**REQUEST FOR EXPRESSIONS OF INTEREST (REoI)**

**(Pre-Qualification - Vendor Selection for 2020 - 2021)**

**REoI Issuance Date: 06 Sep 2020**

**Activity Title:** Pre-Qualification of Vendors for Goods, Services and Works 2020 - 2021

**PD Reference No: IRC AFG-01455**

1. **Introduction about IRC:**

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 Humanitarian Program supports communities affected by conflict or natural disasters through WASH, Livelihoods, Protection and Emergency Response projects. Provision of safe drinking water (drilling of new bore wells, new pipe schemes and upgrading of existence pipe scheme to solar systems, construction of sanitation facilities to the MRRD standards) hygiene promotion, skill trainings, food security, farmers capacity building, rehabilitation of the irrigation structures, prepositioned stock of NFIs and emergency shelter for the emergency management and construction of DRR infrastructures are the main program activities.

1. **Purpose of this REoI:**

The intend of this Request for Expression of Interest (REoI) is to receive interested applications for the pre-qualification process from Eligible, Potential, Reliable, Committed, and free from conflicts of interest Vendors for the Goods, Works, and Services of IRC programs to be carried out in Nangarhar, Helmand, Laghman, Paktiya, Khost, Logar, Badghis, Herat, and Kabul provinces of Afghanistan.

Therefore, IRC Afghanistan is calling on all eligible and potential Vendors/Contractors that are qualified, Professional and are technically and financially competent for the executing such projects for IRC as indicated separately in below Paragraph 3 to submit their interest and applications as per the outlined criteria set forth in this REoI.

The shortlisted Vendor(s) will get the opportunity to be registered in IRC’s vendor list and will receive IRC’s future opportunities for each category through Request for Quotations for Goods, Works, and Services whenever required in Nangarhar, Helmand, Laghman, Paktiya, Khost, Logar, Bafghis, Herat, and Kabul provinces of Afghanistan.

1. **Categories for Goods, Services, and Works**

Shortlisted vendors will receive IRC’s future opportunities in the following categories:

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| --- |
| **CATEGORY A: SUPPLY OF GOODS** |
| Supply of general stationery.  |
| Supply of office supplies. |
| Supply and maintenance of photocopiers, scanners, computers, printers, Uninterruptible Power Supply (UPS), laptops, software, toners, cartridges, and accessories. |
| Supply of branded items and promotional materials. |
| Supply of student kits |
| Supply, installation and maintenance of fire and security alarms equipment and security systems.  |
| Supply, installation and maintenance of firefighting equipment and materials. |
| Supply of bottled water, dispensing machines, and maintenance. |
| Supply of fuel. |
| Supply of motor vehicle/motor bike, and cycle parts and accessories. |
| Supply of top up and scratch cards. |
| Supply of office furniture items.  |
| Supply of Personal Protective Equipment (PPE) |
| Supply of Hygiene, Bath, and Latrine Kits |
| Supply of Air Conditioners and accessories |
| Supply of Kitchen Materials |
| Supply of Refreshment items |
| Supply of Electrical items |
| Supply of Plumbing items and services |
| Supply of cooing and heating system  |
| Supply of gaming tools |
| Supply of Tailoring materials and accessories |
| Supply of embroidery tools and kits |
| Supply of vegetable seeds and fertilizers |
| Supply of Electronics devices, (TV, and tablets,) |
| Supply of Health items  |
| Supply of winter clothes, jackets, and boots |
| Supply of gem equipment |
| Supply of Generators |
| **CATEGORY B: PROVISION OF SERVICES**  |
| Provision of catering services  |
| Provision of air travel, reservations, and ticketing services. |
| Provision of sanitary, fumigation, pest control and cleaning services. |
| Provision of internet services. |
| Provision of fleet management systems including tracking services.  |
| Repair and maintenance of audio-visual equipment, video, Private Automated Branch Exchange (PABX) and telephones. |
| Provision of courier and mail delivery services. |
| Repair, maintenance services of generators, power stabilizers and water pumps. |
| Maintenance of air-conditioning installations and services.  |
| Provision of hotel accommodation and conference facilities. |
| Provision of legal services. |
| Provision of audit services. |
| Provision of insurance services. |
| Provision of Carpentry services and required items |
| Provision of security services (guards, dog guards (K9) and security survey, security upgrading). |
| Provision of photography and video graphic and editing, including digital communication services. |
| Servicing, repair, and maintenance of vehicles. |
| Painting Services and required items |
| Translation Services from English to Dari, Pashto, and Uzbaki, for different type of IRC materials  |
| **CATEGORY C: PROVISION OF WORKS** |
| Different type of Construction Works  |
| Different type of Rehabilitation Works |
| Bore Well digging |
| Security Upgradation and Renovation |
| Partition Works |

1. **Shortlisting Criteria:**

The IRC now invites eligible Vendors to indicate their interest as per the following Criteria:

The Vendors should be registered legal entities and should have valid business licenses in providing relevant services (The Vendors are required to provide the Copy of their business licenses issued by the relevant authority in the country of establishment).

**Experience**:

1. Having valid Business license in relevant field.
2. Prospective Vendors shall have at least three (3) years’ experience in the supply of good and services.
3. Prospective Vendors require special experience and capability to organize supply and delivery of items or services at short notice.
4. IRC reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
5. Share contracts of previous works done and/or recommendation letters.
6. Sharing Company Profile with enough information to demonstrate previous experience and organizational structure with a cover letter for expressing of their interest.
7. Having the required machinery and equipment to execute projects; and sharing list with IRC.
8. Demonstrating interest for category Goods, Services and Works as per above list

**Financial Capability**

1. The Vendors financial capability will be determined by the latest financial statement of 6 months submitted with the pre-qualification document as well as letters of reference from their bankers regarding Vendors’ credit position.
2. Potential Vendors will be pre-qualified on the satisfactory information given.
3. Special consideration will be given to the financial capability to execute orders.

**Personnel**

1. The Vendors shall provide pertinent information to demonstrate that they have qualified staff to carry out assignments.
2. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be part of their applications.

**Past Performance**

1. Past performance will be given due consideration for any pre-qualifying bidders.
2. Letters of reference/recommendation from past customers should be attached.

**Statutory Obligations**

* 1. The Vendors must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the Government of Afghanistan Tax Dispute Unit.

**Vendors to complete the Table below as per their interested category and submit proof of relevant experience with applications.**

The vendor may submit interest for one and or all categories based on their experience and capabilities:

|  |  |
| --- | --- |
| **CATEGORY A: SUPPLY OF GOODS** | **Interested/Capable (Yes/No)** |
| Supply of general stationery.  |  |
| Supply of office supplies. |  |
| Supply and maintenance of photocopiers, scanners, computers, printers, Uninterruptible Power Supply (UPS), laptops, software, toners, cartridges, and accessories. |  |
| Supply of branded items and promotional materials. |  |
| Supply of student kits |  |
| Supply, installation and maintenance of fire and security alarms equipment and security systems.  |  |
| Supply, installation and maintenance of firefighting equipment and materials. |  |
| Supply of bottled water, dispensing machines, and maintenance. |  |
| Supply of fuel. |  |
| Supply of motor vehicle/motor bike, and cycle parts and accessories. |  |
| Supply of top up and scratch cards. |  |
| Supply of office furniture items.  |  |
| Supply of Personal Protective Equipment (PPE) |  |
| Supply of Hygiene, Bath, and Latrine Kits |  |
| Supply of Air Conditioners and accessories |  |
| Supply of Kitchen Materials |  |
| Supply of Refreshment items |  |
| Supply of Electrical items |  |
| Supply of Plumbing items and services |  |
| Supply of cooing and heating system  |  |
| Supply of gaming tools |  |
| Supply of Tailoring materials and accessories |  |
| Supply of embroidery tools and kits |  |
| Supply of vegetable seeds and fertilizers |  |
| Supply of Electronics devices, (TV, and tablets,) |  |
| Supply of Health items  |  |
| Supply of winter clothes, jackets, and boots |  |
| Supply of gem equipment |  |
| Supply of Generators |  |
| **CATEGORY B: PROVISION OF SERVICES**  | **Interested/Capable (Yes/No)** |
| Provision of catering services  |  |
| Provision of air travel, reservations, and ticketing services. |  |
| Provision of sanitary, fumigation, pest control and cleaning services. |  |
| Provision of internet services. |  |
| Provision of fleet management systems including tracking services.  |  |
| Repair and maintenance of audio-visual equipment, video, Private Automated Branch Exchange (PABX) and telephones. |  |
| Provision of courier and mail delivery services. |  |
| Repair, maintenance services of generators, power stabilizers and water pumps. |  |
| Maintenance of air-conditioning installations and services.  |  |
| Provision of hotel accommodation and conference facilities. |  |
| Provision of legal services. |  |
| Provision of audit services. |  |
| Provision of insurance services. |  |
| Provision of Carpentry services and required items |  |
| Provision of security services (guards, dog guards (K9) and security survey, security upgrading). |  |
| Provision of photography and video graphic and editing, including digital communication services. |  |
| Servicing, repair, and maintenance of vehicles. |  |
| Painting Services and required items |  |
| Translation Services from English to Dari, Pashto, and Uzbaki |  |
| **CATEGORY C: PROVISION OF WORKS** | **Interested/Capable (Yes/No)** |
| Different type of Construction Works  |  |
| Different type of Rehabilitation Works |  |
| Bore Well digging |  |
| Security Upgradation and Renovation |  |
| Partition Works |  |

1. **Submission of Expression of Interest (EOI):**

Further information can be obtained by sending email to AF.RFQ@rescue.org during office hours. 08:00 AM to 04:30 PM Kabul local time.

Expressions of interest must be delivered in hard copy and sealed envelopes properly marked with “**Expression of Interest for PD No. IRC AFG-01455 “Pre-Qualification of Vendors 2020 - 2021**” and delivered to the address below in person on 20 September 2020, by/before 02:00PM:

**IRC’s Kabul Head Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Main Office in Kabul

AF.RFQ@rescue.org

**Add**: Taimani Area, Street # 4, House# 34, Near

Haji Muhammad Dad Masjid,

Kabul Afghanistan

**Field Vendors from Provinces can** deliver the hard copy of sealed envelopes properly marked with “**Expression of Interest for PD No. IRC AFG-01455 “Pre-Qualification of Vendors 2020 - 2021**” in person on 20 September 2020, by/before 02:00PM to the following addresses:

**IRC’s Nangarhar Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Nangarhar Field Office

AF.RFQ@rescue.org

**Add**: House No # 514, Musa Shafiq Park Road Aria,

 Beside the Mia Umar High school (Lycee), Zone No # 2,

Jalalabad city Nangarhar

**IRC’s Badghis Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Badghis Field Office

AF.RFQ@rescue.org

**Add**: Kondalan ah Square, beside Independent

Election Commission office, House# 444,

Qala-e-now, Badghis, Afghanistan

**IRC’s Herat Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Herat Field Office

AF.RFQ@rescue.org

**Add**: Choke Gul ha, Bank Khon Street or Shahid Sadeq Street,

Sadeq 11 (Jada Ansari), First Intersection,

Left Side, Next to Ayandeh Sazan School of the fourth Branch,

District 5th, Herat-Afghanistan

**IRC’s Khost Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Khost Field Office

AF.RFQ@rescue.org

Add: Melmastoon Street, District # 3, House # 15,

 Khost Afghanistan

**IRC’s Logar Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Logar Field Office

AF.RFQ@rescue.org

**Add**: Street# 2nd, House # 509-B, Honi Sufla,

Puli Alam, Logar, Afghanistan

**IRC’s Paktiya (Gardiz) Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Paktiya Field Office

AF.RFQ@rescue.org

**Add**: Shahr-e-Naw, Street # 3, House # 3,

Behind Old Public Hospital, Near to Jalaluddin House,

 Gardez City, Afghanistan

**IRC’s Helmand Office**

*International Rescue Committee (IRC),*

Attn: Supply Chain Department,

Helmand Field Office

AF.RFQ@rescue.org

***Add****: Ghazni Street, District 2, House # 8,*

*Lashkargah, Helmand*

**International Rescue Committee (IRC) reserves the right to accept or reject any application either in whole or in part and is not bound to give reasons for its decision.**