



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

---

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Tender Pack

**TENDER NO: 00007896**

**PROPOSAL FOR: Supply of 322 Tailoring Tool Kits for Kabul, Balkh and Bamiyan Provinces**

**ADVERTISEMENT DATE: 19 September 2023**

**DEADLINE FOR SUBMISSION: 01 October 2023 by 11:00AM Kabul Time**



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

---

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## CONTENTS

1. Questionnaire (supplier’s general business info)
2. Pricing (RFQ)
3. Terms and Conditions
4. Supplier Screening Form
5. Complaint.... write us
6. Queries..... write us
7. Supplier Code of conduct



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## 1. CONFIDENTIAL QUESTIONNAIRE

### Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (Please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This includes Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (Copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products	
List of Major Clients	
<p>Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none"><li>i. Name of company/INGOs</li><li>ii. Contract Value</li><li>iii. References</li></ul> <p>(POs/ agreements copy must be attached)</p> <p>Audit report and all other requested documents</p>	

## Banker’s Detail:

Question	Response
<p>Bank Name, Account Title, branch, and total turnover in USD of last three years (attach the bank statement) as per requestion.</p>	



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Trade Reference (only for Supply of Food Items):

	1	2	3	4
<b>Name of Organization</b>				
<b>Contact name and phone number.</b>				
<b>Description of items/services delivered.</b>				
<b>Quantity</b>				
<b>Date contract awarded.</b>				
<b>Date contract Completed.</b>				
<b>Value of Contract in AFN/USD</b>				



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others."*

## 2. Pricing (RFQ)

M/s \_\_\_\_\_

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

Ref. # \_\_\_\_\_

Islamic Relief worldwide (IRW) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for long-term development of the world's poorest people.

Islamic Relief (Afghanistan) takes this opportunity to request you to quote the prices for the Supply of 322 Packs Tailoring Tool Kits for Kabul, Balkh, and Bamiyan Provinces, Afghanistan as per following details:

S/ N	Item Description	Vendor s offer brand	Unit	Quantity	Unit Price	Total Price
1	Tailoring Machine, Chinese, with stand, (JUKI or BRUCE COMPANY) (Original BRUCE Q5 with company stand, China no 1 company direct drive power saving and high-quality LED light, needle position adjust speed up to 5000/min 708 thick and heavy-duty machine.) or equivalent picture are attached,		PC	322		
2	Solar 150W, Chinese (Shellmon COMPANY), or equivalent		PC	322		
3	Battery 100Am, 13 Plate, Made in Thailand, (3D COMPANY), or equivalent		PC	322		
4	Solar Power inverter, DC12V-AC230W, Made in China, (SOOER COMPANY), or equivalent		PC	322		
5	Solar Wire (6mm Foxwell) two wire inside Iranian with two Battery hook, or equivalent		10 (Meter)	322		
6	Over lock Machain (Germiny, Indian company with mortar run by solar power), or equivalent		PC	322		
7	Charge controller (China with 30 Am), or equivalent		PC	322		
8	Tailoring Tape (1.5 meter)		PC	322		
9	Sessor (250 Size # 5 China), or equivalent		PC	322		
10	Transportation and Installation		Per Set/Pack	322		
<b>Total Amount for 322 packs inclusive of loading, unloading, Transportation cost and all taxes to distribution point</b>						

Note: IR will have the right to conduct the lab test for samples to evaluate the quality and the consignment if selected.



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## **Destination of delivery:**

- location of delivery and distributions are as per below schedule:

No	Province	Distribution site District centers	No of Tools Kits
1	Kabul	Paghman and Mirbachakot district center	77
2	Bamyan	Sayghan district center	116
3	Balkh	Sholgar and Chahi district center	129

## **IMPORTANT NOTES: (Please Read All Carefully)**

1. Before filling out the tender, it is mandatory that the supplier study the specifications well, survey the market for availability of all items.
2. Supplier is responsible to supply the items as per specifications provided, no change in specification will be acceptable of any item once tender awarded to any supplier.

Delivery Time	
---------------	--

## **3. General Terms & Conditions**

1. Interested Bidder will be required to provide bid security in the form of bank guarantee amounting 5% (in the name of Islamic Relief Worldwide) of the total bid value, bid security will be returned to unsuccessful bidders after decision of tender. Tender without bid security will not be considered.
2. Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
3. All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.
4. Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
5. Any damage, loss, theft, and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of supplier / agent.
6. Withholding tax as per government prevailing rates shall be deducted at the time of payment.
7. Payment shall be made in the form of bank transfer within 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
8. Islamic Relief shall have the right to award the contract as whole to one supplier.



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

9. Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
10. The expected delivery time must be mentioned in your proposal incomplete bids/documents shall not be entertained.
11. All tender pages to be signed and stamped by supplier.

### **3.1. Bid Submission Requirements:**

- Updated Company Profile with all registration certificates.
- Experience of supplying and completion a similar project in last 3 years. (On the basis of provided documents)
- Financial Strength (attached bank statements or line of credit) showing 10 million AFN in balance.
- Quoted Price
- Bid security in the form of bank guarantee 5% of the total bid value.
  
- Sealed Quotations addressed to “Procurement Committee” should be drop in quotation box address at House 17, Street 5, Qala-e-Fethullah, District 10 Kabul, Afghanistan latest by 11:00 AM Kabul time on or before 01 October 2023.

### **3.2. Validity of Price**

Prices shall remain valid for at least 60 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

## **4. Supplier Screening Form**

**Company Information: -**

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g., passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family

Yes

No

Business

Yes

No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom.

How did you hear about IR’s service request \_\_\_\_\_





# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

Please note it is compulsory for the following to be provided to us:

1. **Company Registration**
2. **Photocopy of NID/Passport of Directors**

## Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of –Afghanistan or under the International Laws Community or what may be termed a ‘terrorist activity.’

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name

Position

Sign & Official stamp

Date

*We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.*

## Internal Use

Received by (local office): Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Information sent to (HQ): Name \_\_\_\_\_ Date \_\_\_\_\_

### 5. Complaints..... please write us.

If you see any violation of rights or any incident of corruption, please contact us at:

[complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, and our beneficiary communities.

### 6. Queries..... please write us.

If you have any query on tender document than please write to [procurement.afg@islamic-relief.org.af](mailto:procurement.afg@islamic-relief.org.af)



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## 7. Supplier Code of Conduct

### 1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

### 2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children.
- 2.3 Goods/services produced and manufactured have the least impact on the environment.
- 2.4 Goods and services are produced and delivered under conditions where:
  - 2.4.1 Employment is freely chosen.
  - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
  - 2.4.3 Living wages are paid.
  - 2.4.4 There is no exploitation of children.
  - 2.4.5 Working conditions are safe and hygienic.
  - 2.4.6 Working hours are not excessive.
  - 2.4.7 No discrimination is practiced.
  - 2.4.8 Regular employment is provided.
  - 2.4.9 No harsh or inhumane treatment of staff is allowed.

#### 2.5 Environmental Standards:

Service providers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

### 3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

#### Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

*Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

Annex A

