



INVITATION TO TENDER

Date of Invitation for Bids: April 17, 2025
Reference number: WCC-AFG-002-2025
Procurement Package: **Supply of Bedroom Items** in Kabul, Nangarhar, Kandahar, and Baghlan provinces
Deadline for Submission of Bids April 27, 2025

War Child Canada Afghanistan, hereinafter called "Organization and Procuring Entity," invites sealed bids (Technical and Financial bids in two separate envelopes) from eligible bidders for the **Supply of Bedroom Items** with detailed descriptions provided in the document below. Bidding will be conducted by WCC procurement policy and producer, and the selection of the bidder will be based on the best offer and value for money (High-quality Services/deliverables). War Child Canada will select a vendor for the supplies using a quality and cost-based selection method. The evaluation committee will conduct a technical review of all bids. Three or more vendors with qualifying technical scores determined by the evaluation and review committee, and the lowest prices, will be invited to provide samples. The vendor that provides the highest quality sample will be selected. The tender is open to all bidders who have relevant experience and meet the criteria described below:

Criteria	Total Marks	Description
The bidders must submit a completed bid (The BoQ with their proposed costs, along with completed Annexes 1 – 6)	10 (0 – 10 marks)	<ul style="list-style-type: none"> 0 with no or missing annexes 10 with all annexes submitted
The bidders must have a valid business license issued by the Ministry of Industry and Commerce of Afghanistan.	10 (0 – 10 marks)	<ul style="list-style-type: none"> 0 if a license is expired or not provided 10 with valid licenses
The bidders should demonstrate experience by providing evidence from at least 3 similar contracts/ purchase orders with other national or international organizations or the UN.	30 (0 – 30 marks)	<ul style="list-style-type: none"> 0 with no contract 10 with one contract 20 with two contracts 30 with three or more than three contracts
The bidder should have managed at least a contract/ purchase order with a value between \$30,000 and \$50,000. The bidder will provide a copy of the contract/ purchase order.	30 (0 – 30 marks)	<ul style="list-style-type: none"> 0 with a contract for less than \$30K 20 with a contract for between \$30 and \$50K 30 with a contract for more than \$50
The bidder should demonstrate financial capacity by providing bank statements for at least 6 months and tax clearance.	20 (0 – 20 marks)	<ul style="list-style-type: none"> 0 with none of these documents (bank statement, tax clearance) 10 with a bank statement from at least last year with a turnover/ balance (\$30K - \$50K) or the most updated/ recent (1402) tax clearance 20 with both documents (bank statement & tax clearance (1402)
Total Marks	100	

If any information or data submitted by the bidder in the documents is unclear and not supported by accompanying documents, it will not be considered for evaluation.

Questions related to the invitation for bid should be submitted to the WCC Operation Unit via email no later than April 27, 2025, 11:00 AM, Kabul, Afghanistan local time. No questions will be answered over the phone or in person; all questions must be submitted in writing through email.

The deadline for submission of sealed bids in-person or through a duly authorized representative is on April 27, 2025 at 04:00 PM Kabul, Afghanistan local time, sealed bids should be submitted through the procurement bid box at War Child Canada's Country Office located on the 3rd floor, Muslim Business Center, Haji Yaqoob Square, Shahr-e-now, Kabul from Sunday to Thursday from 8:00 Am to 4:00 Pm

For further information and to inspect the bidding documents, bidders should contact

Ridwanullah Fareedzai, Afghanistan Procurement Coordinator/ OIC Operations – War Child Canada
Email address: ridwan@warchild.ca

Section 1: Instructions to the Bidders

1.1 Introduction	<p>War Child Canada is a registered Canadian charity that works with war-affected communities to help children reclaim their childhood through access to education, opportunity, and justice. War Child Canada has over 20 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local civil society organizations, and other stakeholders using a child-centered approach to development and humanitarian response. War Child Canada is currently operational in Afghanistan, the Democratic Republic of Congo, Sudan, South Sudan, Uganda, and Yemen.</p> <p>War Child Canada's program advances social impact in the lives of vulnerable children, women, and their families through its Education, Health, Protection and Livelihoods, and humanitarian response programming. War Child Canada is currently operating in Kabul, Nangarhar, Balkh, Samangan, and Saripul, with a potential expansion to Kandahar, Laghman, Bamyán, Kunduz, and Baghlan provinces.</p>
1.2 Instruction to the Bidder	<p>This tender document invites national and international bidders for the provision of the Supply of Bedroom Items. The specification has been provided in Annex 2. The procedures and practices presented in this document are mandatory for use in the selection of the procurement of goods and services. The following general directions should be followed by bidders:</p> <ol style="list-style-type: none"> Specific details, such as name and title of services, address for the tender should be mentioned in the tender form. Costs should be given in the local currency Afghani (AFN). Bidders should quote the most competitive rates of the Supply/Services prescribed in the tender form. List of current and recent clients with contact details as per annex-5 Bidders must provide necessary supporting documents including but not limited to government licenses, and accreditations from past clients that confirm their work in the supply of relevant Supplies of Bedroom items. Details of work experiences with national and international NGO's UN agencies and other relevant entities.
1.3 General Conditions	<ol style="list-style-type: none"> The supplier will be responsible for compliance with all national and local laws. The supplier shall not assign the work/contract or any part thereof without the prior written approval of War Child Canada. The supplier shall also not subcontract the supply or part of the supply except with the written permission of the organization and such consent, even if provided shall not relieve the vendor of any liability or any obligation under the contract.

	<ul style="list-style-type: none"> c) Acceptance of tender by the successful bidder through a letter of intent (LOI) duly signed by the authorized signatory of War Child Canada. The successful tenderer is required to execute an agreement within the time specified in the LOI. d) The offer should be valid for a minimum period of 20 working days from the date of the bidding. e) The contract will be initially valid for 6 months, and after expiry, War Child Canada will evaluate the performance of services of the vendor/supplier to decide whether an extension is needed. If satisfactory, War Child Canada reserves the right to extend the contract for some more time on the same terms and conditions. f) If the registration certificate of the vendor/ supplier is withdrawn or canceled by the relevant government authorities during the contract period, then the contract will automatically be canceled. g) War Child Canada reserves the right to cancel the agreement by giving one month's notice in writing without assigning any reason whatsoever. h) The supplier reserves the right to cancel the agreement by giving three months' notice in writing without assigning any reason whatsoever, and in such case the supplier will not be entitled to the payment; the organization however, may consider payment only for the completed part of the work. i) The contract shall be terminated if the service of the supplier is not found satisfactory or if the supplier changes the rate of contract, specification quantity, and quality during the contract period. j) In case of any dispute or difference arising in relation to the meaning of the interpretation of this order, the same shall be referred to a sole arbitrator to be appointed by the management of War Child Canada. In such cases, the laws relating to arbitration and conciliation of Canada and local government will apply. k) All the pages/documents of the tender should bear the dated signature of the bidder. All the entries by the tenderer should be in ink and legibly written. Any overwritten corrections and cuttings should bear the dated initials of the bidder. Corrections should be made by writing again instead of shaping or overwriting.
1.4 Other Conditions	<ul style="list-style-type: none"> a) Rates of assigned services supply of Bedroom items should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final. b) War Child Canada reserves the right to reject or accept any or all tenders without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it if too many tenderers/bidders are received satisfying the basic pre-requisite criteria. c) Delivery of the supplies must be completed as per the timeline mentioned in the tender form and should be according to the specifications. Ensure the quality and quantity of the service as per the specification. d) Provide the signed and stamped invoice to the organization along with all other support documents for any other costs if needed such as tax or other costs.
1.5 Payment procedure:	<ul style="list-style-type: none"> a) The Completed delivery receipt along with the invoice/bill banking details should be presented to War Child Canada upon completion of the work. The organization will process the payment within ten working days after proper vetting and verification of the assigned services. b) Any losses to the War Child Canada that are directly attributable to the agency shall be deducted from the payable amount. c) War Child Canada will deduct/withhold the tax amount from the payment according to the government policy, as evidence copy of the tax payment receipt will be provided to the vendor. d) All the payments will be only made through Bank Transfer.
1.6 Technical Notes	<ul style="list-style-type: none"> a) Before the start of supplies, the vendor must discuss the supplies with War Child Canada and ensure the technical requirements are cleared and addressed. b) Before delivery of the supplies to the field, the War Child Canada / program will do the necessary coordination with the relevant provinces in which the services are running in Kabul, Nangarhar, Kandahar, and Baghlan Provinces.

	<p>c) In case needed at the field level, the vendor must do necessary coordination with local authorities and/or line departments in other WCC field offices.</p> <p>d) Visibility should be considered as per the guidelines provided by WCC.</p> <p>e) The vendor will work under contractual arrangements with WCC; all technical work will be discussed, reviewed, and approved by WCC. The vendor will be accountable to WCC for the procurement and technical work.</p> <p>f) By completion of the tasks and submission of each final supply, the company must submit all B-roll and relevant documents to WCC.</p> <p>g) The Bedroom items and Supplies are to be strictly considered and supplied by the proposed and agreed deadlines between the vendor and WCC.</p> <p>h) Supplies (Bedroom items) should be provided at WCC Field Offices in Kabul, Nangarhar, Kandahar, and Baghlan Provinces.</p>
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Section – 2:

Specifications of Goods/Services, Supplies & Bidders BoQ

#	Item	Specification	Qty	Unit	Unit Price AFN	Total Price AFN	Timelin e	Remark
1	Mattress	Foam, single size, 6-inch thickness	400	Pcs				
2	Blanket	Fleece, warm, 150x200cm	400	Pcs				
3	Bed Sheet	Cotton, white, standard size	400	Pcs				
4	Pillow	Fiber-filled, medium firmness	400	Pcs				
5	Pillow Cover	Cotton, a matching set with a bed sheet	400	Pcs				
6	Mosquito Net	Polyester, insect-resistant, large size	400	Pcs				
7	Carpet	4x6 m, good quality	400	Pcs				
8	Hanger Set	Plastic, set of 10	400	Set				
9	Pray Mate	Standard size, good quality	400	Pcs				
	Total							

Section 3: DECLARATIONS and GUARANTEES

1. No Pending Suits or Actions:

The Supplier declares and guarantees that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits, or proceedings that could or would prevent compliance with this transaction and undertakes to advise War Child Canada immediately of any such occurrence.

2. Anti-Corruption:

- The Supplier declares and guarantees that no offer, gift payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by the Supplier, either directly or indirectly, as an inducement or reward for the award or execution of this transaction.
- The Supplier declares and guarantees that neither the Supplier nor its employees are involved:
- Were convicted by a court of law in Afghanistan/Canada or any other jurisdiction for an offense involving bribery or corruption.
- Are under sanction, for an offense involving bribery or corruption, imposed by a government, a governmental organization, or a development organization providing development assistance.

3. Anti-Terrorism:

The Supplier declares and guarantees that the funding for the agreement will not knowingly be used to benefit the following groups: (a) are not used to provide support to individuals or entities associated with terrorism; (b) are not transferred by the Vendor to any individual or entity found on the security watchlist checks

below. (c) are not used, in the case of money, for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited below.

- a) US State Department: Specially Designated Nationals (SDN) <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>
- b) USAID: System Award Management System (SAMS) <http://sam.gov>
- c) Canadian Government: Listed Terrorist Entities (Currently Listed Entities). <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/cntr-trrrsm/lstd-ntts/index-en.aspx>
- d) UN Security Council Committee: <https://www.un.org/securitycouncil/sanctions/un-sc-consolidated-list>;
- e) It is the legal responsibility of the recipient/contractor to ensure compliance with these Executive Orders and laws stated above.
- f) War Child Canada has the right to verify and disqualify the supplier/vendors/individuals found ineligible to the above websites.

4. Controlled Substances:

In participation in this bidding, the Bidder certifies that the firm is not engaged in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during the performance of this bidding process.

5. Child Protection and Safeguarding:

War Child Canada's commitment to and protection on Child Safeguarding Policy: The BIDDER shall explicitly and systematically integrate safeguarding considerations (activities, outputs, results) in accordance with the UN Convention on the Rights of the Child. That the BIDDER does not engage in activities that have in any way caused harm to directly or through exploitation of a child.

I hereby certify that I fully understand, DECLARE, and GUARANTEE, that I have complied with the STATEMENTS above to the best of my knowledge and belief. I have no objection to War Child Canada verifying any or all the information furnished in this document with the concerned authorities, if necessary.