International Federation
of Red Cross and Red Crescent Societies

INVITATION TO TENDER

Ref #: 47/LOG/AFCD/2022 – SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF CONNEXES & SOLAR SYSTEM IN ZABUL PROVINCE, AFGHANISTAN

4th December 2022

International Federation
of Red Cross and Red Crescent Societies

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1. INTRODUCTION

1.1. The International Federation of Red Cross and Red Crescent Society, IFRC

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with a local to global network comprising 192-member National Red Cross and Red Crescent Societies, to which the Afghan Red Crescent Society (ARCS) is a member.

The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering, thereby contributing to the maintenance and promotion of human dignity and peace in the world."

The IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises. The IFRC has had a consistent presence in Afghanistan since 1990, to support the ARCS's development, auxiliary role, and outreach, contributing to its partnership development, humanitarian footprint and sustainability.

The IFRC also coordinates/facilitates engagement from and cooperation with National Societies of other countries working in Afghanistan – and represents them in the country as an international organization.

Founded in 1934, the ARCS is a member of the Red Cross and Red Crescent Society and offers an auxiliary service to the public in responding to humanitarian needs, furthering disaster preparedness, and addressing welfare aspects of the most vulnerable people across Afghanistan.

ARCS presence and local networks across the country are exceptionally well-established. It has 34 provincial branches and at least 30,000 volunteers from all parts of the country. Applying principled humanitarian action, ARCS enjoys an elevated level of acceptance and has access to communities across the country

1.2. The Purpose of this Invitation to Tender (ITT)

The International Federation of Red Cross and Red Crescent Societies (IFRC) and the Afghan Red Crescent Society (ARCS) intends through this Invitation to Tender (ITT), intends to secure competitive Bids for the selection of a Contractor for Supply, Delivery, Installation and Commissioning of Connexes in Zabul province. Eligible and technically qualified Companies are invited to submit their bids as follows:

LOT REFERENCE NUMBER	CATEGORY DESCRIPTION
Ref #: S07EDU/M078/2021-A	**SUPPLY & DELIVERY OF CONNEXES TO SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED**
Ref #: S07EDU/M078/2021-B	**SUPPLY & DELIVERY OF SOLAR SYSTEM TO SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED**
Ref #: S07EDU/M078/2021-C	**INSTALLATION & COMMISSIONING OF CONNEXES ON SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED**
Ref #: S07EDU/M078/2021-D	**INSTALLATION & COMMISSIONING OF SOLAR IN THE CONNEXES IN ZABUL PROVINCE AS PER THE BOQ ATTACHED**

Bidders selected will sign a contract with IFRC for all the above lots as per the Bill of Quantities provided alongside this Tender Document. Installation of the Connexes and related construction work for one clinic (HSC) located in Khak Afghan District of Zabul Province will be carried out by one contractor.

1.3. Cost of Bidding

Bidders shall be responsible for all costs associated with the preparation and submission of their bids, and IFRC, will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2. THE BIDDING DOCUMENTS:

2.1. The Bidding Documents

The Bidder shall inspect all documents and information, forms, terms, and conditions in this Tender Document. Failure to provide all information and address all requirements of the Tender Document will lead to disqualification of your bid.

The Bidding documents comprise of the following documents:

- *Tender Bid Notice*
- *The Invitation to Tender document (this document).*
- *Declaration of Understanding (Annex-I)*
- *Applicable General Conditions on Construction Contracts (Annex-IV)*
- *Applicable Special Conditions on Construction Contracts (Annex-V)*
- *IFRC Supplier registration form (Annex VI)*
- *Bid guarantee in the amount of 2% of the Tender Value in the form of a Bank Certified Cheque (demand draft) for the period of 90 day.*
- *Bill of Quantities (BoQs)*
- *Drawings and Designs (Annex-II & III)*

2.2. Clarification of Bidding Documents

Interested bidders may seek further for clarification on the bidding documents through email: fahim.wali@ifrc.org while putting the following in Cc: rohullah.fayzi@ifrc.org .

The request for clarification should reach IFRC not later than **8th of December 2022**. A representative of IFRC will respond by e-mail providing clarification by the **9th of December 2022.** Response to the clarification from all bidders shall be shared with all bidders with explanation of the question without identifying the bidder's name or source before the **deadline for submission of 11th December 2022.**

3. PREPARATION OF BIDS

3.1. Language of the Bid

The bid and all accompanying correspondence between the bidders and IFRC shall be written in English language only. Any printed literature furnished by the bidder and written in Pashto, Dari and other languages must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a recognized or licensed translator.

3.2. Documents Comprising your Bid/Tender document

The submitted bid should include the following information. Failure to supply all requested information or comply with the specified formats may lead to disqualification from further participation in the evaluation process:

- *Cover letter expressing interest to provide Construction Works and services for Connexes.*
- *Technical proposal detailing the Company Profile (Maximum of 5 pages) with a brief description of the firm's organization Structure/Organogram, and summary of the senior personnel in the company.*
- *Table with relevant works in Installation of Connexes and or Construction works in Afghanistan (indicate the Year of the works/Construction, Contract Amount, the INGO/UN/RCRC Agency that contracted you for the work, and when it was started and completed).*
- *Summary and profiles of the Key Staff proposed for the project(s). This should include the Engineer, Project Manager or Foreman to act as the Construction Project Managers and who will supervise the work(s). Include any Technical and non-technical staff who will handle contractual issues (Note that the absence of an Engineer will be grounds for non-award).*
- *Implementation Schedule and or Timetable for the Installation of the Connexes and Solar System with details of key stages of the installation/construction process in a Work Plan as per the BoQ. This workplan should indicate duration of each stage of the Installation/construction process, schedule, and time in days.*
- *A table showing 3 – or more recent completed works (preferably installation of Connexes) with their value, client, dates of completion and the amounts.*
- *To support the above table, provide Reference Letters (3) from past clients (INGOs, UN, RCRC) and or customers for completed similar works in the installation and commissioning of Connexes and Solar System.*
- *Full Bank Details in the name of the Contractor, to be verified before award*
- *Audited Financial Report/Statement of the company for the Financial Year 2020-2021*
- *6-12 Months Bank Statements from a reputable Bank in Afghanistan or Region.*
- *Copy of Past Contracts (First Page, Amount Page, and Signed Page) may service where there are no reference letters. f award.*
- *Declaration of Understanding (Annex-I)*
- *Bill of Quantities and Drawings (Annex-II & III)*
- *Applicable General Conditions on Construction Contracts (Annex-IV)*
- *Applicable Special Conditions on Construction Contracts (Annex-V)*
- *Filled IFRC Supplier Registration Form, Signed and stamped by a Senior Most Representative of the Company (Annex VI)*
- *Bid guarantee in the amount of 2% of the Tender Value in the form of a Bank Certified Cheque (demand draft) for the period of 90 day*
- *Certificate of Incorporation and or Registration in Afghanistan.*

- *Tax Registration Certificates and or any document for this purpose*
- *Tax Compliance Certificates/ Evidence of payment of taxes, where applicable/possible.*

Financial Proposal:

- *Letter of Introduction Stating the Validity of the Financial Proposal*
- *Filled Financial Proposal detailing the Costs/Unit and Total prices in Afghanistan Afghani(AFN) and United States Dollars(USD) in the format of the BoQ*
- *Detailed Measurements and drawings (Stamped, signed by the Senior Most Representative of the Company).*

3.3. Bid Prices & Price Changes

Bidders should clearly indicate the unit price of each of the items in the Bill of Quantities. The Bidder must sign and officially stamp the price schedule on the Bill of Quantities.

Bidders should state the validity of the bids, for the purpose of this tender, all bids shall remain valid for a period of 90 days.

To ensure the quality of the workmanship, IFRC shall **retain 10%** of the total amount of the awarded contract, for a period of 3 months.

3.4. Bid Currencies

All prices should be quoted in **Afghani (AFN)** and in **United States Dollar (USD)** both in the **BoQ** and all other financial information that you may provide (Annex-II).

3.5. Documents Establishing Eligibility and Conformity to Bidding Document

Pursuant to ***Clause 3.2***, the bidder shall furnish, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all works to be provided under the contract.

The Documentary evidence of the Works' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.).

3.6. Bid Security

For the Purpose of this Tender process, Bid Security or Bid guarantee in the amount of **2%** of the Tender Value shall be required and provided by the bidder at the time of submission of the tender.

3.7. Validity of Bids

All submitted bids should remain **valid for a minimum period of Ninety (90)** days after submission.

3.8. Performance Guarantee

The contracted company needs to provide a performance guarantee of 05% of the total contract amount through a certified bank for the contract duration, after work completion the performance guarantee will be released back to the contractor.

3.9. Format and Signing

All pages of the original bid shall be signed by the Bidder or is senior most representative authorized to bind the Bidder to the contract. Financial proposal pages of the bid should be initialed and signed by the person or persons signing the bid and stamped with the company stamp or seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their financial proposal. The content of the cover letter shall include the following information:

i. A table containing total bid offer and description of item(s) as given below:

Lot Reference Number	Category Description	Total Summary Amount from the BoQ (AFN)	Total Summary Amount from the BoQ (USD)
Ref #: S07EDU/M078/2021-A	SUPPLY & DELIVERY OF CONNEXES TO SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED		
Ref #: S07EDU/M078/2021-B	SUPPLY & DELIVERY OF SOLAR SYSTEM TO SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED		
Ref #: S07EDU/M078/2021-C	INSTALLATION & COMMISSIONING OF CONNEXES ON SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED		
Ref #: S07EDU/M078/2021-D	INSTALLATION & COMMISSIONING OF SOLAR IN THE CONNEXES IN ZABUL PROVINCE AS PER THE BOQ ATTACHED		

ii. Bidders shall be required to bid for all the lots above, and those who quote for one or less than the four, may not be considered.

iii. State the Delivery time of the Installation in an Implementation Schedule (Work schedule) in form of a work plan for completion of each stage of the installation process of the connexes.

iv. Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 days).

4. SUBMISSION OF BIDS

4.1. Submission and Marking of Bids:

Bidders will provide Technical and Financial Bids in separate sealed envelopes marked with the Reference number and Name of the Tender, addressed to the Local Committee of Contracts and a warning not to open before the time and date for Tender opening, as follows:

REF: # 47/LOG/AFCD/2022 – SUPPLY, DELIVERY, INSTALLATION & COMMISIONING OF CONNEXES AND SOLAR SYSTEM IN ZABUL PROVINCE.

The Local Committee of Contracts, LCoC
The International Federation of Red Cross and Red Crescent Society, IFRC
Inside the Afghanistan Red Crescent Society Compound
AFSHAR-e-Silo, Qargha Road
Kabul, Afganistán

Before **11th of December 2022 by 02:00pm Kabul Time**. Bids submitted after the deadline will not be accepted. Bidders should sign the bid register form at the reception of IFRC Office indicating their company name, telephone number, and date of submission.

4.2. Format

The Bidder's offer shall comprise of all the documents requested by IFRC, price and cost Schedules in BoQs and any other supporting documents in a sealed envelope, indicating the **reference #** (Number) above.

4.3. Modification and Withdrawal of Bids

No modification or withdrawal of any bid shall be allowed after submission and deadline date until the Tender process is completed and award made.

5. BID OPENING AND EVALUATION

5.1. Preliminary Examination

The Federation shall examine the bids to determine whether they are complete, free of any computational errors, and that all required licenses have been provided and requisite documents properly signed and stamped and whether bids are generally in order:

ADMINISTRATIVE REQUIREMENT	YES	NO
Is Profile of the Contractor or company with a table showing recent relevant construction experience provided?		
Is Certificate of Incorporation and or Registration provided?		
Is Tax Clearance provided, Is there evidence for current tax clearance by the bidder provided?		
Has the bidder provided Bank Statements and details in the name of the Company		
Is there a Profile of Supervising Engineer of the Works in the bid document?		
Has the attached detailed Bill of Quantities specific for these works fully populated with prices?		
Has the bidder provided an Implementation Schedule (Work schedule) in a Construction Work Plan with clear completion timelines for each phase of the installation process?		
Has the Bidder provided Financial Bid in the Summary Table and in the BoQs?		
Are Bids containing correct arithmetic calculations, there are no erasures, corrections and overwriting without countersignatures?		
PROCEED TO THE NEXT EVALUATION STAGE? ***(YES OR NO)***		

Those not providing over 80% of the requirements will not progress to the next stage, Technical Evaluation.

5.2. Technical Evaluation.

Bids determined to be substantially responsive as per ***section 5.1 above*** will be considered for the Technical Evaluation stage with the below scoring criteria:

EVALUATION CRITERIA		
Tech Eval:	**Description**	**Score (%)**

Technical Capacity and Structure of the bidding Company	The Capacity of the Contractor: 1. General Organization, ownership, and structure and or profile of the Construction Bidding Company - [5%] 2. The Capacity in terms of the Technical Qualifications (Project Managers, Engineer) and Number of Employees in the company - [10%]. 3. Qualifications and Number of Years' Experience of the Company's ***Lead Engineer, Foreman, or Construction project Manager*** (Minimum 5 Years) - [10%] 4. Detailed and itemized Price schedule, preferably in the Bill of Quantities (BoQs) aligned to these specific works [10%] 5. Capacity to perform the works: Amount of Turnover of the Company: Provide Bank Statements and or Audited Financial Reports/Statements of the Company for the past 3 years [15%]	**50%**
Experience of the Bidder	6. Number of Years (minimum 3) experience of the company in the Construction sector and in similar works (Installation of Connexes and Solar Systems) – [10%] 7. A table showing 3 – or more recent completed works (preferably installation of Connexes) with their value - [5%]	**15%**
Work Completion Time/ Delivery Time (from the work plan/Gantt Chart.	Completion Timeline: bidder to provide An Implementation Schedule/ or Construction Work Plan with clear completion timelines for each phase of the Installation and Construction work of the Connex: **8.** Bidder's Offered Works completion Time ***(from the work plan/Implementation Schedule)*** as compared to other bidders – [20%]. ***(Score on Lead Time = (Shortest Lead Time Offered/Bidder Lead Time) *20%)***	**20%**
References, Letters, Copies of Contracts	9. This refers to the bidder providing details of three (3) Referees that IFRC may contact to give proof of previous completed works for installation of Connexes in Afghanistan from any INGOs, UN Agencies or RCRC movement partners [10%] 10. Any documents, letters, contract copies, purchase orders or relevant information demonstrating experience and capacity to deliver – [5%].	**15%**
	TECHNICAL EVALUATION SCORE OUT OF 100%	**100%**

5.3. Financial Evaluation.

Financial Proposal	**FINANCIAL PROPOSAL SCORE.** **SCORE= (LOWEST BID OFFER PRICE/OFFERED BID PRICE) *100%**	**100%**

5.4. Combined Technical and Financial Evaluation.

TECHNICAL EVALUATION (70 Points) **+** **FINANCIAL (30 Points)**	**<u>WEIGHTED SCORES:</u>** **TECHNICAL EVALUATION=[SCORE/100) *60 POINTS]** **FINANCIAL EVALUATION SCORE= (LOWEST BID PRICE/OFFERED BID PRICE) *40 Points**	**70 Points** **+** **30 Points**
	TOTAL WEIGHT (TECHNICAL EVALUATION + FINANCIAL EVALUATION)	**100 Points**

5.5. Contacting IFRC

Subject to ***Clause 2 above***, no Bidder shall contact IFRC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or a successful bidder is announced save as provided for in the bidding clarifications section above.

5.6. Notification of Award

A representative of IFRC will notify successful and unsuccessful bidders in writing, informing them of acceptance or rejection of their bids. For Successful bidders, IFRC will share draft Contract for review before signature of the final contract. At this time, IFRC may choose to negotiate with the selected bidder to finalize the offer.

6. CONTRACTING

6.1. Contract award and notification

The Federation shall award and notify the Contractor(s) whose Bid have been determined to be substantially responsive and acceptable considering the technical and financial offers as well as provided performance factors.

6.2. Evaluation

The Federation, where applicable, will have the right to assess and evaluate Contractor's works and this may be done by IFRC Construction Engineers, and or Project leads.

Should the works not conform to the generally accepted building standards expected, IFRC may discontinue the installation works without extension of time.

6.3. Payment Terms:

The Federation's Terms of Payment are by bank transfer within 30 days from date of receipt of invoice and presentation of Completion of Works Certificate. The payment shall be made in local currency (AFN) or USD, in three (3) Instalments as follows:

STAGE PAYMENT	DESCRIPTION OF WORKS	% PAYMENT
Payment I	**SUPPLY & DELIVERY OF CONNEXES TO SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED**	**40%**
	SUPPLY & DELIVERY OF SOLAR SYSTEM TO SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED	
Payment II	**INSTALLATION & COMMISSIONING OF CONNEXES ON SITE IN ZABUL PROVINCE AS PER THE BOQ ATTACHED**	**50%**
	INSTALLATION & COMMISSIONING OF SOLAR IN THE CONNEXES IN ZABUL PROVINCE AS PER THE BOQ ATTACHED	
Payment III	**END OF DEFECTS LIABILITY PERIOD, RECERTIFICATIO OF WORKS AND DECLARATION OF NO FURTHER INTEREST – RELEASE OF RETENTION MONEY**	**10%**

No Advance payments shall be allowed under this tender.

Bidders are required to provide their Company's Bank Accounts, name, and address of their Bank in the bidding document. This information should be provided in bidder's Company Letterhead.

International Federation
of Red Cross and Red Crescent Societies

Disclaimer

The Federation (IFRC) reserves the right to accept or reject any bid offers without further reference to any bidder. IFRC does not bind itself to accept the lowest or any Bid thereof.

Annexes:

Annex I: Declaration of Understanding (Annex-I)

Annex II: Bill of Quantities (BoQs) (HSC & Solar, AnnexII)

Annex III: Drawings and Designs (Annex-III)

Annex IV: Applicable General Conditions on Construction Contracts (Annex-IV)

Annex V: Applicable Special Conditions on Construction Contracts (Annex-V)

Annex VI: IFRC Supplier registration form (Annex VI)