

Contract title:	Provision and Installation of Solar System 32kw
Project code:	AFGMP000061
Procurement ELO folder no.:	AFGC000401
Procedure:	Negotiated with publication
Location:	Kabul, Afghanistan

Contracting Authority

Člověk v tísni, o.p.s. (People in Need, hereinafter PIN)

entered in the Register of Non-profit Organizations administered by the Municipal Court in Prague, Volume O, File 119

With its registered office at Šafaříkova 635/24, 120 00 Prague 2

ID: 257 55 277

Local Office Address: (KABUL PIN OFFICE | Kolola pushta-Blossom Hospital St, House 38, PD4 Kabul AFG)

Represented by **(Ehsan Naim)** based on the power of attorney granted by the director

Submission deadline:	31/Jan/2024
Questions / Clarifications	25/Jan/2024

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Alliance 2015
towards the eradication of poverty

PART 1: INSTRUCTIONS TO BIDDERS

1. SCOPE OF PURCHASE

Qualified tender offers (bids) are sought from competent bidders for the following **supplies**: (Provision and Installation of Solar System)

Detailed requirements are specified in Annex **X: Quotation form, Terms of Reference (ToR), etc.**

2. OUTCOME OF SELECTION PROCESS

✓ contract of sale/contract

1. A contract of sale will be awarded to the successful Supplier that will commit PIN to purchase the specified quantity of solar system equipment and installation services as defined in the contract at the agreed prices/rates.

2. COMMUNICATION / QUESTIONS / CLARIFICATIONS

Tender documentation with detailed instructions for bidders and forms to be filled by the bidders can be obtained from the **PIN Office at (KABUL PIN OFFICE | Kolola pushta-Blossom Hospital St, House 38, PD4 Kabul AFG)** between **8.00 a.m. 4.00 p.m.** during working days before **(28/Jan/2024) upon request via email (procurement.afg@peopleinneed.net - samim.saigal@peopleinneed.net)**.

If any of the bidders **require any clarification relating to the tender**, such questions should be sent to PIN by e-mail to the following e-mail address (procurement.afg@peopleinneed.net - samim.saigal@peopleinneed.net). If PIN answers the question, **all other bidders will copy the answer. Communication will be held through e-mail.**

To ensure that PIN can copy the answer to all bidders, all bidders are advised to send their e-mail contacts to the above-specified PIN e-mail address, or otherwise ensure that PIN knows their contact details.

In case the bidder does not inform PIN about the corresponding e-mail address PIN will send a copy of the answer to any e-mail address available to PIN from public sources and then the bidder cannot claim that they/it did not know the same information as other bidders.

Questions could be answered only until (25/Jan/2024). PIN does not guarantee that all questions will be answered.

Offers should not be dispatched before the expiry of the period for questions under the preceding paragraph of this notice - if the bidder dispatches the tender offer before the expiry of that period they/it cannot claim that they/it did not know all information as other bidders.

3. INSTRUCTIONS FOR THE PROCESSING THE BID

Tender forms and instructions included in tender documentation must be strictly followed otherwise the tender offer might be excluded.

Each bidder shall submit only one offer, either individually or subcontracted through a person/partner in a joint venture/team. The winning bidder may not subcontract the service/works, or its part(s) to person(s)/partner(s) who is/are not part of the original offer. If the offer is submitted for a joint venture/ team, PIN requires reviewing all persons/partners that will participate in the service/works pursued, as per the selection criteria stated below and in Annex **X: Quotation form, Terms of Reference (ToR), etc.** Prove of the collaboration must be submitted along with the offer.

The bidder who submits or participates in more than one offer will be disqualified from the process.

Offer must remain valid for the period of no less than **60 days** from the date of closing unless withdrawn in writing before the close of offers.

After the announcement of tender results, unsuccessful bidders are obliged to **collect their samples** from the respective PIN office earliest not before than **2 weeks** and not later than **30 days** from delivery of award notice. If the samples are not collected within the given timeframe, samples become PIN property.

Please note that the maximum price stipulated for this tender is **(55000 USD)** (including any applicable taxes and fees). Tenderers quoting a higher price will be disqualified from the tender.

Electronic bids have to be submitted via email:

- Email should be addressed to (secure.bid@peopleinneed.net)
- Note for secure.bid@peopleinneed.net address – this is a sealed tender box that will not be opened until the tender has closed. Therefore, do not send tender-related questions to this email address as they will not be answered.
- The subject of the email should be “(AFGC000401)/ ‘Bidder Name’/ ‘Date’”.
- All attached documents should be clearly labeled so it is clear to understand what each file relates to.
- Emails should not exceed 15 MB – if the file sizes are large, please split the submission into two emails or more.
- Do not copy other PIN email addresses into the email when you submit it as this will invalidate your bid.

Physical bids have to be submitted:

- Bids should be submitted in a single sealed envelope addressed to the **PIN Office at (KABUL PIN OFFICE | Kolola pushta-Blossom Hospital St, House 38, PD4 Kabul AFG)**.
- The envelope should clearly indicate the Invitation to tender reference number **(AFGC000401)** / Do not open before (31/Jan/2024), but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labeled and grouped together (individual envelopes, stapled, etc), and then included in a single sealed envelope as per the above.

Bids received after the closing date & and time will not be considered.

The envelope opening session will be held on **(04/Feb/2024)** and placed **PIN Office at (KABUL PIN OFFICE | Kolola pushta-Blossom Hospital St, House 38, PD4 Kabul AFG)**.: and the bidders or their authorized representatives are invited to be present at the envelope opening.

4. QUALIFICATION AND EVALUATION CRITERIA

To accept or reject the bid is the responsibility of the **Evaluation Committee**, the decision of which shall be final.

Qualification criteria

Criteria that bidders must meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Qualification Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

Each bidder must meet and properly prove the following **qualification criteria** with relevant documentation:

- Signed and stamped Eligibility sworn statement (Annex I)
- Quotation Form for sale agreement - list of office supplies items (Annex II)
- Business license/registration
- 2 contracts for similar types of supplies during the past 3 years

Evaluation criteria

The evaluation committee will evaluate and award the contract based on the following **evaluation criteria**:

Note: **information may differ, adjust accordingly:**

- Price (60 %)
- Quality (40%)
- ~~Past Performance (10 %) implementation of similar project or installation of 30kw solar power~~
-

5. EVALUATION METHOD

Variant 1 – point evaluation

- Price (60 %)

The evaluation result of this criterion equals the following formula: $\text{Price A} / \text{Price B} * \text{criteria weight}$. Price A = lowest price from all submitted offers; Price B = actual price offered by the bidder (price will include transportation).

- Quality (40 %)

Evaluation committee will assign points for the best quality of the sample, based on the following evaluation grid **(insert evaluation grid/table, use tool 18/19 or your own)**:

Scoring System – supplies	
Score	Benchmark
5	Excellent quality with no weaknesses in standard shown and matches or exceeds the quality requirement
4	A good standard of quality meets the requirements
3	A satisfactory quality which demonstrates reasonable level of standard but does not meet the requirements in some areas
2	A quality where gaps exist - lacks a good level of standard and there is a significant risk that the good will be rejected & and will not serve well
1	A quality where serious gaps exist - lacks in meeting the requirements
0	Failing quality

The evaluation result of this criterion equals the following formula: $\text{Points B} / \text{Points A} * \text{criteria weight}$.

Points A = highest points score from all submitted offers; Points B = actual points score received from committee.

For each bid, points from all evaluation criteria will be added up and the winning bid will be the bid with the highest number of points. In case of an equal number of points, the winning bid will be the one with the lowest price.

6. OTHER PROVISIONS

As PIN carries out the procurement procedure for the total amount of the contract including the possible amendments, PIN reserves the right to **repeat the purchase** with the winner of this tender. This option to extend shall be stated in the contract and cannot exceed the duration and the value of the original contract.

Further negotiations with a bidder about price and conditions are allowed if the negotiation is directed at making the bid more favorable for PIN.

In justified cases after receiving bids and/or during the negotiation (especially if it becomes apparent, that none of the bidders can execute the contract to its full extent) is PIN entitled to split the contract between two or more bidders so, that each of them will supply part of the contract. This decision must be announced to all bidders so, that they have a chance to modify their bids.

In case the winning bidder fails to fulfill the concluded contract and PIN terminates the contract within the period of 60 days upon the contract going into effect, PIN reserves the right to **further negotiate** with the second-best bidder, possibly other bidders (according to the order in which their offers were evaluated). If the period of 60 days has elapsed, a supporting market assessment must be made.

In case the winning bidder fails to provide PIN the necessary cooperation to conclude the contract within the period of 60 days upon the tender results notice, the PIN can **further negotiate** with the second-best bidder that shall be considered the winning bidder. Should they fail to conclude the contract with the second-best bidder within 30 days following the notice, PIN is allowed to cancel the tender.

7. SUMMARY OF REQUIREMENTS ON TENDER OFFER

The tender offer (bid submitted by the bidder) **shall consist of the following documents:**

No.	Document	Remarks
01	<i>Sworn Eligibility Statement</i>	<i>filled, signed, and stamped</i>
02	<i>Quotation form</i>	<i>filled, signed, and stamped</i>
03	<i>All legal business license</i>	<i>Enclosed</i>
04	<i>2 contracts for similar types of supplies during the past 3 years</i>	<i>Enclosed.</i>

05	<i>Samples</i>	<i>Enclosed.</i>

PART 2: TERMS AND CONDITIONS

1. EXCLUSION AND DISQUALIFICATION

1. PIN shall **exclude from the tender any offer of a bidder** falling into any of the following cases:

- a) They are **bankrupt** or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They or persons having powers of representation, decision-making or control over them have been **convicted of an offense** concerning their **professional conduct** by a judgment that has the force of res judicata;
- c) They have been **guilty of grave professional misconduct** proven by any means that the contracting authority can justify;
- d) They have **not fulfilled obligations relating to the payment of social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or those of the Czech Republic or those of the country where the contract is to be performed;
- e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata **for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity**;
- f) They do **engage in the employment of children**, disrespect basic social rights and working conditions based on international labour standards;
- g) They have **engaged in the trafficking in persons** and have **provided any support** (direct or indirect) of **terrorism**, including the financing of terrorism, or transactions with persons connected with terrorism;
- h) They are currently subject to an **administrative penalty** imposed by donor or have been listed by the donor as **ineligible** for participation in award procedures financed by donor's money;
- i) Candidate might be excluded on the basis of another procurement procedure or grant award procedure financed by PIN or donor of the project, under which they have been **declared to be in serious breach of contract** for failure to comply with their contractual obligations;
- j) They or any of their employees, associates or other persons related to them provided technical assistance to PIN under that same procurement procedure.

Points (a) to (d) do not apply to the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up

its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Bidders shall declare they are in none of the situations listed above by the signature of **Sworn eligibility statement** form.

2. Offers of bidders shall be **disqualified** from the tender who, during the procurement procedure:

- a) The bidder is subject to a **conflict of interest**;
- b) bidder has **not stated true facts** or has misinterpreted information required by PIN, or fails to provide timely such information or to provide required documents stated by PIN as a condition for participation in the tender;
- c) **The bidder does not meet the PIN qualification criteria** or requirements stipulated in the tender documentation.
- d) The bidder has fulfilled the exclusion condition mentioned above in the preceding article (Part 2, Article I.), points c) or i) **during the last 2 years** prior to the launch of the tender.

2. CODE OF CONDUCT FOR SUPPLIERS

In addition to the above conditions for disqualification, the Code of Conduct for Suppliers defines all areas that PIN expects all of its suppliers at minimum to respect, and operate in ways that meet fundamental responsibilities in human rights, labor, environment, and anti-corruption. The Code of Conduct is defined by the Ten principles of the UN Global Compact¹:

- Support and respect the protection of internationally proclaimed human rights;
- No involvement in human rights abuses;
- Freedom of association and recognition of right to collective bargaining;
- Employment is freely chosen, not forced or compulsory;
- No exploitation of children and child labor;
- No discrimination in respect of employment and occupation;
- Support a precautionary approach to environmental challenges;
- Accept greater environmental responsibility promotion;
- Encourage the development and spread of environmentally friendly technologies;
- Adhering to the highest standards of ethical conduct behavior, including working against corruption and all its forms, conflict of interest disclosure, and respect for local laws.

¹ For more information, see <https://www.unglobalcompact.org/what-is-gc/mission/principles>

3. INSTRUCTIONS FOR PROCEDURES IN SPECIFIC CASES

PIN may cancel the announced tender or not conclude a contract with the winning bidder in the following cases:

	Case	Procedure
a)	PIN has not received any bid , or none of the bids received was qualitatively and/or financially worthwhile or all the bids received have been disqualified from the tender	PIN has the right to cancel the tender and use a less strict rule/procedure . Application of a less strict rule/procedure must be described, justified, and approved by the RDD CP PO / HRD Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.
b)	Major discrepancies have been found in the Tender Notice or other supporting documentation of the tender;	PIN has the right to cancel the tender and announce a new tender
c)	Serious circumstances occurred during the tender which prevented PIN from continuing the tender	PIN has the to cancel tender and announce a new tender
d)	Only one bid , complying with the tender conditions, has been submitted	PIN has the right to cancel the tender and use a less strict rule/procedure . Application of a less strict rule/procedure must be described, justified, and approved by the RDD CP PO / HRD Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.
e)	The winning bidder refuses to sign a contract with PIN, fails to fulfill the concluded contract with PIN, has not stated true facts in their bid or their bid is at a dumping price or otherwise jeopardizes free competition in the market (e.g. forbidden supplier agreements, cartels, abuse of the leading position in the market).	PIN is entitled to either accept the bid of the bidder whose bid has ended at the second or other places or cancel the tender and announce a new tender

4. GENERAL CONDITIONS

1. The **bidder shall bear all costs** associated with the **preparation and submission of the Tender**, and PIN will in no case be responsible or liable for such costs.
2. **By participating in the selection process**, the bidder hereby declares and warrants that has seen and understood the terms of the below mentioned **policies** and it complies and shall comply with all applicable terms and conditions specified therein:

PIN Policy on Ethical Conduct, PIN Code of Conduct, PIN Anti-Corruption Policy and other related policies referred to therein, which are incorporated

by reference and represent an integral part of this tender notice. Electronic copies containing the complete text are available at:

www.clovekvtisni.cz/policies

3. The bidder will immediately and without undue delay inform PIN of any event which interferes or threatens to materially interfere with this Tender notice, including suspicion of or actual fraud, corruption, bribery, theft, terrorist financing or other misuse of funds. Such information should be passed in the first instance to fraud@peopleinneed.cz.

All information will be treated with the utmost confidentiality. Information can also be reported directly to the PIN program team where appropriate, these will be immediately passed on to the above-mentioned e-mail address.

4. In case additional supplies/services/construction works would prove to be necessary for the finalization of the activity for which this tender is organized, PIN reserves the right to procure them from the winner of this tender. The potential option of the contract extends for a value and duration that wouldn't exceed the value and the duration of the initial contract awarded under this tender.

5. When processing any personal data of PIN, the bidder shall comply with the applicable personal data protection laws, including the EU General Data Protection Regulation (GDPR). In case the bidder processes these data on PIN's behalf and according to its instructions, the bidder undertakes to enter into an additional Data Processing Agreement as per Article 28 of the GDPR.

In case the bidder is seated outside of the European Economic Area, the Supplier undertakes to comply with the standard data protection clauses required for such data transfers as per Article 46 par. 2 lit. c of the GDPR.

6. PIN reserves the right to cancel the tender without giving any reason.

List of annexes:

Annex 1 – Signed and stamped Eligibility sworn statement

Annex 2 – Quotation Form – list of goods and installation.

On behalf of People in Need	
Full name	Mohammad Aziz Rahim
Position	Logistics Manager
Date	04.Jan.2024
Signature	