



Asia Community Development Organization (ACDO)

اسیاد ٲولنی ٲرمختیایی موسسه / موسسه انکشاف جامعه اسیا

REQUEST FOR QUOTATION (RFQ)

**Repairing of Public/Hub Schools and Construction of
Latrines in Khanabad, Aliabad and Chahardara Districts of
Kunduz Province**

RFQ#: ACDO-RFQ#01-2024

Table of Contents

SUMMARY	2
Introduction of the Organization:	2
Tender Purpose and Expected Results:	2
Language of Bid:	3
The documents are required as part of the proposal:	3
Eligibility for Application:	3
Payment Terms:	3
Currencies of Bid and Payment:	4
Terms of Contract:	4
Clarification and Submission:	4
Eligible Bidders:	5
Clarification of Bidding Documents:	5
Bid Validity:	5
Sealing and Marking of the Bidding Documents:	5
Confidentiality:	6
Rules and procedures for proposal's evaluation:	6
Notification and Signing of the Contract:	6
Service Delivery:	7
Project completion/termination:	7
BIDDING FORM	8
Bidder's General Details:	8
a. General information:	8
b. Owners' information:	8
c. Beneficiaries bank account details:	9
Confirmation of Bidder's compliance:	9
Vendor previous experience from	10

SUMMARY

RFQ Number	ACDO-RFQ#01-2024
Announcement Type	RFQ
Activities Title	Repairing of nine Public/Hub Schools and Construction of thirty Latrines in Khanabad, Aliabad and Chahardara Districts of Kunduz Province
Issue Date	January, 3, 2024
Closing Date and time	January 20, 2024 – 3:00 PM Afghanistan Standard Time

Introduction of the Organization:

Asia Community Development Organization (ACDO) is an Afghan non-governmental, non-political, and non-profit humanitarian organization established in 2014 and registered with the Government of Afghanistan under the supervision of the Ministry of Economy (MoEc) with a mission to provide humanitarian and development assistance to the vulnerable, at-risk, and underserved people throughout the country.

ACDO responds to the needs of deprived and marginalized rural and urban communities by managing and utilizing the available scarce resources in a well-organized, efficient, effective, transparent, and dignified manner to enhance resilience, boost access to education, health services, and infrastructure, ensure food and livelihood security, and promote social protection and inclusion.

ACDO has an active presence in most parts of the country and intends to expand its operations to the remaining provinces, to transform itself into a leading and developed organization that will deliver to and support a large number of people who have been affected by the long-protracted and sudden on-set emergencies and regardless of the hardest circumstances that exist in Afghanistan, ACDO has managed to deliver humanitarian and development assistance in most of the country.

Tender Purpose and Expected Results:

This is an open national tender process. To participate, you will need to complete the necessary information in this Tender package and submit the requested documents by the tender deadline. We require full completion of the tender documents. If submitted incomplete will automatically be rejected.

All bids must be submitted in English and the bidder shall bear all costs incurred in the preparation and submission of tenders. As part of this tender process, please be advised that ACDO may request from the potential suppliers for vehicle checkup, to verify any of the information provided in your bid.

You can reach out to the ACDO procurement team over the following contact if you require any further questions or clarifications. Our procurement team will provide clarification up to 3 days remain to the closing of the deadline of announcement.

Email to: procurement@acdo-af.org,

Language of Bid:

- The bid, as well as all correspondence and documents relating to the bid shall be written in English.
- Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required)

The documents are required as part of the proposal:

The Firm/companies shall complete and submit the following document with their quotation:

1. A signed and stamped financial offer that complies with the Bill of Quantities (BoQ).
2. Copy of valid Business license.
3. A company profile that provides an overview of the supplier's experience, expertise, and capabilities.
4. A list of similar projects that have been successfully implemented by the bidder.
5. Copies of completion certificates for at least one similar project that has been implemented by the bidder.
6. Contact information (phone number, email, and names) of three donors (clients) that the bidder has worked with previously.
7. Tax clearance certificate for the year 1401.
8. List and CVs of the key team including Site engineer, Foreman, and others.
9. Bank statement with a closing balance of not less than 500,000 AFN.
10. Bank Account Detail.

Note:

1. Quotation must be completed without any changes to the format, no substitutes shall be accepted.
2. Providing the above documents is mandatory. Missing any of them may result in disqualification of bidders.

Eligibility for Application:

To complete the tasks successfully, the Firm/companies are expected to have the following experience:

- The company must be registered with AISA or any other government agencies in Afghanistan.
- Three years' experience in implementation of similar projects with national and international organizations.
- Implemented at least two similar projects, each project worth of 1,000, 000.AFN
- Experience with/knowledge of national and international organizations and UN standards.
- Bank statement with closing balance not less than 500,000 AFN.

Payment Terms:

- The payments will be made after confirmation of the work by the Provincial Education Department (PED), ACDO's Provincial Coordinator and Project Manager.
- All duties, taxes and other payable will be paid by the contractor under the contract, and shall be

included in the total bid price submitted by the bidder.

- ACDO will deduct the applicable tax as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make clearance with the Ministry of Finance at the end of the year accordingly.
- ACDO is not responsible for all taxes of the project. Contractors have to pay all the taxes according to the rules and regulations of Afghanistan law.

According to Article No 73 of Income Tax Law of 1384 amended to Article No 72, the Client will withhold. 2% of the contract value, if the Contractor holds a valid business license from the relevant sources, 7% of the contract value, if the Contractor does not have a valid business license or expired business, or any other tasks which the contractor isn't able to provide the business license.

Currencies of Bid and Payment:

All invoices will be paid in AFN. if requested in USD, the daily exchange rate will be considered at the time of payments. All payments will be transferred through the banking payment system/ Cheque.

Terms of Contract:

The following terms of the contract must be applicable for further payment and bidder contracts:

- i. A copy of the AISA Certificate along with a TIN or registration certificate from Authorized governmental agencies needs to be submitted along with the quotation.
- ii. The vendor's name in the Business license, Bank account, and legal documents of the company should be the same. The payment will be made accordingly.
- iii. It is mandated that the payment for the contract executed by ACDO shall only be made through a crossed cheque in favor of a valid bank account associated with the organization or individual. Any alternative bank account provided by the contracting party will not be acceptable.
- iv. The contractor is obligated to complete the project within two months after the signing of the contract.
- v. Prices should be given in AFN.
- vi. A 10% performance guarantee is required. The contractor should provide it before the signing of the contract and it should be valid 10 days beyond the duration of the project. If the validation of the Performance guarantee expires, the contractor should update it again.
- vii. ACDO reserves the right to cancel this process without further notice to the vendors.
- viii. Before the contractor proceeds with the activities, it should present the sample of the goods to ACDO for approval.

Clarification and Submission:

You can reach out to the ACDO procurement team over the following contact if you require any further questions or clarifications. Our procurement team will provide clarification up to 3 days remain to the closing of the deadline of announcement.

Email to: procurement@acdo-af.org

Phone#: +93777616716

Please submit your bids to the requirements detailed below:

Complete sealed bid documents should be submitted to Asia Community Development Organization (ACDO) Head Office = **House # 14, Street# 6, (Shirpoor), PD # 10, Kabul, Afghanistan no later than January 20, 2024 – 3:00 PM Afghanistan Kabul Time.**

Eligible Bidders:

- The tendering process shall be open to all companies and firms that are officially registered with the government of Afghanistan, on equal and non-discriminatory terms. Additionally, at the time of submitting a bid, bidders must meet the following requirements:
- Bidders must not be insolvent, meaning they must have the financial capability to complete the project if they win the bid.
- Bidders must not be in receivership, which indicates financial difficulties and inability to manage their affairs.
- Bidders must not be bankrupt or undergoing liquidation at the time of bidding, indicating an inability to pay debts and a lack of financial stability.
- Bidders must not be blacklisted by the government or the United Nations due to misconduct or unethical practices.
- Bidders must not have any funding restrictions from the government or the United Nations.

Clarification of Bidding Documents:

A prospective bidder requiring any clarification of the bidding document shall contact the ACDO in writing. The organization will respond in writing to any request for clarification three days before the deadline. The Asia Community Development Organization shall be responsible for disseminating copies of its response to all bidders who have received the bidding document. The response shall include a detailed description of the inquiry without disclosing its source. The aim is to ensure that all bidders are duly informed and maintain an equal opportunity to participate in the bidding process.

Bid Validity:

Please be advised that all submitted bids must remain valid for thirty (60) days from the date of the bid submission deadline specified by the Asia Community Development Organization. Any bid with a validity period shorter than the prescribed timeframe shall be deemed non-compliant and rejected accordingly.

Furthermore, kindly note that, upon successful awarding of the contract, it is expected that the vendor shall extend the validity period of the bid till to the completion of the project to accommodate any unforeseen delays in the project execution process. Therefore, the signing of a contract by the contractor automatically means that the contractor agreed to an extension of offer validity through the duration of the project.

Sealing and Marking of the Bidding Documents:

- The bidder shall enclose the bid for each contract in a plain envelope securely sealed.

- Be addressed to the logistics/procurement department of Asia Community Development Organization.
- Bear the contract number.
- No other markings should be on the envelope.
- If any envelope is not sealed and marked as required, the Asia Community Development Organization has the right to reject such an offer.

Confidentiality:

- A. vendor must treat the invitation to tender and all associated documentation supplied by ACDO as confidential.
- B. The information about the examination, evaluation, comparison, and post-qualification of bids shall remain confidential and shall not be disclosed to any individual or entity not officially involved in the said process until such time that information regarding the best-evaluated bidder has been communicated to all bidders involved. Strict adherence to this policy must be maintained to ensure an unbiased and fair bidding process
- C. Any efforts by a bidder to influence the Asia Community Development Organization in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

Rules and procedures for proposal's evaluation:

ACDO shall undertake a thorough examination of all legal documentation and other relevant information submitted by bidders to verify their eligibility. Following this, ACDO shall proceed to review and score the bids in question-based on the outlined criteria, as follows:

Award Criteria	Percentage (%) of scoring
• Experience and expertise of the vendor in similar projects	20%
• Company Capacity (Financial standing, team and resources)	20%
• Competitive pricing within the budget allocated for the project	40%
• On-time delivery (Work Plan)	10%
• Key Personnel CVs	10%
Total of scoring	100%

Notification and Signing of the Contract:

Upon completion of the vendor evaluation process, ACDO shall extend an acceptance letter to the successful bidder. Following receipt of this letter said bidder must provide a performance guarantee as specified in the bidding documents. It is important to note that contract negotiation and execution will not commence until the aforementioned performance guarantee has been furnished by the successful bidder.

Once the performance guarantee has been submitted and verified, the vendor shall participate in negotiations about the finalization and signing of the contract. After these negotiations, a copy of the

executed contract shall be awarded to the successful bidder.

Service Delivery:

If the company/firm fails to deliver services within the contract duration/timeline, ACDO reserves the right to impose a penalty of 0.2% for each day of delay, deducted from the final payment to the company.

Project completion/termination:

The project shall be considered complete once all deliverables outlined in the scope of work have been satisfactorily delivered to ACDO and approved. If the company/firm is unable to complete the project within the agreed-upon timeline or fails to meet the quality standards outlined in the scope of work, ACDO may choose to terminate the contract at its discretion. In such cases, the company/firm will only be compensated for services rendered up until the date of termination and will not be eligible for any further compensation. If the company/firm has received any upfront payment, it must return any unearned portion of that payment to ACDO within seven days of the termination date. Additionally, if the company/firm fails to complete the project as per the terms of the agreement, the 10% performance guarantee deposited with ACDO by the company/firm will be transferred to the account of ACDO and the company/firm will have no right to claim any portion of this guarantee. Once the project is deemed complete, ACDO will release the final payment to the company/firm within 10 business days.

BIDDING FORM

Bidder's General Details:

a. General information:

Please fill in the below table with the required information

Supplier/Company Name:	
Company Registration No.	
Country of Company Registration	
Nature of primary business/trade:	
Registration date: (only for Company)	
Expiry date: (only for Company)	
The legal status of the company (e.g. partnership, private limited company)	
Primary contact name:	
Job title (only for the Company):	
Primary contacts address:	
Phone:	
Email:	

b. Owners' information:

Please fill in the below table with the required information

Full Name	
Tazkira no	
Year of birth	
Place of birth	
Permanent Address	
Current Address	
Contact Detail (phone and email address)	

c. Beneficiaries bank account details:

Beneficiary name:	
Beneficiary Account Number:	
Beneficiary Bank Name:	
Bank branch Name:	
SWIFT:	
Bank address:	

Confirmation of Bidder's compliance:

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I confirm that ACDO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: -----

Title of signatory: -----

Signature: -----

Date of signing: -----

Vendor previous experience form

The Bidder is requested to provide **evidence of previous experience** in the form of Contracts, Completion Certificates Handover Documents, etc. **for the past 5 years 2019-2023) and fill this table:**

No.	Name of Project / Type of Work	Client name, email. Phone	The total value of the performed works (.....)	Duration of the works contract	Starting date	Ending date	Contracting Authority and Place
1							
2							
3							
4							
5							