

Annex5, Instructions and Conditions for Invitation to Tender (Service Contract)

Date of issue:	25-Apr-2024
Our ref.:	RSDO-JPF/NICCO-23-04
Contract title:	Provision of WASH facilities to improve access to safe water and hygiene to the returnees in Kandahar city, Daman and Zheray districts, Kandahar province.
Closing date:	05. May .2024 at 04:00 PM local time
Manner of Submission:	<p>The Bids (Tender Dossier) shall be submitted in Hard copies. The Contracting Authorities will not consider the soft copies received via email or any other manner.</p> <p>Offers transmitted in any other manner than those indicated below will not be considered. It shall remain your responsibility to ensure that your tender dossier will reach the mentioned Below RSDO address at Kandahar province before the deadline. The Tender Dossier that are received by RSDO after the deadline indicated, for whatever reason, shall not be considered for evaluation.</p>
Contracting Authority:	<p>Razi Social & Development Organization (RSDO)</p> <p>Address: Si Metra (Nawaee), Nawaee #16, Herat, Afghanistan</p> <p>Tender Dossier Delivery Address: RSDO Sub office in Kandahar province, Ayno Mina, 11th District, Ayno-mine 25- House Number# 813, Kandahar Afghanistan</p> <p>Contact person: Nazir Akbari, Procurement & Logistic Manager</p> <p>Contact#: 0093 (0) 795 608520</p> <p>Email: procurement@rsdo.af</p>

Razi Social Development Organization (RSDO) 's office invites all interested and qualified constructional companies to submit Bids for the “Provision of WASH facilities to improve access to safe water and hygiene to the returnees in Kandahar city, Daman and Zheray districts, Kandahar province”.

Razi Social Development Organization (RSDO) will receive and consider Bids in response to this official Invitation to Bid subject to the instructions and conditions hereunder.

1. Supplies to be provided

- 1.1 Drilling Deep well, installation of the water pump and reservoir, installation of solar panel, construction of hand wash station, and reservoir stands including all required accessories as detailed in the financial offer and project drawings in 6 targeted areas at Kandahar City, Daman and Zheray Districts, as detailed in the TOR, financial offer, Scope of Work, and project plan (drawings) attached with this Tender process (Annexes 1, 2, 3 & 4).
- 1.2 The contractor is responsible to follow up on the project engineer’s instructions on the field and meet all the requirement requirements of the Department of Rural Rehabilitation Development (DRRD) of Kandahar province and is responsible to follow the project plans as detailed and referenced in the Terms of Reference (TOR), Financial Offer, Project Plan (Drawings) and Scope of Work (Annexes 1, 2, 3 & 4). The Activities will be checked by Project engineer and MEAL department of RSDO.

- 1.3 The contract will be for a period of 35 days, starting from 15 May- 2024 to 20 June 2024. The Duty is to be delivered in the Kandahar City Districts, Daman and Zheray Districts. The targeted Villages addresses and their exact distance from Kandahar City are as below:
 - 1) Kandahar city (two Deep well)
 - 2) Daman District (two Deep well)
 - 3) Zheray district (two Deep well)
- 1.4 The Activities must comply fully with the contract terms and conditions set out in the tender dossier (Terms of Reference (TOR), Financial offer, Project Plan (Drawings), and Scope of Work (Annexes 1, 2, 3 & 4). and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.
- 1.5 Tenderers are not authorized to tender for a variant solution in addition to the present tender.

2. Period of Validity

- 2.1 Tenderers will be bound by their tenders for a period of 30 Days from the deadline for the submission of tenders.
- 2.2 In exceptional cases and before the original tender validity period expires, the Contracting Authority may ask tenderers in writing to extend this period by 5 days. Such requests and responses to them must be made in writing. Tenderers that agree to do so will not be permitted to modify their tenders and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender. If they refuse, without forfeiture of their tender guarantees, their participation in the tender procedure will be terminated.
- 2.3 The successful tenderer will be bound by its tender for a further period of 10 days. A further period is added to the validity period of the tender irrespective of the date of notification.

3. Language of Tenders

The tenders, all correspondence, and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.

4. Submission of Tender Dossier

- 4.1 The Bids (Tender Dossier) shall be submitted in Hard copies. The Contracting Authorities will not consider the soft copies received via email or any other manner. The original copies shall be submitted to the Address mentioned Below before the deadline of **05-May-2024** by registered letter with acknowledgment of receipt or hand-delivered against receipt signed by company's Director or its representative.

Address: RSDO Sub office in Kandahar province, Ayno Mina, 11th District, Ayno-mine 25- House Number# 813, Kandahar Afghanistan,

- 4.2 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - The above address;
 - The reference code of this tender procedure, (i.e., RSDO-JPF/NICCO-24-04);
 - The words 'Not to be opened before the tender opening session' in the language of the tender dossier.
 - The name of the tenderer.
 - The financial offer has to place in a separate sealed envelope inside the total offers' envelope.
 - The technical and financial offers **shall be placed on separate sealed envelope** and both envelopes shall then be placed in another single sealed envelope/package unless their volume requires a separate envelope.

5. Documentation:

- I. The service provider must have a minimum of 7-10 years of professional experience with National and international NOGs; and the service provider must provide the evidence of WASH and construction experiences along with reliable and official references (At least 3 references).

- II. (Experience of implementing the similar WASH projects in the Kandahar and its Neighbouring provinces are highly preferable).
- III. The service provider is required to have a valid Bank account.
- IV. The service provider is required to have an updated bank account statement (at least 5 days before the deadline for submission of the Tender Dossier to the RSDO office) and with at least a 30,000\$ USD deposit.
- V. The service provider is required to attach their company's existing construction equipment and machinery with the Tender Dossier.
- VI. Due to the lack of the project duration, the service provider is required to start the activities within 3 days after the contract signature in all 6 project sites in Kandahar province.
- VII. The service provider is required to hire at least 6 site engineers and a sufficient number of project foremen and staff. The service provider has to attach the company key staff's CV / Resume.
- VIII. The company/service provider is required to provide safety, sanitation, food, and Drinking water equipment for the project engineers, foremen, and staff on the project site.
- IX. The service provider must have a valid and updated business license,
- X. The service provider is required to attach their company profile and factsheet with their Tender Dossier.
- XI. The service provider is required to fully comply with the RSDO General Terms and Conditions for Service contracts, Code of Conduct for Contractors, and Declaration for Tenderer
- XII. The service provider must have an Excellent understanding of engineering common terms, codes, and dialogues and must have excellent written and spoken English language skills requirement.

6. Financial proposal

The Financial Proposal shall be presented as an amount in AFN in the financial offer form Annex2. The remuneration of the Candidate under the Contract shall be determined as follows:

The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

The amount of 2% will be deducted monthly from the total monthly payment for the company and will be paid as the Governmental monthly tax. The Deducted 2% of monthly tax will be issued in the monthly payroll and will be paid to the Afghanistan tax department office by the RSDO finance department.

7. Evaluation of tenders

7.1 Administrative Compliance

Administrative Compliance will be evaluated as follows:

Administrative Compliance		Attached Docs	
Expertise of the Supplier submitting RFQ		YES	NO
1	Is the Tender Dossier Envelope Sealed? (Yes/No)		
2	Is the Company license and Tax certificate available? (Yes/No)		
3	Is Tenderer's, GTC, COC and declaration of Impartiality and confidentiality duly signed? (Yes/No)		
4	Does the company attach the key staff including Director and Deputy director CVs / Resumes? (Yes/No)		
Overall decision? (Accepted/Rejected)			

7.2 Technical and financial evaluation

- The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilized in evaluating the Proposals; a technical evaluation and a financial evaluation.

- Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights of 40% for the Technical Proposal, and 60% for the offered price. Each proposal's overall score shall therefore be: $St \times 40\% + Sf \times 60\%$

Part 1: Financial Evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$, in which	
Sf is the financial score	
Fm is the lowest price and	
F is the price of the proposal under evaluation	

Part 2: Technical Evaluation

Technical Evaluation		Score Table	
Required Documents to be evaluate		Score	Remarks
1	Minimum of 7-10 years of experience with UN, National and international NOGs; (At least 3 references).	10 score	
2	Experience of similar WASH projects in the Kandahar and Neighboring provinces.	10 score	
3	Updated bank account statement (at least 5 days before the deadline for submission) and with at least a 30,000\$ USD deposit.	10 score	
4	Company's existing construction equipment and machinery with the Tender Dossier.	5 score	
5	At least four site engineers and a sufficient number of project foremen, staff and the company key staff's CV/Resume.	5 score	
Overall Score:			

8. Contract performance guarantee

- Considering the RSDO procurement policy and Notional Procurement Manual, the winner contract to is obliged to submit 5% of the Contract in cash as the Contract Performance Guarantee to the RSDO Finance Department within Three days.
- The amount of the Contract Performance Guarantee will then be paid Pack to the company within 28 Days after the completion of the project.

9. Queries about this Tender

For queries on this Invitation to Tender, please contact the RSDO Procurement Contact on procurement@rsdo.af or Akbari@rsdo.af and Phone Number: 0093 (0) 7950608520

All questions regarding this Invitation to Tender shall be submitted in writing to the above. On the subject line, please indicate the Tender reference number. Offers shall not be sent to the above email.