

**Annex: E**



**AHDAA (Agency for Humanitarian and Development Assistance  
for Afghanistan)**

**Number House # 31 Road Mokhabrat Herat, Afghanistan**

**DATE: 23. April.2024**

**INVITATION TO BID**  
**Purchasing of HIGH ENERGY PACKAGE (Children & Pregnant/Lactating Women) to**  
**Herat Province**  
**CLOSING DATE/TIME:8-May-2024 @ 4:00 HRS COB (CLOSE OF BUSINESS)**

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**INTRODUCTION TO AHDAA**

Agency for Humanitarian and Development Assistance for Afghanistan (AHDAA) was established by broad-minded Afghans on 29th /March/ 1996. The organization was then registered with representative office of the ministry of foreign affairs in Herat on 16th August 1996. It was also registered with the WFP office in Islamabad and on 5th June, 2000 registration was concluded with the ministry of planning in Kabul. Recently AHDAA registered to ministry of Economic through registration number 376.

AHDAA is a non-profit making development and charitable organization working exclusively for the welfare, development and the realization of good livelihood among the Afghan poor and vulnerable groups. AHDAA is non-governmental and non-political or related to such organizations. AHDAA has attracted both national and international resources to develop and rehabilitate the country.

**1 REQUIREMENTS**

AHDAA organization in Herat invites qualified Companies registered with the Government of Afghanistan to make a firm offer for the provision:

**B.170 High Energy package**

- 1 Baby Wipes .**
- 2 Cerelac(Cereal).**
- 3 Alpha Milk .**
- 4 High Energy Biscuit BB5.**
- 5 Feeder.**
- 6 Corn Flour(Fereni).**
- 7 Bean.**
- 8 Soya BB100.**
- 9 Chickpeas.**
- 10 Domestic Rice**

## 2 **IMPORTANT INFORMATION:**

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

- 2.1 Price Validity: You are requested to hold your proposal valid for a period of 1 months from the deadline for submission, as your offer will be the basis for receiving multiple contracts in the course of the year depending on funds availability.
- 2.2 Offers: Offers are to be prepared in **AFN currency** and should be valid for a period of 1 months from the deadline for submitting your offer.
- 2.3 Bid Submission: Your bid must be prepared in English and submitted as per the following instructions:

The offer must be prepared on the attached Annex A (Financial Offer Form) and bear a stamp, clearly identifying your Company.

Your offer must be submitted in a sealed envelope and sent to the following address no later than **8. May.2024@ 4:00 HRS HERAT local time**. The sealed envelop should clearly indicate the ITB number, closing date/time. Please arrange the dispatch of your submission allowing ample time for it to reach our office before the deadline. Late submissions will not be considered.

Bids should be submitted **in a sealed envelope** along with all the required supporting documents, as per below:

- INVITATION TO BID(RFQ)
- Company's update license
- Company's official Bank account details
- Company's Financial offer

### **IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other AHDAA staff other than the above address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.3) of this ITB.

Offers not conforming to the requested formats may not be taken into consideration.

## 3. **BIDDING INFORMATION**

### 3.1 **ITB DOCUMENTS**

The following annexes form an integral part of this Invitation to Bid:

- |          |  |
|----------|--|
| Annex A: | Procurement code of conduct.                           |
| Annex B: | Financial Offer for High Enargy Food package .         |
| Annex C: | Technical Specifications for High Enargy Food package. |
| Annex D: | VENDOR REGISTRATION FORM.                              |
| Annex E: | Invitation to bid ( RFQ).                              |
| Annex G- | Request for Quotation Submission Checklist.            |
| Annex H- | AHDAA General Conditions Services-converted.           |

### 3.2 **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by calling to the following person:

- Mr. Omid Joundeh, Mobile Number: +93798009905

**The deadline for receipt of questions is 4:00 on 8. May.2024**

### 3.3 **Content of the TECHNICAL OFFER (Proposal)**

**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required

Please include the following as part of your technical offer:

- Duly completed vendor registration form.
- Confirmation letter that the goods/services you are offering meet technical specifications stated above.
- Supplier profile and a valid copy of your business license.
- List of similar work carried out in the past together with a clients list

Your technical offer should clearly state whether or not the goods/services you are offering are fully conforming with the specifications provided. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer.

**Completion Time Frame:** The bidders shall clearly state the delivery time of the goods/services.

**Certificate:** If available, the bidder shall submit a copy of quality certificate.

### 3.5 **Content of the FINANCIAL OFFER**

The separate Financial Offer is to be submitted as per the **Financial Offer Form** (Annex B) in AFN. Bids that have a different price structure may not be accepted.

The following details shall be provided for each services:

**Unit costs:** To be clearly listed in the Financial Offer.

**Unit transport costs:** To be clearly listed in the Financial Offer

**Total costs:** To be clearly listed in the Financial Offer

**Duration of Courses:** to be clearly identified in the Financial Offer

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

## 4. **SELECTION CRITERIA:**

Technically compliant offer from qualified and competent suppliers at the lowest cost to AHDAA meeting AHDAA specifications, quality and time.

## 5. **Supplier Registration:**

The qualified suppliers, if not already registered, will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

AHDAA will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**6. BID ACCEPTANCE:**

**AHDAA reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer.**

AHDAA may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted.

AHDAA may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing.

Please note that AHDAA is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to AHDAA's general principles, including economy and efficiency and best value for money.

**7. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in AFN. Payment will be made in accordance to the General Conditions for the Purchase of Goods and services in the currency of the PO. Payments shall only be initiated after confirmation of successful completion by AHDAA business owner.

**8. AHDAA GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES**

Please note that the General Conditions of Contracts will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

Eng. Abdul Aziz Sarwari  
Executive Director  
AHDAA organization, Herat, Afghanistan