST OF KITS ARE BELOW: ATTACHED WILL BE DETAILED LIST OF EACH KIT.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item name and specifications** | **Unit** | **Quantity in total** | **Total Price****AFN** |
| 1 | **Student Kit** (See also annex A for details, which individual items price must be given in the) | Kit | 3,500 |  |
| 2 | **Classroom Kit** (See also annex A for details, which individual items price must be given in the) | Kit | 50 |  |
| 3 | **Recreation materials for Children** (See also annex A for details, which individual items price must be given in the) | Kit | 50 |  |
| 4 | **Tents for classes** (See also annex A for details, which individual items price must be given in the) | Kit | 20 |  |
| 5 | **Teacher Kit** (See also annex A for details, which individual items price must be given in the) | Kit | 100 |  |
|  | TOTAL:The total Cost should be including, loading, unloading, delivery, and transportation in distribution in to Mazar office located at …….. Mazar city. No additional amount will be given for labour or transportation |  |

All tenders are required to be submitted before **Tuesday 12th Nov 2019, 4.00 pm AFG time** pursuant to the attached guidelines for submitting a quotation and in to below address:

***House*** ***No#24, Street #3, Qalai Fatullah, Kabul, Afghanistan***

For any issues relating to the tender or its contents please email directly to

***procurement.afg@islamic-relief.org.af***

**All quotation providers are requested to fill in Appendix 1 and 2 below when submitting their proposal to IRW.**

## appendix 1

**Summary of Bid Prices**

|  |  |  |
| --- | --- | --- |
| *No.*  | *Description* | *Total Price in AFN (Afghanis)* |
| **1** | **Grand Total Bid Price** |  |
| **2** | **Discount Ratio (if any) … % and the amount**  |  |
| **3** | **Grand Total after Discount**  |  |

We have carefully checked and examined all bid documents and we are offering the costs above on a fixed basis and they are not subject to any changes or alterations including those due to currency fluctuations.

Total Price AFN (Afghanis):

**In words [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

Bidder’s Signature Stamp Date

**Bidder is required to stamp this document with their legal company stamp no bid will be accepted without a genuine company stamp**

## appendix 2

**Terms and Condition:**

1. Procurement committee will be consisting of all partners’ representatives.
2. The Procurement Committee does not only accept the lowest priced from any bidder but also all quotes/bids will be assessed on the basis of ‘best value for money’ and availability of required documents.
3. The currency used in the quotations should be AFN (Afghani). Any currency variations occurring during the evaluation stage shall be rolled out by the Procurement evaluation process.
4. Bidders must confirm that all prices quoted in the Tender will remain valid for duration of 3 months commencing from the Tender deadline.
5. **The contract may split and maybe awarded to more than one supplier based on the given price of each Kit, and this will be on full discretion of the procurement committee, and the supplier will have no objection in being offered of any Kit**.
6. Where the reference of the goods are made to a particular item, source, brand, trademark, or type in this RFQ, then all such references are to be non-changeable during the evaluation process, contract awarding and implementation.
7. Tenderers must provide the bid guarantee and bank statement while submission of the tender. Tenders not having the eligibility of evaluation will be disqualified.
8. The selected supplier will receive partial contract and work order from all the partners of the consortium.
9. If the awarded bidder fails in any way to comply the referred brands, items, type … of goods, the procurement committee will terminate the agreement and refer to other existing quotes or may re advertise the tender
10. If the supplier fails in any way to supply the selected brands or fails to deliver the supplies within the given deadline 10% penalty from the whole contract will be deducted.
11. The 2% government tax will be deducted from the final payment as per the government tax law.
12. **Any quote not having the required documents mentioned in (Selection area) will be rolled out of the evaluation regardless of the price.**
13. The goods contract will be awarded on the basis of ‘best value for money’ as and in accordance with the criteria mentioned in (selection criteria part). Any tender not meeting the criteria will be excluded of further consideration.
14. The quantity inserted in this tender may increase or decrease up to unknown quantity, the vendor is bound to the quantity in each purchase order only and will be paid for that quantities
15. IRW may not be liable to accept or pay for any goods being purchased before the work order issued to the contractor in written or by email.
16. Any conflict of interest or potential conflict of interest on the part of a Tenderer, Subcontractor or individual employee(s) or agent(s) of a Tenderer or employee of consortium must be fully disclosed to the Procurement Committee as soon as the conflict or potential conflict becomes apparent. The Procurement Committee will, at its absolute discretion decide on the appropriate course of action, which may include eliminating a bidder from this competition or terminating their contract for Goods provided into by the vendor.
17. All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, delivery, labour charges, loading, unloading, tax costs and all other costs/expenses).
18. All responses to queries will be issued by the procurement person via email. Tenderers should note that the procurement person will not respond to individual tenderers privately. All queries relating to any aspect of this Competition or of this tender must be directed to the following contact person. Queries will be accepted no later than the closing date of this tender.

procurement.afg@islamic-relief.org.af

1. Tenders must be delivered by hand to the address below (for local companies only all overseas companies to email their bids to (procurement.afg@islamic-relief.org.af). Tenders must be contained in a sealed package marked with the Tender Title and full contact details of the company (If delivering by hand). Tenders submitted by any other means (including but not limited to by email or fax) will NOT be accepted unless those that are overseas.

**House No# 24 Street No# 3 Area Qalai Fathullah**

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| --- |
| **SELECTION CRITERIA:** |

Tenderers In the event of achieving a fail to each one or more of the below Selection Criteria in this part will be excluded from participating in this Competition.

1. The goods contract will be awarded on the basis of the ‘best value for money ‘and in accordance with the fulfillment of following criteria:
2. The tenderer must provide 10% bank guarantee of their total tender value. The guarantee letter must be valid for duration of 1 month commencing from the start date of the tender, the bank guarantee should be specifically mentioned the project name and reference num, this guarantee will be kept under supplier final selection and contract awarding.
3. Tenderer must declare that they satisfy the financial and economic requirements by providing the bank statements of their company presenting 75% of their tender total value currently available, the statement should not be older than 3 months.
4. The documents should include a copy of company’s valid license.
5. The venders shall be required to attach the evidence of their past related experience containing at least two commercial references. The particular criteria weighting shall be in favor of those suppliers providing the relevant experience with international NGOs.
6. All tenderers must complete the pricing according to the table.
7. All tenderers must fully read and understand each page of the tender document.
8. All pages of the tender and list of the items must be signed and stamped.
9. Document with no stamp, sign, and accurate calculation will be disqualified.

 **The eligible tenders must contain following:**

|  |
| --- |
| 1. All documentation which this Tender requires to be submitted with their offer.
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| 1. The format of this tender and respond to each element in the order as set out in this Tender;
 |
| 1. To conform to and comply with all instructions and requirements set out within this Tender;
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| 1. Statements as required under paragraph (SELECTION CRITERIA)
2. Venders must not to alter or edit this Tender in any-way.
3. Vendors meeting the required criteria will be considered for further evaluation
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