



[Watan Development & Initiative Organization](#)

WATAN DEVELOPMENT & INITIATIVE ORGANIZATION

(WDIO)

موسسه ابتکار و انکشاف وطن

Invitation To Bid (ITB)

ITB NO: ITB-WDIO-UNWFP-24-001

Terms of Reference (ToR) for obtaining Quotation for Printing Visibility Banners

Location: Ghor Province

Issue Date: 17-04-2024

Deadline for the submission of ITB: 23-04-2024, Till 04:00pm

Type of order: Supply Contract

Contact Number: +93 (0) 780 006792, +93 (0) 786 090966

Address for Submitting the ITB:

House# 17, 10th District, Opposite of General Attorney Office, Shahr-e-Naw, Kabul.

Manner of Submission the ITB Documents:

Quotation/Offers to be submitted only hard copy in a sealed envelope to the below address before the deadline and please ensure to sign the registration sheet at the WDIO Main office while submitting the ITB Documents.

Important Note: Quotation/Offers transmitted in any other manner than those indicated above will not be considered. Please note that if you are sending offers through shipment companies so therefore Offers should be submitted in good time to be received at or before closing time or deadline to WDIO, otherwise it will be not acceptable.

Introduction:

Watan Development and Initiative Organization is a non-governmental, nonprofit, nonpolitical, and independent organization dedicated to empowering and uplifting communities through sustainable development, social justice, and the enhancement of well-being for individuals and families. Since its establishment in 2014, we have tirelessly worked towards poverty alleviation, economic empowerment, education and skill development, health and well-being, gender equality, women's empowerment, agriculture and livestock, and environmental sustainability. Our goal is to improve living conditions, provide quality education and essential skills to individuals, enhance community health and well-being, achieve gender equality, improve agricultural productivity, and promote environmental sustainability.

ITB Purpose & Scope of Work:

WDIO is seeking the reputable suppliers to print the visibility banner. The supplier shall print the visibility banners in STAR flex and the size shall be 2x3 meters with best printing quality for the (1625) food distribution points in eleven (11) (Pasaband, DoLina, ChighCharan, Ferozkoh, Shahrak, DawlatYar, Tolak, Charsada, Saghar, Taiwara, Lal Wa Sarjangal) districts of Ghor province. WDIO need the supplier to print the visibility banner in mentioned quality and deliver it to the above-mentioned districts of Ghor province. The supplier shall quote their prices for visibility banner with delivery & Installation cost to each food distribution point.

Please provide your Quoted price in below table in ANNEX "B"

General Instruction to Bidders:

- The bidder shall have available materials & Machinery for printing the visibility banners and deliver the banner to the mentioned place at the provided date and time by WDIO.
- ITB cover letter must be signed by company authorized person. (Use the template in ANNEX "A")
- Bidders shall complete the Attached Bill of Quantity to submit the quotes, all prices shall be quoted in AFN only. ITB received in any currency other than AFN will be considered nonresponsive.
- In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
- The rates quoted shall be for complete service inclusive of all taxes and all charges for service contingent to the work.

- WDIO has the rights to increase or decrease the quantity of mentioned goods or services in this ITB as needed in compliance with the project requirements/description.
- WDIO reserves the right to award the deal to one or several vendors, or no vendors at all, depending upon the needs of the project.
- Incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
- The Bidders shall have similar experience for delivery & Transportation to NGOs or Organization.
- The Bidders shall provide similar experience evidence documents in the form of contracts or purchase orders.
- Bidders shall provide Both Financial & Technical documents in sealed envelopes.
- The Bidder shall have a valid business license to operate in Afghanistan.

Government Contract Withholding Tax:

Pursuant to Article 72 in the Afghanistan Tax Law effective May 2010, WDIO is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, WDIO shall withhold two percent (2%) tax from all gross invoices to subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, WDIO shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number).

Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with WDIO.

Payment Terms & Condition

- Currency of offer should preferably in AFN
- Payment will be made to the supplier through bank Cheque or Cash after the delivery & Installation of visibility Banner.
- WDIO will not be responsible for any bank service charges.
- WDIO does not undertake to pay by letter of credit or in advance of delivery.

Termination of Agreement:

WDIO shall have the right to terminate this Agreement at any time by a written notice to the Contractor whenever the contractor does not perform its activities in accordance with the contract or is not acceptable to the WDIO, the management of WDIO has the authority to terminate the contract.

Conflict of Interest Declaration:

The following steps outline WDIO Contracts selection process and should be understood by all Bidders to ensure the transparency of awards and avoid conflict of interest.

- Once the quotations are received, Cost offers are evaluated for reasonableness, accuracy, and completeness.
- The best value offer is selected based on a combination of the technical score and the cost.

- No activity can be started until vetting and other formalities are completed and both WDIO and the awardee have signed a formal contract.
- At no time is it appropriate or legal for contractors or beneficiaries to offer any WDIO staff member commissions, kickbacks, or gifts of any kind. If a WDIO employee is found taking commissions, kickbacks, gifts or engaging in fraud of any kind their employment contract with WDIO will be immediately terminated and their actions will be reported to Donor, the offer of the bidder will be also rejected.
- The supplier may report unethical, illegal, and corrupt practice to WDIO directorate.

**ANNEX – “A”
COVER LETTER**

[On company’s Letterhead]

TO: WDIO Procurement Department

From:

We, the undersigned, provide the attached quotes in accordance **ITB No: ITB-WDIO-UNWFP-24-001** Printing, Installation & Delivery of Visibility Banners to (11) district of Ghor province. I certify a validity period of sixty (60) days for the prices provided in the attached Bill of Quantities. Our Quotation/Offer shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to WDIO. We further agree to payment terms upon submission and acceptance of an invoice after delivery of goods & Services.

We understand that WDIO is not bound to accept any quotes it receives.

Best Regards,

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Authorized Signature:

Company Seal/Stamp:

ANNEX "B"

Bill of Quantity (BoQ)

S. No	Item Description	Unit	Quantity	Unit Price In AFN	Total Price In AFN
1	Printing, Installation & Delivery of Visibility Banners in STAR Flex Size per Banner = 2x3 meters	Banner	1625		
Grand Total					

Please Sign and Stamp the Bill of Quantity:

Note:

- The supplier shall supply, deliver & Install the Visibility Banner to the mentioned districts of Ghor Province.
- The supply and delivery date will be provided by WDIO to the Supplier and supplier shall be responsible to supply, deliver and install the visibility banners is on the date given by WDIO.
- The Supplier shall be responsible for all the transportation loading & off-loading and delivery cost of visibility banner to the mentioned districts of Ghor Province.