**MUSLIM HANDS INTERNATIOANL (MHI)**

 **CONSTRUCTION OF BORE WELL FOR NANGARHAR, LAGHMAN, KAPISA AND PARWAN PROVINCES**

**ITB#: 2022-MHI-001**

**MHI Afghanistan Country Office, Kabul.**

 **26 June 2022**

**Our reference: ITB#: 2022-MHI-001**

##### **Subject: Invitation to tender construction of bore well Nangarhar, Laghman, Kapisa, and Parwan Provinces.**

Dear Mr/Ms

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by MHI in writing at least 2 working days before the deadline for submission of tenders. MHI will reply to bidders' questions at least 1 working day before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before Tuesday **8 Dec 2022 at 1600Hr** (**04:00 PM**) as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

This ITB document contains the following:

* This cover Letter
* Section 2: Bid Data sheet
* Section 3: MHI Invitation to bid general terms & condition
* Section 4:Technical description of the Bid
* Section 5: Bidding form-should be completed by the bidder.
* Section 6: Work Schedule- should be completed by the bidder.
* Section 7: Company Profile and Previous Experience- should be submitted by the bidder
* Section 8: Bill of Quantities-Should be completed by the bidder.
* Section 9: Suppliers Ethical Standards Declaration- should be submitted by the bidder.

**SECTION 2**

**Bid Data Sheet Work Contract**

1. **BACKGROUND DATA**

|  |  |
| --- | --- |
| ITB Name: **Construction of Bore well Nangarhar, Laghman, Kapisa, and Parwan Provinces.** | **ITB Number: ITB#: 2022-MHI-001**  |

This bid is issued by Muslim Hands International (MHI office in Afghanistan). Any correspondence can be addressed the following address office. qayum.sadat@af.mhworldwide.org

##### **SCOPE OF WORK: Construction of Bore well Nangarhar, Laghman, Kapisa, and Parwan Provinces.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITB No.** | **Country** | **Location** | **Work Description** |
| IT: 2022-MHI-001 | **Afghanistan** | 1. **Jalalabad, Behsood, Chaparhar and Khiwa Distracts of Nangarhar province.**
2. **Mehtarlam (Center of Laghaman), Qargha-e and Alishang of Laghaman Province.**
3. **Center of Kapisa, Tagab, Ala Sai and Nijrab of Kapisa Province.**
4. **Koh-e Safi, Ghorband, Center of Parwan and Sayed Khail of Parwan Province.**
 | **Construction of Bore well Nangarhar, Laghman, Kapisa, and Parwan Provinces.** |

**MAXIMUM TIME-FRAME FOR COMPLETION OF WORKS: The** overall schedule for works for each contract must be completed as per the attached format. However, you are expected to prepare a schedule to complete the wwor**within 3 Months.**

1. **SCHEDULE & DEADLINE FOR SUBMISSION**

The deadline for submission of bids is 1600Hrs (04:00 PM) on **07 Dec 2022** Late bids will not be accepted.

 \* All times are in the local time of Afghanistan

 Please note all dates are provisional dates and MHI reserves the right to modify this schedule.

1. **MANNER OF SUBMISSION:**

Please submit your bids in accordance with the requirements detailed below:

Complete sealed bid documents shall be hand delivered at MHI Office at

**Kabul office:** 2rd Street of Qala-e Fatullah, PD #10, Kabul, Afghanistan.

Complete tender documents should be received not later than **10:00 AM** on **08 Dec 2022**, on the due date indicated above. Tenders will be opened thereafter in **MHI Kabul Country Office**.

**ASSESSMENT CRITERIA**

Award of the contract(s) will be based on the following:

**Step 1: Administrative compliance check**

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 5-9 completed, signed and stamped.
2. Bidder has included a copy of their valid business licence.

**Step 2: Financial Evaluation**

Price in comparison to MHI established expectation and in comparison to other bidders of comparable technical quality.

**Note**: the evaluation report well be combined of financial and technical.

**BIDDER’S CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **Description** | **To be filled by bidder** | **To be filled by MHI bid committee** |
|  | **Included?** | **Present & complete?** | **Comments** |
| **Step/ document to be submitted with tender** | **Yes** | **No** | **Yes** | **No** |  |
| Complete tender package delivered before the deadline Section 2 - Bid Data Sheet – **Compulsory** |  |  |  |  |  |
| Section 4 –Works Provision – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 5 – Bidding Form – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 6 – Works Provision Schedule - signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 7 – Company profile & experience – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 8 – Works provision description and pricing proposal – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 9 – Supplier ethical standards declaration – signed & stamped – **Compulsory** |  |  |  |  |  |
| **Supporting documents** |  |  |  |  |  |
| Copy of valid company registration – **Compulsory** |  |  |  |  |  |
| Copy of tax registration – **Compulsory** |  |  |  |  |  |
| Copies of past contracts/ POs as proof of experience – **Compulsory** |  |  |  |  |  |
| Copies of Company President and V President ID – **Compulsory** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be filled in by MHI bid committee only** | **Eligible** | **Ineligible** |
| **Outcome of administrative eligibility check.** |  |  |

**.**

**SECTION 3**

**MHI Invitation to bid - General Terms & Conditions**

1. **SCOPE OF BID**
	1. The bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
	2. The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed
2. **CORRUPT PRACTICES**
	1. **Muslim Hands International** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Muslim Hands International defines, for the purposes of this provision, the terms set forth below as follows:
	2. “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
	3. “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Muslim Hands International, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Muslim Hands International of the benefits of free and open competition;
	4. In any case where or corruption is identified, MHI will:
* reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
* remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
	1. Any communications between a Bidder and the Muslim Hands International related to matters of alleged fraud or corruption must be made in writing and addressed to the Country Director in MHI Afghanistan.
1. **ELIGIBLE BIDDERS**
	1. A Bidder shall meet the following criteria to be eligible to participate in MHI procurement of Works:
2. the bi, at the time of bid, is not:
	* 1. insolvent;
		2. in receivership;
		3. bankrupt; or
		4. No current obligations that would hinder the supplier from completing works during the terms of the contract
3. the bidder’s business activities have not been suspended;
4. the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
5. The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid. A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Muslim Hands International regarding this bidding process
	1. A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Muslim Hands International.
	2. MHI reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited to: child labour, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labour.
6. **JOINT VENTURES, CONSORTIA AND ASSOCIATIONS**

Bids submitted by a joint venture, consortium or association of two or more firms as partners will only be accepted in exceptional circumstances.

1. **ONE BID PER BIDDER PER WORK**

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder’s participation to be rejected.

1. **COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Muslim Hands International shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1. **SITE VISIT**

The Bidder, at the Bidder’s own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder’s own expense.

1. **INSPECTION**

MHI is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of MHI, the Donor or any organization or person mandated by it, to premises belonging to MHI or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

1. **OBTAINING AND COMPLETING BIDDING DOCUMENTS**
	1. Bidders could download the Bidding Document from ACBAR Website or take the soft copy by Blanked CD/Flash disk from MHI country office. If Bidding Documents are obtained from the MHI country office on a Bidder’s behalf, the Bidder’s name must be registered with the Muslim Hands International at the time of issue.
	2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
2. **CLARIFICATION OF BIDDING DOCUMENT**

A prospective Bidder requiring any clarification of the Bidding Document shall contact the Muslim Hands International in writing. The MHI will respond in writing to any request for clarification before the deadline for clarification of bids. The Muslim Hands International shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

1. **AMENDMENT OF BIDDING DOCUMENT**
	1. At any time prior and until 48 hours prior to the deadline for submission of bids, the Muslim Hands International may amend or cancel the Bidding Document by informing the bidders in writing.
	2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Muslim Hands International can, at his discretion, extend the deadline for the submission of bids.
2. **LANGUAGE OF BID**
	1. The bidding documents language is English.
3. **DOCUMENTS COMPRISING THE BID**
	1. The bid submitted by the Bidder shall comprise the following:
* Signed and stamped Contractor’s Biding form in Section 5
* Any other information and documents requested in Section 4.
* Service provision Schedule (as in Section 6)
* Company Profile and Previous experience (as in Section 7)
* Service Description and Pricing Proposal (as in Section 8)
* Signed and stamped Supplier Ethical Standards Declaration (as in Section 9)
	1. All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
1. **BID PRICE FOR WORKS CONTRACT**
2. Bid prices are for complete contracts. Contracts cannot be subdivided into pieces. Where a bid is submitted, all relevant BoQs must be completed.
3. The Bidder shall fill in rates and prices for all items of the Works/supply or service described in the specifications and listed in the BoQs, Items for which no rate or price is entered by the Bidder will not be paid for by the Muslim Hands International when executed and shall be deemed covered by the other rates and prices in the BoQs.
4. Unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
5. For bidder subject to VAT, VAT should be mentioned in the offers
6. The priced Bill of Quantities submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:
7. If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
8. If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.
9. The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.
10. **CURRENCIES OF BID AND PAYMENT**

All prices shall be quoted by the Bidder in **AFN**, unless otherwise stated. Similarly, all payments will be made in **AFN or Afghani**.

1. **BID VALIDITY**
	1. Bids shall remain valid for a period of *90 calendar* days after the date of the bid submission deadline as prescribed by Muslim Hands International. A bid valid for a shorter period shall be rejected as non-compliant.
	2. In exceptional circumstances, prior to the expiration of the bid validity period, the, Muslim Hands International may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.
2. **ALTERNATIVE BIDS**

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the Specifications. Alternative bids shall not be considered unless otherwise indicated in Section 2 – the Bid Data Sheet.

1. **FORMAT AND SIGNING OF BID**

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

1. **SEALING AND MARKING OF THE BID**
	1. The Bidder shall enclose the bid for each contract in a plain envelope securely sealed
	2. The envelopes shall:
	3. Be addressed to the Procurement & Contract Manager, Muslim Hands International, in the location specified in Section 2 – the Bid Data Sheet.
	4. Bear the Contract number.
	5. No other markings should be on the envelope.
	6. If all envelopes are not sealed and marked as required, the Muslim Hands International will reject the bid
2. **DEADLINE FOR SUBMISSION OF BIDS**

Bids must be received by the Muslim Hands International at the address given and no later than the date and time indicated in Section 2 - the Bid Data Sheet.

1. **LATE BIDS**

The Muslim Hands International shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any bid received by the Muslim Hands International after the deadline for submission of bids shall be declared late and rejected.

1. **WITHDRAWAL AND REPLACEMENT OF BIDS**
	1. A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:
2. submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT” and
3. received by the Muslim Hands International prior to the deadline for submission of bids, in accordance with Section 2 – the Bid Data Sheet
	1. After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.
4. **CONFIDENTIALITY**
	1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.
	2. Any effort by a Bidder to influence the Muslim Hands International in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
	3. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Muslim Hands International on any matter related to the bidding process, it should do so in writing.
5. **CLARIFICATION OF BIDS**

Muslim Hands International may, at its discretion, ask any Bidder for a clarification of its Bid. The Muslim Hands International request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Muslim Hands International shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

1. **BIDS VALIDATION**
	1. The Muslim Hands International’s determination of a Bid’s validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid
	2. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;
2. the scope, quality, or performance of the Works specified in the Contract; or
3. Limits in any substantial way, the Muslim Hands International’s rights or the Bidder’s obligations under the Contract.
4. **EVALUATION OF BID**
	1. The Muslim Hands International shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;
5. Completion and inclusion of requested information and supporting documents (Administrative compliance)
6. Price in comparison to MHI estimated rate (Financial evaluation)
7. Overall timeframe for the works (Technical evaluation)
8. Schedules (Key Personnel and Activity schedule) (Technical evaluation)
9. Bill of Quantities (Financial & Technical evaluation)
10. Previous experiences in similar works (Technical evaluation)
	1. In case of two contractors being scored the same in the evaluation, the one with the highest technical ranking will be awarded the contract
	2. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require MHI to verify the identity of the bidder prior to financial transactions. MHI reserves the right to use online screening tools to check the bidder’s record with regards to their possible involvement in illegal or unethical practices.
	3. Muslim Hands International reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted
11. **AWARD PROCEDURE**
	1. The Muslim Hands International shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
	2. Any bidder who has not been awarded a contract, will be notified in writing
	3. Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and MHI.
	4. The Award Letter will state the sum that the Muslim Hands International will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
	5. The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.
12. **SIGNING OF CONTRACT**
	1. Upon receipt of the Letter of Acceptance, the Muslim Hands International shall call the successful Bidder to sign the Contract.
	2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Muslim Hands International
	3. .
13. **CONTRACT**
	1. The Contractor-to-be will comply with a Works Contract, which will foresee, among others, the following commitments:
14. Non-exploitation of child labour and respect of basic social rights and working conditions (including security regulations and insurance for labour);
15. Provide transport, with insurance coverage for the materials, up to the warehouse and construction sites;
16. Accomplish the works, according to the required quantities and technical specifications indicated in the Bill of Quantities and Technical Drawings (SECTIONS 7 and 8), within the proposed timeframe
17. **SUB CONTRACTING**

Please be advised that subcontracting is not permitted. Bidders must have the capacity to complete the works themselves.

**SECTION 4**

**WORKS CONTRACT - Technical description of the bid**

The Muslim Hands international are seeking to dig **Bore well Nangarhar, Laghman, Kapisa, and Parwan Provinces** with the below specifications:

**Payment Terms:**

The payments will be made after successful completion of the project, through bank.

**Water Supply Scheme and Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LOT #** | **Description** | **Immediate Order Quantity** | **BoQs Specifications** |
| 1 | **Jalalabad, Behsood, Chaparhar and Khiwa Distracts of Nangarhar province.** | 50 | 40 Meter, Koba-ee, 8 Inch |
| 2 | **Mehtarlam (Center of Laghaman), Qargha-e and Alishang of Laghman Province.** | 50 | 40 Meter, Koba-ee, 8 Inch |
| 3 | **Center of Kapisa, Tagab, Ala Sai and Nijrab of Kapisa Province.** | 50 | 40 Meter, Koba-ee, 8 Inch |
| 4 | **Koh-e Safi, Ghorband, Center of Parwan and Sayed Khail of Parwan Province.** | 50 | 40 Meter, Koba-ee, 8 Inch |

**SECTION 5: BIDDING FORM**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. **Bidder’s general business details**
2. **General information**

|  |  |
| --- | --- |
|  **Company name:** |  |
| **Any other trading names of company:** |  |
| **Registered name of company (if different):** |  |
| **Nature of primary business/trade:** |  |
| **Primary contact name:** |  |
| **Job title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Registered Address:** |  |
| **Business licence number:** |  |
| **Country of registration** |  |
| **Registration date:** |  |
| **Business licence Expiry date:** |  |
| **Legal status of company (eg. partnership, private limited company, etc.)** |  |

1. **Owners/Managers**

Please fill in the below table with the full names and the year of birth of the company’s owner(s) and manager(s)\*:

|  |  |
| --- | --- |
| **Full name** | **Year of birth** |
|  |  |
|  |  |
|  |  |
|  |  |

 *\* Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions.*

1. **Employees**

Please list the employees who would be involved with MHI in the event of contract award:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee name** | **Job title** | **Role on MHI project** | **Phone** | **Email** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Company bank account details:**

|  |  |  |
| --- | --- | --- |
| Beneficiary name: |    |  |
| Beneficiary account no.: |   |  |
| Beneficiary Bank: |   |  |
| Bank branch: |   |  |
| SWIFT: |   |   |
| IBAN: |  |  |
| Bank address: |   |   |

1. **References**

Please provide details of at least 3 client references whom MHI may contact, preferably from NGOs and UN agencies, for similar related works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client/company name** | **Contact person** | **Phone** | **Email** | **Contract details (works, location, size, value, etc)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Equipment**

Please provide details of any relevant machinery/equipment/vehicles owned by the company that would potentially be used for construction: (do not mention rented items):

|  |  |
| --- | --- |
| **Type of machinery/ equipment/ vehicles** | **Quantity** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| … |  |

1. **Defects Liability/Guarantee Period**

Please provide details below of the defect liability and guarantee period you offer on the works included in this contract:

MHI is seeking Contractor who can guarantee the works for 6 months after completion. 5% of the total contract amount will be retained for a period of 6 months and will only be paid after lapse of the guarantee period. Any defect during this period will be rectified by the contractor at their own cost.

1. In the event of contract award, please confirm you are able to guarantee the works for a period of six months.

[ ]  Yes

[ ]  No

1. **Bid Validity**

Please confirm the validity of your bid below (in calendar days):

NB: *Should not be less than 90 days*

|  |
| --- |
|  |

1. **Confirmation of Bidder’s compliance**

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The following documents are included in our **Bid**: **(please indicate which documents are included by ticking the boxes below).**

|  |  |
| --- | --- |
| **Documents** | **included** |
| Section 5: Bidding form; completed, signed and stamped | [ ]  |
| Section 6: Work Schedule; completed, signed and stamped | [ ]  |
| Section 7: Company Profile and Previous Experience; completed, signed and stamped | [ ]  |
| Section 8: Pricing Proposal; completed, signed and stamped | [ ]  |
| Section 9: Supplier’s ethical standards declaration; completed, signed and stamped | [ ]  |
| Copy of valid business licence  | [ ]  |

**SECTION 6**

**Work Schedule**

Attach the work schedule here:

Schedule to include:

* + - 1. Duration of each sub-activity
			2. Total duration of the works

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Activity** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week …**  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 7**

**COMPANY PROFILE AND PREVIOUS EXPERIENCE**

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience** **Table** listing the work or contracts undertaken in the past 5 years similar to the works required under this contract
3. Submit **evidences of previous experience** in form of Contracts, Completion Certificates and Handover Documents, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name of Project / Type of work** | **Total value of the performed works (.....)** | **Duration of the works contract** | **Starting date** | **Ending date** | **Contracting Authority and Place** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |

**NOTE**: The list shouldn’t be limited to this Form in regards to the number of works reported. A comprehensive list of the last 5 years’ experience has to be submitted adapting the Form to the necessary rows.

MHI may conduct reference checks for previous contracts completed

**SECTION 8**

**BILL OF QUANTITIES**

**Preamble to Bill of Quantities**

* MHI has the faculty to contract all or part of the requested supply and works, according to budget availability;
* The supply and works should be the best available in the market;
* The Bidder should submit supporting documents concerning the proposed construction materials and works (i.e. catalogues, models, brands, drawings, technical documentation, technical specifications, etc. of the offered items);
* All the materials to supply and the works to execute must be approved by the MHI Representative, prior to delivery and execution.
* Costs must include all duties, taxes and other levies payable by the contractor under the contract and all mobilization costs specified in section 3.

### LOT 1: Bill of Quantity (BoQ) for digging of a bore well in Nangarhar province.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item Description**  | **Quantity** | **Unit** | **Unit cost****AFN** | **Total cost****AFN** |
| **1** | **PIPES 5 INCH** | 513 | EA |   |  |
| **2** | **PIPES 2 INCH** | 385 | EA |   |   |
| **3** | **HAND PUMPS** | 50 | Set |   |   |
| **4** | **CEMENT** | 200 | Bag |   |   |
| **5** | **CRUSH/SAND** | 50 | Trolley |  |  |
| **6** | **SIGN BOARDS** | 50 | EA |  |  |
| **7** | **ROPE** | 7500 | Mtr |  |  |
| **8** | **GLUE** | 150 | Pack |  |  |
| **9** | **Water Tasting (chemical, physical & bacteriological)** | 5 | EA |  |  |
| **10** | **Digging Charges** | 2000 | Mtr |  |  |
| **11** | **Installation Cost** | 50 | EA |   |   |
| **Total Cost in AFN (Inclusive all taxes) - (Carried to summary)** |  |

### LOT 2: Bill of Quantity (BoQ) for digging of a bore well in Laghman province.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item Description**  | **Quantity** | **Unit** | **Unit cost****AFN** | **Total cost****AFN** |
| **1** | **PIPES 5 INCH** | 513 | EA |   |  |
| **2** | **PIPES 2 INCH** | 385 | EA |   |   |
| **3** | **HAND PUMPS** | 50 | Set |   |   |
| **4** | **CEMENT** | 200 | Bag |   |  |
| **5** | **CRUSH/SAND** | 50 | Trolley |  |  |
| **6** | **SING BOARDS** | 50 | EA |  |  |
| **7** | **ROPE** | 7500 | Mtr |  |  |
| **8** | **GLUE** | 150 | Pack |  |  |
| **9** | **Water Tasting (chemical, physical & bacteriological)** | 5 | EA |  |  |
| **10** | **Digging Charges** | 2000 | Mtr |  |  |
| **11** | **Installation Cost** | 50 | EA |   |   |
| **Total Cost in AFN (Inclusive all taxes) - (Carried to summary)** |  |

### Lot 3: Bill of Quantity (BoQ) for digging of bore well in Kapisa a province.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item Description**  | **Quantity** | **Unit** | **Unit cost****AFN** | **Total cost****AFN** |
| **1** | **PIPES 5 INCH** | 513 | EA |   |  |
| **2** | **PIPES 2 INCH** | 385 | EA |   |   |
| **3** | **HAND PUMPS** | 50 | Set |   |   |
| **4** | **CEMENT** | 200 | Bag |   |   |
| **5** | **CRUSH/SAND** | 50 | Trolley |  |  |
| **6** | **SING BOARDS** | 50 | EA |  |  |
| **7** | **ROPE** | 7500 | Mtr |  |  |
| **8** | **GLUE** | 150 | Pack |  |  |
| **9** | **Water Tasting (chemical, physical & bacteriological)** | 5 | EA |  |  |
| **10** | **Digging Charges** | 2000 | Mtr |  |  |
| **11** | **Installation Cost** | 50 | EA |   |   |
| **Total Cost in AFN (Inclusive all taxes) - (Carried to summary)** |  |

### Lot 4: Bill of Quantity (BoQ) for digging of bore well in Parwan province.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item Description**  | **Quantity** | **Unit** | **Unit cost****AFN** | **Total cost****AFN** |
| **1** | **PIPES 5 INCH** | 513 | EA |   |  |
| **2** | **PIPES 2 INCH** | 385 | EA |   |   |
| **3** | **HAND PUMPS** | 50 | Set |   |   |
| **4** | **CEMENT** | 200 | Bag |   |   |
| **5** | **CRUSH/SAND** | 50 | Trolley |  |  |
| **6** | **SING BOARDS** | 50 | EA |  |  |
| **7** | **ROPE** | 7500 | Mtr |  |  |
| **8** | **GLUE** | 150 | Pack |  |  |
| **9** | **Water Tasting (chemical, physical & bacteriological)** | 5 | EA |  |  |
| **10** | **Digging Charges** | 2000 | Mtr |  |  |
| **11** | **Installation Cost** | 50 | EA |   |   |
| **Total Cost in AFN (Inclusive all taxes) - (Carried to summary)** |  |

**NOTE**

* + 1. Even with provision of the BOQ, Contractors are encouraged to visit the proposed project sites upon request and at their own cost for physical assessment.
		2. One bidder can apply for only two lots in one region. For example (Nangarhar and Lagham ,( Kapisa and Parwan).

|  |  |
| --- | --- |
| **Prepared by:** | Muslim Hands International  |
| **Name:** | Parviz Omarzai |
| **Position:** | Procurement Officer |
| **Signature:** |  |
| **Date:** |  |
| **Stamp:** |  |

**SECTION 9**

**SUPPLIER’S ETHICAL STANDARDS DECLARATION**

MHI staff may perform spot checks to verify that these standards are adhered to. Should MHI deem that the supplier fails to meet, or is not taking appropriate steps to meet, these standards, any and all contracts and agreements with MHI may be terminated.

Anyone doing business with Muslim Hands International shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business;
2. Meet the ethical standards as listed below; or
3. Positively agree to the standards and be willing to implement changes in their organization.
4. **Anti-corruption and suppliers’ compliance with laws and regulations:**
	1. The supplier confirms that it is not involved in any form of corruption.
	2. Where any potential conflict of interest exists between the supplier or any of the suppliers’ staff members with any MHI staff member, the supplier shall notify MHI in writing of the potential conflict. MHI shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
	3. The supplier will immediately notify senior MHI management if exposed for alleged corruption by representatives of MHI.
	4. The supplier shall be registered with the relevant government authority with regard to taxation.
	5. The supplier shall pay taxes according to all applicable national laws and regulations.
	6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.
5. **Environmental conditions:**
	1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
	2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
	3. National and international environmental legislation and regulations shall be respected.
	4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

We, the undersigned verify that we are in compliance with all applicable laws and regulations and meet the ethical standards as listed above, or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

*DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF SUPPLIER/COMPANY: ­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF REPRESENTATIVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*COMPANY STAMP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*