



ISLAMIC RELIEF

Tender Pack

TENDER NO: IRW/FW/2024/002

**PROPOSAL FOR: Procurement of General Office Supplies for Islamic Relief
Kabul Office**

ADVERTISEMENT DATE: February 18, 2024

DEADLINE FOR SUBMISSION: February 29, 2024, latest by 11:00AM



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Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”

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1. CONFIDENTIAL QUESTIONNAIRE

Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	



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Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products</p>	
<p>List of Major Clients</p>	
<p>Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none">i. Name of company/INGOsii. Contract Valueiii. References <p>(Pos/ agreements copy must be attach)</p>	



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Banker’s Detail:

Question	Response
Bank Name, Account Title, branch, and total turnover in USD of last year (attach the bank statement of last 6 months)	

Trade Reference:

	1	2	3	4
Name of Organization				
Contact name and phone number				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN				



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2. Pricing (RFQ)

M/s _____

Date: _____

Ref. # _____

Islamic Relief Worldwide (IRW) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for long-term development of the world's poorest people.

Islamic Relief Worldwide (Afghanistan) takes this opportunity to request you to quote the prices for the Office Supplies, Food Items, Fruits, Fresh Meat, Fresh Vegetables, Dairy products, Dry fruits, Beverages, and Refreshments for Islamic Relief Kabul Office.

1. Office Supplies for Kabul office

S.#	Item	Specification	Unit	Estimate Quantity	Unit Price	Total
1	Surf excel	Surf Excel Powder for Washing Clothes	Kg	100		
2	Ariel Powder	Ariel Powder for Washing Clothes	Kg	100		
3	Tissue paper	Tissue Paper 200x2ply Alokozay Brand 30 PCs in a Box کارتن ۳۰ دانه پی الکوزی	Carton of 30 PCs	100		
4	Strain for Dishes صافی	Strain for dishes good Quality Cotton کاتن	Meter	50		
5	Plastic gloves	Plastic gloves for dish washing	Pair	50		
6	Bleaching Liquid	Bleaching Liquid Sehat 4 Litter Cleaning Solution	Bottle	30		
7	Hand wash liquid Dettol/lifebuoy	Hand wash Liquid Dettol/Lifeboy 500ml	Bottle	250		
8	Brush big	Brush big (for cleaning yard) metal handle	Pc	20		
9	Black plastic for garbage Different Sizes	Plastic for Garbage (Small, Medium, Large)	Kg	100		
10	Dustbin black	Dustbin Black Medium size metal 30Cm Height	PCs	130		
11	Strain for dishes	Strain for dishes Stainless steel wires clean wash for kitchen 12 PCs	Pack of 12	50		
12	Pass pass big size پاس پاس	Pass Pass big Size with 1 Meter Metallic Handle high quality	Pc	15		
13	Sponge for washing	Acord Grooved Sponge no scratch good for cleaning glass and dishes 3 pcs in a pack	Pack of 3	70		



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14	Small brush for toilet	Small brush for toilet plastic Handle	Pc	30		
15	Lighter (for Kitchen)	Lighter (for Kitchen) utility gas litter refillable	Pc	25		
16	Cape plastic for salad	Cape plastic for salad roll 30 CM Hot pack	Pc	10		
17	Big roll tissue	Alokozay Big Roll Tissue Paper Maxi Roll Extra Absorbent 2-ply 657	Pc	150		
18	Toilet paper	Bathroom tissues softness at its best 200 sheet x 2 Ply 12 Rolls	Pack of 12 Pc	120		
19	Dishes cleaner liquid	Hand Skin Protection with Vitamin E Spotless Clean NET 800g	Pc	80		
20	Glass cleaner liquid	Glass cleaner liquid Gul Rang weight 500 ML	Pc	50		
21	Max powder	Max powder for surface 450 Gram Max Power Cleaner	Pc	100		
22	Dettol Liquid	Effective Protection against germs and bacteria Antibacterial Antiseptic Disinfectant 500 ml	Pc	100		
23	Harpic	Power plus 10X Kills 99.9% Germs 500ml	Pc	100		
24	Alcohol spray	Alcohol spray Anti Germs Disinfectant kills 99.9 Germs 950 ml	Pc	100		
25	Gloves disposable	Gloves disposable Powder free Non-Sterile Single use only, Black Color 100 Pcs	Pack of 100 Pc	10		
26	Cotton Mop	Wet Cotton Mop for cleaning floors with 1 Meter metallic handle پاس پاس تارى	Pc	10		
27	LED Light	Led Light Round 24Watt SHIRM or equivalent 60*60	Pc	20		
28	LED Light	Led Light Round 36 Watt AME or equivalent 60*60	Pc	10		
29	3w bulb	3w bulb pack of 100 pc Jam or equivalent	Pc	100		
30	15w bulb	15w bulb pack of 20 pc Usman 01 or equivalent	Pc	50		
31	12w bulb	12w bulb pack of 30 pc Usman 01 or Equivalent	Pc	50		
32	Air Fresher spray	Air Fresher spray good Quality 300 ml	Pc	100		
33	Surface cleaner spray	All Purpose Cleaner Non-Toxic Biodegradable No Phosphates No dyes 500ml	Pc	100		
34	Mask	Disposable Face Mask Non-Medical Mask, Dust Prevention Fog, and haze prevention 50 Pcs	Pack of 50 Pc	30		



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35	Furniture Polish	Furniture Polish Clean, Shine and protects 300ml	Pc	150		
36	Hand Sanitizer	Aqua Antibacterial Hand Sanitizer Gel Kills 99.9 Germs Protection of Skin 500 ml	Pc	70		
37	Automatic Spray Machine	Automatic Spray machine with Battery for room and bathroom	Pc	35		
38	Magnetic Glass Cleaner	Magnetic Window single Glazed Glass dual sided Cleaner Sponge wiper	Pc	10		
39	Entry Mat	Entry mat Entrance Door Mat Floor Wiper Non-Slip size 1 m2	Pc	35		
40	Magic Spin	Magic Spin Mop Washable and reusable set of 3, Drying, water storage, mopping	Set	5		
41	Aluminum Foil	Aluminum Foil tough and Durable size 30 Cm	Pc	5		
42	Power Extension	Power Extension with 3 Port USB, 3 Port Socket good anti burn	Pc	50		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						

2. Food Items for Kabul office

S.#	Item	Specification	Unit	Estimate Quantity	Unit Price	Total
1	Marconi	Marconi (Zar) 500 Grams	Pc	100		
2	Spaghetti	Spaghetti (Zar) 400 Grams	Pc	100		
3	Dal	Peshawri Dal	Kg	50		
4	Dal Nakhod	Watani High Quality	Kg	50		
5	Pea (Nakhod)	Irani or Watani High Quality	Kg	100		
6	Mung Bean ماش	Mung Bean	Kg	50		
7	Black pepper	Not Mixed not grilled مرچ سیاه دانه های زنده بدون کوبیده شده	Kg	10		
8	Bean	Palangi پلنگی	Kg	100		
9	Chili Ketchup	Chili Ketchup, National or Mitchell 300 Gram	Pc	200		
10	Ketchup non-chili	Ketchup, National or Mitchell 300 Gram	Pc	200		
12	Black tea	100 tea bags Alokozay Green tea	Pack of 100 tea bags	100		
13	Green tea	100 tea bags Alokozay Black Tea	Pack of 100 tea bags	100		



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14	Green tea	High Quality mash dana	Kg	100		
15	Corn flour	Corn flour National 60 Gram Vanilla Flavor	Pc	120		
16	Tomato paste	Hadia Tomato Paste 410 Gram made out of fresh tomatoes	Pc	200		
17	coffee mate	coffee mate Nestle 400 Grams	Pc	150		
18	Coffee (Gold)	Coffee Gold Coffee Nestle 200 Grams	bottle	300		
19	Sugar	Good Quality Sugar made of Sugar cane small size grain بوره ميده	Kg	300		
20	Rice	Rice (Saila Awal) Haji Aziz or equivalent 24.5kg bag Basmati rice	Bag of 24.5 Kg	70		
21	Salt	Salt should be brilliant white, hygienic, 99% pure, free flowing refined product and serves the human body's Requirement for iodine.	Kg	30		
22	Chocolate	Good Quality chocolate, Russian	Kg	250		
23	Edible Oil, Bashir Nawid/ Alokozay	Sunflower Oil Ashraf/Bashir Nawid, oil color light yellow 100 percent cholesterol free	Pc	100		
24	Biryani Masala	Biryani Masala National 50 gr	Pc	100		
25	Biryani Masala	National Biryani Masala 45 gram	Pc	100		
26	Karahi Masala	Karahi Masala National 50 Grams	Pc	100		
27	Milk Powder Tulip	Milk Powder Tulip Full Cream Milk 850 Grams	Pc	100		
28	Chicken Masala	Chicken Masala National 50 Grams	Pc	100		
29	(Garilablanka) گاريلابلنكا	(Garilablanka) pack of 48 pcs	Pack of 48 Pc	20		
30	Coriander مثاله گشنيز	Coriander Masala 50 Grams	Pc	100		
31	Turmeric powder زرجوبه	Turmeric Powder National 50 Grams	Pc	100		
32	Garm masala	Garm masala National 50 Grams	Pc	100		
33	sabzi masala	Sabzi Masala 50 Grams	Pc	100		
34	Karahi gosht Masala	Karahi Masala National 50 Grams	Pc	100		
35	Chili Powder	Chili Powder National 50 Grams	Pc	100		
36	Chicken tandoori Masala	Chicken tandoori Masala National 50 Grams	Pc	100		



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37	Milk Powder	Nido Milk Powder 900 gram	Pc	200		
38	Raisin for rice	Raisin for rice Watani for Qabili	Kg	25		
39	Cardamom	Natural Green Indian Cardamom good quality pocket of 500 gram	Pc	10		
40	Meatball Masala كوفته	Meatball Masala, National 50 Grams	Pc	100		
41	Daal Masala	Daal Masala National 50 Grams	Pc	100		
42	Nakhod Masala	Nakhod Masala national 50 Grams	Pc	100		
43	steamer plum الوبخارا	Steamer plum Good Quality الوبخارا 1 kg	Kg	20		
44	vinegar	Good quality vinegar 500 ml Nagen or Equivalent	Pc	25		
45	Zeera	Badakhshan zeera	Kg	5		
46	lemon water Big	Good Quality lemon water big 500 ml	Pc	100		
47	chicken Teka masala	chicken teka masala National 50 Grams	Pc	100		
48	Geen Beans	Green Beans Arabic good quality 400 Gram	Can	100		
49	Red Beans	Green Beans Irani Good quality 400 Gram	Can	100		
50	Red Bean	Green Beans Arabic, Good Quality 500 Grams	Can	50		
51	Cream قيماق	Cream Milk pcs 200 ml	Pc	70		
52	Fish Masala	Fish Masala National 50 gram	Pc	100		
53	Knjed Oil	Best Quality Knjed Oil 1 litter	Pc	20		
54	Vinegar	Pure vinegar 1 Litter	Pc	50		
55	Baking Soda	Baking Soda Good Quality	Kg	20		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						

3. Fruit Items for Kabul office

S.#	Item	Specification	Unit	Quantity	Unit Price	Total
1	Banana كيله	Good Quality Banana	Dozen	100		
2	Apple	Good Quality Apple	Kg	100		
3	Watermelon تربوز	Good Quality Watermelon	(7KG) Ser سير	150		
4	Musk Melon خربوزه	Good Quality of Musk Melon Kunduzi	Ser سير	150		
5	Apricot	Good Quality of Apricot	Kg	100		
6	Peach	Good Quality of Peach	Kg	100		



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7	Strawberry	Good Quality of Strawberry	Kg	100		
8	Grape انگور کشمشى	Good Quality of Grape	Ser سپر	50		
9	Grape حسینی	Good Quality of Grape	Ser سپر	50		
10	Mango	Good Quality of Mango	Kg	100		
11	Cherry گیلاس	Good Quality of Cherry	Kg	70		
12	Kiwi	Good Quality of Kiwi	Kg	70		
13	Orange مالته	Good Quality of Orange مالته	Ser سپر	70		
14	Orange کینو	Good Quality of Orange کینو	Ser سپر	50		
15	Pear ناک	Good Quality of Pear	Ser سپر	50		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						

4. Fresh Meat Items for Kabul office

S.#	Item	Specification	Unit	Estimated Quantity	Unit Price	Total
1	Chicken Meat	Freshly Slaughtered chicken meat full chicken	Kg	200		
2	Beef Meat سرخی	Freshly Slaughtered Beef meat سرخی گوشت گاو	Kg	200		
3	Calf Meat گوشت گوساله سرخی	Freshly Slaughtered Calf meat سرخی گوشت گوساله	Kg	200		
4	Ground Meat گوشت گوساله کوفته	Freshly Slaughtered Calf meat سرخی گوشت گوساله کوفته پی	Kg	200		
5	Chicken Breast	Chicken Breast سینه مرغ	Kg	200		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						

5. Dairy Products for Kabul office

S.#	Item	Specification	Unit	Estimated Quantity	Unit Price	Total
1	Fresh Yogurt ماست	Fresh yogurt Less Fat 210-gram Milko or equivalent ماست تازه از شیر	Pc	100		
2	Fresh Milk	Fresh Milk of Cow pasteurized	Liter	50		
3	Hang Curd چکه	Fresh Hang Curd	Kg	50		
4	Full Cream Milk	Full Cream Milk Pak Pasteurized 250ml	Pc	100		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						



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6. Dry Fruit items for Kabul office

S.#	Item	Specification	Unit	Estimated Quantity	Unit Price	Total
1	Pista پسته	High quality of Pista پسته اعلی	Kg	20		
2	Almond	High Quality of Almind بادام اعلی	Kg	20		
3	Nakhod نخود	High Quality of Nakhod نخود اعلی	Kg	20		
4	Walnut	High Quality of Walnut without cover چهارمغز اعلی	Kg	20		
5	Dates خرما	High Quality of Dates Irani/Arabic	Pack	50		
6	Raisin Green کشمش سبز	High Quality of Raisin کشمش اعلی سبز	Kg	20		
7	Kajo کاجو	High Quality of Kajo کاجو اعلی	Kg	20		
8	Black Raisin کشمش سیاه	High Quality of Raisin کشمش سیاه اعلی	Kg	20		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						

7. Bakery items for Kabul Office

S.#	Item	Specification	Unit	Estimated Quantity	Unit Price	Total
1	Cake	Hight Quality of fruit cake	Kg	50		
2	Biscuit	High Quality of Biscuit	Kg	150		
3	Bread	Fresh Bread 160 Grams net weight	Pcs	200		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						

8. Beverage items for Kabul Office

S.#	Item	Specification	Unit	Estimated Quantity	Unit Price	Total
1	Mineral Water	Crystal Mineral Water 500ml	Pack of 12	50		
2	Coca Cola	Coca Cola 250 ml	Pack of 24	50		
3	Rani	Rani Orange Juice 250 ml	Pack of 24	50		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						



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9. Fresh Vegetable Items for Kabul office

S.#	Item	Specification	Unit	Estimate Quantity	Unit Price	Total
1	Potato	High Quality of Potatoes Red Color for Fries کچالو اعلیٰ برای چپس	(7KG) Ser سیر	50		
2	Cucumber	Cucumber Good Quality	Kg	50		
3	Onion	Good Quality of Onion Yellow color	(7KG) Ser سیر	50		
4	Tomatoes	Good Quality of Tomatoes	(7KG) Ser سیر	50		
5	Green Chillis مرچ سبز	Good Quality of Green Chilis	Kg	50		
6	Pea متر	Fresh Green Pea	Kg	50		
7	Capsicum مرچ دلمه	Fresh Green Capsicum مرچ دلمه	Kg	50		
8	Courgetti کدوگگ	Fresh Courgetti green color	Kg	50		
9	Cabbage کرم	White Color Cabbage white color	Kg	50		
10	Carrots خلال زردک	Fresh Carrots خلال زردک	Kg	20		
11	Carrots زردک	Fresh Carrots خلال زردک	Kg	20		
12	Ginger	Ginger Good Quality	Kg	10		
13	Lemon	Fresh lime Yellow Color Watery	Kg	100		
Total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						
Sub total Amount Inclusive of packing, supply, loading unloading, Transportation and Taxes.						

IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling the tender, it is mandatory for the supplier to study the specifications well, survey the market for availability of all items as we will require fresh items daily.
2. 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 successful supplier.

Distribution Schedule: Annex A

Delivery Time	3 days after PO/Contract
Delivery Time for Fresh items	As per daily/weekly and monthly Schedule
Inspection	1 days before delivery and for fresh items on the same day.

Installation Schedule: Annex B



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3. General Terms & Conditions

- 1- Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
- 2- All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.
- 3- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
- 4- Any damage, loss, theft, and demurrages outside the premises of Islamic Relief Worldwide (Afghanistan) shall be the responsibility of supplier / agent.
- 5- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- 6- Payment shall be made in the form of **Bank Transfer** within 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief Worldwide (Afghanistan).
- 7- Islamic Relief Worldwide shall have the right to award the contract as whole or in lots to one supplier or more.
- 8- Islamic Relief Worldwide reserves the right to reject any or all bids without assigning any reason thereof.
- 9- The expected delivery time must be mentioned in your proposal incomplete Bids/documents shall not be entertained.
- 10- All items must meet safety and quality standards.
- 11- Products should be fresh, free from spoilage and contamination.
- 12- The expiry date of each item should be more than one year.
- 13- All tender pages to be signed and stamped by supplier.

3.2. Bid Submission Requirements

- 1- The following documents should be accompanying the tender
 - Interested Bidder will be required to provide Bid Security 5% in the form of Bank Guarantee (in the name of “Islamic Relief Worldwide”) of the total bid value, Bank Guarantee will be returned to unsuccessful bidders after decision of tender. Tender without Bank guarantee will not be considered.
 - Attach relevant purchase Orders, Agreements
 - Attach updated bank statements of last 6 months.
 - Attach updated company Profile.
 - Attach update registration certificates.
 - The shortlisting will be made based on company relevant experience, competitive financials, bid security, and updated business license, also willing to provide the services to IRW.



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3- Sealed Quotations addressed to “Procurement Committee” should be drop in quotation box address at House 17, Street 5, Old Taimani, District 10 Kabul, Afghanistan by 11:00 am Thursday 29 February 2024.

3.3. Validity of Price

Prices shall remain valid for at least 90 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For Islamic Relief _____ Sig & Seal of bidder _____

4. Supplier Screening Form

Company Information: -

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names *(Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)*

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom.

How did you hear about IR’s service request _____

Please note it is compulsory for the following to be provided to us:

1. **Company Registration**
2. **Photocopy of NID/Passport of Directors**

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of – Afghanistan or under the International Laws Community or what may be termed a ‘terrorist activity.’

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name



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Position _____

Sign & Official stamp _____

Date _____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use

Received by (local office): Name _____ Position _____ Date _____

Information sent to (HQ): Name _____ Date _____

5. Complaints..... please write us.

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, and our beneficiary communities.

6. Queries..... please write us.

If you have any query on tender document than please write to procurement.afg@islamic-relief.org.af

7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children.
- 2.3 Goods/services produced and manufactured have the least impact on the environment.
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen.
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid.



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- 2.4.4 There is no exploitation of children.
- 2.4.5 Working conditions are safe and hygienic.
- 2.4.6 Working hours are not excessive.
- 2.4.7 No discrimination is practiced.
- 2.4.8 Regular employment is provided.
- 2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

Service providers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.