



**Afghanistan Independent Rehabilitation Organization  
(AIRO)**

**INVITATION TO BID**

**Invitation to Bid No.: AFG-AIRO-KBL-Logar-24-01**

**INVITATION TO BID FOR SUPPLY AND DELIVERY OF CERTIFIDE WHEAT SEED AND  
UREA**

**Issue Date: 01, 27, 2024**

**Closing Date: 02, 04, 2024**

**Closing Time: 4:00 Pm Kabul, Afghanistan Standard Time**

Please ensure to sign the registration sheet at the AIRO office while submitting the sealed Bid!

## **AIRO's Background**

Afghanistan Independent Rehabilitation Organization (AIRO) is a non-governmental, non-profit and nonpolitical organization. AIRO was established in 2003 with a mission to provide emergency aids and humanitarian assistance to Afghan population. It has been registered with the Ministry of Economy with the number 276 on 28/12/2005 of Islamic Republic of Afghanistan. It promotes and provides development and humanitarian services to the Afghan people, especially to those who are living in rural areas of the country.

<b>Subject:</b>	<b>Invitation to Bid</b>
<b>Projects Name</b>	<b>Supply and delivery of certified wheat seed and urea</b>
<b>Invitation to Bid No.:</b>	<b>AFG-AIRO-KBL-Logar-24-01</b>
<b>Location:</b>	<b>Logar province of Afghanistan</b>
<b>Funded by:</b>	<b>UNDP</b>
<b>Issue Date:</b>	<b>27 January, 2024</b>
<b>Closing Date:</b>	<b>04 February, 2024</b>

## **Invitation to Bid**

Afghanistan Independent Rehabilitation Organization (AIRO) is implementing partner of the United Nations development program (UNDP) for Enhancing Food Security and Agricultural Resilience in Drought-Affected Communities of Mohammad Agah, District, Logar Logar province of Afghanistan

## **Requirements**

AIRO, invites qualified Companies, duly registered with the Ministry of Industry and Commerce of the government of Afghanistan, to submit their sealed bids for the afore-mentioned project "Provision of the supply and delivery of certified wheat seed and urea as per attached Terms and conditions It is recommended that this (ITB) and its mandatory all annexes to be read and filled in thoroughly. Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

## **Acknowledgement**

You are kindly requested to confirm by an email to [procurement@airo.org.af](mailto:procurement@airo.org.af) that you will be submitting a bid.

### **Request for clarification**

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to the Procurement Unit at procurement@airo.org.af Any prospective bidder requiring any clarification in respect of the Bidding Documents may notify the Employer in writing at procurement@airo.org.af The request for clarification must reach the Employer no later than 4 days before the closing date of the bid. The Employer will respond to any request for clarification which he receives earlier than 4 days prior to the deadline for submission of bids. The deadline for receipt of questions is 4:00 pm local time on 04 February 2024. Bidders are requested to keep all questions concise.

Please do not send bids to the above email address. Only queries questions on this RFQ can be sent to the subject line email (AFG-AIRO-KBL -24-01).

AIRO will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. AIRO may, at its discretion, copy any reply to a particular question to all other invited bidders at once. Your bid documents shall be prepared in English. Please submit your bid using the Annexes provided. Bids not conforming to the requested formats may not be taken into consideration.

### **Eligible Bidders:**

1. This Invitation for Bids is open for all interested companies who have registered with the government of Afghanistan and have valid licenses.
2. The company, organization, or individual is not listed in the sanction and embargo list of the UN Security Council.
3. The company, organization, or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
4. The company, organization, or individual will not be contracted for considerable portions of the contract is an enterprise economically intertwined with persons conducting the tender.
5. The bidder shall be an Afghan company registered with the government of Afghanistan.

### **Cost of Bidding**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **Timeframe for providing and delivery:**

The intended project including all related work and activities require to be supply and delivery within 10 calendar days after signed contract for the mentioned location Logar province Mahmmad Agha district. The Bidding Documents, in addition to the invitation for bids, are those stated below, and all documents shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding Documents.

### **Invitation to Bid Documents:**

**This annexes is important part of this ITB:**

<b>Annex- 1:</b>	<b>Vendor Registration Form</b>
<b>Annex- 2:</b>	<b>Summary of Relevant Work Experience with evidence document</b>
<b>Annex- 3:</b>	<b>Bid Form</b>
<b>Annex- 4:</b>	<b>Declaration of Undertaking</b>
<b>Annex- 5:</b>	<b>General Terms and conditions/Scope of work</b>
<b>Annex- 6:</b>	<b>Financial Offer Form (Bill of Quantity)</b>

Prices must be quoted for all items in the Bill of Quantities.

The bidders are expected to carefully examine the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

### **PREPARATION OF BID**

- Your bid documents shall be prepared in English,

**Your bid documents should be enclosed in the following two sets of documents:**

- a. Technical bid
- b. Financial bid price

- **Content of the Technical Bid**

The submitted bid must include the following formation. Failure to supply all requested information or comply with the specific formats may disqualify the bidder from consideration. No Financial bid price should be included in the Technical Bid. Failure to comply may risk disqualification. The technical bid should contain all information required.

Your technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Vendor Registration Form in accordance with Annex - 1.
2. Summary of relevant work experience in accordance with Annex - 2.
3. Bid Form in accordance with Annex - 3.
4. Declaration of undertaking in accordance with Annex -4.
5. Copy of valid business license.
6. Past relevant experience in Providing rental services (evidence of past performance at least 3 current or previous copies of original contracts/PO, only lists of projects is not acceptable)
7. Company profile with relevant past experience (list and copy of the contract for similar completed project).
8. Confirm that your proposal is valid for 60 calendar days from the closing date of this ITB in the Bid
9. Amount of pervious contract of similar project
10. Years of experience that the company is implementing similar project, Form as Annex -3.
11. The bidder should provide a guarantee letter on his letterhead as part of his bid documents that they will be fully responsible for the providing wheat seed and urea, and while any rejection in provided wheat seed and urea by the donor, or by the AIRO, the contractor must replace them in a timely manner.
12. Proposed time schedule and the timeframe that the contractor should be supplying and delivering the required goods in compliance with the required timeframe the proposed schedule shall be prepared in calendar days including all the necessary main activities e.g., sample selection & approval, provision, packing, transportation, delivery, etc.

### **Content of the Financial Bid**

- a. All prices shall be stated with applicable tax (in accordance with the current tax laws of the government of Afghanistan, and all other relevant provisions of the same law).
- b. All unit prices shall be indicated in the space provided in the price sheet (BoQ). The bidder must sign and officially stamp the Financial Offer Form or (BoQ).
- c. The offer should follow the given structure and prices shall be quoted in USD Dollar (USD)
- d. The Financial bid price is to be submitted as per the BoQ & Financial Offer Form (Annex - 5). Bids that have a different price structure may not be accepted.
- e. All Annexes of the bid are to be properly completed, signed, and stamped.
- f. Each bidder shall prepare by filling out the forms completely and without alterations one Original specified in the bidding documents to comprising the bid and clearly mark them “ORIGINAL”

**Bid Validity Period:**

Bids shall be valid for 60 calendar days from the date of submission. A bid valid for a shorter period shall be rejected by AIRO on the grounds that it is non-responsive. In exceptional circumstances, prior to the expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing.

**Warranty:**

Before delivery and acceptance of the wheat seed, Supplier should provide the quality assurance and certificates.

**Delivery Location:**

The items should be delivered to the Logar provinces of Mohammad Agha district, accordance with delivered Schedule

**Alternative Bid:**

Alternative bids are not allowed to be attached

**SUBMISSION OF BID**

**a. Deadline for submission of bid:**

The closing date for submission of bids is 04 February, 2024, 4:00 pm (Afghanistan local time). Late bids shall be rejected, and electronic submission is not allowed.

In case of emergencies and formal holidays, it's extendable for one day more than bidders can submit their offers for tomorrow of the closing date for submission of a bid.

**b. Bids must be received by the Employer at the address specified no later than the deadline.**

c. Bids with the charge payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

**SUBMISSION, SEALING, AND MARKING OF BIDS**

**The Technical bid and the Price bid must be submitted separately in sealed envelopes.**

The signed and stamped bid one original including its all attachments shall be submitted in sealed envelopes.

The envelope of your bidding documents shall be marked as follows:

Bidding documents

Technical Bid for: Supply and delivery of certified seed wheat seed and urea for Logar province Mhmmad agha district

Invitation to Bid No: AFG-AIRO-KBL-Logar-24-01

Bidding documents

Financial Bid for: Supply and delivery of certified seed wheat seed and urea for Logar province Mhmmad agha district

Invitation to Bid No: AFG-AIRO-KBL-Logar-24-01

**The Employer's address for submission of the bids is:**

**AIRO Main Office:**

Dehbori, House No: 37 Street No. 1, District #3, Kabul city.  
Kabul, Afghanistan.

Phone No.: + 93 (0) 782218900,073100997 only for specifying of address.

**Bid opening and evaluation**

**Bid Opening:**

The opening of the bid will be held with AIRO members only. The bid opening will take place at: AIRO Main Office, Kabul Province, and the bid opening process will be held (in absence of the company's representative).

The financial envelopes must remain sealed and the bid amount must not be read out nor recorded in the minutes of the bid opening. Subsequent to the evaluation of the technical qualification documents, the Employer will open the financial envelopes (Financial Bid Documents) of bidders who qualified in the technical evaluation only.

**Process to be Confidential**

Information relating to the examination, clarification, evaluation and post-qualification of bids and AIRO / Invitation to Bid recommendations for the award of a contract shall not be disclosed to bidders or any other the person not officially concerned with such process before the announcement of bid evaluation report Any effort by a bidder to influence AIRO in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.

**Examination of Bids and Determination of Responsiveness**

Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents. A substantially responsive bid is one, which meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation.

## **Technical and Financial evaluation**

Bids will be evaluated in accordance with the following technical criteria. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows: The Technical bid documents will be evaluated by using the following two stages criteria:

### **General Eligibility Criteria (Non-Complaint or fail will be disqualified) as per the following criteria:**

1. Submission of a valid business license, registered with the Ministry of Commerce.
2. Bid properly sealed (technical and financial bids submitted in separate sealed envelopes).
3. Accepts proposal validity for 60 calendar days from the closing date of this ITB.
4. Submits of all bid documents with annexes are to be properly completed, signed, and stamped
5. Declaration Undertaken is provided, signed & stamped
6. Bid guarantee letter

### **Technical Evaluation Criteria (Non-compliant / fail bidder will not be considered for technical & financial evaluation.**

1. Valid business license with registered with Ministry of Commerce.
2. Past Performance or Experience / Similar Experience: List of ongoing and completed projects with provable evidence document.
3. Bidder's proposed time schedule and the timeframe for the provision of the required project.
4. Updated Bank Statements: Submission of bidder updated bank statement it should be in last three months.

In order to proceed to further stages of the evaluation process, the submitted technical proposal must obtain at least 60 points or above of the total technical obtainable score, 100 points.

### **Financial Bid criteria:**

The most advantageous bid determined on the basis of this procedure after correction of any arithmetic errors will win the contract. The lowest bid price alone is generally not decisive.

If a bid price appears to be unusually low in relation to the services/work to be rendered the bidder will be requested to submit a written breakdown of his price calculation. If after review of the notes submitted by the bidder reasonable doubts persist as to whether the required goods and works can be provided at the rates offered and if this is reasonably expected to pose a considerable risk to the performance of the contract, the bid in question will have to be excluded.



**Selection Criteria:** Technically compliant offer from the qualified and competent bidder at the lowest cost, meeting technical requirements, quality, and time.

**Award of Contract**

The Contracting Authority will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has offered the lowest price, provided further that the tenderer has demonstrated the capability and resources to carry out the contract effectively.

The Contracting Authority aims to purchase goods that minimize the environmental impact. Therefore, AIRO reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards. The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

**Performance Guarantee:**

N/A

**Payment terms**

100% payment will be made by the Contracting Authority within 15 days after delivery of supplies and upon receipt of the following documents:

- (a) Invoice (one original + two copies)
- (b) Proof of delivery (Signed - Waybill / Delivery Note / Goods Received Note / Packing list) (one original + two copies)
- (c) Warranty Certificate (one original)
- (d) Any other document/certificate required for import/export of supplies

An invoice in English must be submitted to the Contracting Authority.

Payment shall be made in US \$ by bank transfer to the following account:

Account Number:

Name of Bank:

Address of Bank:

Account name:

Swift Code:

**Advance Payments:**

Advance payments are not applicable for this tender and subsequent contract.

AIRO has zero-tolerance for fraud. Fraud is any act or mission that intentionally misleads, or attempts to mislead, to obtain a benefit, or to avoid an obligation.

**Attachments:**

- |                  |  |
|------------------|--|
| <b>Annex- 1:</b> | <b>Vendor Registration Form</b>                  |
| <b>Annex- 2:</b> | <b>Summary of relevant work experience</b>       |
| <b>Annex- 3:</b> | <b>Bid Form</b>                                  |
| <b>Annex- 4:</b> | <b>Declaration of undertaking</b>                |
| <b>Annex- 5:</b> | <b>General Terms and Condition/Scope of work</b> |
| <b>Annex- 6:</b> | <b>Financial Offer Form (Bill of Quantity)</b>   |

## VENDOR REGISTRATION FORM

### Company Details and General Information

The information provided in response to this questionnaire will be held confidential by AIRO for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent. Please provide the following information:

1.	Name of supplier	
2.	Address of supplier	
3.	Contact name	
4	Telephone number	
5	Mobile number	
6	Email address	
7	Website address	
8	What are your opening hours/days?	
9	Company registration number	
10	Year of company registration	
11	Please attach company registration documentation	
12	Annual turnover of your company	
13	Number of employees in your company	
14	Bank details	
15	What products and services do you supply?	
16	Are you able to provide samples of your goods?	
17	What warranties/repair services do you offer?	
18	What storage or stock capacity do you have?	
19	Please provide references of other aid agency customers you have supplied with goods or services.	
20	Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with AIRO. Following completion, signature, and submission of this questionnaire, any subsequent changes must be submitted to AIRO in writing immediately.

**SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE, AND PAST PERFORMANCE**

**Include projects that best illustrate your experience relevant to this (ITB) or similar activities, sorted by decreasing order of completion date.**

**Projects should have been undertaken in the past three years. Projects undertaken in the past three years may be taken into consideration at the discretion of the evaluation panel.**

No.	Project Title and Description of Activities	Location Province/District	Client Name/ Email/Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								

Bidder may attach their summary of relevant experience list as computerized that received goods and/or services of a nature similar to the requirements of this ITB

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**Bid FORM**

**ITB No.: AFG-AIRO-KBL-Logar-24-01**

Project Name: Supply and delivery of certified wheat seed and urea for logar province of Mohammad agha district

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

To: AIRO Main office

Dear Sir / Madam,

1. Having examined the Conditions of Contract, and Bill of Quantities, and all other documents received with the Invitation to Bid for the execution of the Works in connection with the above named Project, we, the undersigned offer to execute and complete such Works and remedy any faults and defects therein in conformity with the conditions spelled out in the aforementioned documents for the sum of as mentioned in Price Proposal.  
Or such other sums as may be ascertained in accordance with the said conditions.
2. We undertake, if our Tender is accepted, to commence the Works within the time required in the contract conditions, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Conditions.
3. We agree to abide by this Bid for the period of 60 calendar days from the submission/opening date stated in the Invitation to Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Unless and until a Contract Agreement is signed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between.
5. We understand that you are not bound to accept the lowest or any Bid you may receive.

**Dated this:** .....

**Day of**.....

**Signature:** .....

**in the capacity of:** .....

**Duly authorized to sign Bid for and on behalf of**

.....  
**(Bidder name and address in block capitals)**

## Declaration of Undertaking

### Invitation to Bid No: AFG-AIRO-KBL-Logar-24-01

**Project Name:** Supply and delivery of certified wheat seed and urea for logar province of Mohammad agha district

We underscore the importance of a free, fair, and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place) ... ..,      Date:.....

Name of company: \_\_\_\_\_

Signature: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Seal: \_\_\_\_\_ Email address \_\_\_\_\_

## General Terms and Condition

### SECTION 1: GENERAL TERMS

**Payment.** Payment will be made in full within 15 days after delivery and acceptance of goods.

**Tax deduction:**

AIRO will be deducted from supplier monthly invoice at the rate of 2% from firm's and individual vehicle suppliers will be deducted 7%. Sub Contract: The contractor shall not sublet any portion of the contract without written permission of AIRO's representative.

**Validity:**

The offer submitted by the contractor shall remain valid for acceptance for a period of 60 days from the date set for opening of tender.

Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations. and Any damage, loss, theft, and demurrages outside the premises of Islamic AIRO shall be the responsibility of supplier / agent.

### SCOPE OF WORK AND ACCEPTANCE

- Scope of work and acceptance of Terms and conditions: The contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by AIRO, which are based on the lack of such dear information or its effect of the cost of the works to the contractor.
- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations. and Any damage, loss, theft, and demurrages outside the premises of Islamic AIRO shall be the responsibility of supplier / agent.
- Before filling out the tender, it is mandatory that the supplier study the specifications well, survey the market for availability of all items.
- 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.



## Afghanistan Independent Rehabilitation Organization (AIRO)

### Price Sheet

**Project name:** supply and delivery of certified wheat seed and urea

**Location:** Logar province of Mohammad Agha district

**ITB No:** AFG-AIRO-KBL-Logar-24-01

**Date:**

Certified wheat seeds and urea for Logar Province (Mohammad agha District)							
S#	Item Name	Specification	Unit	Varity	Quantity	Unit price	Total price
	Certified wheat seeds	Certified wheat seeds variety (Chont01,Lalmi2,lalmi3.... equivalent) free from diseases, soil, weeds, and sand, Adaptable in Lgar and fresh of this year certified and tagged by DAIL The supplier must have the certificate of receiving foundation seeds from MAIL/DAIL last year for multiplication/reproduction .Price shall be including transportation cost to the distribution site	Bag-50 kg	Chont 01,Lalmi2 ,lalmi3or equivalent	10000		
	Urea N 46%	Fertilizer Urea in 50 kg bags 46% Nitrogen 46%k fresh or equivalent quality for the year 2023. Price shall be including transportation cost to the distribution site.	Bag-50 kg	good quality	10000		
<b>Grand Total</b>							
<b>Total Price in word:</b>							
Note: All the above listed items included the price of Supply/Delivery, income tax will be handled in accordance with the Current tax laws of the Islamic Republic of Afghanistan.							
<b>Company Name:</b>							
<b>Signature ( Name/Position):</b>							
<b>Stamp/Seal:</b>							
<b>Mobile No:</b>							
<b>Address of Company:</b>							