

**International Rescue Committee**

**(Humanitarian Program)**

**Request for Proposal (RFP)**

**RFP Reference No: IRC AFG-01516**

**MPA for CLEANING/OFFICE SUPPLY for IRC Kabul Office**

|  |  |
| --- | --- |
| **Planned Timetable** | |
| **Issued ITT** | *Oct 18, 2020* |
| **Advertise ITT** | *Oct 18, 2020* |
| **Questions from Supplier due date** | *Oct 18 to Oct 29 2020* |
| **Deadline for Submission** | *Nov 02, 2020* |
| **Evaluation of RFP** | *Nov 05, 2020* |
| **Supplier Visit & Sample Check** | *Nov 09, 2020* |
| **Award of Contracts** | *Nov 30, 2020* |
| **Contract Start** | *Nov 30, 2020* |

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# INTRODUCTION

# The International Rescue Committee.

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.

# The Purpose of this Request for Proposal (RFP)

It is the intent of this RFP to secure competitive proposals to select a Potential, Reliable and Committed Service Provider for the International Rescue committee **(RFP IRC AFG-01516 for Cleaning and Office Supply for Kabul, Afghanistan)** within the given time line outlined in this RFP. Therefore, IRC is calling on all eligible, reliable Printing Press/Service Providers who are Professional and are technically competent and has the authorization letter from Ministry of Education Government of Islamic Republic of Afghanistan for printing School Textbooks to submit their sealed proposal indicated in **Annex-B** of this RFP**.**

The winning bidder(s) will enter into a fixed price Master Service Agreement (MSA) for period of One year right after signing the service contract to print and deliver the required quantity of school textbooks, posters and other printing materials outlined in Annex B of this RFP. Bidders shall be domiciled and must have complied with all Host Government legal set forth Regulations to operate in **Afghanistan** and a regular tax payer to offer such services as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year **2020-2021**. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

# Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

##### THE BIDDING DOCUMENTS:

# The Bidding Documents

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

|  |
| --- |
| *The Bidding documents comprise of the following documents:*   * *The Request for Proposal – RFP (applied to this document);* * *Vender Information Form and Conflict of Interest Form* * ***Exhibit B Price List*** * ***Annex-C*** *Intent To Bid* ***Word File*** |

# Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify in writing at the [AF.Tender@rescue.org](mailto:AF.Tender@rescue.org). The request for clarification must reach the purchaser not later than **(From Oct 18 until Oct 29, 2020)**. The Purchaser will respond by e-mail providing clarification on the bid documents on the **(from Oct 18 until Oct 29, 20)**. Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

##### III. PREPARATION OF BIDS:

# Language of Bid

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language only.** Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of Afghanistan.

# Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

|  |
| --- |
| *The Bidding documents comprise of the following documents:*   * *The Request for Proposal – RFP (applied to this document);* * *The categories of goods and services* * *Specification (provided on each item)* * *Vender Information Form (Annex A)* * *Price offering sheet (space provided on the list)Annex B* * *Intend to Bid (Annex C)* |

# Bid Prices & Price Changes

For the purpose of selecting a supplier/vendor and executing the Master Service Agreement (MSA), the Bidder shall clearly indicate the unit price of each item they want to supply. All unit prices shall be clearly indicated in the space provided in the price schedule **Annex B**. The Bidder must sign and officially stamp the price schedule.

During the validity period of the Simple Service Agreement the given prices shall remain unchangeable.

# Bid Currencies

* All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in ***Afghani به افغانی***

# Documents Establishing Service Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the services’ conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

* A detailed description of the supply’ essential technical and performance characteristics.
* A clause-by-clause commentary on the Purchaser’s Technical Specifications demonstrating the supplies’ substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

# Bid Security

For the Purpose of This Tender or MPA Process, Bid Security or bond do not apply.

# Period of Validity of Bids and Bid Security:

Bid validity shall be 90 working days from the date sealed bids submitted to IRC and Bid Security does not apply to this procurement.

# Format and Signing

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

* A table containing bid offer: item description, unit price
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).

##### SUBMISSION OF BIDS

# Submission and Marking of Bids:

Bidder shall submit sealed bid clearly marked **(RFP IRC AFG-01516 for Cleaning and Office supply for IRC main office Kabul, Afghanistan)** to IRC Office at Kabul at the below addresses no later than **( Nov 02 2020) 04:00pm**. All bids are to be put in to the box provided for the purpose. Bids submitted after the deadline will not be accepted.

Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, and date of submission.

**در وقت تسلمی نرخ نامه در دفتر آی آر سی فورم راجستر با تمام مشخصات توسط شخص خانه پری گردد.**

**IRC Office Kabul Taimani, Street # 4, House, # 34 district No 10 Kabul**

# Format

The Bidder’s proposal shall comprise of technical proposal and financial proposal in sealed envelope.

# Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

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

##### BID OPENING AND EVALUATION

# Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

# Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Weight (%)** |
| **Capacity/Stock holding** | (1) Supplier to state if they have available stock or will avail needed order once place  (2) Supplier has the ability to deliver all supplies to the field sites within 10 days as soon as contract is signed | 10% |
| **Past experience/performance** | The vender need to attach three similar copies of POs / Contracts of Items (Three copies of most recent purchase orders ) | 10% |
| **Eligibility/Specialized Supplier** | 1- Supplier owns his/her own firm registered with authorized local government authorities  2. Bid should have 90 working days validity from the date submitted. | 5% |
| **Sample/**  **Quality** | Samples of Unbranded Items mentioned in Annex E | 30% |
| **Financial proposal** | Offer as per Price list | 40 |
| **Payment Terms** | Offers 30 Days credit for payment after receipt of invoice through bank transfer | 5% |
| **Total Score** | | **100%** |

# Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced.

# Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Simple Service Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

##### CONTRACTING

# Contract award and notification

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Simple Service Agreement and perform its obligations satisfactorily.

# Warranty

The Supplier warrants that the goods to be supplied are new, unused, of the most recent or current models (products), and meet Purchaser’s specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Afghanistan Law if any

# Price Schedules and Location

Vendors interested in the provision of Goods and or services outlined in Annex B and B1 as specification to IRC Country office should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for Simple Service Agreement as per below Categories is attached in **Annex B and Specification is Annex B1**

# Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

# Ethical Operating Standards

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct and IRC’s combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll–free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

**Annex: A**



**INTERNATIONAL RESCUE COMMITTEE**

**Vendor Information Form**

***The information provided will be used to evaluate the Company before contracting with the IRC.***

***Please complete all fields.***

**Fields marked (\*) are mandatory.**

**Vendor Information**

|  |  |
| --- | --- |
| \*Company\Organization Name  \*For individual vendors, provide legal first and last name |  |
| \*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any |  |
| \*Previous names of the company |  |
| \*Address |  |
| \*Website |  |
| \*Phone/Fax Numbers | Phone: Fax: |
| \*Primary Contact | First Name: Last Name:  Phone Number: Email Address: |
| \*Number of Staff |  |
| Number of Locations |  |
| Avg. $ Value of Stock on Hand |  |
| \*Name(s) of Company Owner(s) or Board of Directors or CEO |  |
| \*Parent companies, if any |  |
| \*Subsidiary or affiliate companies, if any |  |

**Financial Information**

|  |  |
| --- | --- |
| \*Bank Name and Address |  |
| \*Name under which company is registered at bank | This field is mandatory if Wire Transfer is the selected payment method |
| \*Specify Standard Payment Terms (Net, 15, 30 days etc.) |  |
| \*Payment Method (select all that applies) | Payment By: Check Yes | No Wire Transfer Yes | No Cash Yes | No |
| \*Name under which company is registered at bank |  |
| \*Bank account number | This field is to be completed upon notification of awarding of order\contract |
| Routing Number | This field is to be completed upon notification of awarding of order\contract |
| Swift code (if applicable) | This field is to be completed upon notification of awarding of order\contract |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| Basis For Pricing (Catalog, List, etc.) |  |

**Documentations as applicable:**

|  |  |
| --- | --- |
| \*Registration | Provided \_\_\_\_  Not provided: \_\_\_\_\_ Reasons: \_\_\_\_\_ |
| \*Tax ID (W9, Tax exempt certificate. etc.) | Provided \_\_\_\_ |
| US Vendors only  \*Do you require a Form 1099? | Yes\_\_\_\_ No\_\_\_\_ |

**References (optional)**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.

**2.** They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

**3.** They have not been convicted of an offense concerning their professional conduct*.*

**4.** They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

**5.** They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

**6.** They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

**7.** They maintain high ethical and social operating standards, including:

* Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC’s beneficiaries.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

**8.** Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company’s business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company’s Authorized Vendor status and disqualification of Company from participation in future IRC procurement.

9. Vendor hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.

10. Vendor herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

**IRC Conflict of Interest and Vendor Code of Conduct**

Vendor hereby agrees that Vendor and Vendor’s employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC’s everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

* We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
* We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
* Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
* We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
* We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
* We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
* We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
* We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
* We rigorously enforce the UN Secretary General’s Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
* IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

* As a guiding principle of our work, IRC encourages self–reliance and supports the right of people to fully participate in decisions that affect their lives.
* We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
* We design programs to respond to beneficiaries’ needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
* We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.
* We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

* We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
* We strive to comply with the laws of the governing institutions where we work.
* We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
* We are responsible stewards of funds entrusted to our use.
* We integrate individual accountability of staff through the use of performance evaluations.
* We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
* We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

* Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor’s business activities.
* Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor’s owners.
* Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
* Vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
* Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
* Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Vendor hereby agrees to maintain high ethical and social standards:**

* Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; prohibition of trafficking in persons.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org.

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, irc.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

|  |
| --- |
| Vendor Name: |
| Signature: |
| Title: |
| Print Name: |
| Date: |

**Exhibit Annex B Price List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Item / Service and Description/Specification | Unit | QTY | Unit Price AFAنرخ فی واحد به افغانی | Remark |
|
| 1 | Air freshener 300 ML (Breeze dry type) or Equivalent | Bottle | 1 |  |  |
| 2 | Ariel washing powder 3 kg or Equivalent | Packet | 1 |  |  |
| 3 | Bleach liquid (1 liter) | Bottle | 1 |  |  |
| 4 | Brush with wooden Standing Handle Medium size | Each | 1 |  |  |
| 5 | Broom (Mazari Type) | Each | 1 |  |  |
| 6 | Black tea high quality (Packet with one Kg) | Kg | 1 |  |  |
| 7 | Black tea (100 bag) | Packet | 1 |  |  |
| 8 | Cleaning Cloth width 1 M with high absorbent | Meter | 1 |  |  |
| 9 | Carpet cleaner Viking 750 ML or Equivalent | Bottle | 1 |  |  |
| 10 | Dettol liquid 1 lit or Equivalent | Bottle | 1 |  |  |
| 11 | Dust Pan with Standing Handle | Each | 1 |  |  |
| 12 | Disposable gloves (Latex- 1x100) or Equivalent | Packet | 1 |  |  |
| 13 | Dish washing liquid original Net or Equivalent | Bottle | 1 |  |  |
| 14 | Furniture polish (Crown- 300 ml) or Equivalent | Bottle | 1 |  |  |
| 15 | Garbage bag plastic Big size (Black) | Kg | 1 |  |  |
| 16 | Glass cleaner (Almonaza- 750 ML) or Equivalent | Bottle | 1 |  |  |
| 17 | Gloves Black long (best quality) | Pair | 1 |  |  |
| 18 | Green tea (100 bag) | Packet | 1 |  |  |
| 19 | Green Tea high quality (Packet with one Kg) | Kg | 1 |  |  |
| 20 | Hand sanitizer (Pure Klenze- 237 ml) or Equivalent | Bottle | 1 |  |  |
| 21 | Hand washing liquid (Royal-500 ml) or Equivalent | Bottle | 1 |  |  |
| 22 | Duck liquid500 ml ( detergent cleaning for washroom) or Equivalent | Bottle | 1 |  |  |
| 23 | Insect killer (Martein-400 ml) or Equivalent | Bottle | 1 |  |  |
| 24 | Mask best quality (50 pcs) | Packet | 1 |  |  |
| 25 | Matches (10\*10 box) | Packet | 1 |  |  |
| 26 | Mop (threads for cleaning with steel handle) | Each | 1 |  |  |
| 27 | Net for dish washing | Set | 1 |  |  |
| 28 | Paper Hand towel white (100 sheet) | Packet | 1 |  |  |
| 29 | Sponge for dish washing (1x3) | Packet | 1 |  |  |
| 30 | Softener Liquid 4 lit (Ariel) or Equivalent | Bottle | 1 |  |  |
| 31 | Sugar best quality (Packet with one Kg) | Kg | 1 |  |  |
| 32 | Tissue paper Alkozay ( 200 ply) or Equivalent | Packet | 1 |  |  |
| 33 | Toilet Brush best quality | Each | 1 |  |  |
| 34 | Toilet paper (1x10 roll) or Equivalent | Packet | 1 |  |  |
| 35 | Wiper Rubber (high quality) | Each | 1 |  |  |
| 36 | Toilet Cleaning Acid (Best quality) 250-300 ml | bottle | 1 |  |  |
| 37 | Metal Mesh Waste Bin | Each | 1 |  |  |
| 38 | Plastic Dustbin with cover 5 liters | Each | 1 |  |  |
| 39 | Plastic Dustbin with Wheels around 100 liters | Each | 1 |  |  |
| **TOTAL in AFN:** | | | | |  |

**FOR IRC USE**

**Following documents have been supplied:**

|  |  |
| --- | --- |
| Business registration or license |  |
| Articles of incorporation or similar document |  |
| Business and other NGO references |  |
| Bank statements and references |  |
| Passport / ID cards of business owners/board of directors |  |
| Financial statement (if available) |  |
| Supplier Tax Identification Number (TIN) |  |

***Brief information about Supplier Business and Experience.***

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| **Validity of price should be at least 90 working days from the date RFP is issued**  **Price to be in Afghanistan Local currency (Afghanis)**  **Price Validity: ……………………….**  **Currency of bid: …………………….**  **Payment Terms: …………………….**  **Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
|  | |  |  | |
| **Signature of representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
|  | |  |  | |
| **Tele\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
|  | | | | | |
| **Official stamp of supplier -------------------------** | | | | | |
|  | | |

**Annex: C**

**International Rescue Committee, Inc.**

**Intent to Bid**

**IRC Reference #: IRC AFG-01516**

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please indicate #1 or #2 below)*

**1.□** it is the intent of this company to submit a response to the (RFP IRC AFG-01516) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP: 01516

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (If faxed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

**2.□** This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Person signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_