

## People's Action for Change (PACo)

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اقدام مردم برای تغییر

**Invitation for Bid (ITB) for Tailoring Machines and Kit**  
ITB#: PACO\_ITB#003-COP-2024

**ISSUE DATE: 10<sup>th</sup> -Apr-2024**

**CLOSING DATE: 27<sup>th</sup> -Apr-2024**

**Title:**

**Provision of Tailoring Machines and Kit**

➤ **General:**

People's Action for change is a not for profit, non-governmental organization with a mission to work with the poor, excluded and marginalized sections of the society by empowering them to lead a life with dignity. Our priority objectives include empowerment of people through community organization and capacity development, promoting rights of women and children, ensuring livelihood options to end hunger and food insecurity and respond to calamities and conflicts through humanitarian assistance.

Under the Co-PROPER project livelihood intervention, PACo planned to procure Tailoring machines and Kit for its livelihood intervention beneficiary in Balkh, Samangan, Sar –e- Pul and Faryab provinces.

➤ **ITB Summary:**

PACo seeking qualified vendor to provide Tailoring machines along with Kit (necessary equipment & tools) as per the specification of this ITB. Firms and vendors who have a solid track experience in provision and supply of Tailoring and relevant kit with competitive price within Afghanistan are invited and encouraged quote their price (quotation/financial offer) in line with given instruction for submission in this ITB.

➤ **Government Withholding Tax:**

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, PACo is required to withhold "contractor" taxes from the gross amounts payable to all (for-profit) vendors. In accordance with this requirement, PACo shall withhold two percent (2%) tax from all gross invoices to vendors under this Agreement with active AISA or Ministry of Commerce license. For vendors without active AISA or Ministry of Commerce license, PACo shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before signing of this Agreement, the vendor will provide a copy of the business 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 PACo.

➤ **Inspection:**

PACo shall have sample check prior signing contract with selected contractor, the contractor is obliged to prepare and supply all goods being based set specification in this ITB, contract document and agreed during sample check. In addition, PACo serve the right to check the good after delivery to the field and shall have reasonable time, to check and inspect the Sewing machine. PACo reserve the right to reject acceptance if not confirming to the specifications of the purchase contract. Recovery of the rejected Sewing machines shall be the sole responsibility of the vender/ supplier.

➤ **Statement of Work:**

The selected vendor should supply the required quality Sewing machine and its necessary tools, equipment, to the prescribed locations in Balkh, Samangan, Sarepul and Faryab provinces.

➤ **Bill of Quantity for 390 Tailoring Machines with Kit:**

Please quote your price on Unite price and total price only in AFN currency in the bellow table 1 same BoQ should be provided your company letter head as well.

**Table 1. BoQ**

No	Items	Unit	Quantity	Unit Price AFN	Total Price AFN
1	Sewing Tailoring Machine, right wheel, hand operated, net weight 11.485 till 11.600 Kg, Sewing speed (stitches per minute 3000), Body material. Cast Iron with wooden full cover	Pcs	390		
2	Scissor Tariq original, brassy color with 470 gr weight, Size 10	Pcs	390		
3	Metal Slant L-square (original)	Pcs	390		
4	Gas iron (press) Heavy weight	Pcs	390		
5	Sewing machines needle's FLYING TIGER	Pocket	1950		
6	Hand Needle, BALANCE BEST STEEL	Pocket	1950		
7	Tailoring machine oil	Bottle	1950		
8	Thimble Metal	Pcs	390		
9	Ac Sewing machine motor, 220v, 180W, 0.9 Am, 50/60 HZ, 10000RPM	Pcs	160		
10	Dc Sewing machine motor, PRPM 1000, INPUT 200 W, VOLT 12 V, AMPARE 2, COLOUR BALCK	Pcs	230		
11	Tailoring chalk	Box	1950		
12	Gas Balloon with 2 Kg capacity including original sargazi (سرگازی), Since: T.P 35 Dar, W.P 17.5 bar, V.C 4.6 Lit, Tw 2 Kg, balloon weight with original sargazi should be 3.65kg	Pcs	390		
13	Kaj Machine - FS-2000, packing	Pcs	390		
<b>Grand Total</b>					

➤ **Tailoring Machines and Kit delivery per location:**

The inserted Table 2 presents the required tailoring machines with kit items per location only. Each item specification is clearly stated in the table which should be considered while quoting price in the financial offer.

**Table:2**

No	Item Description	Balkh	Samangan	Sarepu l	Faryab	Total	Unit
		<b>Supply and provision of Tailoring machines with kit</b>					
1	Sewing Tailoring Machine, right wheel, hand operated, net weight 11.485 Till 11.600 Kg, Sewing speed (stitches per minute 3000), Body materail. Cast Iron with wooden full cover	150	100	100	40	390	Pcs
2	Scissor Tariq original,brassy color with 470 gr weight ,Size 10	150	100	100	40	390	Pcs
3	Metal Slant L-square	150	100	100	40	390	Pcs
4	Gas iron (press) Heavy weight	150	100	100	40	390	Pcs
5	Sewing machines needle's FLYING TIGER	750	500	500	200	1,950	Pock et
6	Hand Needle, BALANCE BEST STEEL	750	500	500	200	1,950	Pock et

7	Tailoring machine oil	750	500	500	200	1,950	Bottle
8	Thimble Metal	150	100	100	40	390	Pcs
9	Ac Sewing machine motor, 220v, 180W, 0.9 Am, 50/60 HZ, 10000RPM	0	60	60	40	160	Pcs
10	Dc Sewing machine solar motor, 12V, MRPM 1000, INPUT 200 W, AMPARE 2, CLOUR BLACK	150	40	40	0	230	Pcs
11	Tailroing chalk	750	500	500	200	1,950	Box
12	Gas Balloon with 2 Kg capacity including original sargazi(سرگازی), Since: T.P 35 Dar, W.P 17.5 bar, V.C 4.6 Lit, Tw 2 Kg, balloon weight with original sargazi should be 3.65kg	150	100	100	40	390	Pcs
13	Kaj Machine, FS - 2000 packing	150	100	100	40	390	Pcs

### ➤ ITB Conditions:

- The vender / offeror shall attach a quotation on their official letterhead to this form as bid supporting document to this ITB, as well as quote its price in BoQ of this ITB specified in **Table1**.
- The vender / offeror is responsible for the provision of Tailoring machine with kit as per above. Specifications. In case of difference, PACo has the right to reject offer.
- The given or quoted price should be valid for Sixty (60) Calander days from the date of Offer/bid submission.
- The quantity specified above is provided as a best estimate only, However, PACo reserves the right to order the required quantity less or more then mentioned quantity in the ITB.
- The goods/items shall be delivered to PACo offices in Balkh, Samangan, Sarepul and Faryab provinces, the assembling & hand over should be made PACo guidance in contract document.
- If the goods not compliance with the specifications mentioned in above tale 1, PAC.o has all the rights to suspend/call off the contract. In such cases, no reimbursement can be claimed by the contractor / supplier from PACo for the cost incurred by the supplier in this procurement.
- The supplier / contractor is / responsible for all kinds of payments including assembling the machine, loading, unloading, transportation, payment at the checkpoints, payment to the municipality, and any other payment until the goods are delivered.
- The supplier is obliged to inform PACo to conduct checking goods prior dispatching to Balkh, Samangan, Sarepul, and Faryab provinces.
- The prices must be quoted in local currency (AFN).
- The quotation/offer must be submitted to PACo head office, house number 35, Beside Sangkashan Masjeed, Street 5 Silo, PD 3, Kabul, before closing this ITB date mentioned in this ITB cover page.
- The quoted price should include all charges related to freight, in-transit insurance and unloading the goods at the mentioned location. Title and risks remain with the Supplier until delivery handover.
- Price and quality as well as reliable documents of bidder company are the determining factors in bid selection process. The award may be made to the bidder whose proposal is determined to be of the highest value in terms of quality, price and services.
- In the event of a discrepancy/error in the total prices indicated above the unit price will prevail.
- PACo reserves the right to request any additional information that it deems necessary in order to decide on any proposal.
- PACo reserves the right of rejection for those bids/offers after evaluation which not meet the standards and criteria.
- The required bid document must be signed and stumped by the authorized representative of the supplier.
- PACo reserves the right to terminate the contract in case of failure to Quality Control check.

- In Case of failure of delivery penalty charges may apply.
- Any discrepancy in services found will be the contractor's responsibility.
- The winner offeror may be required to provide a performance guarantee letter from a reputed bank under the name of People's Action for Change Organization (PACo) with a value of 10% of the contract total price and should be valid for up to 12 months.

#### ➤ Terms of Payment

The payment will be made in two installments through a bank transfer to the contractor/supplier account.

- I. The first installment 90% of the total contract amount will be made after 100% and satisfactory delivery.
- II. The 2<sup>nd</sup> installment 10% will be withheld with PACo as performance security amount and will be paid as agreed in the contract between PACo and contractor.

#### ➤ Evaluation Process:

The quotation/offer will be evaluated in terms of fairness, cost-consciousness, and best value to PACo. The award will be made to the responsive and responsible offeror that offers best to PACo with low-price methodology.

#### Selection Criteria:

- Accreditation, and valid license of the company approved by Ministry of Industry and Commerce or AISA (Afghanistan Investment Support Agency) certificate.
- The company should have its own TIN number (not a person's TIN number).
- The applicant company must have at least 5 years smaller experience
- The bid should be submitted through hard copy.
- The quoted price should be realistic and in compliance with ITB requirements. The priority will be given to the lowest and market-compatible price.
- The bid documents should be properly sealed and stamped.
- The bids must be submitted before the ITB closing dateline
- The bidders should attach their company fact sheet/profile document with their offer.
- The bidder to should provide an attested bank statement with balance of At least 60000USD or equivalent AFN during the last 3 months

#### Bids will be disqualified if:

- If the bid is submitted after the deadline stipulated in the ITB (cover page).
- If the bid is not properly sealed and stamped.
- If the bid is submitted through E-mail.
- If copy of the license does not exist or expired.
- If copy of TIN number does not exist.
- If the original attested bank statement with balance of At least 60000USD or equivalent AFN during the last 3 months is not provided
- If the bank account is named other than the company name
- If the company fact sheet/profile is not provided
- If not prove 5 years experience of in smaller projects by providing a contract or completion certificate of successful delivery.



➤ **ITB Submission Guidelines:**

Sealed bid/offer should be submitted( hard copy only) to the following address no latter then **27th-Apr-2024 4:00 PM Kabul**. Bid submissions after the due date will not be considered.

The the bid should be enveloped, sealed, and pasted on with cover letter that includ the this ITB number, title, bider company name , contact number, email address, and signed/stamp.

**Address:**

PAC.o head office, house # 35, Beside Sangkashan Masjeed, Str. 5 (University Road) Silo, PD # 3, Kabul

➤ **Required Document for bid:**

- Copy of Company valid license
- Company Factsheet / Profile
- Evidence of past performance (Copy of contract, MoU, or completion certificate of successful delivery of smaller service)
- Bank statement for at least last 3 months atest by bank
- Signed and stamped copy of Bill of Quantity on company letterhead and BoQ in the ITB with stamping all pages of this ITB.
- Copy of TIN number

➤ **Questions:** Please direct your questions/queries if any to the email [rfp-paco@pac.org.af](mailto:rfp-paco@pac.org.af) , till 25th April, 4:00 PM

➤ **Others:** PACo will not pay any of the bidders' cost of preparing and submitting their proposals under this ITB.

Authorized Point of Contact:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Title:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Company Address:

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