**OHW: INVITATION TO BID**

**(ITB OHW-East-ITB-20-03) Raw Materials for Tailoring Kits**

Announce No. OHW-East-ITB-20-03

Issue Date: 21-MAY-2020

Deadline for Receipt: 04-JUN-2020

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**Request for Invitation to Bid**

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| **1. ITB No.** | OHW-East-ITB-20-03- Raw Materials for Tailoring Kits |
| **2. Issue Date** | 04-JUN-2020 |
| **3. Services** | Raw Materials for Tailoring Kits |
| **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) **/ Logistics.kbl@ohw.org.af** |
| **5. Deadline for Receipt of Quotes.** | 04:00 PM local time Kabul, on 04 JUN-2020  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** | Purchase Order |
| **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 tailoring materials will be taken but also the quality |
| **8. General Instructions to**  **Bidders** |  Final Bids due by 04:00 PM local time Kabul, 04-JUN-2020   Include a statement that the vendor fully understands that their bid must be valid for a period of ten (60) days.   Bidders shall sign and date their Bids.   Bidders shall complete Attachment C: Price Schedule template.   Bidders shall complete Attachment D: Price Schedule template.   The payment will be made upon submission and acceptance of an invoice at the end of complete delivery of tailoring materials.   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 items 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) provincial Offices in a good quality with guarantee and shall be responsible for ensuring the Tailoring kit materials to be ready as required.   1. Delivery of the kits at the desired locations such as in two provinces Nangarhar office and Ghor office in below addresses.   **Jalalabad Office:**  Street Name: Garnizon Square in front of Gandahara High School Nangarhar/Afghanistan  Village Name: Nangarhar Jalal Abad City PD-1  **Ghor Office:**  Street Name: Old Gudam area, Street No 2, DoRR street  Village Name: Gudam Area, PD 1   1. Kits should be with appropriate with documents, as verified by the in the bid. 2. Income Taxes and any governmental penalties will be withheld by “OHW” as per Afghanistan tax law and paid to Afghanistan Tax department. 3. 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. 4. The Kits should be ready and delivered 5 working days after finalizing supplier. 5. Supplier is responsible for delivery of items at mention above office locations and will bear all responsibilities such as transportation and damage/ loss.   **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 OHW 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 complete delivery by the providing complete items in desired two locations in Nangarhar and Ghor offices. |
| **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 license/ Documents from Afghanistan ministry of commerce.  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 Tailoring 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 (20) 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 completion of delivery.

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 Schedules 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 to Nangarhar Office for the raw material tailoring kits.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Items Name** | **Unit** | **Quantity** | **Unit Price -**  **AFN** | **Total Price AFN** |
| 1 | **بکس آهنی کلان** | PC | **8** |  |  |
| 2 | **سوزن ماشین** | Box | **80** |  |  |
| 3 | **سوزن دستی** | Box | **80** |  |  |
| 4 | **کوربند برای لباس** | Set | **80** |  |  |
| 5 | **فیته رنګه اصلی** | Set | **80** |  |  |
| 6 | **کج خط کش** | PC | **16** |  |  |
| 7 | **قیچی خورد و کلان** | PC | **16** |  |  |
| 8 | **اوتو گازی (برفی خراب )** | PC | **16** |  |  |
| 9 | **پلاس اصلی** | PC | **8** |  |  |
| 10 | **کپسول اصلی ایرانی 4kg** | PC | **16** |  |  |
| 11 | **یخن رنګه** | PC | **200** |  |  |
| 12 | **تکمه رنګه** | Box | **120** |  |  |
| 13 | **تار رنګه** | Box | **160** |  |  |
| 14 | **رخت مردانه (چارجټ)** | Met | **800** |  |  |
| 15 | **رخت زنانه (کتان با ساده)** | Met | **2400** |  |  |
| 16 | **برش کاغذ برای تریننګ** | Met | **2392** |  |  |
| 17 | **لای چسپ نازک** | Met | **800** |  |  |
| 18 | **ماشین خباطی آمون ( ماشین تیل ، فیته ، پیچکش)** | PC | **200** |  |  |
| 19 | **قیچی کلان** | PC | **200** |  |  |
| 20 | **سوزن ماشین** | Box | **200** |  |  |
| 21 | **اوتو ګازی** | PC | **200** |  |  |
| 22 | **کپسول ګازی 4kg** | PC | **200** |  |  |
| 23 | **تخته ماشین (1m\*50cm)** | PC | **200** |  |  |
| 24 | **کج خط کش** | PC | **200** |  |  |
| 25 | **پلاس اصلی** | PC | **200** |  |  |
| **Total amount with Tax** | | | | |  |
| **Deductible Tax (%)** | | | | | **2%** |
| **Total Amount without Tax** | | | | |  |

**Attachment D: Price Schedule**

Offers should provide a quote for services required in the price schedule that the Offer is able to Deliver/Supply to Ghor office for the raw material tailoring kits.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Items Name** | **Unit** | **Quantity** | **Unit Price -**  **AFN** | **Total Price AFN** |
| 1 | **تکه برای خامک دوزی نخی اصلی مردانه (سیاه، سفید و نخودی)** | متر | **4800** |  |  |
| 2 | **سوزن خامک دوزی** | درجن | **400** |  |  |
| 3 | **تار سند خامک دوزی مردانه اصلی ( سفید، آبی و سرخ)** | دانه | **3200** |  |  |
| 4 | **قیچی اصلی خوب متوسط برای قیچی کاری کالا** | عدد | **400** |  |  |
| 5 | **متر برای اندازه تکه و خیاطی پلاستیکی یا تکه یی** | متر | **400** |  |  |
| 6 | **انگشت وانه برای خامک دوزی** | عدد | **1400** |  |  |
| 7 | **کارگاه خامک دوزی کلان** | عدد | **600** |  |  |
| 8 | **اوتو گازی سایز متوسط** | عدد | **216** |  |  |
| 9 | **کپسول اصلی ایرانی با گاز مایع 5 کیلویی** | عدد | **8** |  |  |
| 10 | **شیت های پلاستیک برای بسته وسایل** | عدد | **2000** |  |  |
| 11 | **لایی چسپ برای دوخت** | متر | **800** |  |  |
| 12 | **دکمه کالا برای یخن مردانه** | درجن | **200** |  |  |
| 13 | **تار ماشینی اصلی مردانه** | درجن | **200** |  |  |
| 14 | **بکس فلزی برای کیت 80 ساتنی متر طول و 50 سانتی بر** | عدد | **200** |  |  |
| 15 | **کپسول گاز اصلی ایرانی 2 کیلویی** | عدد | **200** |  |  |
| **Total amount with Tax** | | | | |  |
| **Deductible Tax (%)** | | | | |  |
| **Total Amount without Tax** | | | | |  |

Name: Company Name:

Position: Stamp

Signature:

Date: