

People's Action for Change Organization (PACo)

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اقدام مردم برای تغییر

Invitation for Bid (ITB) FOR CARPET AND GLIM WEAVING KITS AND WEAVING MATERIALS

ITB#: PACO_ITB#004-COP-2024

ISSUE DATE: 26th-Apr-2024

CLOSING DATE: 10th -May-2024

Title:

Provision of Carpet and Glim Weaving Kits and weaving Materials

▪ **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 Carpet and Glim weaving kits and raw materials for its livelihood intervention beneficiary in Balkh, Jawzjan and Faryab provinces.

▪ **ITB Summary:**

PACo seeking qualified vendor for provision of Carpet and Glim weaving kits and raw materials as per the specification of this ITB. Firms and vendors who have a solid track experience in provision and supply of Carpet and Glim weaving kits and weaving materials 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 reasonable time, after delivery of Carpet and Glim weaving kits and weaving materials in the site to inspect the Carpet and Glim weaving kits and raw materials and to reject acceptance in not confirming to the specifications of the purchase order and offer. Recovery of the rejected Carpet and Glim weaving kits and weaving materials shall be the sole responsibility of the supplier.

▪ **Statement of Work:**

The selected vendor shall supply quality Carpet and Glim weaving kits and weaving materials indicated in bellow table1, to the prescribed locations and distribution points in Balkh, Jawzjan and Faryab provinces.

▪ **Bill of Quantity for Carpet and Glim weaving kits and raw materials:**

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

Table 1:
BoQ for CARPET AND GLIM WEAVING KITS AND WEAVING MATERIALS

No	Items	Unit	Quantity	Unit Price AFN	Total Price AFN
1	Metal Carpet frame 220cm upper side 200cm, 4mm with complete package (Gola 240cm, Damkash 200cm, board carpet 220cm, 8 nut and bolt, 1 pair steel, 1 pair Tarqi, kak board) with well painted and installation	Frame	330		
2	Yarn (Bafa Tabrizi)	KG	6600		
3	Yarn (Tanista) Belzhiki	KG	1320		
4	Yarn (Alhaj Belgheki thin)	KG	495		
5	Yarn (Alhaj Belgheki thick)	KG	660		
6	Carpet Graph 3 meter	NO	330		
7	Metal Comb (Ostad Ghulam, silver Colour)	NO	330		
8	Waving Hock (Juniper wooden hand)	NO	330		
Grand Total					

▪ **Carpet and Glim weaving Item delivery per location:**

The inserted Table 2 presents the required Carpet and Glim weaving kits and weaving materials per location. 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	Jawzjan	Faryab	Total	Unit	Remark
	Supply and Provision of Carpet and Glim weaving Kits and raw materials						
1	Metal Carpet frame 220cm upper side 200cm, 4mm with complete package (Gola 240cm, Damkash 200cm, board carpet 220cm, 8 nut and bolt, 1 pair steel, 1 pair Tarqi, kak board) with well painted and installation	110	70	150	330	Frame	
2	Yarn (Bafa Tabrizi)	220	1400	3000	6600	KG	20 KG per pack
3	Yarn (Tanista) Belzhiki	440	280	280	1320	KG	4 KG per pack
4	Yarn (Alhaj Belgheki thin)	165	105	225	495	KG	1.5 KG per pack
5	Yarn (Alhaj Belgheki thick)	220	140	300	660	KG	2 KG per pack
6	Carpet Graph 3 meter	110	70	150	330	NO	
7	Metal Comb (Ostad Ghulam, silver Colour)	110	70	150	330	NO	
8	Waving Hock (Juniper wooden hand)	110	70	150	330	NO	

▪ **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 **Table 1**.

- The supplier is responsible for the provision of Carpet and Glim weaving kits and raw materials as per above specifications and of premium quality. In case of difference, PAC.o has the right to reject the goods.
- 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. PACo reserves the right to order the required quantity (more or less) stated in table 1
- The delivery of Carpet and Glim weaving kits and weaving materials to the site should be made based PACo provided distribution plan.
- If the good quality above mentioned goods to be supplied are not accordance with the specifications, PAC.o reserve the rights to suspend/call off the contract. In such cases, no reimbursement can be claimed by the supplier from PACo for the cost incurred by the supplier in this procurement.
- The supplier is responsible for all kind of payments including 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, Jawzjan and Faryab provinces.
- The prices must be quoted in local currency (AFN)
- The weaving materials should be packed according to table 2 as mentioned in remark column.
- The quotation / offer must be submitted to PACo head office, house number 35, Beside Sangkashan Masjeed, Street 5 Silo, PD 3, Kabul before closing date stated in cover page of this ITB.
- 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 hand over.
- Price and quality are the determining factor in Supplier selection process. The award may be made to the Supplier whose proposal is determined to be of highest value in terms of quality, price and services.
- 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 proposals/offers after evaluation which not meet the standards and criteria.
- Quotation/ITB 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 up on supplier responsibility.
- The selected supplier/vendor 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

- In the event of a discrepancy/error in the total prices indicated above the unit price will prevail.
- The payment will be made in two installments through a bank transfer to the supplier account.
 - i. The first installment 90% of the total contract amount will be made after the satisfactory delivery.
 - ii. The 2nd installment 10% will be withheld with PACo as contract security amount and will be paid as agreed the contract between PACo and winner supplier.

▪ Evaluation Process:

The bid will be evaluated in terms of fairness, cost-consciousness and best value to PACo considering both specification and cost factors. There may be multiple awards considering the quality compliancy and low-price methodology.

The award will be to the responsive and responsible offeror that offers best to PACo.

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 person TIN number).
- The applicant company must have at least 5 years experiences in related sector, smaller experience company with good facilities will be preferred.
- The bidder should submit their offers/bids through hard copy not through email address.
- The bid price should be realistic and compliance with ITB and market requirement.
- The bidder offers/bids should be properly sealed and stamped otherwise will not consider.
- The suppliers offers/bids must submit before the ITB closing dateline otherwise will not be consider in bid process.
- The bidders should attach their company fact sheet/profile document with their offer.

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:

ITB Submission Guidelines:

Sealed bid/offer should be submitted (hard copy only) to the following address no latter then **10th May-2024 4:00 PM Kabul**. Bid submissions after the due date will not be considered.

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

Address:

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

▪ **Required Document:**

- 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 attest by bank with balance of At least 60000USD or equivalent AFN during
- 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, till 8th May, 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:
