

**International Rescue Committee**

**(Afghanistan Program)**

**Request for Proposal (RFP)**

**RFP Reference No: IRC AFG-KBH-01296**

**Simple Service Agreement (SSA)**

**Goats for Livestock Activities**

**For Badghis Province of Afghanistan**

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| **Planned Timetable** |
| **Issue Request for Proposal**  | *April 07, 2020* |
| **Questions from Suppliers due date** | April 16, 2020 |
| **Answers to Suppliers questions due date** | April 16, 2020 |
| **Bid submission due date** | April 21, 2020 |
| **Bid Opening and Evaluation date** | April 26, 2020 |
| **Supplier visit if applicable** | April 28, 2020 |
| **Award of Business** | May 15, 2020 |
| **Contract start** | May 15, 2020 |

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# 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 Purpose of this Request for Proposal (RFP)

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee Afghanistan Badghis Province to supply (Live Stock Goats) to or at the following locations (**1-Qadis district center 40 goats 2-Qala-e-Naw center 60 goats 3- C** **3-Qudoq center- approximately 30kms from Qala-e-Naw capita 100 goats**

The winning Bidder(s) will enter into a Simple Service Agreement (SSA) for one time. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Afghanistan). Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year (2020-2021). Bidders 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.

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# 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 qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

|  |
| --- |
| *The Bidding documents shall include the following documents:** *The Request for Proposal – RFP (this document);*
* *The categories of goods and services*
* *Specifications of each item or Scope of Work attached.*
* *Price offering sheet (space provided on the list)*
* *Annex B Intend to Bid*
 |

### Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at (AF.Tender@rescue.org) and copy (NoorMuhammad.Noor@rescue.org George.Sebbunya@rescue.org ). The request for clarification must reach the purchaser not later than (April 16, 2020). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (April 16, 2020). Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

# PREPARATION OF BIDS:

### Language of Bid

The Bid and all related 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 shall be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation version shall prevail.

### Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

|  |
| --- |
| * *A cover letter explaining the Bidder’s interest in supplying the good or service to the IRC;*
* *Profile of the company;*
* *A Bid detailing the goods or services and their unit prices only in the sheet given for the purpose;*
* *Explanations of delivery lead-times, warrantees, transport, storage, and handling requirements, and other important information;*
* *A Certificate of Business Registration or Trading License in Afghanistan*
* *Taxpayers documents in Afghanistan*
* *Three (3) References from current or past clients (at least in the last one year)*
* *Passport/National ID of business owner/Board of directors/Sales Persons*
* *Passport/National ID of sub-contracting owner if involved in the provision*
* *Other important document bidder feel need to be attached to support their bid*
 |

1. ***Bid Prices.***

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule, and shall stamp the price schedule with the Bidding Company’s seal where feasible.

### Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in Afghani (AFN)

### Document Establishing Goods 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 all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods’ and 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 goods’ essential technical and performance characteristics.
* A clause-by-clause commentary on the Purchaser’s Technical Specifications demonstrating the goods’ and services’ substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser’s satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

### Bid Security

For the Purpose of this Tender 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 by a person or persons 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 Bidder’s company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.*

# SUBMISSION OF BIDS

### Submission and Marking of Bids:

Bidder shall submit sealed bids addressed to the (SUPPLY CHAIN DEPARTMENT), at Office IRC Kabul Office - Taimani, Street # 4, House, # 34 district No 10 Kabul or

IRC Badghis Office – PD 01, Education Street, Qala-e-Naw, Badghis no later than April 21, 2020 at 4:00pm

All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

***Format***

The Bidder’s proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes.

### Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after 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.

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### Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria.

|  |  |  |
| --- | --- | --- |
| **EVALUATION CRITERIA** | **Description** | **Weight (%)** |
| Financial proposal  | Refers to the offer price, including taxes, duties, delivery charges,  | 40% |
| Delivery lead-time and availability | (1) Supplier to state if they have available stock or will avail needed order once place (2) Supplier has the ability to deliver all supplies to the field sites within 10 days as soon as contract is signed | 10% |
| Past Experience  | . Attach copies of Purchase Order (PO) or Contracts for similar or other potential supplies delivered to other clients that shows supplier commitment for clients ordered supplies delivery 2. Up to three copies of most recent purchase orders completed delivery of similar supplies or other for other clients) | 15% |
| Eligibility to offer bid  | 1- Supplier owns his/her own firm registered with authorized local government authorities2. Bid should have 90 working days validity from the date submitted | 10% |
| Sample/SpecificationQuality | (1)Providing goat sample as specified in Annex E if shortlisted | 15 |
| Payment Terms  | Offers 30 Days credit for payment after receipt of invoice and delivery report either by bank wire or cheque | 10% |
| **Total Score** | **100%** |

INFORMATION Table to be filled by Supplier:

|  |  |
| --- | --- |
| Percent (%) of available stock of the same supplies with the supplier right now? | (Percentage )  |
| Supplier warrants all goats will be delivered to IRC Badghis are healthy, producing sufficient milk and free from any kind of animal diseases?  | (Mention no of days ) |
| Supplier to confirm if she or he has number of offices or shop in Kabul and in other provinces of Afghanistan?  | (Number and name of locations) |
| How long it takes Supplier to deliver all goats to designated site of IRC as soon as contract is placed?  | (Mention no of days )  |
| How many staff working in supplier’s company? | (List no of technical and skilled Staff)  |
| Supplier submitted Signed and Stamped Proposal in sealed envelope?  | ( mention here)  |
| Supplier confirms payments will be made after complete delivery of goats within 30 calendar days?  | (Mention here if agreed) |
| Supplier confirms delivery of supplies will be made according to the selected samples.  | (Mention here if agreed)  |
| Each goat shall have between one to two babies along |  |
| Supplier warrants to replace any goat or babies found ill within 72 to 96 hours as soon as observed?  | (Mention here if agreed)  |
| Supplier to confirm the bid validity  | Mention no of days ( )  |

### 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 the selected qualified supplier is announced.

### Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or 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 shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

### Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the 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.

### Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser’s sole discretion.

### Price Schedules and Location

Vendors interested in the provision of Goods and or services outlined in Annex E to IRC Country office should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for Master Purchase Agreement as per below Categories is attached.

### Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

### 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

### Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>. 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

1. informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
2. Reports 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 (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

### Bidder Non Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

1. Members of the same family submit separate bids for the same tender
2. Separate companies owned by the same person submit separate bids for the same tender
3. Employees of a bidding company submitting separate bids through companies they own for the same tender
4. Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

**Scope of Work**

1. **Background:**

IRC anticipates issuing a Simple Service Contract (SSA) to establish specific pricing levels for ordering **200 milk goats according to the specification**. This will allow the organization to issue specific purchase orders Scope of Work (SoW) or one time Simple Service Contract with the selected potential supplier who meets all required criteria of the RFQ including overall cost effective and reasonable price.

Respondents should ensure that, their quotations/Proposals are received by IRC in accordance with the instructions, terms, and conditions described in the RFP. Failure to adhere to instructions described in this RFP may lead to disqualification of a quotation from the consideration.

1. **Scope of Supply:**

Supplier submitting bid shall fully study the scope and quality of livestock and delivery lead time, the importance of the Milk Goats to the targeted IRC Badghis Province beneficiaries will be required during the period of the contract.

1. **Price List Table Annex E: Details for Goats required for the Livestock related activities**

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| --- |
| **Details and Description of the Goats for the Livestock Activities.**  |
| **S/No** | **Description** | **Unit** | **Qty** | **Unit price in Afs including Afg. Govt. Tax** |
| **1** | **Breed: 2-3 year old** Anglonobain **or** *American/Chili or Equivalent* ***with one kid******Weight*** *35-40 Kg***Color:** White& Red or different Color **Horn:**  different size and shape**Nipple:** Visible breasts **Qty of milk per day:** 1 – 1.5 kg per day**Baby Bearing capacity per:** Year twice (one to two babies / per year) Healthy Eyes and should be vaccinated and have certificateAdaptation: all goats should be adopted in south west especially in Herat and Badghis provinces.Free from Pest and Diseases: all goats should be young without pest and Diseases and have good teeth, good shape, size and body. | **Goat**  | **200** |  |

***Questions*:**

Only the written answers issued by IRC will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of IRC or any other entity should not be considered as an official response to any questions regarding this RFP.

**Specification:**

It should be noted that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable subject to technical requestor’s prior approval.

Samples of Milk Goat will be checked at the time IRC bidding committee Conduct Supplier site visit right after shortlist and selected supplier to deliver goats according to the selected sample.

**Source/Nationality/Manufacture:** All livestock should have one kid offered in response to this RFP or supplied under any resulting award must meet the standard Criteria

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

**Sub-Contractor:**

Supplier selected for this contract shall not deliver or award the contracted Pregnant Goats 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. If the successful bidder makes a sub-contract agreement without informing IRC, IRC possess all the rights to terminate the contract and the bidder shall face the legal consequences.

**Supply Receipt Procedures:**

IRC will issue a one off contract to the winning supplier to enable him comply the delivery of ordered pregnant Goats to the IRC Badghis Site Office according to the sample selected and timeframe agreed.

* IRC technical team will check delivered livestock (Goats) as per the sample up on receipt on the sites and any goat not in compliance with the sample, specification will be rejected and to be replaced by the supplier within 72-96 hours
* Supplier should at no cost deliver ill/sick, limb, blind, and livestock goats to IRC at the time of delivery. At the time supplier found at fault for such practice in intentional manner, IRC may take a serious action that may even lead contract termination with the supplier.
* Supplier selected for the supply of Goats may be charged @ 0.3% penalty per day for the late delivery of a specific number of goats to the designated site.
* IRC does not commit any financial value under the signed contract with the selected supplier unless the actual quantity of livestock (Pregnant) are delivered to the designated site
* Supplier selected for goat delivery to commit the delivery will be completed within the time frame agreed in the RFQ as soon as contract is signed.
* contractor/ supplier should deliver all 200 goats to Badghis province as per IRC requirements ,above mentioned goat specification, IRC technical field team will check the goats in term of quality as per specification, 50 Goats per day shall be delivered to the IRC Badghis Office which would cover four working days to deliver all (200) the goats

**Payment Terms and Modality:**

Payment will be made either by bank transfer or cheque subject to IRC Finance department policy within 1 one calendar month as soon as final invoice and delivery report for each time delivered is submitted by the supplier and delivery report is duly approved by the field sites recipients.

**Withholding Tax:**

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, IRC is required to remit 2% or if no license or expired 7% Government Withholding tax and deposited to Ministry of Finance Tax division account whenever each portion of Food processing Activities Cooking Goat are ordered and received from supplier.

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| Supplier Name: |
| Signature and Stamp: |
| Title: |
| Print Name: |
| Date: |

