

ITB for the Supply of Learning toolkits for Skills Development and Literacy (SDL)



Afghanistan Institute for Civil Society (AICS)

INVITATION TO BID (ITB)

Reference # AICS/UNESCO/ITB/2026/01

ITB for the Supply of Learning Toolkits for Skills Development and Literacy (SDL)

Purchaser: AICS

ITB Announcement date: 13/July/2026

ITB Closing date: 02/Aug/2026

ITB for the Supply of Learning toolkits for Skills Development and Literacy (SDL)

Subject:	Invitation to Bid (ITB) - One-Envelope Bidding Process
Project Name:	ITB for the Supply of Learning toolkits for Skills Development and Literacy (SDL).
Funding Entity	UNESCO/ EU
ITB No:	AICS/UNESCO/ITB/2026/01 "ITB for the Supply of Learning toolkits for Skills Development and Literacy (SDL) in Baghlan Province"
Announcement date:	13/July/2026
Closing Date:	02/Aug/2026 – 3:00 p.m. Kabul Time
Period of Advertisement:	21 DAYS
Advertisement Method:	Open National Competition (ONC)
Advertisement Venue:	www.acbar.org and direct invitations to suppliers' rosters.

I. INTRODUCTION:**1. Introduction to the NGO**

The Afghanistan Institute for Civil Society (AICS) is a nationally recognized, non-governmental organization established in 2014, dedicated to strengthening civil society, promoting sustainable development, and improving the well-being of communities across Afghanistan. Since its establishment, AICS has played a pioneering role in enhancing the effectiveness, accountability, and sustainability of civil society organizations through its flagship NGO Certification Program, which is based on nationally developed and internationally recognized standards. This certification program remains the cornerstone of AICS's identity, promoting transparency, good governance, institutional excellence, quality assurance, and public trust among non-governmental organizations operating in Afghanistan.

Building on its extensive experience in institutional development, AICS has progressively expanded its mandate to address Afghanistan's evolving humanitarian, development, and resilience priorities. Today, AICS designs and implements integrated programs across the sectors of Education, Health and Nutrition, Livelihoods, Economic Inclusion and Empowerment, Climate Change Adaptation and Resilience, Research, and Institutional Capacity Development. Through close collaboration with government institutions, national and international NGOs, United Nations agencies, development partners, the private sector, and local communities, AICS delivers sustainable, inclusive, and community-driven solutions that improve lives and strengthen local systems.

In the education sector, AICS implements inclusive and equitable learning initiatives that improve access to quality education for children, adolescents, and youth. Its interventions include ECD, CBE, CBS, ALP, SIP, remedial and catch-up classes, teacher professional development, community engagement, education system strengthening, education in emergencies, and education research to generate evidence that informs policy and programming.

In the Health and Nutrition sector, AICS supports communities through interventions that promote improved maternal, newborn, child, and adolescent health, nutrition awareness, community-based health promotion, preventive health services, behavior change communication and strengthened community participation to improve health outcomes for vulnerable populations.

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Recognizing the importance of sustainable livelihoods and inclusive economic growth, AICS implements livelihood recovery and economic empowerment initiatives that strengthen household resilience, create employment opportunities, promote entrepreneurship and vocational skills, improve food security, and facilitate financial inclusion. Emphasis is placed on supporting women, youth, persons with disabilities, IDPs, returnees, and other vulnerable groups through income-generation activities, market-driven skills development, and support for micro-, small-, and medium-sized enterprises (MSMEs), especially women-led businesses and returnee-owned enterprises.

In response to the growing impacts of climate change, AICS integrates climate adaptation and community resilience into its programming by promoting climate-smart agriculture, environmental conservation, disaster risk reduction, sustainable natural resource management, water conservation, and community-based adaptation approaches that enable vulnerable communities to better anticipate, prepare for, and recover from climate-related shocks.

AICS continues to be a trusted provider of institutional capacity development services for civil society organizations, NGOs, community-based organizations, and local institutions. Through tailored training, mentoring, technical assistance, organizational assessments, coaching, and knowledge-sharing platforms, AICS strengthens leadership, governance, financial management, project management, monitoring, evaluation, accountability and learning (MEAL), safeguarding, resource mobilization, and organizational sustainability.

Research, learning, innovation, and evidence generation remain integral to AICS's mission. The organization conducts assessments, evaluations, policy research, learning reviews, and knowledge management initiatives that contribute to evidence-based decision-making, improved program quality, adaptive management, and more effective humanitarian and development interventions across multiple sectors.

Today, AICS serves as a leading national platform that combines institutional strengthening through its flagship NGO Certification Program with integrated programming in education, health and nutrition, livelihoods, economic empowerment, climate resilience, research, and capacity development to promote sustainable, inclusive, resilient, and locally led development throughout Afghanistan.

2. Invitation to Bid:

The AICS 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. 2021 to 2025)
- 3.2 Bidding will be conducted through Open National Competition using an Invitation to Bid (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.

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- 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.
- 3.7 The bidder should not be listed under UNESCO Afghanistan's blacklisted vendors.
- 3.8 **Conflict of Interest:** The 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. The prohibition above extends to current or former staff of UNESCO or of the NGO who separated within the last twelve (12) months, and to family members of staff, management, or board members of the NGO. Each bidder shall submit a signed declaration listing its owners, shareholders, and officers (beneficial ownership declaration). Bidders related to each other through common owners, officers, addresses or contact details may not compete in the same tender; where such a relationship is found, all related bids shall be rejected. Each bidder shall declare that its bid was prepared independently, without any consultation, communication or agreement with any other bidder.

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 by contacting AICS, via email at procurement@aicsafg.org, contact No: +93 (0) 791 340 300, 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 (tenders' email): procurement@aicsafg.org.
- 5.3 Bidders to confirm intention to bid within 7 days from date of issuing the ITB via writing to the following email address: procurement@aicsafg.org and indicate reference of the project title and ITB ref. number.
- 5.4 Bids must be delivered or submitted to the address below on or before at **15:00 p.m. on 02/Aug/2026**, in a sealed envelope – containing 1x Original and 1x Certified Copy.
- 5.5 **In addition, after submission, and within two (02) days maximum, each bidder shall email a scanned copy of its Bid Receipt Voucher prepared and signed by the NGO (or a notice of submission attaching a photo of the stamped receipt) to the UNESCO tender address: kabproc.contact@unesco.org**
- 5.6 **Late Bids will be rejected but shall be recorded in the bid register and remain unopened.**

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.
- (e) ANNEX 4 – Supplier questionnaire.
- (f) ANNEX 5 – Signed & stamped General Terms and Condition of Contract.
- (g) ANNEX 6 – Bid Compliance Sheet
- (h) ANNEX 7 – Technical Compliance Sheet

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- (i) ANNEX 8 – Price/ Offer Sheet
- (j) ANNEX 9 – Price Declaration Letter

Prices per lot 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 [AICS email: procurement@aicsafg.org](mailto:procurement@aicsafg.org). 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 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 sixty (60) days.
- Bidders are required to sign and date their bid.
- AICS reserves the right to cancel or terminate the purchase order if the company fails to provide satisfactory services.
- AICS 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

The Price Schedule/Bill of Quantities shall state separately for each item: (a) the EXW unit price; (b) the delivery cost to the named place of delivery (DAP); and (c) the DAP total. Bids shall be evaluated on the DAP total per lot. Bids quoting a single all-inclusive price without this separation may be declared non-responsive.

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 for each single item under each LOT shall be indicated in the space provided in the price sheet/ BoQ (ANNEX 8). The bidder must sign and officially stamp the price sheet.

4. Bid Currency

The offer should follow the structure given, and prices should be quoted in **AFN**, with an

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indicative USD equivalent, 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.
- 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 **(02/AUG/2026) 15:00hrs or (03:00PM)** (Afghanistan local time). Late bids shall be rejected.

- (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

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attached to but not included in the sealed bid package.

2. Sealing and Marking and Submission 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 Invitation to Bid (ITB) No.: (AICS/UNESCO/ITB/2026/01)

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

AICS Head Office:

House # 3, Street # 12, Qalah-e-Fatullah, Golahi Paikob, Opposite of Sehat Afghan Clinic, Kabul, Afghanistan.

Telephone: **+93 (0) 791 340 300**

ITB for the Supply of Learning toolkits for Skills Development and Literacy (SDL)**4. Bid Submission Confirmation.**

- (i) Bidders (supplier) should get an official stamped receipt from the NGO when their bids are submitted, indicating the following: 1) Name of bidder (supplier) 2) name & contact info of the person delivered the bid, 3) date and time, 4) name of the NGO's personnel who received the bid, 5) Name of NGO representative and 6) signature and stamp.
- (ii) Receipts shall be issued from a pre-printed, serially numbered duplicate receipt book; one copy is given to the bidder, and one is retained by the NGO. The bid register shall record the same serial number for each bid received.
- (iii) Within two (02) days of the submission deadline, and before any envelope is opened, the NGO shall send a scanned copy of the complete bid register to the UNESCO tender address: kabproc.contact@unesco.org
- (iv) Received bids shall be kept in a locked container with two keys held by staff of different units, and all movements shall be logged. Bids shall be opened on the day of the deadline or, at the latest, within two (2) working days; the custody log shall be attached to the bid opening minutes.
- (v) After the bid opening, the NGO and UNESCO shall reconcile: (a) the list of bidders that received the bidding documents; (b) the list of submission receipts issued; and (c) the list of bids opened. UNESCO will contact any bidder appearing on lists (a) or (b) but not on list (c).

VI. BID OPENING

The opening of the bid will be held with AICS representatives, the bidders' authorized representatives who wish to attend, and a UNESCO observer. Each envelope shall be shown sealed before opening; bidder names and total prices per lot shall be read aloud and recorded in minutes signed by all present; a copy of the minutes shall be shared with all bidders within two (2) working days. The bid opening will take place at:

Name of NGO	Afghanistan Institute for Civil Society (AICS)
Address of Head Office:	House # 3, Street # 12, Qalah-e-Fatullah, Golahi Paikob, Opposite of Sehat Afghan Clinic, Kabul, Afghanistan.
Contact / Focal Person Name and Mobile #	+93 (0) 791 340 300
Date of Bid Opening	04 August 2026
Time of Bid Opening	10:00 am

VII. BID EVALUATION**1. Bid Evaluation Criteria**

The offers from all bidders will be evaluated based on 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).
- b) Valid business license at least six months.
- c) Bidder accepts, and fills, completed, signed / stamped all AICS (Annexes) with Tender Sealed and signed.
- d) Accepts the bid validity period of sixty (60) calendar days from the closing date of this ITB.
- e) Bank details under the company name in **USD/AFN**
- f) Minimum of 3 similar contracts with national or international organizations. Please provide a list of references.
- g) Tax clearance letter for the two most recent completed tax years
- h) The Suppliers need to provide their financial turnover or recent bank statement (2025/2026)

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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 AICS 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:

- (i) The technical evaluation shall be recorded item by item for every bidder that passes the eligibility check, using the Technical Compliance Sheet. The completed sheets, showing a Compliant or Non-Compliant determination for each item, form part of the evaluation record.
- (ii) Award Method: The contract will be awarded on LOT basis to **the lowest-priced, technically compliant and substantially responsive bid**. Combined awards across lots may be made only where this document expressly provides for them, and only if the combined award does not exceed the sum of the lowest evaluated prices per lot.

VIII. 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.

IX. 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 7 calendar days of the written notification of results (or of a debriefing, where one is requested).
- (2) Who to Contact: File the complaint to the following email addresses:
hashim.amiri@aicssafq.org and UNESCO: kabproc.contact@unesco.org
- (3) Key Requirements:
 - Standing: A complaint may be filed by any bidder that submitted or attempted to submit a bid — expressly including a bidder holding a submission receipt whose bid does not appear in the bid opening record — and by any bidder rejected at the eligibility stage.
 - Evidence: Provide the solicitation number, detailed factual and legal grounds, and a description of how the bidder was harmed. A complaint must state the facts relied upon; it will be examined on its merits and shall not be dismissed for lack of evidence before review.
 - Notification and Debriefing: All bidders shall be notified in writing of the outcome at the same time, including the name of the successful bidder, the winning price per lot and, for unsuccessful bidders, the reason for their own result. Any bidder may request a written debriefing, which shall be provided within three (3) working days of the request.
 - Standstill: No contract or purchase order shall be signed earlier than seven (7) calendar days after the

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results notification.

- Review Authority: Complaints shall be decided by UNESCO. The NGO shall be in copy but shall not decide on complaints concerning its own process. UNESCO will acknowledge a complaint within three (3) working days and decide within ten (10) working days. The award shall remain suspended while a complaint is under review.
- No Retaliation: Filing a complaint shall not affect a bidder's standing in this or any future tender. Reports of fraud, collusion or corruption may also be made confidentially and anonymously to UNESCO, separately from this formal complaint mechanism.

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.

1. Deadline for Submission:	02/AUG/2026 03:00 PM (Afghanistan local time). Late bids shall be rejected.
2. Intention to Bid:	Notification by EMAIL procurement@aicssafg.org Within 7 days for the date of ITB.
3. Bid Submission:	In hard copy <i>No electronic submission via email or fax.</i> Number of copies: 2 (1x Original and 1x certified copy)
4. Sealed Bids to be received at (to be marked):	Bid Submission Address: House # 3, Street # 12, Qalah-e-Fatullah, Golahi Paikob, Opposite of Sehat Afghan Clinic, Kabul, Afghanistan.
5. Bid Opening:	Bids will be opened in the presence of Bid Opening Committee assigned by the Director of the NGO. Bidders' authorized representatives may attend, and a UNESCO observer shall be invited.
6. Delivery terms:	The prices quoted shall be as per following Incoterms 2020 and place: • Delivery At Place [DAP] • DAP Place: [Baghlan]
7. Goods Delivery Period	Within 21 days from signing off the Purchase Order.
8. Bidder to specify if goods will be:	☐ sourced locally in Afghanistan ☐ imported from [country of origin]
9. Mode of transport:	The preferred mode of transport from FCA point to the Place of Delivery shall be: By Road.
10. Goods for use in:	[Please specify [Baghlan] and [Pul-e-Khomri, Baghlan-e-Jadid and Dand-e-Ghori]
11. Bid Validity Period:	60 days
12. Completeness of bids:	☐ Partial bids not permitted. ☒ Partial bids permitted (i.e. per LOT) If partial bids permitted: <i>"Bidders may submit bids for one or more LOTS. Bids shall be received complete including all items listed per lot. Partial bids per one single lot are not permitted."</i>
13. Currency of Bid:	In AFN , with indicating equivalent price in USD based on official exchange rate prevailing in the day of the bid.
14. Language of the Bid:	English
15. Request for Clarification must be directed to:	procurement@aicssafg.org
16. Submission of Bids:	The Bidding Documents, in addition to invitation for bids, are those stated below and all documents shall be signed and 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.

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	(d) ANNEX 3 – Summary of Bidder's Relevant Capability, Experience and past performance. (e) ANNEX 4 – Supplier questionnaire. (f) ANNEX 5 – Signed & stamped General Terms and Condition of Contract. (g) ANNEX 6 – Bid Compliance Sheet (h) ANNEX 7 – Technical Compliance Sheet (i) ANNEX 8 – Price/ Offer Sheet (Price Schedule/Bill of Quantities). (j) ANNEX 9 – Price Declaration Letter (l) Descriptive literature (technical brochures or other documentation); All submittals shall bear the initials/signature of the Bidder (e) Copy Valid Business License of the company /bidder. (f) Audited Financial Reports (for the three most recent years). NOTES - 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.
17. Requirements of Samples / Sample Check	☐ Does not apply ☒ Applies If applies: Supplier to provide samples at no cost for all items for inspection and approval jointly by the Purchaser and UNESCO prior commencement of delivery.
18. Warranty/ guarantee:	☐ Does not apply ☒ Applies If applies: Warranty/guarantee: If, within 6 months 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.
19. Liquidated damages:	☐ Does not apply ☒ Applies If applies: 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.
20. Performance Guarantee:	☐ Does not apply ☒ Applies If applies: - 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 5% of the Contract value. - 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 6 months or a date of Issue of a Satisfactory Certificate of Inspection and Testing by both the procuring entity and UNESCO. - The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.
21. Related Service Contract:	☐ Does not apply ☒ Applies If applies:

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	Delivery, commissioning, training and warrantee services for equipment only
22. Payment Terms	1. Payment will be affected through bank transfer 2. 100% upon SUCCESSFUL DELIVERY and APPROVAL OF SUPPLIES as well as against furnishing a 5% performance guarantee to be valid for 6 months.

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ANNEX-2

Declaration of Undertaking

Project Name: ITB for the Supply of Tailoring and Embroidery, Vegetable Farming & Food Processing Toolkit Items for Skills Development and Literacy (SDL).

ITB Ref.: AICS/UNESCO/ITB/2026/01

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 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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ANNEX- 3

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (ITB) or similar activities, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years into consideration at the discretion of the evaluation panel.

(A) EXPERTISE OF THE BIDDER

Line of Business, area of expertise:	
Type of business (manufacturer, distributor, etc.):	
Years in business:	
Main commodities/ supplies categories by firm:	
Number of permanent staff:	
Geographical coverage / provinces:	
Past Contracts with Government of Afghanistan:	
Past Contracts with UN organizations	
Quality Certificate (e.g. ISO):	
Current working capital (in US\$)	
Total profit reported in US\$ for	- 2023: - 2024: - 2025:

(B) RELEVANCE TO THE SCOPE OF ITB

1) Do you have an available stock of the required supplies:	Tailoring and Embroidery, Vegetable Farming:	☐ Yes ☐ No
	Food Processing Toolkit:	☐ Yes ☐ No
2) If yes, can you supply the full required quantities of items within 3 weeks from the date of award :	Tailoring and Embroidery, Vegetable Farming:	☐ Yes ☐ No
	Food Processing Toolkit:	☐ Yes ☐ No

(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 AICS 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 AICS. Following completion, signature, and submission of this questionnaire, any subsequent changes must be submitted to AICS in writing immediately.

ITB for the Supply of Learning toolkits for Skills Development and Literacy (SDL)

ANNEX-5

GENERAL TERMS & CONDITIONS OF THE NGO**1. OBJECTIVE**

The purpose of this general terms and conditions of AICS is the supply and delivery of **SDL Toolkits** for learners/trainees, in accordance with the specifications outlined in this ITB.

2. SCOPE OF SUPPLY

The Supplier shall be agreeing to:

- Procure, assemble, and supply contracted SDL kits.
- Ensure all items meet the specifications listed in **Annex 7**.
- Package and transport the kits safely to the delivery location(s).
- Deliver the kits within the agreed timeline.

3. TECHNICAL SPECIFICATIONS

Details of each tool kit, including tools, materials, and quantities, are described in **Annex 7 (Technical Specifications)**, which forms an integral part of this ITB.

4. DELIVERY TERMS

- **Delivery Location:** Baghlan Province
- **Delivery Deadline:** within 21 days
- **Delivery Method:** Door-to-door delivery via Supplier's logistics services.
- The Supplier shall notify the Buyer at least 2 days prior to delivery.

5. PAYMENT TERMS

Payment shall be made as follows:

- 100% upon successful delivery and acceptance
- Payments will be made via [bank transfer] within [10] days of invoice submission.

6. INSPECTION AND ACCEPTANCE

- The Buyer reserves the right to inspect all delivered kits.
- Any defective or non-compliant items must be replaced by the Supplier within [7] days at no additional cost.
- Acceptance will be confirmed in writing by the Buyer.

7. OBLIGATIONS OF THE SUPPLIER

The Supplier shall:

- Ensure quality and compliance with specifications.
- Handle logistics, transportation, and delivery.
- Bear all risks until delivery is completed and accepted.
- Comply with all applicable laws and regulations.

8. PENALTIES FOR DELAY

If the Supplier fails to deliver within the agreed timeline, a penalty of **[0.35%] of the total contract value per day** of delay may be applied up to 10 percent of total contract amount.

Neither party shall be held liable for failure to perform due to events beyond reasonable control, including but not limited to natural disasters, war, or government restrictions.

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ANNEX-6

BID COMPLIANCE SHEET

Item	Requirement	Bidder's Acceptance (Y/N)	Comments by Bidder (if any)
1. Delivery terms:	- The prices quoted shall be Delivery At Place [DAP] / Incoterms 2020 DAP Place: Baghlan province, Pul-e-khomri, Baghlan-e-Jadid and Dand-e-Ghori, Afghanistan.	☐ Yes ☐ No	
2. Delivery Period	Within 21 days from signing off the Purchase Order.	☐ Yes ☐ No	
3. Bidder to specify whether supplies to be:	☐ sourced locally in Afghanistan ☐ imported from [country of origin]	☐ Yes ☐ No	
4. Mode of transport:	The preferred mode of transport from FCA point to the Place of Delivery shall be by Road (all cost insurance, freight and others are inclusive).	☐ Yes ☐ No	
5. Goods for use in:	Baghlan province / Pul-e-khomri, Baghlan-e-Jadid and Dand-e-Ghori Districts:	☐ Yes ☐ No	
6. Bid Validity Period:	60 days	☐ Yes ☐ No	
7. Completeness of bids:	☐ Partial bids not permitted. ☒ 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> Bidder to specify here which LOT applied to: ☐ LOT 1 ☐ LOT 2 ☐ LOT 3 ☐ LOT 4 ☐ LOT 5 ☐ LOT 6 ☐ LOT 7 ☐ LOT 8 ☐ LOT 9 ☐ LOT 10 ☐ LOT 11 ☐ LOT 12	☐ Yes ☐ No	Bidder to specify here which LOT applied to:
8. Currency of Bid:	In AFN , with indicating equivalent price in USD based on official exchange rate prevailing in the day of the bid.	☐ Yes ☐ No	
9. Language of the Bid:	English	☐ Yes ☐ No	
10. Sample Check	☐ Does not apply ☒ Applies <u>If applies:</u> Supplier to provide samples at no cost for all items for inspection and approval jointly by the Purchaser and UNESCO prior commencement of delivery.	☐ Yes ☐ No	
11. Warranty/ guarantee:	☐ Does not apply ☒ Applies	☐ Yes ☐ No	

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	<u>If applies:</u> Warranty/guarantee: If, within 6 months 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.		
12. Liquidated damages:	[] Does not apply [X] Applies <u>If applies:</u> 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.	☐ Yes ☐ No	
13. Performance Guarantee:	[] Does not apply [X] Applies <u>If applies:</u> 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 5% of the Contract value. 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 6 months or a date of Issue of a Satisfactory Certificate of Inspection and Testing by both the procuring entity and UNESCO. 3. The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.	☐ Yes ☐ No	
14. Related Service Contract:	[] Does not apply [X] Applies <u>If applies:</u> Delivery, commissioning, training and warrantee services for equipment only	☐ Yes ☐ No	
15. Payment Terms	1. Payment will be affected through bank transfer 2. 100% upon SUCCESSFUL DELIVERY and APPROVAL OF SUPPLIES as well as against furnishing a 5% performance guarantee to be valid for 6 months.	☐ Yes ☐ No	
16. Tax deduction	The Supplier agrees to cover all taxes and duties paid to the authorities. Price should be tax inclusive.	☐ Yes ☐ No	
17. Price	Bidder to accept a fixed-price PO (i.e. no prices fluctuations)	☐ Yes ☐ No	
18. Technical Compliance	Bidder confirms full compliance with the specifications provided against each item.	☐ Yes ☐ No	

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ANNEX 9
Price Declaration Letter

We, the undersigned, offer to provide the Invitation to Bid – AICS/UNESCO/ITB/2026/01 for the Supply of:

Delivery Place: Baghlan province Pul-e- khomri, Baghlan-e-Jadid and Dand-e-Ghori districts

- ☐ LOT 1: Tailoring and Embroidery Toolkit
- ☐ LOT 2: Vegetable Farming and Food Processing Toolkit
- ☐ LOT 3: Electrical Installations and Maintenance Toolkit
- ☐ LOT 4: Hand Knitting and Crochet Toolkit
- ☐ LOT 5: Dairy Processing Toolkit
- ☐ LOT 6: Mobile Phone Repairing Toolkit
- ☐ LOT 7: Carpet Weaving and Felting Toolkit
- ☐ LOT 8: Bag Making Toolkit
- ☐ LOT 9: Plumbing Toolkit
- ☐ LOT 10: Bakery Toolkit
- ☐ LOT 11: Hand Embroidery Toolkit
- ☐ LOT 12: Bee Keeping Toolkit

We affirm that our bid submission is in accordance with your Invitation to bid (ITB) dated **13/JULY /2026 and** we confirm our bid offer and delivery terms.

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: **dd/mmm/yyyy**)

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 and stamp:

Name and Title of

Signatory:

Name of Firm:

Address