



ISLAMIC RELIEF

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.”

Tender Pack

TENDER NO: IRW/001/2024

PROPOSAL FOR: Cannon 2525 spare part and monthly services (Kabul and Bamiyan Province)

ADVERTISEMENT DATE: 03- April-2024

DEADLINE FOR SUBMISSION: 16- April- 2024 by 11:00AM Kabul Time



ISLAMIC RELIEF

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."

CONTENTS

1. Questionnaire (supplier's general business info)
2. Pricing (RFQ)
3. Terms and Conditions
4. Supplier Screening Form
5. Complaint.... write us
6. Queries..... write us
7. Supplier Code of conduct



ISLAMIC RELIEF

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.”

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 includes 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.	

Business Information

Question	Response
----------	----------



ISLAMIC RELIEF

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.”

<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>	
List of Products	
List of Major Clients	
<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) Audit report and all other requested documents</p>	

Banker’s Detail:

Question	Response
Bank Name, Account Title, branch, and total turnover in AFN/USD of last three years (attach the bank statement) as per requestion.	



ISLAMIC RELIEF

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.”

Trade Reference (Only for Printer Services):

	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/USD				



ISLAMIC RELIEF

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."

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 Supply of Agriculture tools, certified seeds, fertilizers, and potato seeds for Kabul, Nangarhar, Kunar, Balkh, Bamiyan, and Kandahar Provinces Afghanistan as per following details:

Photo copiers/printer Cannon 2525 spare part and monthly services							
S/N	Item	Specification	Unit	Qty	Unit Price	Total AFN	Cost
1	Canon 2525	2525 Cannon Services Kabul (two services within a month)	Each	4			
2	Canon 2525	2525 Cannon Services Bamiyan (one services per month)	Each	1			
3	Toner tank	Toner tank original Cannon company	Each	1			
4	Toner bottle section	Toner bottle section	Each	1			
5	Laser scanner unit	Laser scanner unit	Each	1			
6	Complete panel with touch screen	Complete panel with touch screen	Each	1			
7	ADF roller kit	ADF roller kit	Each	1			
8	ADF duplex cover	ADF duplex cover	Each	1			
9	ADF board	ADF board	Each	1			
10	Document glass scanner	Document glass scanner	Each	1			
11	Scanner board	Scanner board	Each	1			
12	Scanner moter	Scanner moter	Each	1			
13	Main moter	Main moter	Each	1			
14	Feeding unit gear	Feeding unit gear	Each	1			
15	Tray board	Tray board	Each	1			
16	Exit unit	Exit unit	Each	1			
17	Side charger unit	Side charger unit	Each	1			
18	Paper tray covers.	Paper tray covers.	Each	1			
19	Exit senser lever.	Exit senser lever.	Each	1			
20	Drum lucker	Drum lucker	Each	1			
21	Complete drum	Complete drum Unit	Each	1			



ISLAMIC RELIEF

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.”

	Unit					
22	Pressure roller	Pressure roller	Each	1		
23	Heater Gear	Heater Gear	Each	1		
24	Complete film assembly section	Complete film assembly section	Each	1		
25	sleave	sleave	Each	1		
26	feeding roller set	feeding roller set	Each	1		
27	main power supply board	main power supply board	Each	1		
28	DC controller board	DC controller board	Each	1		
29	mother board	mother board	Each	1		
30	Power pack board	Power pack board	Each	1		
31	Counter Board	Counter Board	Each	1		
32	Complete feeding unit	Complete feeding unit	Each	1		
33	paper tray	paper tray	Each	1		
34	registration clutch	registration clutch	Each	1		
35	Duplex unit	Duplex unit	Each	1		
36	Drum	Drum	Each	1		
37	Cleaning blade	Cleaning blade	Each	1		
38	Charge roller	Charge roller	Each	1		
Total Amount inclusive of loading, unloading, Transportation and all taxes						

IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling out the tender, it is mandatory that the supplier study the specifications well, and survey the local market for availability of all the items.
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 any supplier.

Delivery Time	
---------------	--

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 any other currencies will 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



ISLAMIC RELIEF

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.”

- 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** 21 working days at the end of each month 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 whole to one supplier. Or province wise,
 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 on your proposal incomplete bids/documents shall not be entertained.
 10. All tender pages to be signed and stamped by supplier.

3.2. Bid Submission Requirements:

- Attach relevant purchase Orders, Agreements
 - Attach updated bank statements of last 6 months.
 - Attach updated company Profile.
 - Attach update registration certificates.
-
- 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 Tuesday at 11:00 AM Kabul time on or before 16 April 2024.

3.3. Validity of Price:

Prices shall remain valid for at least one year 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.

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



ISLAMIC RELIEF

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.”

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
3. Photocopy of NID/Passport of vice president

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 _____

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



ISLAMIC RELIEF

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.”

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 persons.

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 provider 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 time-frame.



ISLAMIC RELIEF

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.”

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.