



ORGANIZATION FOR RELIEF DEVELOPMENT

ORD

INVITATION TO BID

ITB No: AFG/ORD/20/13

Bid Documents for

Provision of Supplying and delivery of Students Learning Kits

Paktika Province (Zarghoon Shaher-Khair Kot and Jani Khil districts), Afghanistan

DATE: 13 August, 2020

(Deadline for Submission of Bid):23 August 2020, 16:00hrs (Afghanistan local time).

**YOUR O SEALED BIDS SHALL COMPRISE THE FOLLOWING TWO
SETS OF DOCUMENTS MARKED:**

**“TECHNICAL BID” AND “FINANCIAL BID”
IN SEPARATE ENVELOPES**

Please ensure to sign the registration sheet at the ORD office while submitting sealed Bid!

Subject: Invitation to Bid
Projects Name: Minimizing Potential Impacts of COVID-19 on Livestock and Health of vulnerable and food insecure households through Anticipatory actions in Afghanistan
Task: Supplying and delivery of Students Learning Kits
Invitation to Bid No.: AFG/ORD/20/13
Location: Zarghoon Shaher-Khair Kot and Jani Khil districts, Paktika Province, Afghanistan
Delivery To: Districts warehouse of Paktika province
Issuance Date: August 13, 2020
Closing Date: August 23, 2020

1. INTRODUCTION OF ORD

Organization for Relief Development (ORD) is non-governmental, non-profit and non-political Organization that has been established in 2010, registered in Kabul, Afghanistan with the Islamic Republic of Afghanistan. ORD plays a critical role in providing management services for peace building, humanitarian assistance and development operations. These activities help suffering people in troubled parts of the Afghanistan. ORD's mission is to expand the capacity of its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the Afghanistan's most challenging environments, ORD vision is to always satisfy stakeholders with management services that meet better standards of quality, speed and cost effectiveness. By assisting its development partners, ORD makes significant, tangible contributions to results on the ground. For further information on ORD, its mandate and operations please see <http://www.ord.org.af>.

2. INVITATION TO BID

The Organization for Relief Development (ORD) is implementing partner of the Central Asia Institute (CAI) for the above mentioned project part of the Access to Opportunities & Supporting people to meet their emergency needs through Minimizing Potential Impacts of COVID-19 on Livestock and Health of vulnerable and food insecure households through Anticipatory actions in Zarghoon Shaher-Khair Kot and Jani Khil districts, Paktika Province, Afghanistan.

3. REQUIRMENTS

ORD, invites qualified Logistics Companies, duly registered with the Government of Afghanistan, to submit sealed bid for the above mentioned project "Supplying and delivery of Students Learning Kits **as per attached BoQ Annex - 5.**

4. ACKNOWLEDGEMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to: parwiz.haqpal@ord.org.af that you will be submitting a bid.

5. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to parwiz.haqpal@ord.org.af.

The deadline for receipt of questions is 16:00 hrs. local time on 19 August 2020. Bidders are requested to keep all questions concise.

Please **DO NOT SEND BIDS** to the above email addresses. Only Queries and questions on this ITB can be sent to the above address.

ORD will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. ORD may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

YOUR BID

Your bid documents shall be prepared in English.

Please submit your bid using the Annexes provided. Bids not conforming to the requested formats may be not taken into consideration.

6. ELIGIBLE BIDDERS:

6.1 This Invitation for Bids is open for all interested companies who have registered with the government of Afghanistan and have valid business license.

6.2 The company, organization or individual is not listed in the sanction and embargo list of the UN Security Council.

6.3 The company, organization or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.

6.4 The company, organization or individual to will not be contracted for considerable portions of the contract is an enterprise economically intertwined with persons conducting the tender.

6.5 The bidder shall be an Afghan company registered with the government of Afghanistan.

7. COST OF BIDDING

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. PERIOD OF PERFORMANCE

All works for this project shall be completed as per submitting an authentic work plan before and after date of signing of the contract.

9. BIDDING DOCUMENTS

The Bidding Documents, in addition to invitation for bids, are those stated below and all documents shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding documents.

9.1 - ITB Documents

The following annexes form integral part of this Invitation to Bid:

- Annex- 1: Vendor Registration Form
- Annex- 2: Summary of Relevant Work Experience
- Annex- 3: Bid Form
- Annex- 4: Declaration of Undertaking
- Annex- 5: Financial Offer Form (Bill of Quantity)

Prices must be quoted for all items in the Bill of Quantities.

The bidders are expected to examine carefully the contents of all the above documents.

Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

10. PREPARATION OF BID

10.1 Documents Comprising the Bid

Your bid documents should be enclosed the following two sets of documents:

- Technical bid
- Financial bid (price bid)

10.2 Content of the Technical Bid

The submitted bid must include the following formation. Failure to supply all requested information or comply with the specific formats may disqualify the bidder from consideration. No Financial bid price should be included in the Technical Bid. Failure to comply may risk disqualification. The technical bid should contain all information required.

Your technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Vendor Registration Form in accordance of the Annex - 1.
- Summary of relevant work Experience in accordance of the Annex - 2.
- Bid Form in accordance of the Annex - 3.
- Declaration of undertaking in accordance of the Annex -4.

- Copy of valid business license.
- Company profile with relevant past experience with (list and copy of contract for similar completed projects).
- Confirm that your proposal is valid for 60 calendar days from the closing date of this ITB in the Bid Form as Annex -3.
- Proposed time schedule and the time frame that the contractor should be completed the project. Detailed Work Plan, including all major BoQ activities and allotment of resources for each project milestone. Proposed schedule shall be prepared in calendar days. Do not indicate dates, use only durations. The plan must cover the period from signing of the contract to site clearance, resources supply, delivery and completion and commissioning / hand-over to ORD of the required works.

10.3 Content of the Financial Bid Price

- All prices shall be stated with applicable tax (in accordance with the current tax laws of the Islamic Republic of Afghanistan, and all other relevant provisions of the same law).
- All unit prices shall be indicated in the spaced provided in the price sheet (BoQ). The bidder must sign and officially stamp the Financial Offer Form or (BoQ).
- The offer should follow the given structure and prices shall be quoted in US Dollars (US\$).
- The Financial bid price is to be submitted as per the BoQ & Financial Offer Form (Annex 5). Bids that have a different price structure may not be accepted.
- Bid Validity Period Bids shall be valid for 60 calendar days from after the closing date of this ITB. In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing.
- All Annexes of the bid are to be properly completed, signed and stamped.
- Each bidder shall prepare by filling out the forms completely and without alterations one Original specified in the bidding documents to comprising the bid and clearly mark them “**ORIGINAL**”

10.4 Alternative Bid

Alternative bids are not allowed to be attached.

11. SUBMISSION OF BID

11.1 Deadline for submission of bid:

The closing date for submission of bids is 23th of August 2020, 16:00hrs (Afghanistan local time). Late bids shall be rejected and electronic submission is not allowed.

In case of emergencies and formal holidays it's extendable for one day more that bidders can submit their offers for the tomorrow of the closing date for submission of bid.

11.2 Bids must be received by the Employer at the address specified no later than the deadline.

11.3 Bids with charge payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

12. SUBMISSION, SEALING AND MARKING OF BIDS

Technical bid and the Price bid must be submitted as separately in sealed envelopes.

The signed and stamped bid one original including with its all attachments shall be submitted in a sealed envelope.

The envelope of your bidding documents shall be marked as following:

12.1 Bidding documents - Technical Bid for:

Supplying and delivery of Students Learning Kits for Minimizing Potential Impacts of COVID-19 on Livestock and Health of vulnerable and food insecure households through Anticipatory actions in Afghanistan project in Zarghoon Shaher-Khair Kot and Jani Khil districts, Paktika Province, Afghanistan.

12.2 Bidding documents - price Bid for:

Supplying and delivery of Students Learning Kits for Minimizing Potential Impacts of COVID-19 on Livestock and Health of vulnerable and food insecure households through Anticipatory actions in Afghanistan project in Zarghoon Shaher-Khair Kot and Jani Khil districts, Paktika Province, Afghanistan.

Invitation to Bid No.: AFG/ORD/20/13

12.3 The Employer's addresses for submission of the bids is:

ORD Main Office:

House #15, Street # 2, Dehbori Square, District #3, Kabul Afghanistan

Phone No.: + 93 (0) 72 889 49 46 - 077 810 63 55 only for specifying of address.

13. MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF BIDS

The bidder may modify, or withdraw its bid after bid's submission, provided that the written notice of the modification, including substitution or withdrawal of the bids, received by the Employer prior to the deadline for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified by a bidder after the deadline for submission of bids.

14. BID OPENING AND EVALUATION

14.1 Bid Opening

The opening of the bid will be held with ORD members only. The bid opening will take place at:

ORD Main Office, Kabul and the bid opening process will be held (in absence of the company's representative).

14.2 Process to be Confidential

Information relating to the examination, clarification, evaluation and post-qualification of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process before the announcement of bid evaluation report.

Any effort by a bidder to influence ORD in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.

14.3 Examination of Bids and Determination of Responsiveness

Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.

A substantially responsive bid is one, which meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions and specifications of the bidding documents, without material deviation or reservation.

14.4 Technical and Financial evaluation

Bids will be evaluated in accordance with the following technical criteria. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The Technical bid documents will be evaluated by using of the following two stage criteria:

#	Technical Evaluation Criteria	PASS / FAIL	
1 - First Stage Evaluation: PASS / FAIL Criteria			
1	Submission of a valid business license with registered with Ministry of Commerce.	Pass	Fail
2	Technical Bid Delivered (yes /no)	Pass	Fail
3	Price Bid Delivered(yes /no)	Pass	Fail
4	Declaration Undertaken Provided (yes /no)	Pass	Fail
5	Bid Sealed (yes /no)	Pass	Fail

2 - Second Stage Evaluation:		Max Points Obtainable
1.0	Similar Past experience: Years of experience in providing Hygiene Kits / logistic services for similar projects, list and contact details of references, incl. Donors/NGOs & Government with indication of provable evidence documents in last three years as prime contractor.	35
2.0	Work plan (time schedule): Provide a comprehensive work plan / time schedule for the purchasing and delivery of the intended project.	25
3.0	Supplying Hygiene Kits warranty: Clarity on origin / brand names of the proposed materials. Inclusion of specification of the proposed materials (eg. Type and quality of equipment / materials.	15
4.0	Financial Capability: Potential financial capacity to fund the milestones (in absence of advance payment by ORD), such as updated bank statement which should show source of the support project.	25
Total		100

Note: The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

In order to proceed to further stages of the evaluation process, the submitted proposal must obtain minimum 60 points or above of the total technical obtainable score, 100 points.

Financial Bid:

The Financial Offer will use the following percentage distribution: 40% from the total score and the (lowest price) will be preferred.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

14.5 Notification of Award

Prior to the expiration of the period of bid validity, the Employer will notify the unsuccessful bidder in writing or where necessary by phone that his/her bid has been accepted.

14.6 Award of Contract

Prior to the expiration of the period of bid validity, ORD shall send the successfully letter to the winner bidder for the signing of contract / purchase order which constitute the notification of award.

14.7 Performance Guarantee

Standard form amount of performance bond acceptable the employer shall be a Bank Guarantee. The successful bidder shall furnish to the Employer a performance Bond from a recognized bank of Afghanistan with the amount of 5 % value of the contract.

15. Payment Schedule

All services included in this RFP and the subsequent contract will be paid as per the executed amount of work at each stage completion. All payments will be made in the currency of offer (and PO) and in accordance with the ORD General Conditions for the Purchase of Services.

Invoices will be settled after the completion and acceptance of the milestone deliverables.

All payments shall be technically endorsed by the ORD Project Manager / Logistic and approved by the ORD local office in Paktika province.

15.1 Advance Payments

Advance payments are not applicable for this tender and subsequent contract.

ORD has zero tolerance for fraud. Fraud is any act or mission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation.

Attachments:

Annex 1: Vendor Registration Form

Annex 2: Summary of Relevant Work Experience

Annex 3: Bid Form

Annex 4: Declaration of Undertaking Annex 5:

Annex- 5: Financial Offer Form (Bill of Quantity)

VENDOR REGISTRATION FORM
Company Details and General Information

The information provided in response to this questionnaire will be held confidential by ORD for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent. Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Please attach company registration documentation	
12. Annual turnover of your company	
13. Number of employees in your company	
14. Name of bank	
15. Bank details	
16. What products and services do you supply?	
17. Are you able to provide samples of your goods?	
18. What warranties/repair services do you offer?	
19. What storage or stock capacity do you have?	
20. Please provide references of other aid agency customers you have supplied with goods or services.	
21. Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with ORD. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to ORD in writing immediately.

Annex-2

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

No.	Project Title and Description of Activities	Location Province/District	Client Name/ Email/Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed Schedule (Yes/No)	Subcontract or or Prime Contractor?
1								
2								
3								
4								
5								

Bidder may attached their summary of relevant experience list as computerized that received goods and/or services of a nature similar to the requirements of this ITB

Bid FORM

ITB No.:

Project Name:

Company Name:

To:

Dear Sir or Madam,

1. Having examined the Conditions of Contract, and Bill of Quantities and all other documents received with the Invitation to Bid for the execution of the Works in connection with the above named Project, we, the undersigned offer to execute and complete such Works and remedy any faults and defects therein in conformity with the conditions spelled out in the afore-mentioned documents for the sum of as mentioned in Price Proposal.

Or such other sums as may be ascertained in accordance with the said conditions.

2. We undertake, if our Tender is accepted, to commence the Works within the time required in the contract conditions, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Conditions.
3. We agree to abide by this Bid for the period of **60 calendar days** from the submission/opening date stated in the Invitation to Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Unless and until a Contract Agreement is signed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of

Signature in the capacity of

duly authorized to sign Bid for and on behalf of

.....
.....

(Bidder name and address in block capitals)

Declaration of Undertaking

Invitation to Bid No.:

Project Name:

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place), this Day of

Name of company: _____

Signature: _____

Seal: _____



Organization For Relief Development (ORD)

FINANCIAL OFFER FORM (BILL OF QUANTITY)

Project Name: Supply and delivery 4400 Students Learning Kits
 Location: Zarghoon Shaher-Khair Kot and Jani Khil districts, Paktika Province
 Date: August 11, 2020

Annex - 5

S.No	Item	Contents/Description	UNIT	Quantity	Unit Cost [USD]	Amount [USD]	Remarks
1	Note book - line	100 page	Each	2			
2	Note book - painting	40 page	Each	1			
3	Note book - English	40 page	Each	1			
4	Ball point pen	Blue/Black	Each	2			
5	Pencil	Wooden	Each	2			
6	Pencil sharpner	Plastic	Each	2			
7	Eraser		Each	2			
8	Ruler	Plastic/Wooden	Each	1			
9	Student bag	Big size-good quality	Each	1			
10	Colored Pencils	12 pencils per box- good quality	Box	1			
11	Water bottle	Medium size plastic	Each	1			
12	Calligraphy Pen	(Qalam-e- Nay) - Bony	Each	2			
13	Ink for fountain pen	Dollar - Blue & black - 60 ml	Bottle	1			
14	Geomatry box	One full set	Box	1			
15	Packaging cost	One full set	Each	1			
Sub Total for one Kit							
Grand Total for 4400 Kits				4400			
Company Name: _____							
Date: _____							
Signature (Name / Position): _____							
Stamp / Seal: _____							
Mobile No: _____							
Email Address _____							
Total Price (AFN) - _____							