

**ISLAMIC RELIEF WORLWIDE - AFGHANISTAN**

**TENDER FOR** **Hygiene Kit (CP Project) REF# IRW\013\2020**

Publish Date: 05. Aug. 20

Closing Date: 11. Aug. 20

**Business Name:**

**Owner Name:**

**Phone Number:**

**Email Add:**

Supplier must sign and stamp all pages of the Tender

## TENDER FOR Hygiene kit REF IRW\013\2020,

**BACKGROUND**

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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.

1. **HYGIENE KIT SPECIFICATION TABLE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item name and specifications** | **Unit** | **Quantity in total** | **Unit Price**  **AFG** | **Total Price**  **AFG** |
| 1 | Surgical Masks Chinese **8** piece per kit | 8 PC | 5,000 |  |  |
| 2 | Dettol Soap 105 gram **8** piece per kit | 8 PC | 5000 |  |  |
| 3 | 500 ml SEHAT Antiseptic liquid **3** bottle per kit | 3 bottles | 5000 |  |  |
|  | TOTAL: The total Cost should be including packing, printing stickers, packaging in plastic packs, loading, unloading, and delivery to Kabul, Nangarhar and Kandahar provinces  Kabul: 2,496 Kit  Nangarhar 840 Kit  Kandahar: 1,664 Kit |  | | | |

**Note:**

* **Supplies are needed within 5 days after the issuance of the work order to be reached to each destination**
* **Supplier must ensure the covid-19 precaution during delivery packing loading and unloading**

All tenders are required to be submitted before **Tuesday 11th Aug 2020, 4.00 pm AFG time** pursuant to the attached guidelines for submitting a quotation and in to below address:

[***House***](mailto:tendering@irworldwide.org) ***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***](mailto: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 Conditions:**

1. **The quantity inserted above may increase or decrease to thousands. supplier will have to consider the final quantity in the contract and work order.**
2. **The given price will not be changeable at any cost and the given prices will be valid till one month commencing from closing date of RFQ.**
3. **Supplier has to deliver the Kits in to Mazar and Herat provinces IR offices. And the delivery cost must be included within the given price. No additional transportation cost will be given.**
4. **Supplier must follow all the preventive measures for COVID\_19 during delivery.**
5. **Supplier must have official delivery notes available and signed after the completion of the delivery**
6. The Procurement Committee does not accept the lowest priced from any bidder. All quotes/bids will be assessed on the basis of ‘best value for money’
7. The currency used in the quotations should be AFG (Afghani). Any currency variations occurring during the evaluation stage shall be rolled out by the Procurement committee.
8. Bidders must confirm that all prices quoted in the Tender will remain valid for duration of 3 months commencing from the Tender deadline.
9. 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.
10. 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
11. 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.
12. The 2% government tax will be deducted from the final payment as per the government tax law.
13. **Any company who couldn’t provide samples based on the RFQ specification will not be further evaluated.**
14. 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.
15. 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
16. 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.
17. 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 IRA 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.
18. The successful tenderer shall be familiar with the VAT law of the Afghanistan government.
19. All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, packaging, delivery, tax costs and all other costs/expenses).
20. 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 RFQ 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](mailto: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](mailto: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**

|  |
| --- |
| **IRA 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 2 months 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 for the contract duration for the awarded bidder.
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 favour of those suppliers providing the relevant experience with international NGOs.
6. All tenders must complete the pricing according to the table.

**The valid tenders must contain following:**

|  |
| --- |
| 1. All documentation which this Tender requires to be submitted with their offer. |
| 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; |
| 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 |