

**Organization for Community Coordination and Development**

**(OCCD)**

**REQUEST FOR QUOTATION**

**PR reference#:17599**

# Summary

|  |  |
| --- | --- |
| **RFQ Number** | **OCCD**/RFQ/2025-004  PR reference#: 17599 |
| **Announcement Type** | National Competitive Bidding (NCB) |
| **Tender Title** | School Improvement Plan (SIP) Activity in Kunar Province 2nd phase |
| **Issue Date** | 4 June 2025 |
| **Deadline for the project** | 17 June 2025 04:30 PM |

**Schedule and deadline for submission,**

|  |  |  |
| --- | --- | --- |
| **Description** | **DATE** | **TIME** |
| Invitation to Bid release | 4th June2025 |  |
| Deadline for request for any clarifications from **OCCD** | 11th June 2025 | 04:30PM |
| Last date on which clarifications are issued by **OCCD** | 12th June 2025 | 04:30PM |
| Deadline for submission of bids (receiving date, not sending date) | 17th June 2025 | 04:30PM |

# Introduction to Organization

Organization for Community Coordination and Development (**OCCD**) was established and registered with the Ministry of Economy as a non-profit, non-governmental, non-political and independent organization. **OCCD** is an initiative of senior Afghan staff whose vast and enriched experience is an asset to the country. The aim of the founders of **OCCD** is to transfer the experiences and expertise from several national and international organizations to a purely Afghan context in order to ensure the sustainability of efforts as well as provide opportunities for Afghans to use their full potentials in humanitarian and community development activities.

**OCCD** works in partnership with government, community development and implementing partners in the following sectors: health, nutrition, education, agriculture, water, sanitation, and hygiene (WASH), food security and livelihood (FSL), community development and research. **OCCD**, as a community-based organization, does not go into communities, carries out a project and then moves on. **OCCD** consults with families, community leaders and local councils to understand all the issues or barriers, and then develops programs that address these. **OCCD** builds trust so that its programs are successful and bring about real change.

**OCCD**’s approach to program implementation is the human rights-based one in which the individuals and communities are informed of their rights and fully supported to participate in the development of policy and practices which affect their lives and to claim rights where necessary. The key principles of Participation, Accountability, Non-discrimination, Transparency, Human Dignity, Empowerment and Rule of Law, underpin **OCCD**’s policy formulation and program development to overcome barriers to accessing essential services that are indispensable to the survival and basic dignity of those who are most marginalized, excluded or discriminated against.

# Tender Purpose and Expected Results (Scope of Supply),

“**OCCD** (Organization for Community Coordination and Development” is seeking for eligible construction Companies for the School Improvement Plan (SIP) activity 2nd phase in different districts of Kunar Province with the details as below. (BoQs is attached).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Province** | **District** | **Village** | **School Name** | **Scope of Work** |
| 1 | Kunar | Asad Abad | Asadabad | Asadabad Boys School | Compressor Borewell 10’’ according to BoQ and Design Drawing |
| 2 | Kunar | Asad Abad | Karhali | Karhali Girls High School | Two Classrooms Construction according to BoQ and Design Drawing |
| 3 | Kunar | Asad Abad | Qarghan | Qarghan Mixed Secondary School | Construction of Boundary Wall according to BoQ and Design Drawing |
| 4 | Kunar | Asad Abad | Dandono | Dandono Boys High School | Two Classrooms Construction according to BoQ and Design Drawing |
| 5 | Kunar | Asmar | Shal Khwar | Shal Khwar High School | Two Classrooms Construction according to BoQ and Design Drawing |
| 6 | Kunar | Asmar | Shal | Shal Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 7 | Kunar | Asmar | Petaw | Petaw Secondary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 8 | Kunar | Asmar | Palosow Naw | Palosow Naw Mixed High School | Two Classrooms Construction according to BoQ and Design Drawing |
| 9 | Kunar | Chapa Dara | Karapo | Karapo Mixed Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 10 | Kunar | Chapa Dara | Hawara | Hawara Mixed Primary School | Construction of Boundary Wall according to BoQ and Design Drawing |
| 11 | Kunar | Chapa Dara | Watala | Watala Secondary School | Construction of Boundary Wall according to BoQ and Design Drawing |
| 12 | Kunar | Chapa Dara | Jaikanda | Jaikanda Mixed Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 13 | Kunar | Ghazi Abad | Abragal | Abragal High School | Rotary Borewell according to BoQ and Design Drawing according to BoQ and Design Drawing |
| 14 | Kunar | Ghazi Abad | Sooki | Sooki High School | Rehabilitation of all 12 classes including windows' classes, gutters for roof, Kagil with plastic sheet 2(15\*42) square meters, internal plaster of the building, internal and external painting. according to BoQ and Design Drawing |
| 15 | Kunar | Ghazi Abad | Tursan | Tursan Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 16 | Kunar | Ghazi Abad | Hakim abad | Hakim abad Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 17 | Kunar | Khas Kunar | Bar sari Sahibzadgano | Bar sari Sahibzadgano Girls School | Construction of Boundary Wall according to BoQ and Design Drawing |
| 18 | Kunar | Khas Kunar | Lootano | Lootano Mixed Primary school | Construction of Boundary Wall according to BoQ and Design Drawing |
| 19 | Kunar | Khas Kunar | Khas Kunar | Khas Kunar Girls High School | Construction of Boundary Wall according to BoQ and Design Drawing |
| 20 | Kunar | Marawara | Karwooro | Karwooro PrimarySchool | Two Classrooms Construction according to BoQ and Design Drawing |
| 21 | Kunar | Marawara | Muslim Abad | Muslim Abad Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 22 | Kunar | Marawara | Marawara | Marawara High School | Two Classrooms Construction according to BoQ and Design Drawing |
| 23 | Kunar | Marawara | Ajab Shah gai | Ajab Shah gai Secondary | Compressor Borewell 10” according to BoQ and Design Drawing |
| 24 | Kunar | Marawara | Marawara | Marawara Girls High School | Compressor Borewell 10” according to BoQ and Design Drawing |
| 25 | Kunar | Narang | Char Qala | Char Qala Boys Secondary School | Bore Well Repairing according to BoQ and Design Drawing |
| 26 | Kunar | Narang | Lamatak | Lamatak Boys Primary Schoool | Elevated Reservoir Construction, Solar Submersible needed with all Requirment according to BoQ and Design Drawing |
| 27 | Kunar | Narang | Bar Narang | Bar Narang Boys High School | Elevated Reservoir Construction, Solar Submersible needed with all Requirment, one 250 watt solar panel according to BoQ and Design Drawing |
| 28 | Kunar | Noorgal | Noorgal | Noorgal Gils High School | Rehabilitation of all 12 classes including windows' classes, gutters for roof, Kagil with plastic sheet 2(15\*42) square meters, internal plaster of the building, internal and external painting according to BoQ and Design Drawing. |
| 29 | Kunar | Noorgal | Noorgal | Noorgal Boys High School | Internal and external painting of the building, doors and windows repairing, glasses for windows, painting for doors and windows according to BoQ and Design Drawing |
| 30 | Kunar | Noorgal | Mujahid Samiullah Khalil | Mujahid Samiullah Khalil Boys High School | Rotary Borewell 10” according to BoQ and Design Drawing |
| 31 | Kunar | Peech Dara | Tantil | Tantil Primary School | Construction of Boundary wall according to BoQ and Design Drawing |
| 32 | Kunar | Peech Dara | Waradish | Waradish Mixed Primary School | Construction of Boundary wall according to BoQ and Design Drawing |
| 33 | Kunar | Peech Dara | Kalimo | Kalimo Mixed Primary School | Construction of Boundary wall according to BoQ and Design Drawing |
| 34 | Kunar | Peech Dara | Lachilam | Lachilam Girls School | Two Classrooms Construction according to BoQ and Design Drawing |
| 35 | Kunar | Sawki | Ustaz Faizullah | Ustaz Faizullah Mixed Secondary School | Rehabilitate of all 16 classes, with doors, windows, internal and external plaster, Kagil with plastic sheet, and truss based steel roof according to BoQ and Design Drawing |
| 36 | Kunar | Sawki | Kato Qala | Kato Qala Mixed High School | 2 No. of solar panels of 250 watts, solar submersible for the well of 40 meters according to BoQ and Design Drawing |
| 37 | Kunar | Shigal | Hilalzo | Hilalzo Boys Secondary School | Construction of Boundary wall according to BoQ and Design Drawing |
| 38 | Kunar | Shigal | Karbory | Karbory Mixed Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 39 | Kunar | Shigal | Shinkorak | Shinkorak Hasan Abad Mixed School | Two Classrooms Construction according to BoQ and Design Drawing |
| 40 | Kunar | Watapoor | Qur Shaid | Qur Shaid Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 41 | Kunar | Watapoor | Korong | Korong Primary School | Two Classrooms Construction according to BoQ and Design Drawing |
| 42 | Kunar | Watapoor | Hazar Bagh | Hazar Bagh Primary School | Two Classrooms Construction according to BoQ and Design Drawing |

In order to participate and be eligible, you will need to complete the necessary documents and attend in the bid opening process. Please note the deadline for the bid submission, bid opening and submit your quotation. Incomplete submissions will automatically be rejected.

# Language of Bid

* 1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
  2. Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required)

# Documents Comprising for the quotation.

The Supplier shall complete and submit the following document with quotation:

1. The attached bill of quantity with your cost and general summary sheet for all 42 Schools which is attached in Annex-3 (BoQ).
2. Copy of your updated company MoC registration certificate. (Construction license)
3. Company profile (company overview, core services, organogram, partnerships and clients, contact information)
4. List of similar projects implemented by company and contracts of similar projects.
5. Tax clearance letter will be asked from winner company for the year 2024.
6. CV of the Key Staff with documents (Diploma, transcripts and certificates from one project manager and one Site engineer)
7. Construction equipment list (Machinery list) if the equipment owned by the bidder (proof of ownership must be attached with bid documents)
8. Bank account details and updated bank statement should be within 3 days before the RFQ deadline.

**Note:**

1. Quotation must be completed without any changes to the format, no substitutes shall be accepted
2. All blank spaces shall be filled with the requested information.
3. Submission checklist should be filled signed and stamped and all the document should be submitted accordingly.

# Eligibility for Application

To complete the tasks successfully, the Firm/companies are expected to have the following experience:

1. Company must be register with MoC, valid for at least 6 months.
2. Over five years’ experience in the implementation of similar projects with national and international organizations and government.
3. Implemented at least four similar (school rehabilitation/ school Construction) project (each contract amount should be at least 375,000 AFN).
4. Experience with/knowledge of national and international organization and UN standards.
5. Companies holding contract from 1st phase are not eligible to participate in 2nd phase.

# Payment Terms and Bid Price for Service Contract:

1. The payments will be made after confirmation of the work with successful completion of work percentage– by **OCCD** and technical engineers.
2. Bid price should be made individual and as whole in the summary.
3. All duties, taxes and other payable will be paid by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
4. The organization will deduct the applicable tax as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly bases accordingly.
5. The organization is not responsible for all taxes of the project. Contractor has to pay all the tax according to the rule and regulation of Afghanistan law.
6. According to article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold.
7. 2% of contract value, if the Contractor holds a valid business license from the relevant sources.
8. 7% of contract value, if the Contractor does not have valid business license or expired business, or any other tasks which the contractor aren’t able to provide the business license.

# Currencies of Bid and Payment:

All invoices will be paid in AFN. And all payment will be transfer through the banking system/ Cheque.

# Terms of Contract:

The following terms of contract must be applicable for further payment and bidder contracts:

1. Copy of Ministry of Commerce and Industry certificate along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
2. Your quotation will be accepted, and payment will be proceeding as per your legal business title.
3. **Organization** will pay crossed cheque in favors of valid bank account of the organization/individual with whom contract is executed. Any other bank account is not acceptable.
4. Penalty is applicable to the selected company in case of late delivery as per of our contact policy and procedures.
5. Valid bank account should be according to your legal business title.
6. All pages of quotation should be signed and stamped from your own side.
7. **Organization** reserves the right to cancel this process without further notice to the vendors.

# Submission:

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

Complete sealed bid documents should be submitted according to the submission checklist to **OCCD** tender box (**Lane#15, Daramsal Street, 2nd Part, Kart-e-Parwan, District#4, Kabul, Afghanistan)** no later than **17th June 2025, Time: 04:30 PM Kabul Time.**

If you have any further question or clarifications in this bid, please reach out by email to the following email id.

Email: [procurement@occd.org.af](mailto:procurement@occd.org.af)

Phone # : +93 (0) 770038381

**Site Visit:-**

A site visit by the bidders, at their own expense, is mandatory. Each district site visit must include a checklist which attached in this package with photographs. If this is not included in the submission package, the company will not receive the marks allocated in the technical evaluation criteria.

# Eligible Bidders:

Participation in tendering is open on equal terms to all companies/firms (**except SIP phase one winner companies**) which is officially registered with the Government of Afghanistan. The bidder at the time of submission of the bid should not be:

1. insolvent;
2. in receivership;
3. bankrupt; or
4. being wound up.

# Inspection and late proposal:

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

Tenders must be submitting by the due date and time as specified under paragraph 10. Tenders received after the closing date will not be considered, unless in **OCCD** sole opinion there are exceptional circumstances which have caused the delay. **OCCD**, reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

Clear breakdown of costs related to items and services as requested in RFQ, and a detailed price list for all the services linked to the technical requirement.

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

# Compliance and Rejection of Tenders:

**OCCD**, reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed. Therefore, the **OCCD** is under no obligation to accept any tender.

# Clarification of Bidding Documents:

A prospective bidder requiring any clarification of the bidding document shall contact the **OCCD** in writing before 7 days of the date of bid submission specified under para-10.

The organization will respond in writing to any request for clarification before the deadline for clarification of bids. The Organization for Community Coordination and Development 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.

# Bid Validity:

Bids shall remain valid for the **90 days** the date of the bid submission deadline date as specified under para-10. A bid valid for a shorter period shall be rejected as non-compliant.

# Sealing and Marking of the Bidding Documents by the Bidder:

1. The bidder shall enclose the bid for each contract in a plain envelope securely sealed.
2. Be addressed to the **Lane#15, Daramsal Street, 2nd Part, Kart-e-Parwan, District#4, Kabul, Afghanistan.**
3. Bear the bid number.
4. No other markings should be on the envelope.
5. If any envelope is torn or not sealed and marked as required, those bids will be rejected.
6. The company contact information including accurate email address.

# Confidentiality:

1. Bidders must treat the invitation to tender and all associated documentation supplied as confidential.
2. 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.
3. Any effort by a bidder to influence the **OCCD** in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

# Process of Bid:

The **OCCD** shall examine the legal documentation and other information submitted by bidders to verify eligibility, and then will review and score bids according to the evaluation criteria in Annex-7

# Selection of bidder:

19.1) **OCCD** has the right to award the contracts among of multiple bidders or will be based on district-wise.

19.2) Selection of bidders will be based on technical + financial scores.

19.3 In case of total (technical+ financial) equality the lowest price will be considered.

# Notification and Signing of the Contract:

Upon receipt of the Letter of Acceptance, the **OCCD** shall call the successful bidder to sign the Contract and returned back to the organization. A copy of contract will be awarded to bidder in the same time.

# Scope of Work:

The scope of work is outlined in Annex-4 and attached to this bid.

# GENERAL REPRESENTATIONS

By submitting its bid in response to this request, the Bidder confirms to **OCCD** as at the Submission Deadline.

22.1) The Bidder has (a) the full authority and power to submit the Bid and to enter into any resulting contract, and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source and supply the works and to perform its other obligations under any resulting contract. (c) the Bidder has not and will not enter into any agreement or arrangement that restrains or restricts any person’s rights to use, sell, dispose of or otherwise deal with any service, deliverable or outcome that may be acquired under any resulting contract.

22.2) All of the information provided to **OCCD** concerning the works and the Bidder is true, correct, accurate and not misleading.

22.3) The Bidder is financially solvent and is able to supply the works to **OCCD** in accordance with the requirements described in this Bid.

22.4) The use or supply of the works does not and will not infringe any patent, design, trade-name or trade-mark.

22.5) The development and supply of the works has complied, does comply, and will comply with all applicable laws, rules and regulations.

22.6) The Bidder will fulfill its commitments with the fullest regard to the interests of **OCCD** and will refrain from any action which may adversely affect the donors funding this project.

22.7) It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.

22.8) The Bidder agrees to be bound by the decisions of **SAVE THE CHILDREN**, including but not limited to, decisions as to whether the Bidder’s Proposal meets the requirements and instructions stated in this Bid and the results of the evaluation process.

# ETHICAL STANDARDS

**OCCD** requires that all Bidders observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process.

**OCCD** & **SAVE THE CHILDREN** also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its Proposal in response to this Bid, the Bidder makes the following representations and warranties to **OCCD** as at the Submission Deadline:

23.1) In respect of all aspects of the solicitation process the Bidder has disclosed to **OCCD** any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Bidder has disclosed to **OCCD** if it or any of its affiliates is, or has been in the past, engaged by **OCCD** to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the works requested under this RFQ; or if it or any of its affiliates has been involved in the preparation and/or design of the program/project related to the works requested under this Bid.

23.2) The Bidder has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.

23.3) No official of **OCCD** has received from or on behalf of the Bidder, or will be offered by or on behalf of the Bidder, any direct or indirect benefit in connection with this RFQ including the award of the contract to the Bidder. Such direct or indirect benefit includes, but is not limited to, any gifts, favors or hospitality.

23.4) Neither the Bidder nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by Afghanistan government, any other international or inter-governmental organization such as Asian Development Bank, European Union etc. The Bidder will immediately disclose to **OCCD**, and **SAVE THE CHILDREN** if it or any of its affiliates, or personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the contract.

If the Bidder or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, **OCCD** will be entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Bidder.

If **OCCD** choses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days’ suspension at (**OCCD**) sole choice.

23.5) The Bidder will

(a) observe the highest standard of ethics;

(b) use its best efforts to protect **OCCD** against fraud, in the solicitation process and in the performance of any resulting contract; and

(c) comply with the applicable provisions of **SAVE THE CHILDREN**’s Policy Prohibiting and Combatting Fraud and Corruption which is attached to this tender document.

In particular, the Bidder will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in **SAVE THE CHILDREN**’s Policy Prohibiting and Combatting Fraud and Corruption.

23.6) The Bidder will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the SCI Supplier Code of Conduct.

23.7) Neither the Bidder nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organization’s Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

23.8) The Bidder has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Bidder to perform any works and services in the Bidder’s participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Bidder has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Bidder, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person.

23.9) The Bidder confirms that it has read the organization Policy on Conduct Promoting the Protection and Safeguarding of Children. The Bidder will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Bidder will further cooperate with the organization’s implementation of this Policy.

23.10) The Bidder will inform **OCCD** as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 22 and 23 Each of the provisions in this Article 22 and 23 constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, **OCCD** is entitled to disqualify the Bidder from this solicitation process and/or any other solicitation process, and to terminate any contract that may have been awarded as a result of this solicitation process, immediately upon notice to the Bidder, without any liability for termination charges or any liability of any kind. In addition, the Bidder may be precluded from doing business with **OCCD & SAVE THE CHILDREN.**

# AUDIT CONSTRUCTION WORKS

From time to time, **(OCCD)** and/or **SAVE THE CHILDREN** may conduct audits or investigations relating to any aspect of a contract awarded in relation to this bid, including but not limited to the award of the contract and the Bidder’s compliance with the provisions of Article 22 and 23 above. The Bidder will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting **OCCD** and those undertaking such audits or investigations access to the Bidder’s premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Bidder will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by **OCCD** and **SAVE THE CHILDREN.**

# Environmental, Social, Health, and Safety (ESHS)

Bidders, if successful in this bid and are awarded the contract, should adhere to the following: -

* shall ensure that the planned activities will be carried out within the current school's footprint, involving no land acquisition. The sanitary facilities should be at least 50 meters from classrooms and public property, and at least 25 meters away from potable/surface water. If there is not sufficient space, the location of the sanitary facilities should be chosen taking wind direction into account to prevent smell defusing to the classroom and surrounding environment. Additionally, the sanitary facilities should be in areas that can be easily supervised and evenly distributed throughout the school operation.
* shall ensure that the project's operations won't result in the cutting down of trees or the mutilation, slashing, or tampering with of the surrounding environment. In the event that there is not sufficient space, the contractor shall plant three trees in the current school's footprint in place of each cut tree.
* shall save all existing structures, pipes, cables, sewers, or other services or installations during the project implementation.
* shall ensure that all waste generated by contractor camp operations, excavation, and construction activities is managed properly and disposed of appropriately in the designated site by the local governor or municipalities.
* shall ensure that the environmental, social, health, and safety (ESHS) requirements and proposed mitigation measures are put into place during the construction activities in order to manage, mitigate, minimize, and reduce the pollution of the air, water, noise, and soil.
* shall ensure that a site-specific occupational health and safety (OHS) management plan is developed and implemented during the project's construction phase. This plan should include information on the organization and capacity, roles and responsibilities, personnel protective equipment, compensation based on Afghanistan's national labor laws and regulations, training, and capacity building.
* shall ensure that appropriate incident and accident reporting and handling procedures have been established, including those for internal and external reporting, first aid, compensation, and training for both technical and non-technical workers.
* shall ensure for the safety of their workers, locations, possessions, and operations. They shall ensure that their employees receive sufficient training on safety and security issues that are appropriate for the Afghan context, including conflict-sensitive communication, cultural awareness, implementation, and risk management, and they must immediately communicate to **SAVE THE CHILDREN** any security-related issues that have a negative impact on program delivery or personnel.
* shall ensure that a site-specific Traffic Management Plan (TMP) is developed and implemented during the project construction phase and includes responsibilities and responsibilities, emergency response and reporting procedures, compensation based on Afghanistan's national labor laws and regulations, training, and capacity building for all drivers and other relevant employees.
* shall implement a combination of behavioral and environmental modification to mitigate communicable disease risks and impacts.
* shall ensure that both the project site and the contractor camp have adequate lavatory facilities (toilets and washing places), and that portable and drinking water are properly provided for project workers.
* shall ensure that before, during, and after the project's implementation, every relevant stakeholder, including provincial and district level MoE directorates, community representatives, Schools Management Shuras (SMS), and school's principals, are engaged and involved.
* shall ensure that a grievance system including the PSEA hotline and the PSEA confidential email address is set up at the project level and that all communities, teachers, and project workers (technical, skilled, and unskilled labor) are properly informed of the reporting channels and handling procedures. In addition, **SAVE THE CHILDREN** will encourage the use of its innovative SMS-based as well as the interagency system Awaaz, to receive feedback from impacted populations.
* shall ensure that a project labor management procedure is in place, that all technical and non-technical worker terms and conditions comply with Afghanistan labor laws and regulations, that they are informed of the project grievance procedure, and that no child or forced labor is employed in the project activities.
* ensure that all project workers (technical and non-technical staff) receive training on sexual exploitation and abuse and sign a code of conduct.
* shall ensure that all project employees, both technical and non-technical, receive continuous capacity-building training on minimizing environmental and social risks and managing their effects.

ANNEX-1

# BIDDING FORM

# Bidder’s General Details:

1. **General information:**

Please fill in the below table with required information

|  |  |
| --- | --- |
| Supplier/Company Name: |  |
| Tazkira No./Company Registration No. |  |
| Tazkira Issued /Country of Company Registration |  |
| Nature of primary business/trade: |  |
| Registration date: (only for Company) |  |
| Expiry date: (only for Company) |  |
| Legal status of company (eg. partnership, private limited company) |  |
| Primary contact name: |  |
| Job title (only for Company): |  |
| Primary contacts address: |  |
| Phone: |  |
| Email: |  |

1. **President/Vice-president of the Company:**

Please fill in the table below with the required information

|  |  |
| --- | --- |
| Full Name |  |
| Tazkira no |  |
| Year of birth |  |
| Place of birth |  |
| Permanent Address |  |
| Current Address |  |
| Contact Detail (phone and email address) |  |

**Beneficiaries bank account details:**

|  |  |
| --- | --- |
| Beneficiary name: |  |
| Beneficiary account Number: |  |
| Beneficiary Bank Name: |  |
| Bank branch Name: |  |
| SWIFT: |  |
| Bank address: |  |

# Confirmation of Bidder’s compliance:

I, 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.

I, also confirm that I agree to all the terms and conditions specified in this bid. And also understand that these terms and conditions will apply to any subsequent contract that our company/firm will be signing in the event our bid is successful.

I confirm that **(OCCD)** may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of signatory: ----------------------------------------

Title of signatory: ----------------------------------------

Signature: ----------------------------------------

Date of signing: ----------------------------------------

# 

**ANNEX-2**

**Design**

It is included in the package of announcement. (All pages must be signed and stamped)

**ANNEX-3**

**(BoQ)**

It is included in announcement package, please Fill the BoQ properly and give your rate for each item. General summary sheet is linked with BoQs, no filling is required. (All pages while submitting should be signed and stamped)

**ANNEX-4**

**SoW**

It is included in the package of announcement. (Pages must be signed and stamped)

**ANNEX-5**

**SIP 42 Hub schools Work Plans**

It is included in the package of announcements. (All pages must be signed and stamped)

**ANNEX-6**

**Code of Conduct**

It is included in the package of announcement. (All pages must be signed and stamped)

**ANNEX-7**

**Evaluation Criteria SIP Project Kunar**

It is included in the package of announcement. (All pages must be signed and stamped)

**ANNEX-8**

**Terms & Condition**

It is included in the package of announcement. (All pages must be signed and stamped)

**ANNEX-9**

**SCI Mandatory Policies**

It is included in the package of announcement. (All pages must be signed and stamped)