



Tender Checklist for submission:

I hereby Acknowledge and agree to all terms and conditions of the tender below and confirm submission of below required evaluation documents which without them I will not be considered as qualified.

Evaluation documents checklist submitted against the tender: (IRW/001/2022)

No	Required Documents	Yes attached	Not attached	Remarks
1	Update Licence			
2	Bank Statement with 75% balance of tender amount			
3	10% guarantee letter from the local bank			
4	Relevant experience and evidence			
5	Business name Bank Account Details in Turkey or Pakistan EURO currency			
6	Filled in Tender or a complete quotation/bid			

Company acknowledgment

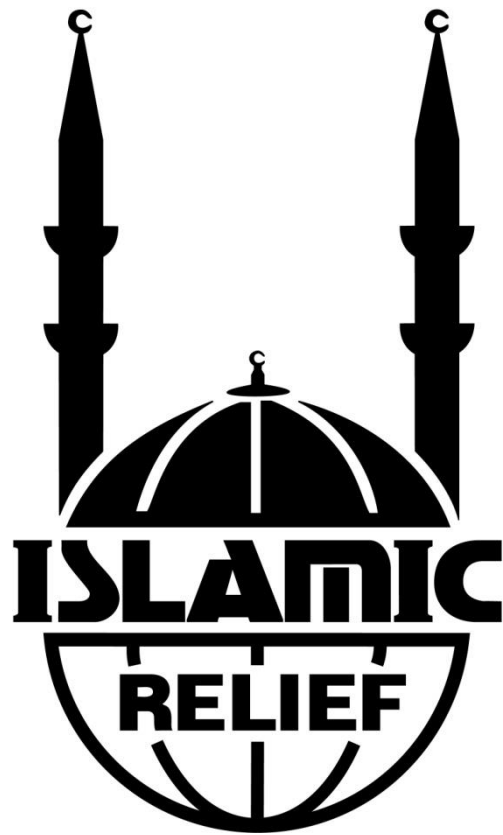
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Sign:

Print:

Stamp:

Date:



ISLAMIC RELIEF WORLWIDE - AFGHANISTAN

TENDER FOR FOOD PACKAGES

REF# IRW/001/2022

Publish Date: 13. January. 2022

Closing Date: 18. January. 2022

Business Name:

Owner Name:

Phone Number:

Email Add:

Supplier must sign and stamp all pages of the tender

1) FOOD ITEMS TABLE (01):

No.	Item name and specifications	Unit	Quantity in total	Unit Price AFG	Total Price AFG
1	Wheat Flour 60 kg First Qazaqi	60 kg	2000		
2	Cooking Oil 6 lit Al Naveed, or equivalent (one 5 lit bottle + one 1 Lit bottle)	6 Lit	2000		
3	Rice 1 st Sela 29 Kg	29 kg	2000		
4	Pulse 14 Kg دالخنود	14 kg	2000		
5	Salt Iodized made in Afghanistan (Sehat Shoma) 1 KG	1 kg	2000		
6	Sugar 6 kg	6 kg	2000		
7	Packing of food items in cartons with printing logo of IRW in cartons, and bags	One carton	2000		
8	Transportation cost of each package to Kabul, Kandahar, Herat, Mazar, Nangarhar Bamian distribution points. Distribution points can be in districts.	One package	2000		
	TOTAL: The total Cost should be including packing, loading, unloading, and delivery to distribution points of mentioned provinces				

- ❖ Suppliers must have bank accounts in Turkey or Pakistan in their business names or Joint Venture.
- ❖ All items in the list above must be 100% halaal according to the Islamic shariah law including additives and preservatives

2) FOOD ITEMS TABLE (02):

No.	Item name and specifications	Unit	Quantity in total	Unit Price AFG	Total Price AFG
1	Wheat Flour 49 kg First Qazaqi	49 kg	2000		
2	Cooking Oil 10 lit Al Naveed, or equivalent?	10 Lit	2000		
3	Rice 1 st Sela 10 Kg	10 kg	2000		
4	Beans Ablaq 7 Kg	7 kg	2000		
5	Salt Iodized made in Afghanistan (Sehat Shoma) 2 KG	2 kg	2000		
6	Blanket double size, double layer, (weight 4 kg) 3 pieces	3 pieces	2000		
7	Packing of food items in cartons with printing logo of IRW in cartons,	One carton	2000		
8	Transportation cost of each package to Kabul, Kandahar, Herat, Mazar, Nangarhar Bamian distribution points. Distribution points can be in districts.	One package	2000		
	TOTAL: The total Cost should be including packing, loading, unloading, and delivery to distribution points of mentioned provinces				

- ❖ Suppliers must have bank accounts in Turkey or Pakistan in their business names or Joint Venture.
- ❖ All items in the list above must be 100% halaal according to the Islamic shariah law including additives and preservatives.

All tenders are required to be submitted before **Tuesday 18 Jan 2022, 12:00 pm AFG time** according to the attached guidelines for submitting a quotation and into the below address:

[House 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

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

<i>No.</i>	<i>Description</i>	<i>Total Price in AFN (Afghanis)</i>
1	Grand Total Bid Price	
2	Discount Ratio (if any) ... % and the amount	
3	Grand Total after Discount	
4	Number of days required for delivery	

We have carefully checked and examined all bid documents, and we are offering the costs above on a fixed basis. 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

Terms and Conditions:

- 1- Suppliers participating in the bidding process must have EURO currency bank accounts available in their business name in Turkey or Pakistan. IRW will transfer the supplier payment from IRW headquarters into the supplier bank account out of the country in Euro. IRW will not be able to transfer the payment within Afghanistan and national banks.
- 2- The contract amount will be exchanged into Euro by IRW HQ based on the exchange rate on the day of contract.
- 3- The quantity inserted above may increase or decrease. The supplier will have to consider the final quantity in the contract and work order.
- 4- The given price must remain valid till three months commencing from submission of the tender.
- 5- Prices shall be given in Afghanis (AFN) and must include all duties, transport cost, loading and unloading costs. The Procurement Committee shall roll out any currency variations occurring during the evaluation stage. Offers without sign and stamp will not be accepted.
- 6- Delivery will be done based on the tentative delivery plan shared by IRW later on, on each province distribution points in more than one day.
- 7- The supplier must have enough daily wage labour for loading/unloading and carrying the food parcels for the women, people with the disabilities, and elderly man until it is cleared from the distribution site.
- 8- The supplier must find and rent a distribution spot/location as per the program requirement in the targeted province. The supplier is responsible to arrange the distribution spots including ropes, tables and chairs for the distribution personal.
- 9- IRW will not be responsible for any changes occurred during the contract such as (increment in market price, dollars rate, custom duties, exchange rate etc.)
- 10- IRW will carry out technical inspection of all items before and after the delivery.
- 11- A supplier must follow all the preventive measures for COVID_19 during delivery.
- 12- The supplier must do the packing of all the kits in the carton with the print of the IR logo
- 13- The supplier must submit the filled, signed, and stamped Checklist on top of the tender.
- 14- The Procurement Committee does not accept the lowest price from any bidder. All quotes/bids will be assessed and be based on 'best value for money.'
- 15- The procurement committee will have the right to accept or reject any tender.
- 16- Payment will be made within 30 working days after inspection and completion of delivery.
- 17- Bidders must confirm that all prices quoted in the tender will remain valid for three months commencing from the Tender deadline.
- 18- 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.
- 19- If the awarded bidder fails in any way to comply with the referred brands, items, types of goods, the procurement committee will terminate the agreement and refer to other existing quotes or may re-advertise the tender
- 20- If the supplier fails in any way to supply the selected brands or fails to deliver the supplies within the given deadline a 10% penalty from the whole contract will be deducted.
- 21- The 2% government tax will be deducted from the final payment as per the government tax law.
- 22- **Samples will be asked from the shortlisted companies who are within the budget limit and that have met all the criteria.**
- 23- The goods contract will be awarded on the basis of 'best value for money' as and in accordance with the criteria mentioned in (selection the criteria section). Any tender not meeting the criteria will be excluded from further consideration.
- 24- The quantity inserted in this tender may increase or decrease up to an unknown quantity; the vendor is bound to the quantity in each purchase order only and will be paid for that quantities
- 25- IRW may not be liable to accept or pay for any goods being purchased before the work order is issued to the contractor in writing or by email.

- 26- 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. At its absolute discretion, the Procurement Committee will decide on the appropriate course of action, including eliminating a bidder from this Competition or terminating their contract for Goods provided by the vendor.
- 27- **IRW (Procurement Unit) adheres to safeguarding and child protection policies. IRW makes sure all its suppliers and vendors abide by such laws preventing child labor in all IRW activities countrywide including the Modern Slavery Act**
- 28- The successful tenderer shall be familiar with the VAT law of the Afghanistan government.
- 29- 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).
- 30- The procurement person will issue all responses to queries 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
- 31- 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)). 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 an overseas supplier. **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's 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 the following criteria:
- 2- **The tenderer must provide a 10% bank guarantee of their total tender value. The guarantee letter must be valid for the duration of 2 months commencing from the start date of the tender, and the bank guarantee should be specifically mentioned the project name and reference number; this guarantee will be kept for the contract duration to the awarded bidder.**
- 3- Filled signed and stamped Checklist.
- 4- **Tenderers must declare that they satisfy the financial and economic requirements by providing the bank statements of their company presenting 75% of their total tender value currently available; the bank statement should not be older than three months.**
- 5- The documents should include a copy of the company's valid licence.
- 6- The documents should include a copy of the company bank account details in EURO currency in Turkey or Pakistan.
- 7- The vendors shall be required to attach evidence of their past related experience containing at least two commercial references. The particular criteria weighting shall be in favor of those suppliers providing the relevant experience with international NGOs.
- 8- All tenders must complete the pricing according to the table.

The valid tenders must contain the following:

- 1- Filled signed and stamped IR tender document
- 2- 10% letter of bank guarantee from bank
- 3- Bank statement with 75% of quotation balance
- 4- Evidence of three years of relevant experience
- 5- An updated copy of the license
- 6- Bank account details in Turkey or Pakistan in the EURO or PKR currency. Copy of partnership or join venture contract