



TENDER DOSSIER

Framework Agreement for (Stationary) for the duration of one year in Kabul, Urozgan, Zabul, Samangan,
Sar-e-Pol & Balkh Provinces.

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INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER DOSSIER

1.1. The purpose of this Tender is to obtain competitive offers for the frame work agreement Stationary in Kabul, Urozgan, Zabul, Samangan, Sar-e-Pol and Balkh Provinces.

A detailed description of the assignment and services required by SADA is contained in the technical specifications (see APPENDIX A – Technical specifications).

2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Deadline for request for any clarifications from SADA	15 th June 2023	2 pm Kabul Time
Last date on which clarifications are issued by SADA	20 th June 2023	10:00 AM Kabul Time
Deadline for submission of tenders (receiving date, not sending date)	25th June 2023	1 pm Kabul Time
Deadline for Providing of Samples for Quality check	2 days after notice received from SADA for providing	2 days
Notification of award to the successful tenderer	27 th June 2023	10 AM Kabul Time

3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this tender dossier.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

The participation procedure will be carried out in two successive stages; both are to be submitted together.

1. Technical Proposal
2. Financial Proposal

Responses should be sent in a single envelope which will contain the following:

- APPENDIX A- Technical specification
- APPENDIX B - Tenderer's Declaration
- APPENDIX C- Price proposal

The envelope to be marked as follows:

“Tender proposal “Supplier name” to SADA tender: TD SADA/RFQ/2023/039

Do not open before 25th June 2023, 1:00 PM

Tenderers do not have the option of submitting their tender electronically.

Language: All documents shall be submitted in the English language.

The supplier application and hard copies of tender proposal shall be submitted together before the deadline for reception of applications on **25th June 2023 1:00 PM – Kabul Time to:**

Mohammad Haroon Hassani
Procurement and Logistic Manager
Email: procurement@sadango.af

For any technical information, you may ask from the following person

Elhamullah Zazai
Mobile: +93747171630
Email: elhamullah.zazai@sadango.af

Address: SADA House No. 41, between 5th and 6th Street, Kolola Pushta Main Road, 4th District, Kabul-Afghanistan.

It is the responsibility of the Tenderer to ensure that their offer is complete and meets SADA’s requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

Selection criteria for administrative compliance:

This part concerns the information given in the supplier questionnaire; each tenderer **SHOULD INCLUDE ALL THE DOCUMENTS BELOW:**

- **This Tender Dossier (including all annexes duly filled) signed or stamped on each page by the approved authority in the company**
- **Attaching copy of similar contract proving prior experience in the supply of the same (preferable) or similar product or service to a national NGO and/or INGO is a must. (In the**

meantime, attaching a reference list instead of copy of contracts wouldn't be counted, if you do so, you will be disqualified for further process)

- **Proof of business license from the ministry of commerce in Afghanistan.**
- **One satisfactory reference of customers for whom the same type of services was provided; SADA reserves the right to contact these references, without notifying the Tenderer.**

ALL ABOVEMENTIONED DOCUMENTS (INCLUDING APPENDICES) NEED TO BE DULY FILLED AND SIGNED (BY AUTHORIZED PERSON) AND STAMPED. FAIL IN SUBMISSION OF AFOREMENTIONED DOCUMENTS MAY LEAD TO DISQUALIFICATION.

3.2.1 Currency

All prices shall be expressed in AFN currency including VAT.

3.2.2 Tender validity

Tenders shall remain valid for a period of calendar one year after the deadline for receipt of tenders.

3.2.3 Tender Presentation

Tenderers must submit a tender for all of the goods and services (this includes materials plus transportation to mentioned provinces with safe delivery) Delivery points are specified in Appendix A.

Prices and lead times, presented in the tender, should be firm and valid for the whole duration of the **agreement from the date of its signature by both Parties. The tenderer shall be ready to provide the (Statoinary) to each province as requested by SADA during the whole year at the earliest time. Otherwise, the company will be disqualified purchase request will be provided to the supplier for each month.**

The price proposal should be submitted according to the template in APPENDIX C – Price Proposal.

3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the APPENDIX A -Technical specifications.

Award of the contract is based on the criteria listed at paragraph 4.12 Tender Process

3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principles and values of SADA.

The tender should include:

- A technical bid consisting of a detailed description of all listed items in Tender.
- Stock holdings (if listed materials are owned currently by the supplier and kept in the stock or they will purchase from other suppliers)

3.2.6 Price proposal

- A clear breakdown of costs related to items and services as requested in Tender, and
- A detailed **price list** for all the services linked to the technical requirement (e.g., equipment service etc.)

This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this pricelist, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.

- Additional services that the service provider would be willing to provide SADA at no cost.
- The unite price provided by the supplier shall reamnin fixed till the end of the contract (one Year)

4 CONDITIONS OF TENDERING

4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to procurement@sadango.af until the **20/06/2023 (1:00 AM -Kabul Time)**.

4.2 A clarification meeting/site visit

A clarification meeting can be held based on the request of suppliers (at least 1 days before the deadline for submission of tenders) to answer any questions on the tender dossier which have been forwarded in writing or raised during the meeting. Minutes will be taken during the meeting and these will be communicated, together with any clarifications in response to written requests which are not addressed during the meeting, in writing to all the tenderers. No further clarification will be provided after this. All the costs of attending this meeting will be borne by the tenderers.

Visits by individual prospective tenderers, other than this meeting, cannot be permitted during the tender period.

4.3 Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

4.4 Costs of preparing tenders

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

4.5 Late Proposal

Tenders must be received before **25th June 2023, 01:00 PM**, Kabul time. Tenders received after the closing date will not be considered, unless in SADA's sole opinion there are exceptional circumstances which have caused the delay.

4.6 Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company which is officially registered with the government of Afghanistan.

4.7 Compliance

SADA reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

4.8 Right to reject all tenders

SADA is under no obligation to accept any tender.

4.9 Power to accept part of a tender

SADA reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

4.10 Confidentiality

Tenderers must treat the invitation to tender and all associated documentation supplied by SADA as confidential.

4.11 Tender Process

SADA reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

The Framework Agreement will be awarded to the administratively and technically compliant tender that is the most economically advantageous, taking into account the quality of the services offered and the price of the tender.

Tenders will be evaluated on the criteria listed below:

CRITERIAS	Award criteria	Score up to	Max. Score	% of overall
Capability/competence of tenderer to perform the work/service required	Experience in the field concerned as listed in RFQ	10	18	18%
	Experience delivering similar services to other NGOs	8		
Quality / Understanding of requirements	Meeting technical specifications (quality, methodology, etc.) OR Level of understanding of work/service required	10	30	30%
	Ability to meet delivery dates OR Reliability of plan proposed	16		
	Level of understanding of tender documents	4		
Prices for goods/work/services	Clarity of the cost breakdown	10	52	52%
	Price proposal of Goods/Services in accordance with the request (best value for money)	42		
TOTAL MAXIMUM GENERAL SCORING			100	100%

In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence SADA in its decision concerning the award of the contract will result in the immediate rejection of his/her tender.

4.12 Notification award and contract signature

The successful tenderer will be informed in writing that their Tender documents has been chosen (notification of award). SADA will agree with the selected tenderer on the final contract version and will send the signed documents in two original copies to the successful tenderer.

The unsuccessful tenderer will not receive any notice regarding the rejection of bid.

Within 3 business days following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed or inform authorized person for receiving cash/hawala.

If the successful tenderer fails to sign and send back the contract within 3 working days, SADA can consider (after notification) the award as null and void.

4.13 Ownership of tenders

SADA retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

SADA guarantees that tender offers shall remain confidential.

4.14 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by SADA.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to SADA.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

6. If the donor of the project has not approved the budget for this project that has been considered for this procurement.

Under no circumstances will SADA be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if SADA has been warned of the possibility of damages.

Tenderers are requested not to contact SADA during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing SADA's supplier, and then only in pursuit of existing SADA business.

APPENDICES

Appendix A: Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Price proposal

Appendix A: TECHNICAL SPECIFICATIONS

Specification:

Description of Goods / Services (Add attachment for technical specification if very detailed)
Framework Agreement for the (Stationary to staff of SADA) in Kabul,Zabul,Urozgan, Samangan, Sar-e-Pol and Balkh Provinces

Scope of Work

The Stationary should be provided as it is to Kabul, Urozgan, Zabul, Samangan, Sar-e-Pol and Balkh Provinces as per the specific given date and time.

All Goods and Services must be delivered on time according to the approved specific items.

All Goods must be delivered to the Sub Offices on time according to the PO.

The price must be including of Distribution, delivery and Packaging to all provinces as mentioned (Kabul, Urozgan, Zabul, Samangan, Sar-e-Pol and Balkh Provinces). These Goods/Items might be delivered in to Sub Offices so SADA will not bear any extra cost for transportation, Taxation or any type of other charges.

All the given items of the Stationary must be delivered in Sub Offices of SADA (Kabul, Urozgan, Zabul, Samangan, Sar-e-Pol and Balkh Provinces) as per SADA plan provided and its request might be anytime during the duration of one Year.

Appendix B: TENDERER'S DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the SADA's Supplier Code of Conduct. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at SADA's discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by SADA.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform SADA in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform SADA in written.

<i>Company name and address:</i>
<i>Company's Representative name:</i>
<i>Title of Representative in the Company:</i>
<i>Representative's signature and stamp:</i>
<i>Representative's Cell phone and email</i>
<i>Company's official email and Phone No.</i>
<i>City, date:</i>

Appendix C: PRICE PROPOSAL



SADA
Quotation Form

Form No:

Delivery Point: These Stationaries shall be provided to the Sub Offices of SADA as (Zabul, Uruzgan, Kabul, Samangan, Sar-e-pol and Balkh Provinces) required in:

Details of the Stationaries Kabul, Zabul, Urozgan, Samangan, Sar-e-pol and Balkh Provinces within the year:

The supplier has to provide the Items/Goods as below services:

- The Stationary shall be provided as per requests of the Field or Main office. The Stationary (Toner, Pen, Pencil, Pencil Sharpener, Ruler, Stapler, Stapler pin, A4 Paper, Printer Ink(Black, Green, Yellow, Red), Stick Notes, Paper Bag, Plastic Sheet, Document Files, Office Files, A4 Plastic Files, Pin Remover, Whitener, Paper Clip, File Clip, Separators, Punch, Cutter, Calculator, Pen Box, Notebook, Chapters, Marker, Duster, White Board, Paper Stand, Certificates and Banners) for the time given and no excuses are acceptable.

- The Supplier is fully responsible for providing all the Items/Goods with great quality such as The Stationary (Toner, Pen, Pencil, Pencil Sharpener, Ruler, Stapler, Stapler pin, A4 Paper, Printer Ink(Black, Green, Yellow, Red), Stick Notes, Paper Bag, Plastic Sheet, Document Files, Office Files, A4 Plastic Files, Pin Remover, Whitener, Paper Clip, File Clip, Separators, Punch, Cutter, Calculator, Pen Box, Notebook, Chapters, Marker, Duster, White Board, Paper Stand, Certificates and Banners) for the time given and no excuses are acceptable.

- in each Province as requested by SADA.
- Along with these SADA can request any type of within the contractual year in each of the province and mentioned in the tender document.
- Each shall be provided on time given to the supplier as per SADA's request. Service provider shall ensure to responsibly provide the Stationary to each of its staff as per the request of SADA.

Request For Quotation						
Date RFQ Sent Out:						
Supplier Name:						
No.	Description of Goods / Services (Add attachment for technical specification if very detailed)	Unit	Qty	Price per unit (Afghanis') including tax	Total Price (Afghanis') including tax	Remarks
1.	A4 paper (Double A 80 Gsm)	Box	1			Highest Quality and Standard
2.	Manila File (each box contains (100 PCS) high quality)	PCS	1			Highest Quality and Standard
3.	White Board Marker (Original)	PCS	1			Highest Quality and Standard
4.	A4 Plastic sheet MC7	PCS	1			Highest Quality and Standard
5.	Plastic Paper Fastener (each box contains 100 pcs), high quality	PCS	1			Highest Quality and Standard
6.	A4 Paper Envelopes 50 PCS/PK	PCS	1			Highest Quality and Standard
7.	A5 Paper Envelopes 50 PCS/PK	PCS	1			Highest Quality and Standard
8.	Stapler Machine, Medium size	PCS	1			Highest Quality and Standard
9.	Staplers, Medium size	PCS	1			Highest Quality and Standard
10.	Sticky Notes, Medium size	PCS	1			Highest Quality and Standard
11.	Office File (medium size) 2 Rings	PCS	1			Highest Quality and Standard
12.	Office File (Big) size 3 Rings	PCS	1			Highest Quality and Standard
13.	Maxi roll 500 Gsm	PCS	1			Highest Quality and Standard
14.	Highlighter Fluorescent	PCS	1			Highest Quality and Standard
15.	Log Book (each contain 100 pages)	PCS	1			Highest Quality and Standard
16.	Silo tape 1 Inch 40m	PCS	1			Highest Quality and Standard
17.	Duct Tape (Grey, Blue, Red) (2 inch) 40m	PCS	1			Highest Quality and Standard
18.	Scotch Tape (2inch 100m)	PCS	1			Highest Quality and Standard
19.	Pen	PCS	1			Highest Quality and Standard
20.	Office Printer Cartridge (HP Colour LaserJet Pro MFP M281 fwd.), high quality	PCS	1			Highest Quality and Standard

21.	Cartridge (HP Officejet pro 7740) Black, Cyan, Magenta, Yellow, high quality	Pack	1			Highest Quality and Standard
22.	Office Printer Cartridge (HP Black LaserJet MFP M227-M231 PCL 6), high quality	Pack	1			Highest Quality and Standard
23.	Toners - 4 colour (CMYK) (HP Laser jet Pro MFP M277w), high quality	Box	1			Highest Quality and Standard
24.	Toner - black (HP Laser jet pro M102w), high quality	Box	1			Highest Quality and Standard
25.	Cartridge-4 Bottles set- (Epson L382 / Ink number 664/ CMYK), high quality	Box	1			Highest Quality and Standard
26.	Cartridge - black ink (HP Laser jet pro M12w)(Toner79), high quality	Box	1			Highest Quality and Standard
27.	Cartridge-colour (Laser jet pro 200 colour MFP m276n (HP), high quality	Box	1			Highest Quality and Standard
28.	Cartridge-colour (Laser jet pro MFP M479fdn) 415 A, high quality	Box	1			Highest Quality and Standard
29.	Cartridge-colour (Laser jet pro 400 colour M451nw) 305A, high quality	Box	1			Highest Quality and Standard
30.	Cartridge (Laser Jet 500 colour M551), high quality	Box	1			Highest Quality and Standard
31.	Cartridge - black ink (Brother TN3417), high quality	Box	1			Highest Quality and Standard
32.	Cartridge-colour (CE278A), high quality.	PCS	1			Highest Quality and Standard
33.	Batteries (AA) Size	PCS	1			Highest Quality and Standard
34.	Batteries (AAA) Size	PCS	1			Highest Quality and Standard
35.	Super Glue (Glue Stick, each box contains 12)	PCS	1			Highest Quality and Standard
36.	9 V Battery for HHMD SONY	PCS	1			Highest Quality and Standard
37.	A4 Photo Paper, high quality	PCS	1			Highest Quality and Standard
38.	Divider (each pack contain 10 pcs)	PCS	1			Highest Quality and Standard
39.	Permanent Marker	PCS	1			Highest Quality and Standard
40.	Green Boards Pine, medium size	PCS	1			Highest Quality and Standard
41.	ID Lanyard with Logo	PCS	1			Highest Quality and Standard
42.	Tray for Office and checkpoints (wooden)	PCS	1			Highest Quality and Standard
43.	A4 Clipboard	PCS	1			Highest Quality and Standard

44.	Correction Pen (each contain 12 Pcs)	PCS	1			Highest Quality and Standard
45.	Electronic Paper Schrader (three work, 10 paper)	PCS	1			Highest Quality and Standard
46.	Gorilla Box Big for Staff	PCS	1			Highest Quality and Standard
47.	Slide changer	PCS	1			Highest Quality and Standard
48.	A4 sticky paper (Matte)	PCS	1			Highest Quality and Standard
49.	white board medium size	PCS	1			Highest Quality and Standard
50.	laminating paper	PCS	1			Highest Quality and Standard
51.	Binding Rings (each box contain 100)	PCS	1			Highest Quality and Standard
52.	Binding Paper (each box contains 100)	PCS	1			Highest Quality and Standard
53.	Plastic binding cover (each box contains 100 PSC)	PCS	1			Highest Quality and Standard
54.	Certificates A4 paper 300Gsm	PCS	1			Highest Quality and Standard
55.	Suspension files	PCS	1			Highest Quality and Standard
56.	White board big size (2m)	PCS	1			Highest Quality and Standard
57.	Stamp Ink	PCS	1			Highest Quality and Standard
58.	Clip Binder (big size)	PCS	1			Highest Quality and Standard
59.	Clip Binder (Medium size)	PCS	1			Highest Quality and Standard
60.	Clip Binder (Small size)	PCS	1			Highest Quality and Standard
61.	Punch (Medium) - 30 pages	PCS	1			Highest Quality and Standard
62.	Calculator	PCS	1			Highest Quality and Standard
63.	Stamp Pad	PCS	1			Highest Quality and Standard
64.	Scissors (Medium Size)	PCS	1			Highest Quality and Standard
65.	Garbage Plastic bags - 7kg size	PCS	1			Highest Quality and Standard
66.	Pencil	PCS	1			Highest Quality and Standard
67.	Mouse- Logitech-M185/similar	PCS	1			Highest Quality and Standard
68.	Ruler (Steel)	PCS	1			Highest Quality and Standard
69.	Cutter	PCS	1			Highest Quality and Standard

70.	Pencil Sharpener table hold	PCS	1			Highest Quality and Standard
71.	Spray for Cleaning Laptop	PCS	1			Highest Quality and Standard
72.	Mouse pad, high quality	PCS	1			Highest Quality and Standard
73.	Stapler pin Removal	PCS	1			Highest Quality and Standard
74.	White board eraser	PCS	1			Highest Quality and Standard
75.	Spray Duster-200ml-400ml	PCS	1			Highest Quality and Standard
76.	Banners	PCS	1			Highest Quality and Standard
Total Price including 2%Tax						
Total Price in words						