

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy



**Society Empowerment Organization (SEO)**

**INVITATION TO BID (ITB)**

**Reference # SEO-UNESCO- ITB -L001-2026**

**ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy.**

**Purchaser: Society Empowerment Organization (SEO)**

**ITB Announcement date: May 14, 2026**

**ITB Closing date: June 04, 2026**

**ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy**

<b>Subject:</b>	Invitation to Bid (ITB) - One-Envelope Bidding Process
<b>Project Name:</b>	ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing Toolkit Items for Skills Development and Literacy (SDL).
<b>Funding Entity</b>	<b>UNESCO/ Government of Canda</b>
<b>ITB No:</b>	<b>SEO-UNESCO-ITB-L001-2026</b> "ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy Laghman Province"
<b>Announcement date:</b>	May 14, 2026
<b>Closing Date:</b>	June 04, 2026
<b>Advertisement Method:</b>	Open National Competition (ONC)
<b>Advertisement Venue:</b>	<a href="http://www.acbar.org">www.acbar.org</a> and direct invitations to suppliers' rosters.

**I. INTRODUCTION:**

**1. The Introduction of SEO.**

Society Empowerment Organization (SEO) is a dedicated local NGO focused on empowering Afghan youth and communities through education, economic growth, and community engagement. Over the past 17 years, SEO has successfully completed over 40 projects, directly impacting thousands of lives across Afghanistan.

SEO has enhanced Humanitarian Assistance, Education, Democracy, Human rights, Gender Mainstream, Legal Assistance, Protection, Research and Development, and Peace and Conflict Resolution Economic Growth, Health, Nutrition, Community Empowerment, Women Empowerment, and Reintegration for Returnees and IDPs programs in Afghanistan. Our comprehensive approach ensures sustainable development for Afghans.

Through our unwavering commitment, SEO has played a vital role in promoting economic opportunities, secondary education, and self-sufficiency, contributing to a more stable and prosperous Afghanistan.

Our current projects encompass Education, Emergency Response, Food Assistance Distribution, Legal Assistance, and Economic Growth initiatives aimed at aiding marginalized populations, returnees, and vulnerable families.

**2. Invitation to Bid:**

The SEO invites commercial bidders/companies duly registered with the government of Afghanistan to submit sealed bids for the above subjected procurement based on the following terms and conditions.

**3. Eligible Bidders:**

- 3.1 This Invitation for Bids is open for all interested bidders/companies who have registered with the government of Afghanistan and have valid license. Bidder shall provide evidence of active business status during the past 5 years (i.. e. 2020 to 2025)
- 3.2 Bidding will be conducted through Negotiated Procedure using an Invitation to Bids (ITB) and is open to all eligible Bidders.
- 3.3 The bidder, company and its key personnel should not be listed in the sanction and embargo list of the UN Security Council.
- 3.4 The bidder, company and its key personnel should not be legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
- 3.5 The bidder shall be an Afghan company/ commercial entity registered with the government of Afghanistan.
- 3.6 The bidder shall be a for-profit commercial entity. NGOs, non-for-profit and individual entities will be disqualified.

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- 3.7 Bidder should not be listed under UNESCO Afghanistan's blacklisted vendors.
- 3.8 Bidder should not be directly or indirectly associated to a staff member in UNESCO or in the NGO who is involved in this project, and which may establish a conflict of interest.

#### **4. Cost of Bidding**

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

#### **5. Acknowledge, obtaining and submission of bids:**

- 5.1 Interested eligible bidders may obtain further information from SEO, email to [seo@seo.org.af](mailto:seo@seo.org.af), contact No: +93 (0) 782554155 during office **hours 08:00 A.M to 04:00 p.m.**
- 5.2 The bidding document in English may be requested by interested eligible Bidders upon the submission of a written application to the email address [seo@seo.org.af](mailto:seo@seo.org.af).
- 5.3 Bidders to confirm intention to bid within 5 days from date of issuing the ITB via writing to the following email address: [seo@seo.org.af](mailto:seo@seo.org.af) and indicate reference of the project title and ITB ref. number (mandatory).
- 5.4 Bids must be delivered or submitted to the address below on or before at **04:00 p.m. on June 04, 2026**, in hard copy. **Electronic Bidding will not be permitted. Late Bids will be rejected.**

**Address:** House No. 88, In Front of Haft Sin Supermarket, Street 8, Kolula Pushta Road, District 4, Kabul, Afghanistan

## **II. Bidding Documents:**

### **1. Bidding Documents**

The Bidding Documents, in addition to 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 Data Sheet.

- (a) Invitation to Bid (applied to this document).
- (b) ANNEX 1 – Bid Information Sheet
- (c) ANNEX 2 – Declaration of undertaking.
- (d) ANNEX 3 – Summary of Bidder's Relevant Capability, Experience and past performance.
- (g) ANNEX 4 – Supplier questionnaire.
- (h) ANNEX 5 – Signed & stamped General Terms and Condition of Contract.
- (i) ANNEX 6 – Bid Compliance Sheet
- (i) ANNEX 7 – Technical Compliance Sheet
- (j) ANNEX 8 – Price/ Offer Sheet (Price Schedule/Bill of Quantities).
- (k) ANNEX 9 – Price Declaration Letter

Prices must be quoted for all items in the Price Schedule/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.

### **2. Clarification of Bidding Documents**

Any prospective bidder requiring any clarification in respect of the Bidding Documents may notify the "Purchaser" in writing at [SEO, seo@seo.org.af](mailto:SEO, seo@seo.org.af). The request for clarification must reach the "Purchaser" not later than 5 days before the closing date of the bid. The "Purchaser" will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of bids.

The "Purchaser" will respond by e-mail providing clarification on the bidding documents. Written copies of

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the Purchaser's response including a description of the enquiry but without identifying its source will be communicated to all prospective Bidders, who have received the bidding documents and acknowledged their participation to the above-mentioned email.

### III. PREPARATION OF BID

#### 1. Language of Bid

The bid and all correspondence and documents related to the bid exchanged by a bidder and the "Purchaser" shall be in English language only as specified in the Bidding Data Sheet (**Annex 1**).

#### 2. General Instructions for Bidders:

- The vendor must include a statement confirming that they fully understand their bid must remain valid for a period of ninety (90) days.
- Bidders are required to sign and date their bid.
- SEO reserves the right to cancel or terminate the purchase order if the company fails to provide satisfactory services.
- SEO reserves the right to cancel or terminate the purchase order if the donor terminates the contract before the project is completed.

#### 3. Bid Prices

The Price bid must include the following:

- Price offering of the Sheet (Bill of Quantities)
- Price Quotation Declaration Letter

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 (Price Schedule/BoQ). The bidder must sign and officially stamp the price sheet.

#### 4. Bid Currency

The offer should follow the structure given, and prices shall be quoted in AFN and USD as specified in the Bidding Information sheet (Annex 1). The USD rate will be converted to Afghani as per rate of exchange (selling rate) published by the Da Afghanistan Bank based on rate of exchange (Transfer Selling rate) prevailing on the date of bid closing and contract/PO will be concluded in **AFN**.

#### 5. Bid Validity Period

Bids shall be valid for **60 days** after the Closing Date of Bid specified in the Bid Information Sheet.

In exceptional circumstances, prior to expiry of the original bid validity period, the "Purchaser" 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.

#### 6. Format and Signing of Bid

- 6.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
- 6.2 All appendices to Bid are to be properly completed, signed and stamped.
- 6.3 Each bidder shall prepare by filling out the forms completely and without alterations one (1) original and number of copies, specified in the Bid Information Sheet, of the documents comprising the bid and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.

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6.4 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or person duly authorized to sign on behalf of the bidder. All pages of the bid shall be initialed and stamped by the person signing the bid.

**IV. SUPPLIER BACKGROUND CHECKS**

The supplier background check is critical to our organization, and we will conduct an in-depth search of the supplier's background. If you have any previous experience working with similar organizations, we kindly ask that you provide relevant documentation or references to support this experience.

**Previous Bank Statements:** We will need a couple of recent bank statements that demonstrate your past experience with organizations involved in Provision of Tailoring and Embroidery Toolkit, Vegetable Farming Toolkit and Food Processing Toolkit Items supply. These documents will help showcase your financial reliability and capacity to handle such projects.

**V. SUBMISSION OF BID**

**1. Deadline for submission of bid:**

(i) The closing date for submission of bids is:

The **(June 04, 2026) 16:00hrs or (04:00 PM)** (Afghanistan local time). Late bids shall be rejected, and electronic submission is not allowed.

(ii) Bids must be received by the "Purchaser" at the address specified no later than the deadline.

(iii) Bids with charges 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.

(iv) Where delivery of a bid is by mail and the bidder wishes to receive an acknowledgment of receipt of such bid, he shall make a request for such acknowledgment in a separate letter attached to but not included in the sealed bid package

**2. Submission, Sealing and Marking of Bids:**

The Bidder shall deliver the Bid in a single, sealed envelope (one-envelope Bidding process).

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

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

Bidding document for: Provision of Tailoring and Embroidery Toolkit, Vegetable Farming Toolkit and Food Processing Toolkit Items for Nuristan Province

Invitation to Bid No.: ITB # SEO-UNESCO-ITB-L001-2026

**3. The Purchaser's address for submission of bids is:**

SEO Head Office: House No. 88, In Front of Haft Sin Supermarket, Street 8, Kolula Pushta Road, District 4, Kabul, Afghanistan  
Telephone: +93 782554155

**VI. BID EVALUATION**

**1. Bid Evaluation Criteria**

The offers from all bidders will be evaluated on the basis of acceptance of simple & pass / fail in the following criteria:

a. The Bidder shall deliver the Bid in a single, sealed envelope (one-envelope Bidding process).

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- b. Valid business license at least six months.
- c. Bidder accepts, and fills, completed, signed / stamped all SEO (Annexes) with Tender Sealed and signed.
- d. Accepts bids validity of 30 calendar days from closing date of this ITB.
- e. Bank details under the company name in USD or AFN
- f. Minimum of 3 similar contracts with national or international organizations. Please provide a list of references.
- g. Tax clearance letter for the year 2023 and 2024
- h. The Supplier needs to provide their financial turnover or recent bank statement.

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

SEO Head Office, Conference Hall: Kabul, Afghanistan

## **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 SEO in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.

## **3. Examination of Bids and Determination of Responsiveness**

Prior to the detailed evaluation of bids, the "Purchaser" 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.

## **4. Evaluation and Comparison of Bid:**

Bidder shall provide the bid as per the below criteria and the bids will be opened immediately after the expiry of the deadline.

The content of Technical Bid will be evaluated in accordance with the following technical criteria:

## **VII. NOTIFICATION OF AWARD**

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

## **VIII. CONTESTING TENDER RESULTS/ PROCUREMENT ACTION**

If a supplier believes they were treated unfairly or the process was flawed, they may lodge a formal complaint/protest with consideration of the following:

- (1) When to Report: Complaints should be filed as soon as possible after receiving the result, often within 3 calendar days of a formal debriefing.
- (2) Who to Contact: File the complaint to the following email addresses:  
[asaboori@seo.org.af](mailto:asaboori@seo.org.af) and UNESCO: [e.procurement@unesco.org](mailto:e.procurement@unesco.org)
- (3) Key Requirements:
  - Standing: Protests are usually only accepted by bidders who participate in the Tender (ITB).
  - Evidence: Provide the solicitation number, detailed factual and legal grounds, and a description of how the bidder was harmed. If there is no strong evidence, protest request will be disqualified.

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### ANNEX 1 – BID INFORMATION SHEET

The following specific data shall complement, supplement or amend the provisions in the Invitation to Bid document - Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

<b>1. Deadline for Submission:</b>	<p><b>June 04, 2026</b>  <b>16h00 (Afghanistan local time).</b>  <b>Late bids shall be rejected.</b></p>
<b>2. Intention to Bid:</b>	Notification by <b>EMAIL</b> <a href="mailto:seo@seo.org.af">seo@seo.org.af</a> Within <b>5 days</b> for the date of ITB. (Mandatory)
<b>3. Bid Submission:</b>	<p><b>In hard copy</b>  <b><i>No electronic submission via email or fax.</i></b>  Number of copies: 2 (1x Original and 1x certified copy)</p>
<b>4. Sealed Bids to be received at (to be marked):</b>	Bid Submission Address: House No. 88, In Front of Haft Sin Supermarket, Street 8, Kolula Pushta Road, District 4, Kabul, Afghanistan
<b>5. Bid Opening:</b>	Bids will be opened in the presence of Bid Opening Committee assigned by the Director of the NGO. The bid opening is NOT open to the public.
<b>6. Delivery terms:</b>	<p>The prices quoted shall be as per following INCOTERMS 2010 and place:</p> <ul style="list-style-type: none"> <li>• Delivery At Place <b>Laghman Province</b></li> <li>• DAP Place: Mehtrlam, Qarghayee and Alishang Districts of Laghman Province</li> </ul>
<b>7. Delivery Period</b>	Within <b>21 days</b> from signing off the Purchase Order.
<b>8. Bidder to specify whether supplies to be:</b>	<p><input type="checkbox"/> sourced locally in Afghanistan  <input type="checkbox"/> imported from <i>neighboring countries</i></p>
<b>9. Mode of transport:</b>	The preferred mode of transport from FCA point to the Place of Delivery shall be: <b>By Road.</b>
<b>10. Goods for use in:</b>	Laghman Province
<b>11. Bid Validity Period:</b>	60 days
<b>12. Completeness of bids:</b>	<p><input checked="" type="checkbox"/> Partial bids not permitted.  <input type="checkbox"/> Partial bids permitted.  <u>If partial bids permitted:</u>  <i>“Bidders may submit bids for one or more lots. Bids shall be received complete including all items listed per lot. Partial bids per lot are not permitted.”</i></p>
<b>13. Currency of Bid:</b>	In <b>AFN</b> , with indicating equivalent price in USD based on official exchange rate prevailing in the day of the bid.
<b>14. Language of the Bid:</b>	English
<b>15. Request for Clarification must be directed to:</b>	<a href="mailto:Seo@seo.org.af">Seo@seo.org.af</a>
<b>16. Submission of Bids:</b>	<p>The Bidding Documents, in addition to invitation for bids, are those stated below and all documents shall be <b>signed and stamped</b> by the bidder or his legally authorized representative and returned to the address according to the Bidding Data Sheet.</p> <p>(a) Invitation to Bid (applied to this document).  (b) ANNEX 1 – Bid Information Sheet  (c) ANNEX 2 – Declaration of undertaking.  (d) ANNEX 3 – Summary of Bidder’s Relevant Capability, Experience and past performance.  (g) ANNEX 4 – Supplier questionnaire.  (h) ANNEX 5 – Signed &amp; stamped General Terms and Condition of Contract.  (i) ANNEX 6 – Bid Compliance Sheet  (i) ANNEX 7 – Technical Compliance Sheet  (j) ANNEX 8 – Price/ Offer Sheet (Price Schedule/Bill of Quantities).  (k) ANNEX 9 – Price Declaration Letter  (l) Descriptive literature (technical brochures or other documentation); All submittals shall bear</p>

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	<p>the initials/signature of the Bidder</p> <p>(e) Copy Valid Business License of the company /bidder.</p> <p>(f) Audited Financial Reports (for the last 3 years: i.e. 2022, 2023, 2024 and 2025 – if available).</p> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Prices must be quoted for all items in the Price Schedule/Bill of Quantities.</li> <li>• The bidders are expected to examine carefully the contents of all the above documents.</li> <li>• 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.</li> </ul>
<b>17. Requirements of Samples / Sample Check</b>	<p><input type="checkbox"/> Does not apply</p> <p><input checked="" type="checkbox"/> Applies</p> <p><b>If applies:</b></p> <p>Supplier to provide samples <b>at no cost</b> for all items for inspection and approval jointly by the Purchaser and UNESCO prior commencement of delivery.</p>
<b>17. Warranty/ guarantee:</b>	<p><input type="checkbox"/> Does not apply</p> <p><input checked="" type="checkbox"/> Applies</p> <p><b>If applies:</b></p> <p>Warranty/guarantee: If, within <b>6 months</b> after the Equipment have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.</p>
<b>18. Liquidated damages:</b>	<p><input type="checkbox"/> Does not apply</p> <p><input checked="" type="checkbox"/> Applies</p> <p><b>If applies:</b></p> <p>If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to <b>0.35</b> percent of the original total contract price for each calendar day of delay until actual delivery, up to a maximum deduction of 10 percent of the purchase order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order.</p>
<b>19. Performance Guarantee:</b>	<p><input type="checkbox"/> Does not apply</p> <p><input checked="" type="checkbox"/> Applies</p> <p><b>If applies:</b></p> <ol style="list-style-type: none"> <li>1. Within 10 days of receipt of the PO, the successful Bidder shall furnish a Performance Security in the form of a Bank Guarantee to the Purchase in the amount of <b>5%</b> of the Contract value.</li> <li>2. The Performance Security shall be drawn in a form and from a bank acceptable to the Purchaser, and valid until a date 30 days from the end of the standard warranty period of <b>6 months</b> or a date of Issue of a Satisfactory Certificate of Inspection and Testing by both the procuring entity and UNESCO.</li> <li>3. The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.</li> </ol>
<b>20. Related Service Contract:</b>	<p><input type="checkbox"/> Does not apply</p> <p><input checked="" type="checkbox"/> Applies</p> <p><b>If applies:</b></p> <ol style="list-style-type: none"> <li>1. Delivery, offloading, and proper handover of all toolkit items at designated locations.</li> <li>2. Inspection support and replacement of any damaged, defective, or missing items identified at the time of delivery.</li> <li>3. Provision of a minimum 6 warranty for all supplied equipment and tools.</li> </ol>
<b>21. Payment Terms</b>	<ol style="list-style-type: none"> <li>1. Payment will be affected through bank transfer</li> <li>2. 100% upon <b>SUCCESSFUL DELIVERY</b> and <b>APPROVAL OF SUPPLIES</b> as well as against furnishing a <b>5% performance guarantee</b> to be valid for <b>6 months</b>.</li> </ol>

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**ANNEX-2**

**Declaration of Undertaking**

**Project Name:** Inspection support and replacement of any damaged, defective, or missing items identified at the time of delivery or within the agreed warranty period.

**ITB Ref.:** SEO-UNESCO-ITB-L001-2026

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 process or, 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 fulfil this declaration of 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 SEO 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: \_\_\_\_\_ Email \_\_\_\_\_

Seal: \_\_\_\_\_ Mobile # \_\_\_\_\_



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**(C) KEY SUPPLY PROJECTS**

No.	Project Title and Description of Activities	Location Province/ District	Client Name/ Email/Tel #	Contract Price US\$/AFN	Contract award date	Contract Close date	Completed Schedule (Y/N)	Prime Contractor or a subcontractor?
1								
2								
3								
4								
5								

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**ANNEX-4**

**SUPPLIER QUESTIONNAIRE**

The information provided in response to this questionnaire will be held confidential by SEO 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 SEO. Following completion, signature, and submission of this questionnaire, any subsequent changes must be submitted to SEO in writing immediately.

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## ANNEX-5

### GENERAL TERMS & CONDITIONS OF THE NGO

#### 1. Definitions

- “Purchaser” refers to Society Empowerment Organization (SEO).
- “Supplier” refers to the successful bidder awarded the Purchase Order/Contract.
- “Goods” refers to all toolkit items and related materials under this ITB.

#### 2. Scope of Contract

The Supplier shall supply, deliver, and hand over the goods in accordance with the specifications, quantities, delivery schedule, and terms outlined in the ITB and resulting Purchase Order.

#### 3. Contract Documents

The following documents shall form an integral part of the Contract:

- Purchase Order / Contract Agreement
- ITB Document and all Annexes
- Technical Specifications
- Price Schedule / BoQ
- Supplier’s Bid Submission

#### 4. Delivery and Performance

- Delivery shall be made under DAP (Delivery at Place) as specified.
- The Supplier shall deliver goods within the agreed timeline (e.g., 21 days).
- All risks remain with the Supplier until goods are delivered and accepted.

#### 5. Inspection and Acceptance

- SEO (and/or donor representatives such as UNESCO) reserves the right to inspect goods at any stage.
- Goods not meeting specifications may be rejected.
- Supplier must replace rejected goods at no additional cost within a specified timeframe.

#### 6. Warranty

- The Supplier shall provide a minimum 6-month warranty.
- During the warranty period, the Supplier shall repair or replace defective items free of charge.

#### 7. Payment Terms

- Payment shall be made via bank transfer.
- 100% payment upon successful delivery, inspection, and acceptance, and submission of required documents.
- Performance Guarantee (5%) must be submitted as per ITB conditions.

#### 8. Taxes and Duties

- The Supplier is responsible for all applicable taxes, duties, and legal obligations under Afghan law.
- Prices must be inclusive of all taxes unless otherwise specified.

#### 9. Liquidated Damages

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- Delay in delivery will result in penalties as specified in the ITB (e.g., 0.35% per day up to 10%).

#### **10. Performance Security**

- The Supplier shall provide a Performance Guarantee of 5% of the contract value.
- The guarantee shall remain valid through the warranty period.

#### **11. Termination**

SEO reserves the right to terminate the contract:

- If the Supplier fails to meet contractual obligations
- In case of fraud, misconduct, or corruption
- If the donor (UNESCO) terminates or suspends the project

#### **12. Force Majeure**

Neither party shall be liable for failure to perform due to events beyond reasonable control (e.g., natural disasters, war, government restrictions), provided prompt notification is given.

#### **13. Code of Conduct and Ethics**

- The Supplier shall comply with anti-fraud, anti-corruption, and ethical standards.
- Any form of bribery, collusion, or unethical behavior will lead to disqualification or termination.

#### **14. Conflict of Interest**

The Supplier must disclose any actual or potential conflict of interest with SEO, UNESCO, or project staff.

#### **15. Confidentiality**

All project-related information shall be treated as confidential and shall not be disclosed without prior written consent of SEO.

#### **16. Subcontracting**

Subcontracting is not allowed without prior written approval from SEO.

#### **17. Governing Law**

This Contract shall be governed by the laws of the Afghanistan.

#### **18. Dispute Resolution**

Any dispute arising shall be resolved amicably. If unresolved, it shall be referred to competent courts in Afghanistan.

#### **19. Amendments**

Any amendment to the contract must be made in writing and signed by both parties.

#### **20. Compliance with Donor Requirements**

The Supplier shall comply with all applicable requirements of UNESCO and donor regulations, including audit and reporting obligations.

#### **21. Health and Safety**

The Supplier shall ensure safe handling, transport, and delivery of goods in compliance with safety standards.

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**22. Final Acceptance**

Final acceptance will be issued only after:

- Complete delivery
- Inspection approval
- Submission of all required documentation

**Signature Section**

Supplier Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

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**ANNEX-6**  
**BID COMPLIANCE SHEET**

Item	Requirement	Bidder's Acceptance (Y/N)	Comments by Bidder (if any)
1. Delivery terms:	<ul style="list-style-type: none"> <li>The prices quoted shall be Delivery At Place [DAP] / INCOTERMS 2010</li> <li><b>DAP Place: Laghman Province, Afghanistan</b></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Delivery Period	<ul style="list-style-type: none"> <li><b>Within 21 days from signing off the Purchase Order.</b></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Bidder to specify whether supplies to be:	<input type="checkbox"/> sourced locally in Afghanistan <input type="checkbox"/> imported from [ <i>country of origin</i> ]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Mode of transport:	<ul style="list-style-type: none"> <li>The preferred mode of transport from FCA point to the Place of Delivery shall be <b>by Road (all cost insurance, freight and others are inclusive).</b></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Goods for use in:	<ul style="list-style-type: none"> <li>Laghman Province</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Bid Validity Period:	<ul style="list-style-type: none"> <li><b>60 days</b></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Completeness of bids:	<input type="checkbox"/> Partial bids not permitted. <input checked="" type="checkbox"/> Partial bids permitted <u>If partial bids permitted:</u> <i>"Bidders may submit bids for one or more lots. Bids shall be received complete including all items listed per lot. Partial bids per lot are not permitted."</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidder to specify here which LOT applied to: <input type="checkbox"/> LOT 1 <input type="checkbox"/> LOT 4 <input type="checkbox"/> LOT 2 <input type="checkbox"/> LOT 5 <input type="checkbox"/> LOT 3 <input type="checkbox"/> LOT 6
8. Currency of Bid:	In <b>AFN</b> , with indicating equivalent price in USD based on official exchange rate prevailing in the day of the bid.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Language of the Bid:	English	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Requirements of Samples / Sample Check	<input type="checkbox"/> Does not apply <input checked="" type="checkbox"/> Applies <b><u>If applies:</u></b> Supplier to provide samples <b>at no cost</b> for all items for inspection and approval jointly by the Purchaser and UNESCO prior commencement of delivery.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Warranty/ guarantee:	<input type="checkbox"/> Does not apply <input checked="" type="checkbox"/> Applies <b><u>If applies:</u></b> Warranty/guarantee: If, within <b>6 months</b> after the Equipment and goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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<b>12. Liquidated damages:</b>	<input type="checkbox"/> Does not apply <input checked="" type="checkbox"/> Applies <b><u>If applies:</u></b> If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.35 percent of the original total contract price for each calendar day of delay until actual delivery, up to a maximum deduction of 10 percent of the purchase order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order.		
<b>13. Performance Guarantee:</b>	<input type="checkbox"/> Does not apply <input checked="" type="checkbox"/> Applies <b><u>If applies:</u></b> <ol style="list-style-type: none"> <li>1. Within 10 days of receipt of the PO, the successful Bidder shall furnish a Performance Security in the form of a Bank Guarantee to the Purchase in the amount of <b>5%</b> of the Contract value.</li> <li>2. The Performance Security shall be drawn in a form and from a bank acceptable to the Purchaser, and valid until a date 30 days from the end of the standard warranty period of <b>6 months</b> or a date of Issue of a Satisfactory Certificate of Inspection and Testing by both the procuring entity and UNESCO.</li> <li>3. The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>14. Related Service Contract:</b>	<input type="checkbox"/> Does not apply <input checked="" type="checkbox"/> Applies <b><u>If applies:</u></b> <ol style="list-style-type: none"> <li>1. Delivery, offloading, and proper handover of all toolkit items at designated locations.</li> <li>2. Inspection support and replacement of any damaged, defective, or missing items identified at the time of delivery.</li> <li>3. Provision of a minimum 6 warranty for all supplied equipment and tools.</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>15. Payment Terms</b>	<ol style="list-style-type: none"> <li>1. Payment will be affected through bank transfer</li> <li>2. 100% upon <b>SUCCESSFUL DELIVERY</b> and <b>APPROVAL OF SUPPLIES</b> as well as against furnishing a <b>5% performance guarantee</b> to be valid for <b>6 months</b>.</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>16. Tax deduction</b>	The Supplier agrees to cover all taxes and duties paid to the authorities. Price should be tax inclusive.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>17. Price</b>	Bidder to accept a fixed-price PO (i.e. no prices fluctuations)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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<b>18. Technical Compliance</b>	Bidder confirms full compliance with the specifications provided against each item.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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**ANNEX-7  
TECHNICAL COMPLIANCE SHEET**

LOT 1: Tailoring and Embroidery Toolkits

No.	Item Name	Specifications by Purchaser	U/M	Qty	Compliance (Y/N)	Specifications offered by Bidder	Proposed Brand and Model number	Remarks by Bidder
1	Sewing Machine	Manually operated Sewing machine, weighing at least 10KG or over including the machine cap or cover; without built-in needle and Bed Type - free-arm; containing the repair kit and oil	Piece	1				
2	Sewing Machine Table	High quality, locally made, standard sewing machine table with durable built and stable legs. Solid wooden boards, not from chipboard or plywood. The size should be standard for the machine to be used on the floor - Width 50cm, Length 70 cm and Height 20-25 cm	Piece	1				
3	Fabric Shears/Scissor	12 inches heavy-duty scissors for fabric only, stainless steel, the handle should have rubber cover	Piece	1				
4	Measuring Tape	1.5 meters, 2 centimeter wide, flexible measuring tape. Preferred numbers should be in inch and centimeters	Piece	1				

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5	Tailor's Chalk	standard tailoring chalk	Set (10 pieces)	1				
6	Hand Sewing Needles	Sizes #1, #2, #4 (1 dozen each)	Pack / Set (dozen)	3				
7	Machine Needles	Sizes #14 and #18 number, 10 needles each	Pack / Set	2				
8	Threads for embroidery	Thread for embroidery (Taar-e-strege), mixed colors (4-6)	Pack	10				
9	Threads for sewing machine	Thread for sewing machine, at least 5 colors (red, yellow, blue, green and black)	Pack / Set	5				
10	Seam Ripper	Essential for removing stitches cleanly, medium size	Piece	1				
11	Ruler / Measuring Gauge	Clear ruler or seam gauge, L shape, Metal	Piece	1				
12	Fabric Samples	For tailoring: 3 different fabrics - cotton, polyester and denim 4 meters each; For embroidery: 1 white color cotton sample, 4 meters	Meters	16				
13	Thimble	Protective tool for hand sewing, free-size	Piece	2				
14	Iron	Coal or gas iron	Piece	1				
15	Embroidery hoops	10 inch	Piece	1				
16	Ironing path	For keeping the iron, stainless steel	Piece	1				
17	Zippers	Different size zippers including zipper pulls, zipper slider and tape - 10	Pieces	10				

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		each						
18	Buttons	Different sizes for men and women; 2 dozen	Pack / Set (dozen)	2				
19	Interfacing	Cotton or polyester blends, Width 90–100 cm	Meters	10				
20	Tweezer	Bent tweezers	Piece	1				
21	Paper for Pattern	butter paper (5 sheets) with width 60 cm and length 90 cm	Pieces	5				
22	Carbon paper for copying designs	A4 size, 2 sheets	Piece	2				
<b>Ready to deliver in full by this date:</b>								

**Company Name**

**Authorized Signatory**

**Stamp**

**Date**

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

**ANNEX-7****TECHNICAL COMPLIANCE SHEET**

LOT 2: Vegetable Farming and Food Processing Toolkits

No.	Item Name	Specifications by Purchaser	U/M	Qty	Compliance (Y/N)	Specifications offered by Bidder	Proposed Brand and Model number	Remarks by Bidder
1	Digging Fork	4-tine garden fork; length 95–110 cm; Stainless steel or high-carbon steel with hardwood/plastic handle	Piece	1				
2	Garden Hoe	Blade width 15–20 cm; handle 120–150 cm; Steel blade; hardwood handle	Piece	1				
3	Pruning Shears	20–25 cm bypass shears; cutting capacity 1.5–2 cm branches; Stainless steel blades	Piece	1				
4	Harvesting Knife	Blade length 10–15 cm; curved or straight; Stainless steel	Piece	1				
5	Hand Trowel	Blade 15–20 cm; ergonomic grip; Steel blade; plastic/wood handle	Piece	2				
6	Watering Wand	Length 45–90 cm; gentle spray head; Aluminum or stainless steel	Piece	1				
7	Harvesting Bins	Volume 20–30 L; stackable; Food-safe plastic	Piece	5				
8	Soil pH Test Kit	pH range 4–9; color indicator or strips; Plastic/chemical indicator	Kit	1				
9	Seed of Mushroom	Seed of Mushroom	pack	1				
10	"Stainless	Set of 3 sizes: ~1 L, 2 L, 3	Set	1				

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	Steel Mixing Bowls (3-pc)"	L Stainless steel						
11	Chef's Knife	18–25 cm blade; Stainless steel	Piece	1				
12	Paring Knife	7–10 cm blade; Stainless steel	Piece	1				
13	Cutting Board Set	2-pc set; ~30–38 cm length; Plastic or wood	Set	1				
14	Kitchen Scale	Capacity: 5–10 kg; accuracy $\pm 1$ –5 g; Digital or mechanical	Piece	1				
15	Measuring Cups & Spoons	Standard US/metric measures; Plastic or stainless steel	Set	1				
16	Hand-held Strainer	15–25 cm diameter; Stainless steel mesh	Piece	1				
17	Wooden Spoons (3-pc)	Heat-resistant; ~25–35 cm; Hardwood	Set	1				
18	Saucepan (2 qt)	2-L capacity; lid included; Stainless steel or aluminum	Piece	1				
19	Canning Jars & Lids (12-pc)	12 jars; 250–500 ml each; Glass	Set	1				
20	Heat-proof Gloves	Heat-resistant; full-hand coverage; Cloth + silicone	Pair	1				
21	Adhesive Labels & Marker	Waterproof labels with plastic coating + permanent marker	Pack (50)	1				
22	Cleaning Cloths	Reusable; medium-size; Cotton or micro-fiber	Pack (5)	1				
23	pH Test Strips	"Range pH 1–14; Chemical indicator strips	Pack (100)	1				
24	Thermometer	Temperature Range: Wide range suitable for various products, such as -50 to 300 °C., Accuracy: High	Piece	1				

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		precision, $\pm 0.5^{\circ}\text{C}$ , Response Time: Fast response for efficient use, such as 90% of final value in 20 seconds., Display: Digital						
25	Black Plastic 10 meters	10 meters	Piece	10				
<b>Ready to deliver in full by this date:</b>								

**Company Name**

**Authorized Signatory**

**Stamp**

**Date**

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**ANNEX-7****TECHNICAL COMPLIANCE SHEET**

LOT 3: Electricity Installation and Maintenance

No.	Item Name	Specifications by Purchaser	U/M	Qty	Compliance (Y/N)	Specifications offered by Bidder	Proposed Brand and Model number	Remarks by Bidder
1	Needle nose pliers	Short nose medium size	Piece	1				
2	Combination pliers	Medium size with insulated handle	Piece	1				
3	Try square	30 cm	Piece	1				
4	Cutting pliers	For electrical work	Piece	1				
5	Measuring tape	3 meter, lockable	Piece	1				
6	Screwdriver	Flat and Phillips	Piece	1				
7	Digital tester screwdriver	Digital tester	Piece	1				
8	Wire stripper	With holes 0.75–4 mm	Piece	1				
9	File set	30 cm – flat, half-round, round, triangular and square	Set	1				
10	Hacksaw	Medium size	Piece	1				
11	Hammer	200 gram, wooden handle	Piece	1				
12	Flat steel chisel	20 cm length, 2 cm mouth	Piece	1				
13	Rechargeable screwdriver or assembly gun	4.2 volt with screwdriver bit set	Set	1				
14	Fish tape	5 meter	Piece	1				
15	Spirit level	30 cm, three-way	Piece	1				
16	Safety box	Medium size	Piece	1				
17	Clamp ammeter	500/600 V	Piece	1				
18	Electrical tape	Normal black and white	Roll	2				
19	Electrical wire	2.5 mm <sup>2</sup> stranded wire in	Meter	10				

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		different colors						
20	Waterproof tape	Normal	Roll	1				
21	PVC pipe fittings	90 degrees	Piece	2				
22	One-way connector	One-way connector	Piece	1				
23	Two-way connector	Two-way connector	Piece	1				
24	Safety glasses	White glass	Pair	1				
25	Mask	Simple	Pair	1				
26	Protective gloves	Electrical insulated gloves	Pair	1				
<b>Ready to deliver in full by this date:</b>								

**Company Name**

**Authorized Signatory**

**Stamp**

**Date**

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**ANNEX-7****TECHNICAL COMPLIANCE SHEET**

LOT 4: Hand Knitting and Crochet

No.	Item Name	Specifications by Purchaser	U/M	Qty	Compliance (Y/N)	Specifications offered by Bidder	Proposed Brand and Model number	Remarks by Bidder
1	Chenille knitting tool	Metal needles with size numbers	Piece	2				
2	Knitting needle	Metal needles with size numbers	Pair	1				
3	Knitting needles	In 3 different sizes	Packet	3				
4	Iron	Gas iron or electrical	Piece	1				
5	Scissors	Iron	Piece	1				
6	Sewing needle	Iron	Packet	2				
7	Measuring tape	Plastic	Piece	1				
8	Pin cushion	Sponge	Piece	1				
9	Ruler	Metal	Piece	1				
10	Thread	Strage and ship threads	Kg,role	1Kg &2 role				
11	Thick backpack	‘ Magnetic	Packet	2				
12	Chain stitch	Right Left	Pair	2				
13	abric glue	patix	Piece	2				
14	Button	Plastic, medium size	Packet	2				
15	Crystal	Glass	Packet	1				
16	Bead	Pearl	Packet	2				
17	Decorative ribbon	Two-colored	Bundle	2				
18	slipper sole	Plastic / Paper	Pair	2				
19	Braiding template	Iron tools in different sizes	Pair	2				
20	Knitting needle	Iron tools in different sizes	Pair	2				

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	gauge							
21	Plastic bag	For collecting garbage	Piece	6				
22	Thimble	Iron /Leather	Piece	2				
23	Mask	Medical	Packet	1				
<b>Ready to deliver in full by this date:</b>								

**Company Name**

**Authorized Signatory**

**Stamp**

**Date**

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**ANNEX-7****TECHNICAL COMPLIANCE SHEET**

LOT 5: Dairy Production and Food Preservation

No.	Item Name	Specifications by Purchaser	U/M	Qty	Compliance (Y/N)	Specifications offered by Bidder	Proposed Brand and Model number	Remarks by Bidder
1	Aluminum pot (5 liter)	Capacity: 5L; Material: food-grade aluminum; Weight: 1–1.5 Thickness: medium (2–3 mm)	Piece	1				
2	Aluminum milk container (10 liter)	Capacity: 10L; Material: aluminum; Weight: 2–3 kg; With lid & handle	Piece	1				
3	Aluminum milk container (15 liter)	Capacity: 20L; Material: thick aluminum; Weight: 4–5 kg; With lid & strong handles	Piece	1				
4	Milk strainer (Medium size)	Type: mesh strainer; Material: steel; Diameter: 20–25 cm; Mesh: fine	Piece	1				
5	Wooden-handled ladle	Type: deep ladle; Material: steel bowl + wooden handle; Length: 30–40 cm; Weight: 200–400 g	Piece	1				
6	Covered Aluminum/Nickel Bucket (for yogurt)	Capacity: 10–15L; Material: aluminum or nickel; With lid; Weight: 1.5–3 kg	Piece	1				
7	Medium Basin (Plastic/Aluminum)	Type: round basin; Material: plastic/aluminum; Diameter: 30–50 cm; Weight: 0.5–1.5 kg	Piece	1				
8	Muslin Cloth Bag (5 liter)	Capacity: 5L; Material: 100% cotton; Size: ~40×40 cm; Reusable; Weight: ~100 g	Piece	1				

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9	Simple Cheese Mold (various shapes and sizes)	Type: perforated mold; Material: plastic(food grade); Size: 1–2 kg cheese capacity	Piece	1				
10	Nickel Container (1 liter) (doola)	Capacity: 1L; Material: nickel/stainless; Weight: 200–400 g	Piece	1				
11	Washable Apron	Type: reusable; Material: plastic/cloth; Size: standard adult; Waterproof preferred	Piece	1				
12	Medical Cap (Hair Cover)	Type: disposable/reusable; Material: non-woven fabric	Pack	1				
13	Disposable Powder-Free Gloves	Type: powder-free; Material: latex/nitrile; Box: 50–100 pcs; Size: M/L	Pack	1				
14	Digital Scale (40 kg capacity)	Capacity: 40 kg; Type: electronic; Power: battery; Accuracy: 5–10 g; Platform: metal	Piece	1				
15	Mask (medical / disposable)	Type: 3-layer disposable; Material: non-woven; Box: 50 pcs	Pack	1				
16	Cheese Cutting Knife	Type: straight/serrated; Material: stainless steel; Length: 20–30 cm; Weight: 200–300 g	Piece	1				
17	Soap (for hygiene)	Type: solid bar; Weight: 100–300 g; Use: cleaning hands	Piece	2				
18	Clean Cloth	Material: cotton; Size: 1–2 meter; Reusable	M	2				
<b>Ready to deliver in full by this date:</b>								

**Company Name**

**Authorized Signatory**

**Stamp**

**Date**

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**ANNEX-7****TECHNICAL COMPLIANCE SHEET**

LOT 6: Mobile Phone Repairing

No.	Item Name	Specifications by Purchaser	U/M	Qty	Compliance (Y/N)	Specifications offered by Bidder	Proposed Brand and Model number	Remarks by Bidder
1	Screwdrivers for mobile phone repair	T4, T5, T6, T0,8MM	Set	1				
2	Nose plier	Plastic handle with size (115mm - 160mm)	Piece	1				
3	Cutting plier	Plastic handle with size (125mm - 130mm)	Piece	1				
4	PCB holder	Size: 120mm x 80mm x 22mm (L x W x H)	Piece	1				
5	Magnifier with light	Magnification: 20X Lighting: LED Voltage: 220V	Piece	1				
6	Hot Air Gun: Power: 540W Temp. Control: 100~500°C, Soldering Hot Iron: Power: 60W	Hot Air Gun: Power: 540W Temp. Control: 100~500°C Soldering Hot Iron: Power: 60W	Piece	1				
7	Mobile cover opener	Plastic	Piece	1				
8	Digital Multimeter	<ul style="list-style-type: none"> <li>• DC Voltage: 600 V</li> <li>• AC Voltage: 600 V</li> <li>• DC Current: 10 A</li> <li>• AC Current: 10 A</li> </ul>	Piece	1				
9	Digital DC Power supply	Input Voltage: 110-220V Output Voltage: 0-15V Output Current: 0-10A	Piece	1				

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		Weight: 2.5kg						
10	Tweezers	Metal with size 140mm	Piece	1				
11	Scissors	Metal, plastic handle, medium size	Piece	1				
12	Brush	Plastic brush	Piece	2				
13	Soldering wire	mm 0.4-0.3	Piece	1				
14	Jumper wire	0.1 mm	Pack/ Set	1				
15	De soldering wire	1.5-2.0 mm	Piece	1				
16	Solder paste	Special materials for soldering	Piece	1				
17	Paste flux	Special materials for soldering	Piece	1				
18	Cleaning Sponge	Sponge for cleaning the tip of the Kaveh	Piece	1				
19	PCB cleaner	Bottle	Bottle	1				
20	Used Mobile Phone	Used Mobile Phone	Mobile	2				
<b>Ready to deliver in full by this date:</b>								

**Company Name****Authorized Signatory****Stamp****Date**

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

### ANNEX-8 PRICE OFFER SHEET

*Bidder will deliver the required items on time and per the specifications provided below.*

#### LOT 1: Tailoring and Embroidery Toolkit

No.	Item Name	Proposed Brand and model and specs by Bidder	U/M	Qty	Unit Cost EXW (AFN)	Total Cost EXW (AFN)	Remarks by Bidder
1	Sewing Machine						
2	Sewing Machine Table						
3	Fabric Shears/Scissor						
4	Measuring Tape						
5	Tailor's Chalk						
6	Hand Sewing Needles						
7	Machine Needles						
8	Threads for embroidery						
9	Threads for sewing machine						
10	Seam Ripper						
11	Ruler / Measuring Gauge						
12	Fabric Samples						
13	Thimble						
14	Iron						
15	Embroidery hoops						
16	Ironing path						
17	Zippers						
18	Buttons						
19	Interfacing						
20	Tweezer						
21	Paper for Pattern						
22	Carbon paper for copying designs						
<b>Total Price EX Works per kit (i.e. Supplier's premises) in AFN</b>							
<b>Total number of kits</b>							
<b>Total EX Works price for all kits in AFN (Number of kits x total amount per kit)</b>							
<b>Packaging/ packing cost in AFN (if any)</b>							
<b>Logistics Cost (loading, transport and offloading) AFN</b>							
<b>Total DAP Price to [Laghman]- inclusive all packing and logistics Costs in AFN</b>							

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

Total DAP Price [Lagman]- inclusive all logistics Costs in USD

Date of exchange rate (same closing date)	
USD/AFN exchange rate:	

**Company Name** \_\_\_\_\_ **Authorized Signatory** \_\_\_\_\_ **Stamp** \_\_\_\_\_ **Date** \_\_\_\_\_

**ANNEX-8  
PRICE OFFER SHEET**

*Bidder will deliver the required items on time and per the specifications provided below.*

LOT 2: Vegetable Farming and Food Processing Toolkits

No.	Item Name	Proposed Brand and model and specs by Bidder	U/M	Qty	Unit Cost EXW (AFN)	Total Cost EXW (AFN)	Remarks by Bidder
1	Digging Fork						
2	Garden Hoe						
3	Pruning Shears						
4	Harvesting Knife						
5	Hand Trowel						
6	Watering Wand						
7	Harvesting Bins						
8	Soil pH Test Kit						
9	Seed of Mushroom						
10	"Stainless Steel Mixing Bowls (3-pc)"						
11	Chef's Knife						
12	Paring Knife						
13	Cutting Board Set						
14	Kitchen Scale						
15	Measuring Cups & Spoons						
16	Hand-held Strainer						
17	Wooden Spoons (3-pc)						
18	Saucepan (2 qt)						
19	Canning Jars & Lids (12-pc)						
20	Heat-proof Gloves						
21	Adhesive Labels & Marker						

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

22	Cleaning Cloths						
23	pH Test Strips						
24	Thermometer						
25	Black Plastic 10 meters						
<b>Total Price EX Works per kit (i.e. Supplier's premises) in AFN</b>							
<b>Total number of kits</b>							
<b>Total EX Works price for all kits in AFN (Number of kits x total amount per kit)</b>							
<b>Packaging/ packing cost in AFN (if any)</b>							
<b>Logistics Cost (loading, transport and offloading) AFN</b>							
<b>Total DAP Price to [Laghman]- inclusive all packing and logistics Costs in AFN</b>							
<b>Total DAP Price [Laghman]- inclusive all logistics Costs in USD</b>							
<b>Date of exchange rate (same closing date)</b>							
<b>USD/AFN exchange rate:</b>							

**Company Name** \_\_\_\_\_ **Authorized Signatory** \_\_\_\_\_ **Stamp** \_\_\_\_\_ **Date** \_\_\_\_\_

**ANNEX-8  
PRICE OFFER SHEET**

*Bidder will deliver the required items on time and per the specifications provided below.*

LOT 3: Electricity Installation and Maintenance Toolkits

No.	Item Name	Proposed Brand and model and specs by Bidder	U/M	Qty	Unit Cost EXW (AFN)	Total Cost EXW (AFN)	Remarks by Bidder
1	Needle nose pliers						
2	Combination pliers						
3	Try square						
4	Cutting pliers						
5	Measuring tape						
6	Screwdriver						
7	Digital tester screwdriver						
8	Wire stripper						
9	File set						
10	Hacksaw						
11	Hammer						

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

12	Flat steel chisel						
13	Rechargeable screwdriver or assembly gun						
14	Fish tape						
15	Spirit level						
16	Safety box						
17	Clamp ammeter						
18	Electrical tape						
19	Electrical wire						
20	Waterproof tape						
21	PVC pipe fittings						
22	One-way connector						
23	Two-way connector						
24	Safety glasses						
25	Mask						
26	Protective gloves						
<b>Total Price EX Works per kit (i.e. Supplier's premises) in AFN</b>							
<b>Total number of kits</b>							
<b>Total EX Works price for all kits in AFN (Number of kits x total amount per kit)</b>							
<b>Packaging/ packing cost in AFN (if any)</b>							
<b>Logistics Cost (loading, transport and offloading) AFN</b>							
<b>Total DAP Price to [Laghman]- inclusive all packing and logistics Costs in AFN</b>							
<b>Total DAP Price [Laghman]- inclusive all logistics Costs in USD</b>							
<b>Date of exchange rate (same closing date)</b>							
<b>USD/AFN exchange rate:</b>							

**Company Name** \_\_\_\_\_ **Authorized Signatory** \_\_\_\_\_ **Stamp** \_\_\_\_\_ **Date** \_\_\_\_\_

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

**ANNEX-8  
PRICE OFFER SHEET**

*Bidder will deliver the required items on time and per the specifications provided below.*

LOT 4: Hand Knitting and Crochet Toolkits

No.	Item Name	Proposed Brand and model and specs by Bidder	U/M	Qty	Unit Cost EXW (AFN)	Total Cost EXW (AFN)	Remarks by Bidder
1	Chenille knitting tool						
2	Knitting needle						
3	Knitting needles						
4	Iron						
5	Scissors						
6	Sewing needle						
7	Measuring tape						
8	Pin cushion						
9	Ruler						
10	Thread						
11	Thick backpack						
12	Chain stitch						
13	Abric glue						
14	Button						
15	Crystal						
16	Bead						
17	Decorative ribbon						
18	slipper sole						
19	Braiding template						
20	Knitting needle gauge						
21	Plastic bag						
22	Thimble						
23	Mask						
<b>Total Price EX Works per kit (i.e. Supplier's premises) in AFN</b>							
<b>Total number of kits</b>							
<b>Total EX Works price for all kits in AFN (Number of kits x total amount per kit)</b>							
<b>Packaging/ packing cost in AFN (if any)</b>							
<b>Logistics Cost (loading, transport and offloading) AFN</b>							

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

<b>Total DAP Price to [Laghman]- inclusive all packing and logistics Costs in AFN</b>		
<b>Total DAP Price [Laghman]- inclusive all logistics Costs in USD</b>		
<b>Date of exchange rate (same closing date)</b>		
<b>USD/AFN exchange rate:</b>		

**Company Name** \_\_\_\_\_ **Authorized Signatory** \_\_\_\_\_ **Stamp** \_\_\_\_\_ **Date** \_\_\_\_\_

**ANNEX-8  
PRICE OFFER SHEET**

*Bidder will deliver the required items on time and per the specifications provided below.*

LOT 5: Dairy Production and Food Preservation Toolkits

No.	Item Name	Proposed Brand and model and specs by Bidder	U/M	Qty	Unit Cost EXW (AFN)	Total Cost EXW (AFN)	Remarks by Bidder
1	Aluminum pot (5 liter)						
2	Aluminum milk container (10 liter)						
3	Aluminum milk container (15 liter)						
4	Milk strainer (Medium size)						
5	Wooden-handled ladle						
6	Covered Aluminum/Nickel Bucket (for yogurt)						
7	Medium Basin (Plastic/Aluminum)						
8	Muslin Cloth Bag (5 liter)						
9	Simple Cheese Mold (various shapes and sizes)						
10	Nickel Container (1 liter) (doola)						
11	Washable Apron						
12	Medical Cap (Hair Cover)						
13	Disposable Powder-Free Gloves						
14	Digital Scale (40 kg capacity)						
15	Mask (medical / disposable)						
16	Cheese Cutting Knife						
17	Soap (for hygiene)						
18	Clean Cloth						
<b>Total Price EX Works per kit (i.e. Supplier's premises) in AFN</b>							
<b>Total number of kits</b>							

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

Total EX Works price for all kits in AFN (Number of kits x total amount per kit)		
Packaging/ packing cost in AFN (if any)		
Logistics Cost (loading, transport and offloading) AFN		
Total DAP Price to [Laghman]- inclusive all packing and logistics Costs in AFN		
Total DAP Price [Laghman]- inclusive all logistics Costs in USD		
Date of exchange rate (same closing date)		
USD/AFN exchange rate:		

**Company Name** **Authorized Signatory** **Stamp** **Date**

**ANNEX-8  
PRICE OFFER SHEET**

*Bidder will deliver the required items on time and per the specifications provided below.*

LOT 6: Mobile Phone Repairing Toolkits

No.	Item Name	Proposed Brand and model and specs by Bidder	U/M	Qty	Unit Cost EXW (AFN)	Total Cost EXW (AFN)	Remarks by Bidder
1	Screwdrivers for mobile phone repair						
2	Nose plier						
3	Cutting plier						
4	PCB holder						
5	Magnifier with light						
6	Hot Air Gun: Power: 540W Temp. Control: 100~500°C, Soldering Hot Iron: Power: 60W						
7	Mobile cover opener						
8	Digital Multimeter						
9	Digital DC Power supply						
10	Tweezers						
11	Scissors						
12	Brush						
13	Soldering wire						
14	Jumper wire						
15	De soldering wire						

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

16	Solder paste						
17	Paste flux						
18	Cleaning Sponge						
19	PCB cleaner						
20	Used Mobile Phone						
<b>Total Price EX Works per kit (i.e. Supplier's premises) in AFN</b>							
<b>Total number of kits</b>							
<b>Total EX Works price for all kits in AFN (Number of kits x total amount per kit)</b>							
<b>Packaging/ packing cost in AFN (if any)</b>							
<b>Logistics Cost (loading, transport and offloading) AFN</b>							
<b>Total DAP Price to [Laghman]- inclusive all packing and logistics Costs in AFN</b>							
<b>Total DAP Price [Laghman]- inclusive all logistics Costs in USD</b>							
<b>Date of exchange rate (same closing date)</b>							
<b>USD/AFN exchange rate:</b>							

**Company Name** \_\_\_\_\_ **Authorized Signatory** \_\_\_\_\_ **Stamp** \_\_\_\_\_ **Date** \_\_\_\_\_

ITB for the Supply of Tailoring and Embroidery, Vegetable Farming and Food Processing, Electricity Installation and Maintenance, Hand Knitting and Crochet, Dairy Production and Food Preservation and Mobile Phone Repairing Toolkit Items for Skills Development and Literacy

**ANNEX 9**  
**Price Declaration Letter**

We, the undersigned, offer to provide the Invitation to Bid – SEO-UNESCO-ITB-L001-2026 for the Supply of:

- LOT 1: Tailoring and Embroidery Toolkits
- LOT 2: Vegetable Farming and Food Processing Toolkits
- LOT 3: Electricity Installation and Maintenance Toolkits
- LOT 4: Hand Knitting and Crochet Toolkits
- LOT 5: Dairy Production and Food Preservation Toolkits
- LOT 6: Mobile Phone Repairing Toolkits

Delivery Place: Laghman Province

We affirm that our bid submission is in accordance with your Request for bid dated 00/000/ and our bid offer.

Our attached bid is for the sum of < (AFN)>, corresponds to the sum of <USD> at exchange rate: 1 USD = XXX AFN (date of exchange rate: XXXXX)

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation (60 days).

We understand you are not bound to accept any quotation you receive. Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address