



## Tender for Supply Medicine, Kabul Office, Tender No. KBL/AFG0114/0048

**Closing Date: 05, February 2024 (4:00 PM)**

### Time Table:

Publication date	21. January 2024
Deadline for submission	05. February 2024 ( 4:00 pm)
Proposed tender opening date	06. February 2024

### Instruction to bidders.

This invitation to tender is open to tenderers eligible and only successful tenderers shall be contacted to provide the service as specified in the tender documents. Please read all instructions, terms, and conditions carefully, and ensure your information and documents are provided on time as failure to do so may result in rejection of your bid.

### Submission of offer.

All bids shall be submitted to the Johanniter office in Kabul in a sealed envelope and marked with the tender number **KBL/AFG0114/0048**. You shall be required to sign a document acknowledging the submission of your bid at the gate. Tenders must be received by Johanniter at its address specified below not later than the day, date, and time of closing indicated:

**JIA-Kabul Office:** House # 51, Street # 06 from Qala-e-Fathullah, PD 10 Kabul, Afghanistan.

### Tenderers' Eligibility and Qualifications.

The tenderer shall furnish, as part of its tender documents its qualifications to perform the contract if its tender is accepted. The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted and that the tenderer has the financial and technical capability necessary to perform the contract.



## Description of Supplies.

Please see attached: Annex 1 List of Medicine

## Selection Criteria.

When analyzing the offers, Johanniter will take into consideration the following criteria:

1. Company profile, background, and expertise.
2. Financial capacity (bank statement).
3. Financial offer.
4. Delivery timelines of supplies required.
5. Evidence of similar deliveries performed in a similar geographical location.
6. Experience in carrying out similar contracts with other International NGOs or reputable companies.
7. Quality of the medicine

## Cost of tendering.

The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the conduct and/or outcome of the tendering process.

## Clarification of Tender Documents.

The prospective tenderer requiring any clarification on the tender documents may notify Johanniter in writing by emailing **procurement.afg@thejohanniter.org** with the subject line:

**"- CLARIFICATION REQUEST – Tender for Supply Medicine/AFG0114/0048."**

The organization will respond through email to any request that it receives earlier than 4 days before the deadline for submission of the Tender.



## **Amendments of tender documents.**

At any time before the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, notify the tender documents by issuing a subsequent addendum. The addendum thus issued shall be part of the tender documents and shall be communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addendum in writing. To afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may at its discretion, extend the deadline for the submission of bids.

## **Currencies.**

All prices shall be quoted in AFN only other currency quote will not be considered.

## **Conditions to Tender.**

- The rates quoted shall be for the complete service inclusive of all taxes. Valid update license from AISA or Ministry of Commerce 2% tax will be deducted from the total price and one copy will be provided to the supplier.
- The contractor shall be providing the medicines from the approved list of medicines from JIA.
- The contractor shall be provided the nominated medicines by Manufacturer Name and Manufacturer countries according to the approved list.
- Medicines with less than 12 months' expiry date will be rejected by the Office.
- The contractor delivers the medicines to the JIA Kabul field office within 7 days of issuance of the purchase order. Any delay may result in contract termination.
- The supplier is liable to reimburse the cost of medicine that fails the quality control in case picked by MoPH or its authorized agents for quality testing.
- This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all parts of the offer.
- Johanniter is not bound to accept the lowest offer or any offer.
- This invitation to tender is not a contract or an offer to a contract, but an invitation to negotiate.



- Respondents are bound by their offer for a period of 90 days from the closing date of bids.
- In case the JIA requests any documents from the supplier to prove the quality control of the Medicine which are issued by the Food and Drug Authority of Afghanistan the supplier should submit it on time to our office.
- The JIA requires high-quality medicine from multinational companies.
- Johanniter reserves the right to alter the dates of the timetable.
- Opening of offers is not open to the public and Johanniter will inform each respondent of the results of the decision of their offer.
- Johanniter is not obliged to justify or explain selection to any respondent.

## **Documents required.**

- Signed Tender Dossier
- Signed Declaration of Suppliers
- Signed Supplier Questionnaire
- Technical Specification & Price Schedule/financial proposal
- Certificate of Incorporation
- Trading Licenses/operations license
- Certificate from line ministry if applicable eg Food and Drug regulatory authority, Ministry of Commerce, etc.
- Valid Tax Registration Certificate
- Valid Tax Clearance Certificate
- Description of business scope (Company profile)
- List of similar contracts including their value, copies of LPOs and contracts (Company name, Business value, and contact person)
- legal documents for subcontractor if applicable
- Twelve months of Certified bank statements including bank Reference letter from the vendors' bank
- Recommendation letters from at least 3 NGOS.



## Bidders Signature.

I have read and understood this document and all information provided as part of this tender by our/my company is a true representation.

Signed: \_\_\_\_\_

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## Annexes:

- Annex 1: List of Medicine
- Annex 2: Declaration of suppliers form
- Annex 3: Supplier Questionnaire
- Annex 4: Mandatory documents checklist