INVITATION TO Offer Proposal

Physiotherapy and Rehabilitation Support for Afghanistan (PARSA)
AFSHAR, MARASTOON. KABUL-AFGHANISTAN

Renovation of Vocational Center of Nangrahar Marastoon

ITT Number	ITT-PARSA - 006-2026
ITT Title	Renovation of Vocational Center of Nangrahar Marastoon
Issue Date	Wednesday – Feb 04, 2026
Closing Date	Wednesday- Feb 11, 2026 (10:00 AM Local Time)
Questions	All question Must be directed through email in following Address: 1. Naeem Ahmadzai/Mohammad Homayun Sulimankhil Address: naeem@afghanistan-parsa.org/Homayun@afghanistan-parsa.org Phone No.: +93(0) 77 763 6400/0772843952

BACKGROUND INFORMATION:

PARSA is a 24-year-old non-profit registered in the US, and in Afghanistan as a non-governmental agency. PARSA is a "hybrid" organization. Staff, both national and international, has had extensive experience producing programs in Afghanistan, which makes PARSA a leader in innovative program implementation. At the same time PARSA practices require coordination and support with other agencies, which gives us the skill to create change in Afghanistan. PARSA provides a uniquely direct, personable, and measurable link between Afghan-led community initiatives and the international donor resources. We live and work in the Afghan community. With decades of experience, a deep-rooted love of the Afghan people, and a deep cultural empathy and understanding of the local challenges and opportunities, PARSA works with, and in support of, Afghan-led initiatives.

SCOPE OF WORK

PARSA Afghanistan is inviting registered company specifically working and having experience in the field of works, with detailed specification outlined in the BOQ attached with this Document. This project will be based in **Nangrahar Province Marastoon, DDP Afghanistan.**

Interested vendor must include valid business license, profile and similar past performance, along with their proposals.

TERMS AND CONDITIONS

To qualify for this RFP, the vendor must consider the following terms and Conditions (incomplete bids will not be considered for evaluation):

- The bidder should provide one copy of similar contracts within the last six (6) years, with a minimum value of AFN 600,000 or an equivalent amount in USD.
- **Financial Capability:** The vendor must provide bank statement in their company name having **500,000 AFN** in their account during the project advertised and bid closing date.
- Validity of RFP must be for 90 days after deadlines.
- SPECIFICATIONS - Refer to BOQ for detailed specifications.
- Valid business License from Ministry of commerce.
- The bidder must provide similar contract copies.
- Sub-Contracting is not applicable.
- Bidder is requested to fill in, sign, stamp and return all the Annexes attached with this Document.
- **The Bid Security amount** is: **NA**
- All bidding documents must be filled in English.
- **The Performance Security**: NA

PAYMENT TERMS:

- No advance Payment will be applicable
- 100% payment will be released upon completion of the Project in the province
- payment will be made through bank transfer, PARSA will pay the supplier in accordance with the payment schedules as stipulated in the agreement within 8 days of submission of an acceptable invoice by the supplier/vendor and acceptance of the work, good and service from technical team.

FINANCIAL OFFER

financial Offer is to be submitted on the attached financial offer form (**Annex 2**) in **Afghani.** Bid that have a different price structure may not be considered.

- **Unit costs:** To be clearly listed in the Financial Offer.
- **Total costs:** To be clearly listed in the Financial Offer
- **Project time**: to be clearly identified in the Financial Offer
- **Bid Prices:** The Vendor shall fill in rates and prices for all items of the works described in the BOQ. Items for which no rate or price is entered by the Bidder shall not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the price schedule.

Evaluation CRITERIA:

Eligible vendors will be evaluated on the basis of Lowest Price offer through following Points:

S#	Biding Documents Evaluation Criteria	Marks
1	The bidder should provide one copy of similar contracts within the last six (6) years, with a minimum value of AFN 600,000 or an equivalent amount in USD.	20
2	The vendor must submit a bank statement issued in the company's name showing a minimum balance of AFN 500,000 or an equivalent amount in USD. Note: The bank statement must be issued between the project advertisement date and the bid closing date.	15
3	The supplier must provide complete bank account details and confirm acceptance of payment through bank transfer. Note: For this purpose, the supplier is required to submit official bank account details and a written confirmation on the company's letterhead clearly stating acceptance of payment via bank account.	15
4	The bidder must submit copy of a valid Tax Clearance Report for 2024 or 2023, issued by the Ministry of Finance.	12
5	Price	38
Total Marks		**100**

SUBMISSION GUIDLINE:

- Electronic Submission:

Electronic submission is not applicable, offer received electronically will not be considered by evaluation committee.

- Hard Copy Submission:

All offers must be submitted as a hard copy clearly indicated the RFP number, title, and RFP deadline in the following address:

Address:
PARSA Main Office, Marastoon- Afshar
Afshar -, Kabul

Attention To:
Procurement Dept
Naeem Ahmadzai/Mohammad Homayun Sulimankhil
Procurement Department
+93(0) 77 763 6400/0772843952

- All offer must be signed and/or stamped by an authorized representative of the Company.
- All offer must have complete address, telephone number and e-mail address (backside of envelope) of the company offers.
- All offer must be in quoted in Afghani and payments will be made to the vendor in local currency (AFN).
- In case of price discrepancy between unit price and Grand Total the unit price will be considered

Tax:

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, PARSA is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, PARSA shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active License of Ministry of Commerce.

For subcontractors/vendors without an active License Ministry of Commerce, PARSA shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Attachments:

- Appendix 1: Vendor Information
- Appendix 2: Financial Offer
- Appendix 3: vendor Similar Contracts Past Performance

Project Duration/period	The duration of the Project to be performed under this contract will be **14 Calendar days** The contractor will start the work within two (1) day after the date of signing of this contract by both the parties, the client and contractor.
(Project Site)	ARCS, Maraston, Jalalabad City, Nangrahar

1. Vendor Information:

Date:

Tender reference: - Renovation of Vocational Center of Nangrahar Marastoon, ARCS

Vendor Name as per Business License	
License No.	
License Validity Date	
Vendor Contact Detail	
Vendor Company Address	
Vendor Authorized Representatives Name and Designation	
Vendor Authorized Representatives Contact Details	

I undersigned _____, agree to provide PARSA, non-profit NGO, with items answering the above information, according to the general conditions and responsibilities that I engage myself to follow.

2. FINANCIAL OFFER

Date:

Tender reference - Renovation of Vocational Center of Nangrahar Marastoon, ARCS

BOQ: Separately Attached

3. Similar Contract (Past Performance)

Date:
Tender reference: - Renovation of Vocational Center of Nangrahar Marastoon, ARCS

Name of Client Organization & Contact Name	Email & phone number of Client	Contract Description	Contract Duration	Contract Amount	Location of Projects	Status Of Contract

Note: Attached copies of contracts

I undersigned _____, agree to provide PARSA, non-profit NGO, with items answering the above information, according to the general conditions and responsibilities that I engage myself to follow.

A. Did the company fail in implementing any of its past projects by any reason? If YES, please, provide PARSA with complete details in below table.

No	Project Description	Location	Client Name	Failure Reason	Contract value (USD)
1					
2					
3					
4					

Did you assess the project site (technical, social/security, economical) before elaborating your bills of quantities and offer?

Name of Vendor's Authorized Representative: _____

Authorized signature and stamp:

Date:

BIDDER'S CHECK LIST

Date: :

Tender reference: **-** Renovation of Vocational Center of Nangrahar Marastoon, ARCS

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

DESCRIPTION	To be filled in by Bidder		To be filled in by Opening Committee (For PARSA use only)		
	Yes	No	Yes	No	Comments
1.An original and one copy of the bid have been provided **(compulsory)**					
2. PART A - Instructions to Vendor is attached, filled, signed and stamped by the supplier. **(compulsory)**					
3. PART B - Offer Form is attached, filled, signed and stamped by the supplier. **(compulsory)**					
4. The bid prices are in Afghani and at least all columns of items applied to have been filled **compulsory**					
5. PART C - Company Profile Form is attached, filled, signed and stamped by the supplier. **(compulsory)**					
6. The Bidding documents/RFP are filled in English. **(compulsory)**					
7. ANNEXES - Proofs of past performances in a similar field of activity (e.g. past similar services deliveries in Afghanistan) are provided (Recommended).					
8. ANNEXES - Application Letter on Company Template					

09. ANNEXES - A Copy of Company registration documents and license are included. The ID of the legal representative of the company. **(compulsory)**					
10. ANNEXES - Color pictures (or samples) of item(s) are included-.					

Name & Position of Vendor's authorized representative
Authorized signature

Form of Bid Security (Bank Guarantee)

Not Applicable (NA)

[If required, the Bank/Vendor shall fill in this Bank Guarantee form in accordance with the instructions indicated in brackets .] _____

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Employer] Date: _____

BID GUARANTEE No.: _____

We have been informed that **[name of the Vendor]** (hereinafter called "the Bidder") has submitted to you its bid/RFP dated (hereinafter called "the Bid") for the execution of **[name of contract]** under Invitation to The Tendering No. **[ITT number]** ("the ITT").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder/Vendor, we **[name of Bank]** hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **[amount in figures]** (**[amount in words]**) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder/Vendor is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid/RFP during the period of bid validity specified by the Bidder/Vendor in the

Form of Bid/RFP; or

(b) having been notified of the acceptance of its Bid/RFP by the Employer during the period of

bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders/Vendor.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder/Vendor and the performance security issued to you upon the instruction of the Bidder/Vendor; or (b) if the Bidder/Vendor is not the successful bidder/Vendor, upon the earlier of (i) our receipt of a copy of your notification to the Bidder/Vendor of the name of the successful bidder/Vendor; or (ii) twenty-eight days after the expiration of the Bidder/Vendors' Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

_____

[signature(s)]

Performance Bank Guarantee

Not Applicable (NA)

[The bank/successful Bidder/Vendor providing the Guarantee shall fill in this form in accordance with the instructions indicated in brackets, if the PARSA requires this type of security.] *[Insert bank's name and address of issuing branch or office]* **Beneficiary: [insert name and address of PARSA Date: [insert date] PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]**

We have been informed that **[insert name of Contractor]** (hereinafter called "the Contractor") has entered into Contract No. **[insert reference number of the Contract]** dated with you, for the execution of **[insert name of Contract and brief description of Goods]** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we **[insert name of Bank]** hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **[insert amount in figures]** (**[insert amount in words])**,[12] such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than twenty-eight days from the date of issuance of the Taking-Over Certificate, calculated based on a copy of such Certificate which shall be provided to us, or on the [**insert number** day of **[insert month], [insert year],**[13] whichever occurs first. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

12- The Guarantor (bank) shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the PARSA.

13- Insert the date twenty-eight days after the expected Completion date. The PARSA should note that in the event of an extension of the time for completion of the Contract, the PARSA would need to request an extension of this Guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Employer might consider adding the f***ollowing text to the form, at the end of the penultimate paragraph: "The Guarantor*** agrees to a one-time extension of this Guarantee for a period not to exceed [six months][one year], in

_____

[signature(s) of an authorized representative(s) of the Bank]

Bill of Quantity

Subject: Renovation materials list, please see below

S#	Specification	Unit	Quantity	Unit price	Total price
1	Excavation for foundations in third-class soil and disposal of surplus materials with all related requirements	m^3	19		
2	Preparation and placing of lean concrete (plain concrete) in the foundation with 10 cm thickness, including all requirements	m^3	3.01		
3	Plain cement concrete for leveling course without reinforcement, mix ratio 1:4, including all incidental works	m^3	3.01		
4	Masonry work of stone walling with one-degree stone using cement-sand mortar (1:4), including all related requirements	m^3	10.5		
5	Masonry Renovation of stone wall with course stone using cement-sand mortar (1:4), including all related requirements	m^3	18.5		
6	Backfilling inside the trench with selected soil in layers up to 50 cm thickness, including all requirements	m^3	57.5		
7	Preparation and placement of lean concrete around pipes with 10 cm thickness, including all incidental works	m^3	11.5		
8	Plain cement concrete flooring without reinforcement, mix ratio 1:4, including all requirements	m^2	115		
9	Plastering of stone walls with cement-sand mortar (1:4), including all incidental works	m^2	26		
10	Renovation of reinforced concrete slab floor, mix ratio 1:4, including all requirements	m^3	30		
11	Plastering of interior walls with cement-sand mortar, mix ratio 1:4, including all requirements	m^2	122		

12	Plastering of exterior walls with cement-sand mortar, mix ratio 1:4, including all incidental works	m²	68		
13	Painting of interior walls with plastic paint, 75% quality, including all related requirements.	m²	122		
14	Painting of exterior walls with plastic paint, 100% weather-resistant quality, including all related requirements.	m²	68		
15	Supply and installation of 8000-grade wire mesh for covering the ceiling and roof with anti-rust coating and oil paint, including all related requirements.	m	115		
16	Supply and installation of high-quality metal pipe with anti-rust and oil paint coating, including all related requirements.	m	370		
17	Supply and installation of high-quality chicken mesh (wire mesh), including all related requirements.	m²	115		
18	Plain concrete work for the roof surface with 7 cm thickness, including all related requirements.	m²	80.36		
19	Carpentry work for wooden shuttering (formwork) for columns with dimensions 40×40×300 cm, using mortar mix 1:4, including all incidental works.	Piece	2		
20	Plastering of columns with weather-resistant and washable paint, including all related requirements.	m²	5		
21	Supply and installation of **UPVC door** of European quality, size **2.5 × 1 m**, including all handles and locks.	Unit	2		
22	Supply and installation of **UPVC window** of European quality, size **2.5 × 2 m**, including curtain rod and fasteners.	Unit	3		
23	Shuttering work (formwork) for the floor using wooden planks, mix ratio 1:4, including all incidental works.	m²	1		
24	Floor plastering with cement-sand mortar, mix ratio 1:4, including all incidental works.	m²	5		
25	Supply and installation of **steel gate** with a height of 3 meters and size 15 × 15 ft, including all related requirements.	Piece	4		
26	Bricks (first quality), size **22 × 5 cm**, for underground trench covering, including all incidental works.	m²	250		
27	Bricks (first quality), size **15 × 5 cm**, for wall plastering, including all incidental works.	m²	250		
28	Painting (putty + base + smooth finish) with high-quality paint, including all related requirements.	m²	6		
29	Socket 1+2 best quality including its all work	Piece	5		
30	Socket 1+7 best quality including its all work	Piece	5		
31	Roof under layer (frame) Khorshid company best	Piece	4		
32	Water proof bulb 36-watt good quality	Piece	15		

Grand Total for above 32 lines in AFN	**AFN:**

Project Implementation Location: Jalalabad Mrastoon/ARCS Ningrahar