



# ISLAMIC RELIEF

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## Tender Pack

TENDER NO: 00007691

PROPOSAL FOR: Supply of livestock Animals in Bamiyan, Province.

ADVERTISEMENT DATE: April 3, 2024

DEADLINE FOR SUBMISSION: April 16, 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	



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whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into 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.	

## 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>	



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Details of joint venture arrangements (if applicable).	
List of Products	
List of Major Clients	
Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points: i. Name of company/INGOs ii. Contract Value iii. References (Pos/ agreements copy must be attach)	

## 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 (only for Supply of livestock animals):



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	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 the 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 supply of livestock animals in Bamiyan, Province Afghanistan as per the following details:

### Female Sheep- in Bamiyan Province Yakawlang District

SN	Items Name	Specification	Brand	Unit	Quantity	Unit Price	Total
1	Female Sheep	Female sheep (Ewe), adaptable to the environment of the Yakawlang district of Bamiyan province. Pregnant (six months or more) or with newborn lambs (one to three months old). Ewe must be young, free of diseases, physically fit, and between 2 to 3 years of age. The weight of the sheep should not be less than 35kg To ensure adaptability and avoid mortality during transportation the procurement must be done in Bamiyan province. For more details please refer to Annex A	local Turkey ترکی محلی	Head	261		
<b>Total Amount Inclusive of keeping, feeding, loading unloading, Transportation cost to the distribution point, and Taxes</b>							

### Important points about animals:

1. Time for arranging the animals: After awarding the contract the supplier must complete all the distribution within 20 days.
2. Time of Quarantine: After arrival at the warehouse there should be at least 5 days of quarantine to inspect the female sheep and the supplier should provide all the services (Feeding, Water, etc.)
3. Feeding for the time of Quarantine? Suppliers must provide feeding during the quarantine time to keep female sheep healthy.
4. vaccines enterotoxemia (2 CC to each Ewe) must be administered to all Ewes during the quarantine period in front of IRW staff and DAIL representative, before distribution to rightsholders.
5. Inspection time: Whenever a supplier provides more than 100 female sheep the inspection will take place and the supplier should immediately remove rejected female sheep from inside the warehouse.
6. Location of inspection: The inspection location must be inside Bamiyan province.



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7. Arrangements are needed in place for handling live animals: A proper warehouse with all the essential requirements should be in place like (good condition rooms, feeding/water system)
8. Transportation mechanism: Normal transportation (in large trucks) from stock to distribution point.
9. The supplier must get the female sheep to the distribution point (1) hour before distribution time and must be take care of the animals until distribution is finished in case any animal is missing during the distribution vendor is responsible for the death or injury animals in such cases vendor is responsible for replacement.

## Location Details:

Bamiyan Province	Yakawlang District, Distribution Point
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## IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling the tender, it is mandatory for the supplier to study the specifications well, and survey the market for availability of all items.
2. The supplier is responsible for supplying the items as per the specifications provided, no change in the specification will be acceptable for any item once the tender is awarded to any supplier.
3. the number of livestock animals can be increased or decreased.

## Distribution Schedule: Annex A

Delivery Time	100% completion within 20 days after the PO/Contract awarded
Stock check/Inspection	3 days before distribution

## Distribution Schedule: Annex B

S. N	Item	District	Total	Remarks
1	Female Sheep's	Yakawlang	261	Ewes must be physically fit and healthy during distribution.

## 3. General Terms & Conditions

The Supplier must be registered as a livestock supplier or Agriculture Services provider with relevant government authorities and must have a valid Business license.

- 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 customs clearance (if any)
- 2- All prices must be quoted in Afghani (AFN), quotations in other currencies will not be accepted.
- 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 (Afghanistan) shall be the responsibility of the supplier/agent.
- 5- Withholding tax as per government prevailing rates shall be deducted at the time of



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- 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 (Afghanistan).
  - 7- Islamic Relief shall have the right to award the contract as a whole or in lots to one supplier or more.
  - 8- Islamic Relief 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 tender pages to be signed and stamped by supplier.
  - 11- For more details, please refer to Dari/Pashto translation (attached in below)

## 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.

3- Sealed Quotations addressed to “Procurement Committee” should be drop in quotation box address at House 17, Street 5, Qala-e-Fethullah, District 10 Kabul, Afghanistan latest by 11:00 Am. hours on or before Tuesday April 16, 2023.

## 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):





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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. Photo copy 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

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 \_\_\_\_\_



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

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

[complaints@irworldwide.org](mailto: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](mailto: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.

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



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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.

#### Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

Annex A:

S#	Description
1	The female sheep should be between the age of 2 to 4 years.
2	The weight of the sheep should not be less than 35kg
3	The sheep should not be weak or sick
4	Sheep should have a specific number on their ears to identify them