**OHW: INVITATION TO BID (ITB-OHW-Kunar-ITB-24-01)**

Announce No. OHW-ITB-OHW-Kunar-ITB-24-01

Issue Date: 08-Feb-2024

Deadline for Receipt: 19-Feb-2024

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**Request for Invitation to Bid**

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| **1. ITB No.** | ITB-OHW-Kunar-ITB-24-01 |
| **2. Issue Date** | 08-Feb-2024 |
| **3. Goods** | IEC Materials for PSS  |
| **4. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Nangarhar office & OHW Kabul Project office before the closing date. The address are as follows: **OHW-Nangarhar Office:** House # 4, Garnizon Square, In-front of Al-Shafa hospital, Jalalabad / Afghanistan.**OHW-Kabul main Office:** House # 31 First Part of Khushal Khan street#06, Kabul Afghanistan **Contact Email:** For any kind of information.**Email Address:** **logistics.kbl@ohw.org.af****Phone:** 0728530105 |
| **5.** **ESSENTIAL CRITERIA** | Bidders are required to complete all sections of the below table.

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| --- | --- | --- |
| S/N | Question | Bidder Response |
| 1 | Supplier accepts OHW Terms and Conditions of Purchase order or Contract. | Yes / No | Comments / Attachments |
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|  |  |
| 2 | The Supplier and its staff (and any sub-contractors used) agree to comply with OHW and the IAPG’s policies and code of conducts listed below.1) Child Safeguarding Policy2) Anti-Bribery & Corruption Policy3) Human Trafficking & Modern Slavery Policy4) Protection from Sexual Exploitation and Abuse Policy5) Anti-Harassment, Intimidation & Bullying Policy6) IAPG Code of Conduct7) Conditions of Tendering. | Yes / No | Comments |
|  |  |
| 3 | Supplier has a legitimate business address OR is registered for trading/operating in Afghanistan / tax purposes with the relevant authorities of Afghanistan Government. Supplier must have an officially registered office Premises in Afghanistan/Kabul and/or an authorized dealer for printing books by Ministry of Education- Afghanistan | Yes / No | Comments |
|  |  |
| 4 | Supplier Is not on any prohibited parties or Government Blacklist. | Yes / No | Comments |
|  |  |
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| 5 | Supplier is not linked directly or indirectly to terrorism related activity. Supplier does not sell goods or services that have a dual purpose that could be used in terror related activity  | Yes/No | Comments |
|  |  |
| 6 | Supplier can deliver to the required locations as specified in the Sourcing Document Schedule Expected delivery is DDP and Every Custom related clearances and issues are up to the supplying company | Yes/No | Comments |
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| **6.** CAPABILITY & SUSTAINABILITY QUESTIONS | Instructions – Bidders are required to complete all sections of the below table.

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| S/N | Score | Question | **Remark** |
| 1 | 7.5 | **Experience:** Supplier to provide detail on their experience of providing printing services (IEC materials) for use in similar operations and environments of that in which OHW will be operating.Responses should reference work with other INGO's and large multinationals if applicable. Where possible, responses should provide indicative detail of the service supplied, the duration, value of relevant customers and completion certificates.7.5 marks for the service provider providing the detail on experience and Zero if not providing |  |
| 2 | 10 | **Volume and Lead Times** :Suppliers can meet the requirements set out in the ITB: See Attachment C Response DocumentThese leads time will be part of the Contracts and if not met during the order delivery may be subject to penalty per day 1000-AFN* 1-5 days lead time (10 marks)
* 1-7days lead time (6 marks)
* 1-10 days lead time (3 marks)

Minimum lead time will get full marks. |  |
| 3 | 5 | **Client Reference:** Provide two or three client references with contact details not older than last two years you have worked for printing the IEC materials.Reference check will be done only for most potential suppliers to get the positive feedback and dealing with other clients. 5 marks for 3 references, 3 marks for two references, and 1.5 Marks for one reference |  |
| 4 | 2.5 | **Financial health:** Tax clearance certificates for 5 years, bank statement turn over for five years and balance. 2.5 marks for a company that provides the financial document, and zero for not providing |  |
| 5 | 2.5 | **Emergency lead time :** Willing to accept urgent requests from OHW with minimum lead times (provide written confirmation for accepting or prioritizing OHW requests)2.5 marks If a confirmation letter is provided, and zero if not provided |  |
| 6 | 5 | **Delivery**The vendor is able to provide written confirmation that it can arrange direct delivery to OHW Office in Kunar**5 marks for direct delivery for kunar province.** |  |
| 7 | 2.5 | **Pricing Methodology**The vendor should provide a price per individual item (per item).2.5 marks for provision of prices for each individual item |  |

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| **8-COMMERCIAL QUESTIONS** | **COMMERIAL CRITERIA (65 )**Criteria are used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria. |
| **9. Anticipated Award Type** | Firm Fixed Price purchase order /Agreement  |
| **10. Basis for Award** | An award will be made to the responsible bidder whose bid is responsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for the award, bidders must meet the requirements identified in Section, “Determination of Responsibility”.The purchase order will be awarded on the basis of the best value for money, according to the principles and objectives of humanitarian aid. This means that not only the number of Text books will be taken but also the quality  |
| **10. General Instructions to****Bidders** | * Final Bids due by 04:00 PM local time Kabul, 19-Feb-2024
* Price for all items should be valid for a minimum of 45 days, please clearly indicate price validity in your offer in case validity in not specific, prices shall be considered valid for 45 days.
* The quoted price must be caver all the expenses including packing, transportation, uploading /offloading, distribution Afghan government taxation, custom services (if applicable) and any other payment until good arrive to OHW Kunar office.
* Bid currency is Afghani, all price should be provided in AFN.
* The items that have expiry dates, should have at least 12 months expiry as of delivery date.
* Incomplete offers and offers that arrive later than the deadline will automatically be excluded.
* All offers must meet the terms and condition specified in the tender document. The quality and quantity must be in line with specifications stated in this tender.
* In case an alternative item is offered by the supplier, the supplier must clearly indicate the specification.
* Shortlisted supplier must provide samples of all below-listed items for verification be signing the contract.
* All items must be unused, in a good quality and in verities mentioned in the below table and must not be damaged or expired at the time of delivery, otherwise, the inputs will be rejected.
* The supplier is obliged for the safety and security of its staff and goods during transportation. The buyer will not bear any responsibility for any kind of loss or damage.
* The buyer will have the right to purchase up to 25% more or less than the below-mentioned quantity from selected supplier.
* All bids must abide by the Government of Afghanistan Tax regulations. Offered price are inclusive of all relevant taxes and duties and other clearance costs.
* Organization of Human Welfare (OHW) reserves the right to cancel or terminate the purchase order if the company is not able to provide kits.
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| **11. Technical Specifications and requirements for Technical Acceptability And terms of condition** | **Bidders**The Bidders shall provide the IEC materials to the Organization of Human Welfare (OHW) Kunar Offices in good quality with a guarantee and shall be responsible for ensuring the IEC materials are ready as required.1. Availability of IEC materials at the desired locations (OHW Kunar office).
2. Details and profile of the company.
3. Income Taxes and any governmental penalties will be withheld by “OHW” as per Afghanistan tax law and paid to the Afghanistan Tax department.
4. The rates quoted shall be for the complete Goods inclusive of all taxes. Valid update license from the ministry of commerce 2% and expire license 7%
5. Bidders will be required for sample checks in Kabul and Nangarhar offices above the address.

**Documents should provide with bids:** The successful bidder will need to provide the following documents.1. Company valid license.
2. Bank account detail.
3. Identifications documents proving ownership and copy of national ID of the owner.
4. Registration of the legal license that Proves he is able to do business
5. Valid License copy of the business.
6. Any other document may be required by the contracting authority.

 **Payment and invoicing:**1. The Contract sum of this procurement will be paid in one instalment upon completion of delivery based on actual quantity of delivery. The payment will be made through cheque to supplier within three or four week from delivery of the goods. No advance payment will be made to supplier before receiving full quantity of goods as per approved contract.
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| **12. Penalties**  | Delivery schedule is fixed under section <Delivery schedule and Details > In even of a delay in delivery caused by other than force majeure, default of the of the buyer is entitled to change the supplier a delay penalty of one percent of the total contract price for every day (including value –added tax where applicable). Maximum penalty period shall be 10 days, in case such delay reaches more than six working days, the buyer, in addition to imposing delay penalty for six days, has the right immediately terminate the contract. Other claims for damages/losses shall not be prejudiced hereby. In case the items quality in not line with specification initially agreed by contract parties, the supplier must inform the buyer in written as soon as possible. Goods not matching with agreed quality can be rejected, but if buyer accept the goods a deduction from the contract sum and a penalty for mismatching will be negotiable. |

**Attachment A: Cover Letter**

**Date:**

To: Organization of Human Welfare

From:

Subject: Cover Letter for the kits bidders

We, the undersigned, provide the attached quote in accordance to the OHW-Kabul and Nangarhar offices specification.

I certify a validity period of ten (45) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required Goods, and that unit prices are inclusive of final Goods delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the per month amount of services in AFN** ) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Price Schedule**

Offers should provide a quote for delivery of required items in the price schedule that the Offer is able to Deliver/Supply.

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| **IEC materials for PSS**  |
| **Sr. No** | **Item** | **Item Specifications** | **Unit** | **Quantity** | **Unit Price – AFN** | **Total Price - AFN** |
| 1 | Color Notebook  | 40 pages Notebook with PSS messages, logo and color cover | PC | 8,515 |  |  |
| 2 | Hotline Cards | Hotline Cards two sides | PC | 8,515 |  |  |
| 3 | Leaflets | Leaflets A4 (sticker) | Sheet | 8,515 |  |  |
| 4 | Bag | Bag with PSS messages and logo | PC | 2,000 |  |  |
| 5 | Brochures | Brochures A4 two sides | Sheet | 8,515 |  |  |
| 6 | Pen | Pen with PSS messages and logo | PC | 8,515 |  |  |
| 7 | Banner | Center's name banner (1x1.5)M | Sheet | 93 |  |  |
| 8 | Banner | CFM banner (1x1.5)M | Sheet | 93 |  |  |
| 9 | Banner | Facilitator ToR banner (1x1.5)M | Sheet | 93 |  |  |
| 10 | Banner | Selection Criteria banner (1x1.5)M | Sheet | 93 |  |  |
| 11 | Banner | Child rights banner (1x1.5)M | Sheet | 93 |  |  |
| 12 | Banner | Project profile banner (1x1.5)M | Sheet | 93 |  |  |
| **Total Gross Amount in AFN** |  |
| **Tax (2% / 7%)** |  |
| **Total Amount without Tax in AFN** |  |

Name: Company Name:

Position: Stamp

Signature:

Date: