



## **TENDER DOSSIER**

### **Tender for Purchase and Supply of Agriculture Tool Kits for Home Gardening and Nursery, in Ghazni Province**

#### **Publication reference:**

**RFP #ACHRO- TOOL KITS -2024-001- Ghazni- UNDP**

Issued by: Afghan Community and Health Rehabilitation Organization (ACHRO)  
Publication Date: 2<sup>nd</sup> April, 2024

## TABLE OF CONTENT

<b>INSTRUCTIONS TO TENDERERS .....</b>	<b>3</b>
1 PURPOSE OF THE TENDER DOSSIER.....	3
2 INVITATION TO TENDER TIMETABLE.....	3
3 INSTRUCTIONS TO TENDERERS .....	3
3.2.1 Currency.....	4
3.2.2 Tender validity .....	4
3.2.3 Tender Presentation.....	5
3.2.4 Compliance .....	5
3.2.5 Technical Offer .....	5
3.2.6 Price proposal.....	5
4 CONDITIONS OF TENDERING .....	5
4.1 Questions / Request for clarification.....	5
4.2 A clarification meeting/site visit .....	5
4.3 Alteration or withdrawal of tenders .....	6
4.4 Costs of preparing tenders.....	6
4.5 Late Proposal.....	6
4.6 Eligibility .....	6
4.7 Compliance .....	6
4.8 Right to reject all tenders .....	6
4.9 Power to accept part of a tender .....	6
4.10 Confidentiality.....	6
4.11 Tender Process .....	6
4.12 Notification award and contract signature .....	7
4.13 Ownership of tenders .....	7
4.14 Cancellation of the tender procedure .....	7
<b>APPENDICES .....</b>	<b>9</b>
<b>APPENDIX A: TECHNICAL SPECIFICATIONS .....</b>	<b>10</b>
<b>APPENDIX B: TENDERER´S DECLARATION.....</b>	<b>11</b>
<b>APPENDIX C: PRICE PROPOSAL .....</b>	<b>12</b>

---

## INSTRUCTIONS TO TENDERERS

---

### 1 PURPOSE OF THE TENDER DOSSIER

The purpose of this Tender is to obtain competitive offers for **Agriculture Tool Kits for Home Gardening and Nursery, in Ghazni Province** for Project Capacity Support Project funded by UNDP in Ghazni Province .

A detailed description of the assignment and services required by ACHRO is contained in the technical specifications (see APPENDIX A – Technical specifications).

### 2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Deadline for submission of tenders (Receiving date)	17 <sup>th</sup> April 2024	1 Pm Kabul Time
Notification of award to the successful tenderer	20 <sup>th</sup> April 2024	
Deadline for the submission of Training Kits as requested to project sites	27 <sup>th</sup> April 2024	

### 3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this tender dossier.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

The participation procedure will be carried out in two successive stages; both are to be submitted together

1. Technical Proposal (If required)
2. Financial Proposal (Necessary)

Responses should be sent in a single envelope which will contain the following:

- APPENDIX A- Technical specification
- APPENDIX B - Tenderer's Declaration
- APPENDIX C- Price proposal

The envelope to be marked as follows:

**“Tender proposal “Supplier name” to ACHRO Tender:  
RFP #ACHRO- TOOL KITS -2024-001- Ghazni- UNDP**

**Do not open before 17<sup>th</sup> April 2024**

**Tenderers do NOT have the option of submitting their tender electronically.**

Language: All documents shall be submitted in the English language.

The supplier application and tender proposal shall be submitted together before the deadline for reception of applications on the **17<sup>th</sup> April 2024**, 1 PM – Kabul Time to:

**Department: Procurement Unit (ACHRO)**

**RFP #ACHRO- TOOL KITS -2024-001- Ghazni- UNDP**

**Organization Name: Afghan Community and Health Rehabilitation Organization (ACHRO)**

**Official address: House No. 1, Aman Eye Hospital Street, Khushal Khan Maina, District # 5, Kabul, Afghanistan.**

**Contact telephone: 0785296700 (Only for office Address) Irrelevant call will not be entertain.**

It is the responsibility of the Tenderer to ensure that their offer is complete and meets ACHRO requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

**Selection criteria for administrative compliance:**

This part concerns the information given in the supplier questionnaire; each tenderer **SHOULD INCLUDE ALL THE DOCUMENTS BELOW:**

- **This Tender Dossier (including all annexes duly filled) signed or stamped on each page by the approved authority in the company**
- **Proof of business license from the ministry of commerce in Afghanistan.**

**ALL ABOVEMENTIONED DOCUMENTS (INCLUDING APPENDICES) NEED TO BE DULY FILLED AND SIGNED (BY AUTHORIZED PERSON) AND STAMPED. FAIL IN SUBMISSION OF AFOREMENTIONED DOCUMENTS MAY LEAD TO DISQUALIFICATION.**

**3.2.1 Currency**

All prices shall be expressed in AFN currency including withholding Tax.

**3.2.2 Tender validity**

Tenders shall remain valid for a period of 3 calendar months after the deadline for receipt of tenders.

### **3.2.3 Tender Presentation**

Tenderers must submit a tender for all of the goods and services (this includes materials plus transportation to mentioned provinces and districts with safe delivery) **Delivery points are specified in Appendix A.**

Prices and lead times, presented in the tender, should be firm and valid for the whole duration of the agreement from the date of its signature by both Parties.

The price proposal should be submitted according to the **template in APPENDIX C – Price Proposal.**

### **3.2.4 Compliance**

Your basic offer shall be strictly in accordance with the technical specifications specified in the APPENDIX A -Technical specifications.

Award of the contract is based on the criteria listed at paragraph **4.12 Tender Process**

### **3.2.5 Technical Offer**

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principles and values of ACHRO.

The tender should include:

- A technical bid consisting of a detailed description of all listed items in RFQ.
- Stock holdings (if listed materials are owned currently by the supplier and kept in the stock or they will purchase from other suppliers)

### **3.2.6 Price proposal**

- A clear breakdown of costs related to items and services as requested in RFQ, and
- A detailed **price list** for all the services linked to the technical requirement (e.g. equipment service)

This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this pricelist, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.

- Additional services that the service provider would be willing to provide ACHRO at no cost.

## **4 CONDITIONS OF TENDERING**

### **4.1 Questions / Request for clarification**

Any requests for clarification may be submitted by email to [procurement@achro.org](mailto:procurement@achro.org) until the **7<sup>th</sup> April 2024** (1 PM -Kabul Time)

### **4.2 A clarification meeting/site visit (If Required) only for relevant project**

A clarification meeting can be held based on the request of suppliers (at least 2 days before the deadline for submission of tenders) to answer any questions on the tender dossier which have been forwarded in writing or raised during the meeting. Minutes will be taken during the meeting and these will be communicated, together with any clarifications in response to written requests which are not addressed during the meeting, in writing to all the tenderers. No further clarification will be provided after this. All the costs of attending this meeting will be borne by the tenderers.

Visits by individual prospective tenderers, other than this meeting, cannot be permitted during the tender period.

#### **4.3 Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

#### **4.4 Costs of preparing tenders**

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

#### **4.5 Late Proposal**

Tenders must be received before 17<sup>th</sup> April 2024 at 1 pm, Kabul time. Tenders received after the closing date will not be considered, unless in ACHRO sole opinion there are exceptional circumstances which have caused the delay.

#### **4.6 Eligibility**

Participation in tendering is open on equal terms to any natural and legal persons or company which is officially registered with the government of Afghanistan.

#### **4.7 Compliance**

ACHRO reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

#### **4.8 Right to reject all tenders**

ACHRO is under no obligation to accept any tender.

#### **4.9 Power to accept part of a tender**

ACHRO reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

#### **4.10 Confidentiality**

Tenderers must treat the invitation to tender and all associated documentation supplied by ACHRO as confidential.

#### **4.11 Tender Process**

ACHRO reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

The contract will be awarded to the administratively and technically compliant tender that is the most economically advantageous, taking into account the quality of the services offered and the price of the tender.

Tenders will be evaluated on the criteria listed below:

<b>CRITERIAS</b>	<b>Award criteria</b>	<b>Score up to</b>	<b>Max. Score</b>	<b>% of overall</b>
<b>Capability/competence of tenderer to perform the work/service required</b>	Experience delivering similar services to other international/local NGOs or Companies	20	<b>20</b>	<b>20%</b>
<b>Quality / Understanding of requirements</b>	Meeting technical specifications OR Level of understanding of work/service required	20	<b>30</b>	<b>30%</b>
	Level of understanding of tender documents	10		
<b>Prices for goods/work/services</b>	Clarity of the cost breakdown	10	<b>50</b>	<b>50%</b>
	Price proposal of Goods/Services in accordance with the request (best value for money)	40		
<b>TOTAL MAXIMUM GENERAL SCORING</b>			<b>100</b>	<b>100%</b>

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence ACHRO in its decision concerning the award of the contract will result in the immediate rejection of his/her tender.

#### **4.12 Notification award and contract signature**

The successful tenderer will be informed in writing that their tender has been chosen (notification of award). ACHRO will agree with the selected tenderer on the final contract version and will signed contract with the successful tenderer.

The unsuccessful tenderer will not receive any notice regarding the rejection of bid.

Within 3 business days following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 3 working days, ACHRO can consider (after notification) the award as null and void.

#### **4.13 Ownership of tenders**

ACHRO retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

ACHRO guarantees that tender offers shall remain confidential.

#### **4.14 Cancellation of the tender procedure**

In the event of a tender procedure's cancellation, tenderers will be notified by ACHRO.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.

3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to ACHRO.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.
6. If the donor of the project has not approved the budget for this project that has been considered for this procurement.

Under no circumstances will ACHRO be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if ACHRO has been warned of the possibility of damages.

***Tenderers are requested not to contact ACHRO during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing ACHRO supplier, and then only in pursuit of existing ACHRO business.***

---

## APPENDICES

---

Appendix A : Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Price proposal

---

## **Appendix A: TECHNICAL SPECIFICATIONS**

---

**NOTE: Agriculture Training Kits for Home Gardning and Nursery in Ghazni Province**

**(DELIVERY PONT: a) Ghazni Province**

**The detail BOQ is attached in Excel version seperatly with tender documents.**

### **Scope of Work**

The above mentioned Training Kits for Home Gardning and Nursery in Ghanzi Province for Agriculture Training Project shall be deliverd to agreed location within **05 Days**.

---

**Appendix B: TENDERER'S DECLARATION**

---

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the ACHRO Supplier Code of Conduct. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at ACHRO discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by ACHRO. We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform ACHRO in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform ACHRO in written.

<i>Company name and address:</i>
<i>Company's Representative name:</i>
<i>Title of Representative in the Company:</i>
<i>Email and PH Number:</i>
<i>Representative's signature and stamp:</i>
<i>City, date:</i>

---

**Appendix C: PRICE PROPOSAL**

---

**Afghan Community and Health  
Rehabilitation Organization (ACHRO)**

**Note: The given prices should be inclusive of withholding tax.**

**The Excel Version BOQ's are attached separately.**