**INVITATION TO BID**

**ITB No.: PR-CJUWHWC-002**

**Bid Documents for**

**Purchase of raw materials for 90 carpets of four meters - for two rounds**

Location: Balkh, Afghanistan

## ISSUANCE DATE: 08 April 2024

(Deadline for Submission of Bid): 22 April, 2024, 16:00hrs (Afghanistan local time)

YOUR SEALED BIDS SHALL COMPRISE THE FOLLOWING TWO SETS OF DOCUMENTS MARKED:

“Technical Bid” and “Financial Bid” in Separate Envelopes

**Introduction of CACO**

Children Afghanistan Charity Organization (Child Foundation) is a charitable, non-profit organization that helps children in need and always strives for the educational progress of this segment of society. This institution believes that no child in need should be deprived of growth and education due to poverty. In 2011, this institution obtained its activity license from the Ministry of Economy under registration number 2328. All the activities of this institution are non-political and non-profit and it has carried out significant activities in Balkh province to provide healthy and effective support to children in the educational sector and children with thalassemia and to create jobs for needy and poor families in the society.

**Invitation to tender**

The Children Afghanistan Charity Organization needs the following equipment to implement the project of Creating jobs for unsupported women at home by weaving carpets:

1. Purchase of raw materials for 90 carpets of four meters - in two periods

* For each round of raw materials 90 four-meter carpet weaving machines are needed, and the total of both rounds is 180.

Receiving orders and purchasing raw materials for 90 four-meter carpets:

This will be a bilateral cooperation between the Children Afghanistan Charity Organization and the contracting company. The Children Afghanistan Charity Organization will purchase the raw materials needed for 90 pieces of four-meter carpets from your company, and your company must commit to submitting the order of a number of 90 four-meter carpets and purchasing these carpets.

This contract includes two phases and two periods. Phase 1: The contracting company will give an order of 90 carpets to the Children Afghanistan Charity Organization in each period so that the women covered in this project will weave the carpets. The total of carpets ordered in two periods will be 180 four-meter carpets. The second phase of the project is the purchase of woven carpets by this company, which must purchase a total of 90 carpets in the first round and 90 carpets in the second round.

The basic requirements of the Children Afghanistan Charity Organization:

1. All carpets must be four meters.

2. The nature of the raw material of the carpet must be natural Iraqi colored wood.

3. The dimensions of the carpet can be different depending on the order, but it should not be more or less than four meters.

4. The quality of the desired carpets should be 40x35.

**The work history of the proposing company**

1- The company providing carpet weaving raw materials or the customer must have the necessary financial capacity for a bilateral agreement, while not going bankrupt or leading to economic stagnation during the contract.

2- The company providing raw materials must have work experience in the carpet weaving sector and currently have access to local and international markets.

3- The contracting company must have the financial ability to pay for the families' woven carpets after receiving them.

**Purchase conditions of the ordering company**

Terms of purchase of woven carpets

The quality suggested by the ordering company for the carpet

Suggested price for each square meter (you can categorize)

Time required to prepare each order

Note: You can in separate file all your conditions

**Requirements**

CACO, invites qualified companies, duly registered with the Ministry of Industry and Commerce and other Registered vendors in Afghanistan, to submit their bids for the aforementioned project.

The bidder must offer the whole quantities indicated for each bid for part of a lot will not be considered.

Furthermore, it is recommended that this (ITB) and its mandatory annexes be read and filled in thoroughly. Failure to comply with the requirements of bid submission will be at the Bidder’s own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

**Request For Clarification**

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail at [manager@childfoundation.af](mailto:manager@childfoundation.af)

**Eligible Bidders:**

1 This Invitation is open to everyone interested.

2 The company, organization, or individual is not listed in the sanction and embargo list of the UN Security Council and World Bank.

3 The company, organization, or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.

4 The bidder shall be an Afghan company registered with the government of Afghanistan.

**Cost of preparation of quotation**

CACO shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Quotations must be submitted as follows:

**Bid submission address:**

* File Format: PDF
* File name (your company name + PR-CJUWHWC-002)
* All files must be free of viruses and not corrupted.
* Max. File Size per transmission: 20MB
* The bidder should receive an email acknowledging the email receipt.

You can submit your sealed files to the address below.

* Mazar-e-Sharif, third district, behind’s Tafahosat, Street #3, house #20
* Contact number: 0093 790533170

The Code of Conduct Fraud, which includes principles on labor, human rights, environment, and ethical Corruption, vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.

**Gifts and hospitality**

* Bidders/vendors shall not offer gifts or hospitality
* Hospitality recreational trips to sporting or cultural events, transportation, or invitations to extravagant lunches.
* CACO will blacklist these vendors who offer Gifts and hospitality.

**Conflict of interest**

CACO requires every prospective vendor to avoid and prevent conflicts of interest, by disclosing to CACO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

Bidders must disclose in their Bid their knowledge of the following:

1) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity, or key personnel who are family members of CACO staff involved in the procurement functions.

**Special Conditions of Contract**

* Cancellation of Contract if the delivery/completion is delayed by 3 days.

Liquidated Damages Will be imposed under the following conditions:

* 0.5% of the contract for each day of delay, up to a maximum duration of 10 calendar days.

**Currency of Quotation**

Quotations shall be quoted in USD (United States Dollars)

**Only one Bid**

The Bidder shall submit only one Bid.

**Tax**

Withholding Tax on Subcontractor:

Government withholding Tax: Under Article 72 in the Afghanistan Tax law, CACO is required to withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance.

By this requirement, CACO shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, CACO shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law.

**Language of quotation**

English

**Price variation**

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

**Payment Terms**

* Payment will be processed after the goods received.
* Raw material, will certify by an expert person from CACO
* Approval from the Project manager on the whole process.
* Written Acceptance of Goods, based on full compliance with RFQ requirements

**The time frame for carpet raw material,**

The intended project including all related work and activities require to be completed within 3 calendar days after the contract.

The Bidding Documents, in addition to the invitation for bids, are those stated below, and all documents

shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding Documents.

**Evaluation method**

The Contract or Purchase Order will be awarded to the lowest price substantially compliant.

**Other Condition**

If, within 2 months after the provision of the carpet raw material, any defects are discovered or arise, the vendor will change the carpet raw material.

**Preparation of Bid**

a. Documents Comprising the Bid

Your bid documents should be enclosed in the following two sets of documents:

* + Technical bid
  + Financial bid price

Your technical bid should be concisely presented and structured in the following order to include:

* Vendor Registration form – Annex 1
* Summary of relevant work experience (your company profile)
* Bid Form – Annex 2
* Declaration of Commitment – Annex 3
* valid business registration certificate

Content of the Financial Bid Price

* All prices shall be stated with applicable tax (by the current tax laws of Afghanistan, and all other relevant provisions of the same law).
* All unit prices shall be indicated in the space provided in the price sheet (BoQ).
* The bidder must sign and officially stamp the Financial Offer Form or (BoQ).
* The offer should follow the given structure and prices shall be quoted in (USD).
* The Financial bid price is to be submitted as per the BoQ & Financial Offer Form (Annex - 4).
* The bidder shall prepare one original by filling out the forms completely and without alterations.

The opening of the bid will be held with CACO members.

**Process to be Confidential**

Information relating to the examination, clarification, evaluation, and post-qualification of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other.

**Examination of Bids and Determination of Responsiveness**

Before the detailed evaluation of bids, the Employer will determine whether each bid is substantially considerable or not and is responsive to the requirements of the Bidding Documents.

A substantially responsive bid is one, that meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation.

**Selection Criteria**: Technically compliant offer from the qualified and competent bidder at the lowest

cost, meeting technical requirements, quality, and time.

**Notification of Award**

Prior to the expiration of the period of bid validity, the Employer will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted.

**Award of Contract**

Prior to the expiration of the period of bid validity, CACO shall send the successful letter to the winning bidder for the signing of the contract/purchase order which constitutes the notification of award.