



Tawana Services Development and Cultural Organization (TSDCO)

موسسه خدماتی انکشافی و فرهنگی توانا

Address: Ferdowsi Lane 68th, Ferdowsi Avenue 13th, Ferdowsi Road, 4th District, Herat- Afghanistan

DATE: Aug 13, 2020

INVITATION TO BID: No. ITB/01/Aug/2020- NFI (AF01-0745) Procurement of NFI kits in Herat province- Afghanistan

CLOSING DATE/TIME: Sunday, Aug 16, 2020, 12:00 Noon Time (LOCAL TIME)

Bid Opening Date/TIME: Sunday, Aug 16, 2020, 02:00 PM (LOCAL TIME)

زمان و تاریخ آفرگشایی: یکشنبه مورخ 16 آگوست 2020 ساعت 2 بجہ بعد ازظهر وقت محلی

TSDCO Introduction

Tawana Services Development & Cultural Organization which is hereinafter referred as (TSDCO) is a unilateral, non-political, impartial national organization based in Herat operates in western region provinces of Afghanistan. The TSDCO has established at the beginning of 2007 by a number of social activists in Qala-e-Naw city, Badghis province Afghanistan to help the Afghan needy and deprived people in western region provinces. The TSDCO was officially registered in Ministry of Economics of the Islamic Republic of Afghanistan on 18/07/2012 with the registration number of 2680. TSDCO aims to contribute in socio-economic development of the country and well-being of Afghan nationals through provision of live-saving emergency assistance, recovery, development and resilience building initiatives and activities. TSDCO aligns its strategy and performance in accordance with Sustainable Development Goals (SDGs) as Afghan government is fully committed to achieve them particularly in SDG #1 (No poverty), SDG #2 (Zero hunger), SDG #4 (Education), SDG #5 (Gender equality) and SDG #6 (Clean water). TSDCO has established strong communication and coordination mechanism at community, district, province and regional level to make sure that the hard to reach areas are accessible and most vulnerable and in need families are targeted and their basic and urgent needs are addressed through timely and adequately response and assistance. TSDCO values the volunteerism and TSDCO has already shared its resources during emergencies in western region and the organization is fully prepared to share its resources including human resources, vehicles and offices to any emergency situation to save the life of Afghans and reduce their suffers.

For further information on TSDCO, its mandates and operations please see <http://www.tsdc.org>

Project Background

Asset Creation is a 7 month long project which is implemented in Zindajan District of Herat province. The project has been started on 20 July 2020 and will be ended on 20 Feb 2021. The project is funded by WFP. The project aims to reduce the negative impacts of flood and its consequent damage and losses through construction of some mitigation measures including flood returning canal, reinforcement of protection wall/dam, and directing the flood to Hari Rood River and protecting irrigation canals, kariz and houses. The project concentrates on unskilled labourers' recruitment to promote food security among the vulnerable families through food for asset program.

1 REQUIREMENTS

Tawana Services Development and Cultural Organization (TSDCO) in Herat provinces invites qualified suppliers duly registered with the Government of Afghanistan or individual local firms/ persons to make a



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firm offer for the establishment of Agreement for the provision of **NIF kits** (including wheel barrow, shovel and pickaxes) in Herat province **under the attached Annex (A)**

2 IMPORTANT INFORMATION:

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures lay out therein may result in disqualification from the evaluation process.

- 2.1 Price Validity: You are requested to hold your proposal valid for a period of 1 week from the deadline for submission, as your offer will be the basis for receiving multiple contracts in the course of the year depending on funds availability. The price should include the transportation cost of the kits to the capitals and districts of Herat province specified in general conditions of this ITB.
- 2.2 Offers: Offers are to be prepared in Afghanis (AFN) and should be valid for a period of 1week from the deadline for submitting your offer.
- 2.3 Bid Submission: Your bid must be prepared in English and submitted as per the following instructions:

The offer must be prepared on the attached Annex A (Financial Offer Form) and bear a stamp, clearly identifying your Company.

Your offer must be submitted through email (procurement@tsdco.org) or hard copy through below **delivery place** not later **CLOSING DATE/TIME: Sunday, Aug 16, 2020, 12:00 Noon Time**. The offer should clearly indicate the ITB number, closing date/time. Please arrange the dispatch of your submission allowing ample time for it to reach our office before the deadline. Late submissions will not be considered.

The following details should be written on the email or the documents which are going to be submitted in soft:

- Attention:
The Secretary of the local committee on contracts
- Delivery place:
Jada-e-Mokhaberat, Ferdowsi 13, Ferdowsi lane 68, House No 1, Herat, Afghanistan
- Bid Reference: **ITB/01/Aug/2020- NFI kits- (AF01-0745)**
- Closing date: **Aug 16, 2020**
- Closing time: **12:00 Noon Time (Local Time)**
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3. BIDDING INFORMATION

3.1 ITB DOCUMENTS

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

- Annex A: Financial Offer Form
Annex B: BOQ
Annex C: Work Experience

3.2 ACKNOWLEDGMENT



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We would appreciate you informing us of the receipt of this ITB by return e-mail to Sayed Mohammad Nader Hatami through procurement@tsdco.org

- Your confirmation of receipt of this ITB
- Whether or not you will be submitting an offer

3.3 **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to the followings:

To procurement@tsdco.org

Cc – info@tsdco.org

Phone Number-0799090452

Delivery place:

Jada-e-Mokhaberat, Ferdowsi 13, Ferdowsi lane 68, House No 1, Herat, Afghanistan

The deadline for receipt of questions is on Aug 15, 2020 at 04:00 PM Local Time

TSDCO may compile or respond individually to queries and questions raised by suppliers. TSDCO may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

3.4 **Content of the TECHNICAL OFFER**

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required

Please include the following as part of your technical offer:

- Supplier profile and a valid copy of your business license. فکت شیت شرکت با یک کاپی از جواز معتبر
- List of similar works carried out in the past together with a client's list (It is a must to attach at least 2 copy of the past relevant contracts/ completion certificates from other organizations) لیست فعالیت های مشابه انجام شده قبلی به همراه لیست مشتریان (ضمیمه کردن حداقل دو کاپی از قرارداد های مرتبط / یا تصدیق تکمیل کار از سایر موسسات)
- A stamped bank statement and bank details of the company بانک استتمنت و مشخصات حساب بانکی شرکت
 - o Note: The applicant companies must have at least equal or more balance than offered bid to their bank account demonstrated in bank statement.
 - o کمپنی های متقاضی باید حداقل به اندازه قیمت داده شده این بید در حساب بانکی خویش بیلانس پولی داشته باشند و در استتمنت بانکی شان نشان داده شود.

Your technical offer should clearly state whether or not the goods/services you are offering are fully conforming to the specifications provided. Clearly state and disclose any discrepancies with the specifications given.

3.5 **Content of the FINANCIAL OFFER**



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The separate Financial Offer is to be submitted as per the **Financial Offer Form** (Annex A) in AFN. Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs: To be clearly listed in the Financial Offer.

Unit transport costs: To be clearly listed in the Financial Offer

Total costs: To be clearly listed in the Financial Offer

Delivery capacity: to be clearly identified in the Financial Offer

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Note: any offer above the ceiling the budgeted activity will be rejected in the phase of bid opening and offer evaluation.

نوٹ: آفری کہ مجموع قیمت داده شده آن بالاتر از میزان بودجه منظور شده جهت تدارکات وسایل کار باشد، شامل مرحله ارزیابی نمی گردد.

4. **SELECTION CRITERIA:**

The following offers would be selected for further consideration and award;

1. Technically passed
2. Having a logical & reasonable price

5. **Supplier Registration:**

The qualified suppliers, if not already registered, will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

TSDCO will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

6. **BID ACCEPTANCE:**

TSDCO reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer.

TSDCO may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted.

TSDCO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing.



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Please note that TSDCO is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to TSDCO's general principles, including economy and efficiency and best value for money.

7. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in AFN. Payment will be made in accordance to the General Conditions for the Purchase of Goods and services in the currency of the PO. Payments shall only be initiated after confirmation of successful completion by TSDCO business owner.

8. TSDCO GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts will be strictly adhered to the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

- A) Vendor will receive the cost of the entire provided & transported quantity of the dignity kits on monthly base through bank transfer or would be paid through a cheque.
- B) Any award resulting from this ITB will be firm fixed price, in the form of a purchase order.
- C) The payment shall be made by bank transfer, so the applicant for this ITB should have one active bank account for his/her company.
- D) Any charges for transferring the money that will be charged by mutual banks should be paid by the applicant.
- E) In Zenda Jan District ,Herat: following NFI kits would be given to the TSDCO office:
 - a. Well barrow 500 pieces
 - b. Shovel with stick 300 pieces
 - c. Pickaxe with stick 200 pieces

- F) TSDCO will receive the dignity kits according to the specifications set forth in Annex B of this ITB

9. Taxes & VAT

Government withholding Tax, Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, TSDCO is required to withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractor/vendor with aggregate amount of \$10,000 US Dollars (AFN 500,000.00) or greater and transfer this to the Ministry of Finance. In accordance with this requirement, TSDCO shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license.

For subcontractors/vendors without active AISA or Ministry of Commerce license, TSDCO shall withhold 7% "contractor" tax per current Afghanistan Tax law.

Before the signing of the Agreement, the subcontractor/vendor will provide a copy of the organization's Ministry of Commerce license and TIN (Tax Identification Number). Amount deducted from the invoices will be forwarded to the Ministry of Finance (MoF) Tax division credited to the firm's TIN. Records of payment to the MoF shall be maintained on file with TSDCO.