

SUPPLY CONTRACT NOTICE
Supply of Cleaning Materials and Stationery.
Kabul – Afghanistan

1. Publication reference

LOC/INT/AFG/01/2025

2. Procedure

Local Open Tender

3. Contracting authority

INTER SOS, represented by MR. Maher Al-Shoun, the Country Director of INTER SOS Afghanistan.

CONTRACT SPECIFICATIONS

4. Description of the contract

Framework agreement for Cleaning Materials and Stationery to INTER SOS Offices Kabul and South.

5. Number and titles of lots

Only the companies with licenses registered in Kandahar, Zabul and Uruzgan Provinces are eligible to apply for their Own Province contract.

یواخی په کندهار، زابل او ارزگان ولایتونو کی ثبت شوی شرکتونه کولای شی چی د خپل د ولایت قرارداد لپاره غوښتنلیکونه ولیږی

Four Lots

Lots Titles are:

LOT 1 - Cleaning Materials and Stationery-Kabul

LOT 2 -South- Cleaning Materials and Stationery-Kandahar

LOT 3 - South-Cleaning Materials and Stationery-Uruzgan

LOT 4 - South-Cleaning Materials and Stationery-Zabul

TERMS OF PARTICIPATION

6. Eligibility

Local Open Tender: Participation is open to all-natural persons who are nationals of and legal persons (participating either individually or in a grouping - consortium - of tenderers) which are effectively established in Afghanistan.

7. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the exclusion situations.

Tenderers included in the lists of donor's restrictive measures at the moment of the award decision cannot be awarded the contract.

8. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

9. Tender guarantee

No tender guarantee is required.

10. Performance guarantee

5% of the total amount of the contract.

11. Information meeting and/or site visit

No information meeting is planned.

12. Tender validity

Tenders must remain valid for a period of OneYear after the deadline for submission of tenders.

13. Period of implementation of tasks

After the signature of the Framework Agreement for one year.

SELECTION AND AWARD CRITERIA

14. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors:

- 1) Economic and financial capacity of tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
- 2) Professional capacity of tenderer** (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be the last 3 years from submission deadline.
- 3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last 5 years from submission deadline.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the Contracting Authority are when the tender relies in majority on the capacities of other entities or when they rely on key criteria. If the tender relies on other entities it must prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on

the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority. With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

15. Award criteria

The contract will be awarded to the lowest compliant tender.

TENDERING

16. How to obtain the tender dossier

The tender dossier is available from the Contracting Authority. Tenders must be submitted using the standard Tender Form included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to <Tenders.afghanistan@intersos.org> (mentioning the publication reference shown in item 1) at least 5 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 3 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 3 days before the submission deadline.

17. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 9 of the Instruction to Tenderers. Any tender received by the Contracting Authority after this deadline will not be considered.

18. Tender opening session

19-JUNE-2025, INTERSOS Kabul office; House # 41, Street # 03, Qala e Fatullah, Kabul.

Language of the procedure

All written communications for this tender procedure and contract must be in English.