

INVITATION TO TENDER (ITT)

Physiotherapy and Rehabilitation Services for Afghanistan (PARSA)

AFSHAR, MARASTOON. KABUL-AFGHANISTAN

PROVISION OF HEATING AND EXHAUST SYSTEM (Radiator - مرکز گرمی) DESIGN AND INSTALLATION FOR
PARSA ORGANIZATION

RFP Number	ITT-PARSA - 001 -2021
RFQ Title	Provision of coal-based Heating and exhaust System (Radiator – مرکز گرمی) Design and Installation for PARSA Organization
Issue Date	November 23, 2021
Closing Date	Monday – December 06, 2021 (04:00PM Local Time)
Questions due date	Monday -November 04,2021 – 4:00 PM All question Must be directed through email in following Address: Sharif Alokozay Address: rfp@afghanistan-parisa.org Phone No.: +93(0) 799 139 498
Site Visit	All Interested bidders can visit PARSA Office from Tuesday – November 23,2021 up to December 05,2020 – 08:00 a.m. to 04:00 p.m. Site visit is Mandatory and bids submitted without site visit will not be considered. All site visits must be pre-arranged at least 12hrs before through email and kindly attach your relevant valid business license copy, and full information of the company's representative including employee ID card or NIC.

BACKGROUND INFORMATION:

PARSA is a 23-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 in field of installation and design of Heating and Exhaust System for PARSA- Training Institute (PTI) with detailed specification outlined in the BoQ attached with this ITT. This project will be based in Kabul Marastoon, Afghanistan the vendors must include valid business license, profile and similar past performance, a detailed design and estimation and workplan along with their proposals.

TERMS AND CONDITIONS

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

- Detailed delivery and Installation Plan
- Detailed Design and estimation plan
- Validity of quotation must be for 90 days after deadlines of the ITT.
- ITEM SPECIFICATIONS – Refer to BoQ for detailed specifications.
- Valid business License from Ministry of commerce.
- Must have similar past performance
- The bidder must provide two similar contract copies.
- Bank Statement of the company from past two years
- Financial Audit Report for one year
- Bid Security is not applicable
- Performance guaranty will be applicable
- Sub-Contracting is not applicable
- Detailed specification, materials used and system design.
- Site visit is compulsory, Bids without site visit will not be considered.
- Bidders are requested to fill in, sign, stamp and return all the Annexes attached with this ITT.
- Prices of the above procurement must include custom duties/taxes.
- All bidding documents must be filled in English.

- Any missing information may lead to rejection of the offer(s).
- No advance payment will be made
- Payments will be made through bank transfer, PARSA will pay the supplier in accordance with the payment schedules as stipulated in the agreement within 15 days of submission of an acceptable invoice by the supplier and acceptance of the service from technical team.

PAYMENT TERMS:

- No advance Payment will be applicable
- 40 % payment will be processed on completion of 50% of work
- 50% payment will be processed on completion of 100% of work
- 10% will be retained for the period of one month after completion of work.

TECHNICAL OFFER:

Please include the following as a part of your technical offer:

- Duly completed and signed technical and financial forms as an ANNEXES
- Supplier Profile form
- Valid business license
- Detailed Work Plan
- Detailed design and estimation for the heating system

FINANCIAL OFFER

Separate financial Offer is to be submitted on the attached financial offer form (**Annex 2**) in **AFN**. Bids 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
- **Delivery time:** to be clearly identified in the Financial Offer

4. Evaluation CRITERIA:

The offers from all bidders will be evaluated on the basis of a Pass/Fail criteria considering the following points:

- Company profile and a copy of valid business license in similar activities
- Similar Past Performance specifically in field of design and installation of Heating system
- Two similar Contract copies

- Filled and signed forms attached with this offer as an annex.

Selection Criteria: Technically compliant offer from qualified and competent supplier at the lowest cost meeting PARSA technical team’s specifications, quality and services

Eligible vendors will be evaluated on the basis of Lowest Price and Technical Acceptability of offer through following breakdown:

Indicators	Marks
Technical Proposal + System Design	10
Installation and Delivery Plan	10
Competitive Pricing	10
Similar past performance	10
References	10
Total	50

SUBMISSION GUIDLINE:

- ✓ Electronic Submission:

Electronic submission is not applicable, offers 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:
 Sharif Alokozay
 Procurement Department
 +93(0) 799 139 498

- All offers must be signed and/or stamped by an authorized representative of the Company.

- All offers must have complete address, telephone number and e-mail address (backside of envelope) of the company offers without information may be disqualified.
- 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 AISA or Ministry of Commerce license.

For subcontractors/vendors without an active AISA or Ministry of Commerce license, 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 Past Performance
- Appendix 4: Technical Offer

1. Vendor Information:

Date: **23.11.2021**

Tender reference: **DSPP – PROVISION OF Heating and Exhaust SYSTEM (Radiator)
FOR PARSA ORGANIZATION**

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: 23.11.2021

Tender reference: **DSPP – PROVISION OF Heating and Exhaust SYSTEM (Radiator) FOR PARSA ORGANIZATION**

This estimate provides for all labor, material transport, tools, equipment's and method of providing services and any other necessary cost to be incurred for the installation and included overhead & profit for this whole process and site guidance given by the engineering representative.

	Specifications	مشخصات
1	Design and Installation of Coal based Warming and exhaust system specification: Black steel pipe with Primer insulation, Iranian collector, Turkish Radiator, valve for each Radiator, automatic Turkish boiler (Totem), German water pump (5kw) with all Automatic Equipment.	مشخصات مرکز گرمی ذغالی: رایزر های Black steel با عایق مواد پرایمر / کلکتور های ایرانی / رادیاتور یا پلیت ترکی با وال های اصلی درجه یک وال های جداگانه به هر پلیت با دیگی توتم ترکی اتومات درجه یک / پمپ های جرمنی اصلی 5kw و تمام سیستم اتوماتیک بامواد.
	Grand total of Materials AND Works	

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

3. Similar Past Performance

Date: 22.11.2021

**Tender reference: DSPP – PROVISION OF coal-based Heating and exhaust SYSTEM (Radiator) FOR
PARSA ORGANIZATION**

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

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.

4. TECHNICAL OFFER

Date: **22.11.2021**

Tender reference: **DSPP – PROVISION OF Coal Based Heating and Exhaust SYSTEM (Radiator)
FOR PARSA**

PLEASE PROVIDE THE INFORMATION ANSWERING TO EACH TECHNICAL QUESTION BELOW:

Number	Position	Specialization	Years of experience	Years with this company
1				
2				
3				

- A. Number of senior and technical engineers with their specialization and experience **(resumes shall be attached) Table Above**

- B. Company address (main office and area office where this project is being implemented): Main office and Local Office

- C. Does the Company plan to subcontract any of the work proposed?

- B. Does the company have the ability to provide PARSA with a reference letter from a third reliable party (local community, well-known company, government agencies or local agencies)?

- C. Does the company have the ability to deposit 10% of contract amount as guarantee (performance guarantee), which will be blocked by PARSA officially until the project and as well as the guarantee period are successfully completed?

- D. Does the company have the ability to guarantee the project quality for 12 months, after 100% completion of the project?

- E. 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 Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

BIDDER'S CHECK LIST

Date: 23.11.2021

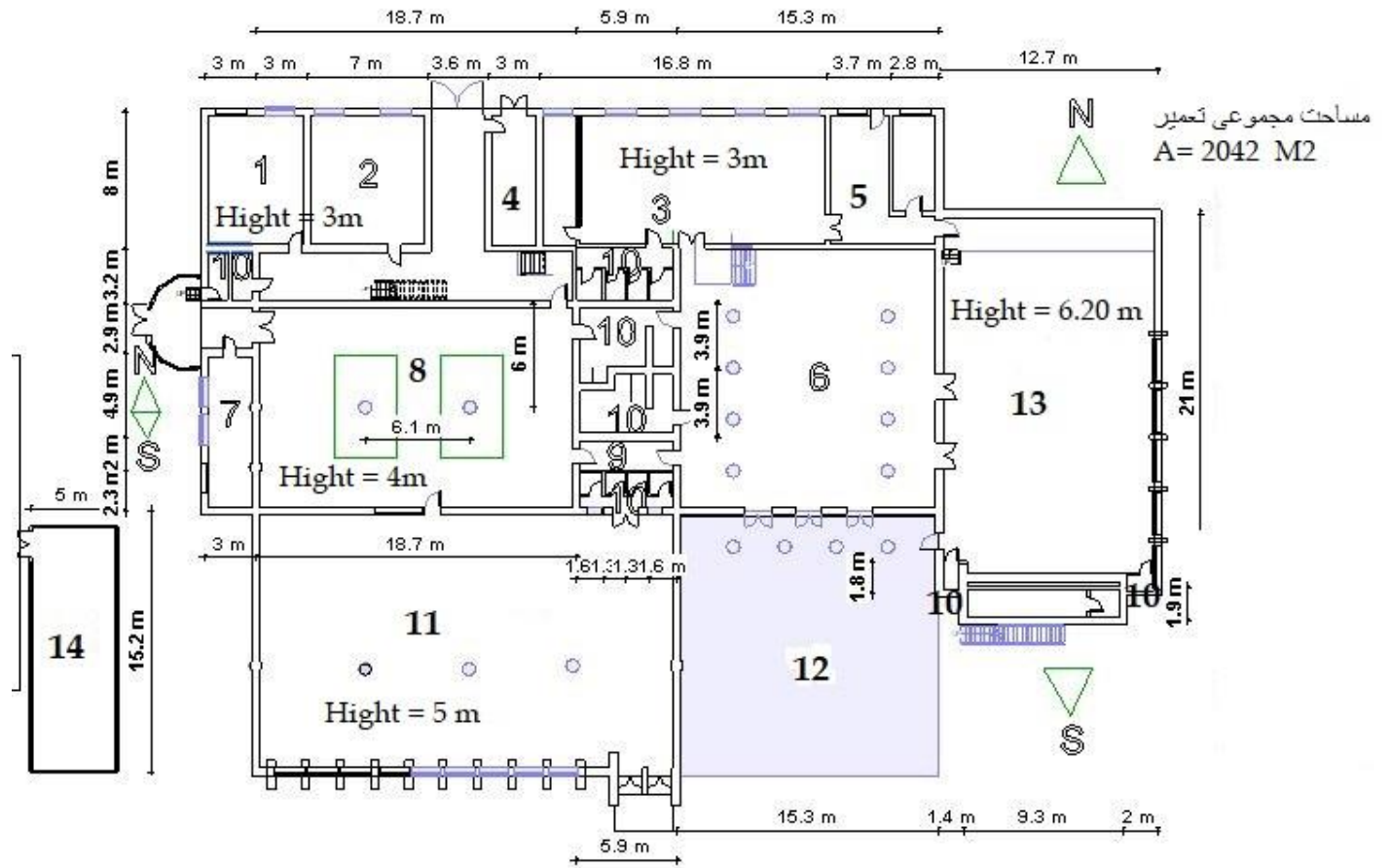
Tender reference: **DSPP – PROVISION OF Heating and Exhaust SYSTEM (Radiator) FOR PARSA ORGANIZATION**

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 Bidders 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 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					

<p>09. ANNEXES – A Copy of Company registration documents and license are included. The ID of the legal representative of the company. (compulsory)</p>					
<p>10. ANNEXES – Color pictures (or samples) of item(s) are included- Design Etc.</p>					

Name & Position of Bidder’s authorized representative _____
 Authorized signature _____



Basement plan

