



ORGANIZATION FOR RELIEF DEVELOPMENT ORD

INVITATION TO BID

ITB No.: AFG/ORD/21/16

Bid Documents for

Supply & Delivery of 2804 NFI Kits for Internal Displaced People

Location: Kunduz & Takhar provinces, Afghanistan

ISSUANCE DATE: 01 December 2021

(Deadline for Submission of Bid): December 21, 2021, 16:00hrs (Afghanistan local time)

YOUR SEALED BIDS SHALL COMPRISE THE FOLLOWING TWO
SETS OF DOCUMENTS MARKED:

**“Technical Bid” and “Financial Bid”
in Separate Envelopes**

Please ensure to sign the registration sheet at the ORD office while submitting sealed Bid!

Subject: Invitation to Bid
Projects Name: Supply/Delivery of 2804 NFI Kits for Internal Displaced People
Invitation to Bid No.: AFG/ORD/21/16
Location: Kunduz & Takhar provinces, Afghanistan
Issuance Date: December 01, 2021
Closing Date: December 21, 2021

INTRODUCTION OF ORD

Organization for Relief Development (ORD) is a non-governmental, non-profit and non-political organization that has been established in 2010, registered in Kabul, Afghanistan with the Islamic Republic of Afghanistan. ORD plays a critical role in providing management services for peacebuilding, humanitarian assistance, and development operations. These activities help suffering people in troubled parts of Afghanistan. ORD's mission is to expand the capacity of its partners to implement peacebuilding, humanitarian, and development operations that matter for people in need. Working in some of Afghanistan's most challenging environments, ORD's vision is to always satisfy stakeholders with management services that meet better standards of quality, speed, and cost-effectiveness. By assisting its development partners, ORD makes significant, tangible contributions to results on the ground. For further information on ORD, its mandate, and operations please see <http://www.ord.org.af>.

1. INVITATION TO BID

The Organization for Relief Development (ORD) is implementing partner of the United Nations Office for the Coordination of Humanitarian Affairs (**OCHA**) for the above-mentioned project to NFI Assistance for Conflict-Affected IDPs in Kunduz and Takhar (Taloqan) provinces of Afghanistan.

2. REQUIRMENTS

ORD, invites qualified Logistics Companies, duly registered with the Ministry of Industry and Commerce govt of Afghanistan, to submit their sealed bids for the afore-mentioned project "Supply and delivery of 2804 NFI Kits as per attached **BoQ of Annex - 5**.

It is recommended that this (ITB) and its mandatory all annexes be read and filled in thoroughly. Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

3. ACKNOWLEDGEMENT

You are kindly requested to confirm by an email to: procurement.kabul@ord.org.af that you will be submitting a bid.

4. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to

the Procurement Unit at procurement.kabul@ord.org.af

Any prospective bidder requiring any clarification in respect of the Bidding Documents may notify the Employer in writing at procurement.kabul@ord.org.af. The request for clarification must reach the Employer no later than 5 days before the closing date of the bid. The Employer will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of bids.

The deadline for receipt of questions is 14:00 hrs local time on 15th December 2021. Bidders are requested to keep all questions concise.

Please do not send bids to the above email address. Only queries questions on this ITB can be sent to the subject line email (**Supply and Delivery of 2,804 NFI Kits– AFG/ORD/21/16**).

ORD will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. ORD may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

Your bid documents shall be prepared in English.

Please submit your bid using the Annexes provided. Bids not conforming to the requested formats may not be taken into consideration.

5. ELIGIBLE BIDDERS:

- 5.1 This Invitation for Bids is open for all interested companies who have registered with the government of Afghanistan and have valid licenses.
- 5.2 The company, organization, or individual is not listed in the sanction and embargo list of the UN Security Council.
- 5.3 The company, organization, or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
- 5.4 The company, organization, or individual will not be contracted for considerable portions of the contract if it is an enterprise economically intertwined with persons conducting the tender.
- 5.5 The bidder shall be an Afghan company registered with the government of Afghanistan.

6. COST OF BIDDING

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. TIMEFRAME FOR SUPPLY & DELIVERY

The intended NFI Kits require to be supplied and delivered within 25 calendar days to the sites (Kunduz and Takhar provinces).

The Bidding Documents, in addition to the invitation for bids, are those stated below, and all documents shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding Documents.

8.1 ITB Documents

The following annexes form integral part of this Invitation to Bid:

- Annex- 1: Vendor Registration Form
- Annex- 2: Summary of Relevant Work Experience with evidence document
- Annex- 3: Bid Form
- Annex- 4: Declaration of Undertaking
- Annex- 5: Financial Offer Form (Bill of Quantity)

Prices must be quoted for all items in the Bill of Quantities.

The bidders are expected to examine carefully the contents of all the above documents.

Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

9. PREPARATION OF BID

a. Documents Comprising the Bid

Your bid documents should be enclosed in the following two sets of documents:

- Technical bid
- Financial bid price

b. Content of the Technical Bid

The submitted bid must include the following formation. Failure to supply all requested information or comply with the specific formats may disqualify the bidder from consideration. **No Financial bid price should be included in the Technical Bid.** Failure to comply may risk disqualification. The technical bid should contain all information required.

Your technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Vendor Registration Form in accordance with Annex - 1.
- Summary of relevant work experience in accordance with Annex - 2.
- Bid Form in accordance with Annex - 3.
- Declaration of undertaking in accordance with Annex -4.
- Copy of valid business license.
- Past experience in providing logistic supply & services (evidence of past performance at least 2 current or previous copies of original contracts/PO, only lists of projects is not acceptable)
- Company profile with relevant past experience with (list and copy of the contract for similar completed projects provided to UN/NGO entities; with a copy of the valid business license
- Confirm that your proposal is valid for 60 calendar days from the closing date of this ITB in the Bid Form as Annex -5.

- The bidder should provide a guarantee letter on his letterhead as part of his bid documents that they will be delivering the required NFI Kits with high quality as per the approved samples and in case of the supplied item (s) were rejected by ORD or donor agency due to quality issue, the supplier must replace that item in a timely manner.
- Proposed time schedule and the timeframe that the contractor should be supplying and delivering the required goods in compliance with the required timeframe (25) calendar days. The proposed schedule shall be prepared in calendar days including all the necessary main activities e.g., sample selection & approval, provision, packing, transportation, delivery, etc.

c. Content of the Financial Bid Price

- All prices shall be stated with applicable tax (in accordance with the current tax laws of the Islamic Republic of Afghanistan, and all other relevant provisions of the same law).
- All unit prices shall be indicated in the space provided in the price sheet (BoQ). The bidder must sign and officially stamp the Financial Offer Form or (BoQ).
- The offer should follow the given structure and prices shall be quoted in USD Dollar (USD)
- The Financial bid price is to be submitted as per the BoQ & Financial Offer Form (Annex - 7). Bids that have a different price structure may not be accepted.
- All Annexes of the bid are to be properly completed, signed, and stamped.
- Each bidder shall prepare by filling out the forms completely and without alterations one Original specified in the bidding documents to comprising the bid and clearly mark them **“ORIGINAL**

- d. **Bid Validity Period:** Bids shall be valid for 60 calendar days from the date of submission. A bid valid for a shorter period shall be rejected by ORD on the grounds that it is non-responsive. In exceptional circumstances, prior to the expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing.

e. Alternative Bid

Alternative bids are not allowed to be attached.

10. SUBMISSION OF BID

- a. Deadline for submission of bid:

The closing date for submission of bids is **21th of December 2021, 16:00hrs** (Afghanistan local time). Late bids shall be rejected, and electronic submission is not allowed.

In case of emergencies and formal holidays, it's extendable for one day more than bidders can submit their offers for tomorrow of the closing date for submission of a bid.

- b. Bids must be received by the Employer at the address specified no later than the deadline.
- c. Bids with the charge payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

11. SUBMISSION, SEALING, AND MARKING OF BIDS

The technical bid and the Price bid must be submitted separately in sealed envelopes.

The signed and stamped bid one original including its all attachments shall be submitted in sealed envelopes.

The envelope of your bidding documents shall be marked as follows:

11.1 Bidding documents - Technical Bid for:

Supply and Delivery of 2,804 NFI Kits for Internal Displaced People in Kunduz & Takhar provinces, Afghanistan.

Invitation to Bid No.: AFG/ORD/21/16

11.2 Bidding documents – Financial Offer Form for:

Supply and Delivery of 2804 NFI Kits for Internal Displaced People in Kunduz & Takhar provinces,

Invitation to Bid No.: AFG/ORD/21/16

11.3 The Employer’s address for submission of the bids is:

ORD Main Office:

House No: 15 Street No. 2, Charah-e-Shahid Dehbori, Kabul city. Kabul, Afghanistan.

Phone No.: + 93 (0) 77 810 63 55 only for specifying of address.

12. MODIFICATION, SUBSTITUTION, AND WITHDRAWAL OF BIDS

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

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

13. BID OPENING AND EVALUATION

13.1 Bid Opening

The opening of the bid will be held with ORD members only. The bid opening will take place at:

ORD Main Office, Kabul City Kabul Province, and the bid opening process will be held (in absence of the company’s representative).

The financial envelopes must remain sealed and the bid amount must not be read out nor recorded in the minutes of the bid opening.

Subsequent to the evaluation of the technical qualification documents, the Employer will open the financial envelopes (Financial Bid Documents) of bidders who qualified in the technical evaluation only,

13.2 Process to be Confidential

Information relating to the examination, clarification, evaluation, and post-qualification of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process before the announcement of bid evaluation report.

Any effort by a bidder to influence ORD in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

13.3 Examination of Bids and Determination of Responsiveness

Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.

A substantially responsive bid is one, which meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation.

13.4 Technical and Financial evaluation

Bids will be evaluated in accordance with the following technical criteria. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The Technical bid documents will be evaluated by using the following two stages criteria:

1. Eligibility Criteria (Non-Complaint or fail will be disqualified) as per the following Table:

#	Eligibility Criteria (Pass & Fail)	Max Points Obtainable	
		Pass	Fail
1 - First Stage Evaluation: PASS / FAIL Criteria		Pass	Fail
1	Submission of a valid business license, registered with the Ministry of Commerce.	Pass	Fail
2	Bid properly sealed (technical and financial bids submitted in separate sealed envelopes).	Pass	Fail
3	Accepts proposal validity of 60 calendar days from the closing date of this ITB.	Pass	Fail
4	Submits of all bid documents with annexes are to be properly completed, signed, and stamped.	Pass	Fail
5	Declaration Undertaken is provided, signed & stamped.	Pass	Fail

2. Technical Evaluation Criteria (Non-compliant / fail bidder will not be considered for technical & financial evaluation.

2 - Second Stage Evaluation:		Scoring Criteria
1.	Valid business license with registered with Ministry of Commerce	5
2	General Past Performance or Experience: List of ongoing and completed projects with provable evidence documents e.g. copy of the contract, purchase order, etc. (At least one of the completed project values shall not be less than 50,000 USD in the last three years).	20
3	Similar Experience: list and contact details of references, with the indication of provable evidence documents in last five years as prime contractor (provide copies of 3 current or previous Contracts or PO's as evidence of similar past performance. Providing simple list of past performance is not sufficient	25
4	Guarantee Letter: bidder's guarantee letter on his letterhead confirming that they	15

	will be delivering the required NFI Kits with high quality as per the approved samples and in case of the supplied item (s) were rejected by ORD or donor agency due to quality issue, the supplier must replace that item in a timely manner.	
5	Bidder's proposed time schedule and the timeframe for supply and delivery of the required goods.	15
6	Financial Capability: Potential financial capacity to fund the milestones (in absence of advance payment by ORD), such as updated bank statement which should show the source of the support project	20
Total		100

In order to proceed to further stages of the evaluation process, the submitted technical proposal must obtain at least 60 points or above of the total technical obtainable score, 100 points.

Financial Bid:

The most advantageous bid determined on the basis of this procedure after correction of any arithmetic errors will win the contract.

The lowest bid price alone is generally not decisive.

If a bid price appears to be unusually low in relation to the services/work to be rendered the bidder will be requested to submit a written breakdown of his price calculation. If after review of the notes submitted by the bidder reasonable doubts persist as to whether the required goods and works can be provided at the rates offered and if this is reasonably expected to pose a considerable risk to the performance of the contract, the bid in question will have to be excluded.

Selection Criteria: Technically compliant offer from the qualified and competent bidder at the lowest cost, meeting technical requirements, quality, and time.

13.5 Notification of Award

Prior to the expiration of the period of bid validity, the Employer will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted.

13.6 Award of Contract

Prior to the expiration of the period of bid validity, ORD shall send the successful letter to the winning bidder for the signing of the contract/purchase order which constitutes the notification of award.

13.7 Performance Guarantee

N/A

3. Payment Schedule

All services included in this ITB and the subsequent contract will be paid as per the executed amount of work at each stage completion. All payments will be made in the currency of offer (and PO) and in accordance with the ORD General Conditions for the Purchase of Services.

Payment will be made through crossed cheque in the name of the bidder's/supplier's established business account with a scheduled bank. Tax at source will be deducted from all payments made to bidder/supplier as per government rules and regulations unless a valid exemption certificate is provided by the bidder/supplier. Partial payment will be released in a similar manner.

Furthermore, the supplier has to present full documents to the buyer of successful provision of equipment to the center to claim the amount. No advance payment shall be made.

Invoices will be settled after the completion and acceptance of the milestone deliverables.

All payments shall be technically endorsed by the ORD Project Manager / Procurement and approved by the ORD Director or Deputy Director.

14.1 Advance Payments

Advance payments are not applicable for this tender and subsequent contract.

ORD has zero-tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit, or to avoid an obligation.

Attachments:

- Annex- 1: Vendor Registration Form
- Annex- 2: Summary of relevant work experience
- Annex- 3: Bid Form
- Annex- 4: Declaration of undertaking
- Annex- 5: Financial Offer Form (Bill of Quantity)

VENDOR REGISTRATION FORM**Company Details and General Information**

The information provided in response to this questionnaire will be held confidential by ORD for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent. Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Please attach company registration documentation	
12. Annual turnover of your company	
13. Number of employees in your company	
14. Name of bank	
15. Bank details	
16. What products and services do you supply?	
17. Are you able to provide samples of your goods?	
18. What warranties/repair services do you offer?	
19. What storage or stock capacity do you have?	
20. Please provide references of other aid agency customers you have supplied with goods or services.	
21. Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with ORD. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to ORD in writing immediately.

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE, AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (ITB) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past five years may be taken into consideration at the discretion of the evaluation panel.

No.	Project Title and Description of Activities	Location Province/District	Client Name/ Email/Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed Schedule (Yes/No)	Subcontract or or Prime Contractor?
1								
2								
3								
4								
5								

Bidder may attach their summary of relevant experience list as computerized that received goods and/or services of a nature similar to the requirements of this IT

Bid FORM

ITB No.: AFG/ORD/21/16

Project Name: Supply and Delivery of 2804 NFI Kits for Internal Displaced People

Company Name: _____

To: ORD Main office

Dear Sir / Madam,

- 1. Having examined the Conditions of Contract, and Bill of Quantities, and all other documents received with the Invitation to Bid for the execution of the Works in connection with the above named Project, we, the undersigned offer to execute and complete such Works and remedy any faults and defects therein in conformity with the conditions spelled out in the aforementioned documents for the sum of as mentioned in Price Proposal.

Or such other sums as may be ascertained in accordance with the said conditions.

- 2. We undertake, if our Tender is accepted, to commence the Works within the time required in the contract conditions, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Conditions.
- 3. We agree to abide by this Bid for the period of **60 calendar days** from the submission/opening date stated in the Invitation to Bid and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
- 4. Unless and until a Contract Agreement is signed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between.
- 5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this:..... day of

Signature:..... in the capacity of

duly authorized to sign Bid for and on behalf of

.....
(Bidder name and address in block capitals)

Declaration of Undertaking

Invitation to Bid No.: AFG/ORD/21/16

Project Name: Supply and Delivery of 2840 NFI Kits for Internal Displaced People in Kundoz and Takhar

We underscore the importance of a free, fair, and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement processor, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of the undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place), this day of

Name of company: _____

Signature: _____ Mobile No. _____

Seal: _____ Email address _____

Organization For Relief Development (ORD)

Financial Offer Form (BoQ)



Project Name: NFI Assistance for Conflict-Affected IDPs in Kunduz and Takhar (Taloqan) provinces

Project Code: AFG-21/3481/RA3/ESNFI/NGO/20115

Task: Supply/Delivery of 2804 NFI Kits for Internal Displaced People

Location: Kunduz and Takhar Provinces, Afghanistan.

Date: December 01, 2021

Annex: 5

S.No	Item	Contents/Description	UNIT	Quantity	Unit Cost [USD]	Amount [USD]
1	Cooking pot	Aluminum nonstick cookware, with two handles, 6 liters	each	1		
2	Pressure Cooker	10 liter, Net Weight 4Kg+ including lid, handle and rubber, Thickness 1cm, Made in Afghanistan	each	1		
3	Tea Pot/Kettle	Capacity:3 litre, Heavy Aluminum, Weight:830g - 840g	each	1		
4	Kitchen Knife	Stainless steel, medium size, strong enough for all sort of kitchen use with cover	each	1		
5	Serving spoon	Stainless steel, large size, with strong handle	each	1		
6	Stainless Steel	For drinking water, Stainless steel, 65 - 75 gr	each	6		
7	Plates	stainless steel, medium size, round, 22-24 cm, 160-170 gr.	each	6		
8	Table size spoon	stainless steel, table size, 20-30 gr.	each	6		
9	Plastic food cover (plastic box for keeping food)	Plastic box with two handles and two side opening lid	each	1		
10	Steel Bowl	Size 25cm Diameter, weight 160g-170g, material: stainless steel	each	6		
11	Hand Soap Bar	Multipurpose regular Soap Bars, 250 gr (+-) with minimum 2 years expiry date	each	6		
12	Laundry Soap	Ordinary Soap, 200 (+-) gr	each	6		
13	Gas Cylinder with an attached Stove	5 kg, empty, of the best quality, with robust single burner	each	1		
14	Plastic Sheet/Tarpaulin	4mx6m, 250 microns. For more details spec refer to (Detail Specs Annex Available)	each	1		
15	Solar Table Lamp	Plastic Table Lamp: High efficiency integrated polycrystalline solar panel, Easily replaceable, high performance Ni-MH battery, two brightness settings, (standard, High), weather resistant for sun and rain, Solar or AC charging options	each	1		
16	Solar Flood Lamp	Solar Flood Lamp: Bright light and mobile charging in one device, Four brightness setting (Low, Medium, High, Bed), High efficiency, weather resistant solar panel, Rain resistant housing, Charge indicator showing the level of battery charge, Robust circuitry for long-life performance, Deep discharge & overcharge protection to preserve battery life	each	1		

S.No	Item	Contents/Description	UNIT	Quantity	Unit Cost [USD]	Amount [USD]
17	Metallic/Stainless Bucket	Metallic/Stainless steel bucket, Durable handle, Thickness 0.4mm, Weight 536(g) Diameter 28 (cm) Height 24.5 (cm), Approx. 10 +- Liter	each	1		
18	MEDIUM/HIGH THERMAL FLEECE BLANKET	Single layer WIDTH X LENGTH: 150 x 200 cm +- 1% WEIGHT:Min. 400 - max. 700 gsm MATERIAL: 100% virgin polyester	Each	5		
Sub Total for one NFI Kits						
Grand Total for 2804 NFI Kits				2804		
Total Price in words:						
Company Name:						
Date:						
Signature (Name / Position):						
Stamp / Seal:						
Mobile No:						
Address of Company:						