

## **REQUEST FOR PROPOSAL (RFP)**

### **Construction –Safe Room, Fencing & Water Tank PF Village**

**PARSA**

**AFSHAR, MARASTOON**

**KABUL, AFGHANISTAN**

**DATE OF POSTING**

**JANUARY 22, 2020**

## **SUMMARY AND BACKGROUND**

### **PARSA MISSION**

Founded in 1996, PARSA is a non-governmental organization working directly with the disadvantaged people of Afghanistan. PARSA supports communities as they make their own development solutions, focusing on promoting social change and a healthy and fair society for all people but especially women and children.

### **PARSA VISION**

Building Healthy Families - Focuses on our psychosocial services, which offer training for Afghan professionals who work in social protection programs with vulnerable Afghans.

Building Youth Leadership - Trains the leaders of tomorrow through our PARSA Afghan Scouts programs which currently has over 2000 children registered in 18 provinces.

This Request for Proposal represents the requirements for an open and competitive process.

Questions for this RFP may direct to Contract Manager by Email [rfpparsa@gmail.com](mailto:rfpparsa@gmail.com) until January 30, 2020. All questions must be made in writing. All responses to questions will also be given through Email in writing on or before January 30, 2020

Proposals will be accepted until February 5, 2020 at 4:00 pm (1600 hrs) and will be date and time-stamped. Any proposals received after this date and time will not be considered.

All proposals must be signed by an official agent of the company submitting the proposal.

### **GOVERNMENT WITHHOLDING TAX**

Offerors must assess and include in their total cost of proposal the Business Receipt Tax (BRT) or any other tax required by Afghanistan income tax law. PARSA will not allow an awarded entity to add taxes (including BRT taxes) or any previously unanticipated costs to the budget after an award is made.

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, PARSA is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, PARSA shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license.

For subcontractors/vendors without an active AISA or Ministry of Commerce license, PARSA shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before signing an Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MoF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with PARSA.

## CALL FOR TENDER

### Part A - Instructions to Bidders

Date: **1.22.2020**

Tender reference: **DSPP – Construction – Safe Room, Fencing & Water Tank PF Village**

PARSA is launching a international competitive bidding and is requesting qualified bidders to provide detailed written offers for the construction in Kabul Afghanistan as per the following lots listed below.

- |                              |  |
|------------------------------|--|
| 1. Description:              | <b>Construction one (1) Safe Room, Fencing and one (1) water tank in Kabul Afghanistan</b> |
| 2. Service class / category: | Material/Works   |
| 3. Made in (Service origin): | National/International   |
| 4. Service stage:            | Ready to use / according to the attached technical Specifications and designs and drawings |
| 5. Quantity                  | <b>Construction one (1) Safe Room, Fencing and one (1) water tank</b>                      |

#### RESPONSIBILITIES OF THE BIDDER:

- |                                 |   |
|---------------------------------|---|
| 1. Terms of delivery:           | PARSA, Marastoon – in designated area of property         |
| 2. All final plans delivered:   | Within 3 (3) days maximum after signature of contract     |
| 3. Starting date of work:       | Within two (2) days of acceptance of final plans by PARSA |
| 4. Completion date of the work: | Within 30 days after the acceptance of plans by PARSA     |
| 5. Validity of the offer:       | <b>Minimum three (3) months</b>                           |

#### The answers to this tender should include the following elements:

1. A written quotation including all the product specifications, the price per unit, quantity
  - a. proposed and unit, and total price;
2. A proof that the Bidder's Company has already worked in Construction of saferooms or
  - a. similar projects
3. The ID of the legal representative of the company
4. A copy of Company registration certificate and/or licence
5. A valid work licence from government of Afghanistan (AISA) or from the Municipality. **Companies without licence will be rejected**
6. The Design and Drawing and the Technical Specifications signed and stamped.

#### SPECIFIC CONDITIONS:

1. Prices of the above procurement must include custom duties/taxes.
2. Please indicate on the delivery time schedule table below your estimated capacity of delivery, with a total operational admin cost.
3. Quantities are only indicative and may be subject to changes prior to contract award.
4. Bidders are requested to fill in, sign, stamp and return Part A (Instruction to Bidders), Part B (Offer Form including B.1 Financial Offer and B.2 Technical Offer), Part C (Bidder's Questionnaire), and Part D (Ethical Declaration & Checklist) according to PARSA formats.
5. All bidding documents must be filled in English.
6. Suppliers MUST indicate if they intend to subcontract any portion of the work and all subcontractors must be approved by PARSA prior to contact.
7. Any missing information may lead to rejection of the offer(s).

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **5 February 2020 at 4:00 pm** Kabul time, All interested qualified companies must submit proposals and other relevant enclosures directly responsive to the terms, conditions, specifications and requirements of this RFP to the below address:

PARSA  
Contract Manager  
ARCS, Ahshar District  
Kabul - Afghanistan

**Two copies** of the proposal documents should be submitted to the above address. The proposal must be in a sealed envelope ***Please mark the outside sealed envelope with Proposal DSPP Construction***.

The RFP award will be announced on or after, February 9, 2020. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP.

All contractual terms and conditions will be subject to review by the PARSA Administration, and DSPP Program Director, including scope, budget, schedule, and other necessary items pertaining to the project.

2. Tenderers will fill, sign, stamp and return the Offer form according to PARSA's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with PARSA's anti-terrorism policy. To this end, PARSA reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

*NOTE: PARSA adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities.*

**FOR BIDDER'S USE**

I undersigned \_\_\_\_\_  
The Bidder, agree with the instructions and general conditions of this Call for Tender.

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

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Part B - OFFER FORM

Date: **1.22.2020**

Tender reference: **DSPP - Construction**

### To be Filled by Bidder (COMPULSORY)

#### Details of Bidding Company:

1. Company Name: \_\_\_\_\_
2. Company Authorized Representative Name: \_\_\_\_\_
3. Company Registration No: \_\_\_\_\_  
No/Country/Ministry
4. Company Specialisation: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_  
Country/Governate/City/St Name/Shop Office No
6. Contact Numbers: Land line: \_\_\_\_\_ / Mobile: \_\_\_\_\_
7. E-mail Address: \_\_\_\_\_

I undersigned \_\_\_\_\_, agree to provide PARSA, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

## Part B.1 – FINANCIAL OFFER

PLEASE FILL IN THE FOLLOWING TABLES CORRESPONDING TO **Construction:**

### **Construction in Afshar/Marastoon, Kabul Province of Afghanistan**

Specification of estimate and bid:

1. This estimate provides for all labor, material transport, tools, equipment's and method of construction and any other necessary cost to be incurred for the construction part and included overhead & profit for this whole process and site guidance given by the engineering representative.

	Specifications	مشخصات
<b>1</b>	<b>Safe-room</b> Details of Making windows and doors for safe-room: 1.Total work A=50 m <sup>2</sup> 1. -profile size 40/80 with thickness of 3 ml 2. profile size 40/40 with thickness of 3 ml 3. Steel cover with 2 ply 5 ml 4. Painting and anti-rust 5. Installing and montage of complete work with all necessary activities	<b>اتاق محافظتی:</b> ساخت کلگین و دروازه های اتاق های محافظتی به شرح ذیل میباشد: 1. کار به مساحت مجموعی 50 مترمربع. 2. پروفیل 40/80 به ضخامت 3 ملی 3. پروفیل 40/40 به ضخامت 3 ملی 4. پوشش اشتیل 2 لایه 5 ملی 5. ضد زنگ و رنگمالی 6. نصب و منتاژ کار تکمیل با تمام فعالیت های ضروری
<b>1</b>	<b>Sub Total Materials AND Works</b>	
<b>2</b>	<b>Fencing</b> 1. Gabion with 3 ml and 5X5 cm in height of 2.5 m 2. Pipe of 2.5 inch of 2 ml for pillar 3. Joint of top and bottom of pipe 1.5 inch, 2 ml 4. Total work A=1600m <sup>2</sup> 5. Fortification of joints with concrete and complete work	<b>جالی:</b> • جالی 3 ملی 5 در 5 سانتی به ارتفاع 2 و نیم متر • پایه های عمودی نل 2،5 اینچ 2 ملی • بندهای سرانه و زیرانه نل 1،5 اینچ 2 ملی • کار به مساحت مجموعی 1600 متر مربع. • استحکام بندی پایه های کانکریتی کار تکمیل
<b>2</b>	<b>Sub Total Materials AND Works</b>	
<b>3</b>	<b>Water Tank</b> 1. 2 ply iron sheet of zinc, non-conductor with capacity of 10000 liter water 2. Zinc iron sheet with 3 ml 3. Zinc iron sheet with 1 ml 4. Wool for non-conductor of water tank Specifications of pillars of water tank: 1. With height of 6 meter 2. Original pillar with iron timber 3. Connecting iron timbers with each other 4. Elbow for connecting in size of 4 ml with 7 cm	<b>ذخیره آب:</b> 1. دو لایه آهن چادر جستی عایق شده به ظرفیت 10000 لیتر آب 2. آهن چادر جستی 3 ملی 3. آهن چادر جستی 1 ملی 4. پشم شیشه برای عایق کاری ذخیره <b>مشخصات پایه ذخیره آب:</b> 1. به ارتفاع 6 متر 2. پایه های اصلی گادر H 3. مهاربندی بدنه گادر H 4. ضرب دری بدنه لارند 4 ملی 7 سانتی متر 5. پوشش زیر تانکر اشتیل 5 ملی 6. کتاره برای حفاظت محیطی

	5. Cover of bullet proof for both sides of water tank 6. Fence for environmental protection 7. Pipe stairs in size of 1.5 inch with 2 ml 8. Bullet proof for both side of water tank 9. Fortification of joints pillars with concrete and complete work and tools	7. زینه نل ۱،۵ اینچ ۲ ملی 8. ضد مرمی دو طرف 9. تحکیم کار پایه های کانکریت ریزی کار تکمیل با تمام تجهیزات و لوازم ضروری
<b>3</b>	<b>SubTotal Materials AND Works</b>	
<b>ALL</b>	<b>TOTAL materials and works of 1, 2 &amp; 3</b>	

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of Offer: \_\_\_\_\_ (recommended: 3 months or more)
2. Terms of delivery:
3. Terms of payment:
4. Delivery time guaranteed upon contract's signature:

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

*NB: in case of Request for Tender, please attach the service proposal to the present offer form*

## Part B.2 – TECHNICAL OFFER

PLEASE PROVIDE THE INFORMATION ANSWERING TO EACH TECHNICAL QUESTION BELOW:

Number	Position	Specialization	Years of experience	Years with this company
1				
2				
3				

A. Number of senior and site engineers with their specialization and experience (**resumes shall be attached**) Table Above

B. Company address (main office and area office where this project is being implemented):  
Main office and Local Office

**B. 1. Does the Company plan to subcontract any of the work proposed? If Yes:**

What % ? \_\_\_\_\_

What activities? \_\_\_\_\_

What Company? \_\_\_\_\_

***If bid is accepted: All relevant information on Subcontractor will be required by PARSA and bidder will be fully (100%) financially and technically responsible for all work and materials provided***

- C. Does the company have the ability to provide PARSA with a reference letter from a third reliable party (local community, well-known company, government agencies or local agencies)?
- D. Does the company have the ability to deposit 10% of contract amount as guarantee (Bank performance guarantee), which will be blocked by PARSA officially until the project and as well as the guarantee period are successfully completed?
- E. Does the company have the ability to guarantee the project quality for 12 months, after 100% completion of the project?
- F. Did the company fail in implementing any of its past projects by any reason? If YES, please provide PARSA with complete details in below table.

No	Project Description	Location	Client Name	Failure Reason	Contract value (USD)
1					
2					
3					
4					

Use additional space as needed or add pages as annex.



- G. Did you assess the project site (technical, social/security, economical) before elaborating your bills of quantities and offer? If yes, please detail the site visit date and the persons (internal to the company or external) attending the visit and their roles. Please provide pictures of the site visit and explain how the site could be precisely located.
- H. Where did you get prices for materials, services included in the offer?
- I. Did you consider all possible risks when elaborating technical offer form & work plan (natural disasters, seasonal road closure, security issues, etc)? Please detail mitigation measures toward each of the risks identified.
- J. Were any technical & administrative information missing in PARSA call for tender documents provided? If yes please detail below.
- K. Do you have the capacity to assign 2 persons of your company on a full time basis in the project site: 1 civil engineer and 1 foreman?
- M. Could you please provide a detailed delivery plan including the different milestones and timelines (type Gantt Chart)?

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

*NB: in case of Request for Tender, please attach the service proposal to the present offer form*

## PART C - BIDDER'S QUESTIONNAIRE

Date: 1.22.2020

Tender N°: DSPP - Construction

**A. Company Name:**

**B. Company Owner(s)/Partners  
full names:**

- 1
- 2
- 3

**C. Company Legal Authorized Representative for this Tender:**

Complete Name: \_\_\_\_\_

Position in the Company: \_\_\_\_\_

Signature \_\_\_\_\_

**D. Additional Information about the Company:**

1 Official Date of Company Registration:

2 Company national license registration number (**copy shall be attached**):

3 License expiration date:

4 Company Type / Profession as per Registration: \_\_\_\_\_

5. Full Name of the Three Company Representatives: \_\_\_\_\_

6 Total number of full time employees:

Name	Position	Location	Mobile Number

7 Company Telephone Number:

8 Company Fax Number:

9 Company Email Address:

**10** Have you worked with NGOs before? If Yes, please list them with detailed information (if needed please provide separate list; a contact person for each contract shall be mentioned):

- 1.
- 2.
- 3.
- 4.
- 5.

**11** Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

- 1.
- 2.
- 3.

**12** Bank Accounts by the name of company (**with print of past 6 months bank statement**):

*(Please mention yes or no only)*

#### **E. Past Performances:**

##### **1 Contract Award History**

*Please list the last works contracts awarded by your company since the past two years*

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					
6					

*Please provide the copy of the previous contracts listed above (prices may be hidden) as well as on-going and completed constructions pictures.*



**PARSA** *Afghanistan*

**2 Company Assets as of January 1<sup>st</sup> 2019:**

*Please list your company's main assets (machines, equipment, premises & warehouses, trucks & heavy machines, production center, etc); please note that PARSA reserves the right to visit the listed facilities and request an inspection visit of the listed equipment. **Copies of licenses is required with the bid.***

No	Description	Location/Address	Quantity	License Number
1				
2				
3				
4				
5				
6				

I undersigned \_\_\_\_\_, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information. I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## PART D - BIDDER'S ETHICAL DECLARATION

Date: 1.22.2020

Tender N°: DSPP – Construction – Safe Room, Fencing & Water Tank PF Village

Tenderer's name: \_\_\_\_\_

Tenderer's address: \_\_\_\_\_

### CODE OF CONDUCT:

#### **A. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

##### *1 Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

##### *2 Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

##### *3 Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

##### *4 Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

5 *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

6 *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

7 *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8 *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9 *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

### **1 Waste Management**

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

### **2 Packaging and Paper**

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

### **3 Conservation**

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

### **4 Energy Use**

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

### **5 Safety precautions for transport and cargo handling**

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to PARSA beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

## **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of PARSA's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

## **D. PARSA procurement rules and regulations**

Suppliers should comply with PARSA procurement rules and regulations outlined in PARSA Logistics Manual, PARSA's procurement policy (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion.

## **Operating Principles**



The implementation of the Code of Conduct will be a shared responsibility between PARSA and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

PARSA will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

PARSA expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contrPARSA or sub-contrPARSA and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to PARSA.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

### **Qualifications to the Policy Statement**

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, PARSA will purchase necessary goods and services from the most appropriate available source.

PARSA can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned, \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative \_\_\_\_\_





**PARSA** *Afghanistan*

### **BIDDER'S CHECK LIST PARSA Afghanistan**

Date: 1.22.2020

Tender reference: DSPP – Construction –Safe Room, Fencing & Water Tank PF Village

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :**



**PARSA** *Afghanistan*

Authorized signature \_\_\_\_\_

DESCRIPTION	To be filled in by Bidder		To be filled in by Opening Committee (For PARSA use only)		
	Yes	No	Yes	No	Comments
1. An original and one copy of the bid have been provided <b>(compulsory)</b>					
2. PART A – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. PART B – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The bid prices are in Afghani and at least all columns of items applied to have been filled <b>compulsory</b>					
5. PART C – Company Profile Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
6. PART D – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. The Bidding documents are filled in English. <b>(compulsory)</b>					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past similar services deliveries in Afghanistan) are provided (recommended).					
9. ANNEXES – Application Letter on Company Template					
10. ANNEXES – A Copy of Company registration documents and license are included. The ID of the legal representative of the company. <b>(compulsory)</b>					
11. ANNEXES – Color pictures (or samples) of item(s) are included					

Name & Position of Bidder's authorized representative \_\_\_\_\_