**INVITATION TO TENDER**

**Afghanistan**

**15 May 2024**

**ITT-AFG-SRP-2024-PR421305&PR419524**

**One time Setup and rehabilitation of the Static HF at Sar-e-Pol**

**Construction**

**SUBMISSION DEADLINE: 08:00 am - 04:00 PM ON 26 /May/2024**

**PRE-SUBMISSION CLARIFICATION MEETING: Not Applicable**

**QUESTIONS / CLARIFICATIONS:** [**AFG.Tenders@savethechildren.org**](mailto:AFG.Tenders@savethechildren.org)

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](file:///D:\Logistic\Program%20files\Health%20and%20Nutrition\Freeman%20Fundation\Open%20Tender%20(One%20time%20setup%20and%20rehabiliation%20of%20Static%20Facilities%20at%20Jawzjan%20under%20FF%20project)\4.%20Announcment\SC-PR-13%20Invitation%20to%20Tender%20(ITT)%20(EN)%20(002).docx#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

# **PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Provision of Construction Materials / Services – specifically- One time Setup and rehabilitation of the Static HF at Sar-e-Pol (Majar village and sayad district,Beland Ghor Naw).* |
| **Outcome of Tender** | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *4 Months* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against three weighted categories of criteria: Essential Criteria, Capability Criteria, and Commercial Criteria.

### **3.1 ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (40%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (50%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 15 May 2024 |
| Pre-Submission Clarification Meeting | << Not Applicable >> |
| Deadline for questions from Bidders | 23 May 2024 |
| Deadline for Bid Submission | 26 May 2024 |
| Bid Clarifications | 15 June 2024 |
| Award Contact | 30 July 2024 |

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. In addition to the Bidder Response Document, bidders may also be required to submit supporting documentation. Instructions on how to do this, and how to complete the Bidder Response Document can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

* paper copies submitted on headed paper to Save the Children International-Field Office in Sar-e-Pol Province located at – District#2- Street#3 Behind the Almas Hotel-Sar-e-Pol- Afghanistan
* Bids should be submitted in a single sealed envelope addressed to SCI Sar-e-Pol Field Office Supply Chain Department.
* The envelope should clearly indicate the Invitation to tender reference number **ITT-AFG-SRP-2024- PR421305&PR419524** but contain no other details relating to the bid or the bidder name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **4:00 PM 26/May/2024.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| SCI Afghan Tender | [**AFG.Tenders@savethechildren.org**](mailto:AFG.Tenders@savethechildren.org) |

Please be advised local working hours are 08:00am – 04:00pm, Sunday - Thursday. Please allow up to Two days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**
2. **SPECIFICATIONS**
3. **ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| **No** | **Description of items for** One time setup and rehabilitation of the static HF at Sar-e-Pol |
| 1 | One time setup and rehabilitation of the static HF at Sar-e-Pol (Majar Village and Sayad District Beland Ghor Naw Districts)*,*  Number of Items Description Size/ Specification Unit Qty  1 Site preparation Site preparation and leveling (25 m x 27 m). Lum sum 1  2 CMU Blocks CMU blocks in the sidewalks around the Conex. m2 75  3 Excavations for the fence columns as per the drawings m3 8  4 PCC (M15) PCC (M15) for the walkway, foundation of the Connex as per drawings and floors of the Tents. PCC (15) for the fence columns as per the drawings m3 67  5 Boulder stone boulder stone for the foundation of the Connex and walkway as per the drawings m3 59  6 Burnet bricks Burnet bricks both sides of the walkways. No 2250  7 PCC (M15) PCC (15) for the fence columns as per the drawings m3 8  8 Latrine construction Gender-segregated pit latrines and washrooms for males and females. No 4  9 Shadow construction of the two shadows (1.5 m x 1.5) including concrete and steel columns for the drinking water points. No 2  10 Precast chair precast chair for the waiting purpose as per the drawings. No 4  11 Placenta Waste pit Placenta Waste pit Waste pit construction as per the drawings. Pit with 2m Depth 1m Dia. No 1  12 Ash pit and incinerator Ash pit and incinerator construction ap per the drawings. Lined Pit with 2m Depth 1m Dia No 1  13 Ramp for Connex Containers Safe and accessible RAMP and path especially for PWD, Old Age, pregnant etc. No 5  14 Alteration of green area (garden) Leveling and alteration of garden with seating provision/platform No 2) |
| 2 | Ash pit incinerator (for more information please see the attached BoQ) |
| 3 | Solar operated borewell (for more information please see the attached BoQ) |
| 4 | Flush latrines (for more information please see the attached BoQ) |
| 5 | Hand washing station (for more information please see the attached BoQ) |
| 6 | Placentate waste pit (for more information please see the attached BoQ) |
| 7 | Solar system for the static HF (for more information please see the attached BoQ) |
| 8 | Water purification supplies (for more information please see the attached BoQ) |

1. **WAYS OF WORKING**
   1. **Site safety protocol & Security** 
      1. Save the Children expects all suppliers to ensure protection of site, staff and visitors (including community and children) during the time of construction
      2. Suppliers should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises
      3. Suppliers should provide appropriate Protective Personnel Equipment for all labourers
      4. Controlled access should be implemented at the site of construction
      5. Save the Children expects the successful supplier to provide latrine facilities for labourers which should be segregated by gender, but this is not mandated.
      6. Save the Children expects the successful supplier to provide all appropriate signage required for the project including but not limited to warning of danger, no unauthorised access etc.
   2. **Staff** 
      1. Depending on the nature of construction project, Save the Children consider the following core roles for the delivery of a successful project.   
          1. Site Agent  
          2. Site Foreman  
          3. Any other skilled personnel as required for the project e.g. Carpenter, stabilised soil block expert, safety agent.All proposed staff for core roles should be fully qualified as per the Country requirements e.g. Bachelor degree in Civil Engineering, Foremanship certificate etc.
      2. Suppliers should provide a full and signed Curriculum Vitae (CV) for the above core roles. The personnel performing core roles must be able to read and interpret all technical documents written in the national speaking language
      3. *For minor construction projects:* Save the Children accept that the Supplier may propose resources that combine the site agent / foremen roles as well as any additional skilled personnel as long as long as training, skills and experience required to complete the work can be demonstrated
   3. **Site Visits**Constructor should provide evidence as part of supplier response to confirm that they have visited the proposed site and appropriately budgeted and planned for all additional requirements (including time)
   4. **Workplan**
      1. Supplier is expected to provide a detailed workplan which includes mobilization and temporary works, e.g., site hoarding, scaffold and signage, inspection dates, milestones for payment and quality processes.
      2. Suppliers are encouraged to indicate timelines for quality procedures e.g. curing of concrete
      3. Workplans should also include milestones for inspection e.g. steel re-enforcing and form work before casting concrete
      4. The work plan should be included in the Bidder Response Document.
      5. An example workplan layout is below, suppliers should use a similar format.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **WORK ITEM** | | **DURATION**  **(Days)** | **MONTH 1** | | | | **MONTH 2** | | | | **MONTH 3** | | | |
| **W1** | **W2** | **W3** | **W4** | **W1** | **W2** | **W3** | **W4** | **W1** | **W2** | **W3** | **W4** |
| **1** | | **Preliminaries** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Temporary structures** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Mobilisation** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **Sub structures** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **Superstructure** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | **Roof** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | **Finishing** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | **Handover / completion date** | |  |  |  |  |  |  |  |  |  |  |  |  |  |

* 1. **Method Statement**
     1. It is expected that suppliers should provide a Method Statement as part of the their response and should as minimum include the following content:   
        - Brief description of the works, task or process  
        - Start and completion dates  
        - Site contact details including an in an emergency contact  
        - Summary of known hazards and control measures to mitigate  
        - Personal protective equipment (PPE) that is mandated for labourers to wear for the duration of the project  
        - Applicable environmental or quality procedures  
        - Statement of actions that must be taken to ensure the tasks can be performed safely  
        - Total lead time  
        - Mobilization and procurement / sourcing or materials. In particular provide information about supplier selection, transportation requirements and recognition of site specific constraints to be overcome e.g. rocky ground).
     2. Method statement for site safety protocol should include as minimum:
        1. Protection of site, staff and visitors
        2. Health and safety on site
        3. Signage
        4. Traffic calming
        5. Incident reporting.
  2. **Drawings, Bill of Quantities and Specifications**
     1. Suppliers should familiarise themselves with all the documentation (drawings and bill of quantities (BOQ) for the works) provided to ensure their priced bid is in accordance with the designs, BOQ and specifications

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)
* [Schedule 1 – Terms & Conditions of Bidding](#_SCHEDULE_1_–)

**The Bidder is required to sign a copy of the Check list in Section 5 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Supplier accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the Open Tender, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Sustainability policy | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Supplier confirms it is not linked directly or indirectly to any terrorism-related activity and does not sell any Dual-Purpose goods/services that may be used in terrorism-related activity. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The bidder confirms they are not a prohibited party under applicable sanction laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The supplier must be confirmed to ensure that they are visited the Site of construction which is located (*Sar-e-Pol cente ,*Majar village and sayad district,Beland Ghor Naw village). | **Yes / No** | **Comments** |
|  |  |
| ***6*** | The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant Afghanistan Country legislation).  This includes the Supplier submitting the following requirements (where applicable):  - Business registration certificate from Construction Company including Tax Identification Number.  - Bank account details by the name of the company. | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Business Registration Certificate including Tax Registration Number*** |  |
| ***Bank Account Copy*** |  |

## **SECTION 2 – CAPABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **Experience**   * Ensure 2 contracts copies provided which shows working in the similar/relevant area of construction with UN, NGO/INGOs/ Government authorities. * Please provide the contact details for all two provided contracts.   Each Contract/PO will get 2.5 Marks. | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | **Validation of Quotation**   * 5 Point will get bids/quotations with a 3-month validity period. * 0 Point will get bids/quotations with less than 3-month validity period. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Lead Times**   * The supplier must provide accurate delivery lead time for the Quotation requested Items. * Provide competitive lead time for delivery: * 10 points for <Short delivery 1‐45 days> * 5 points for 46 ‐50 days > * 0 Points for more than 50 days.   Please provide the work plan to justify the days for location to cover the lead time including starting and ending date. Marks will be provided based on logical work plan to justify the lead time submitted to this quote. Supplier must submit the work plan, otherwise the supplier will get Zero marks. (We will accept your workplan for getting above marks) | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | The supplier must provide the documents of two below Positions in the staffing structure of company: (10 Marks)   1. Project manager BSc Civil Engineer with minimum 3 Years of relevant experience at project management and construction field. 2. Quality control Engineer BSc Civil Engineer with minimum 3 years of relevant experience in quality control and quality assurance.   10 points for availability of these two positions in the staffing structure of company.  Zero points for not availability of these two positions in the staffing structure of company. | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | Financial Check: 10 Marks  Provide the bank statement for financial turn over review of the supplier for last two years (2022 up to Now).  Turnover of above 50,000 USD in any year within the above-mentioned period of bank statement. | **Bidder Response** | | **Comments** |
|  | |  |
| ***6*** | **SUSTAINABILITY**  The bidder commits to employ labourers / staff from the local community.   * 10/10 - Bidder employs 100% of the required quota of labour from the local community (SCI to specify % of skilled and unskilled) * 5/10 - Bidder employs partial 50% of the required quota of labour from the local community. (SCI to specify % of skilled and unskilled) * 0/10 - Bidder does not employ any individuals from the local community.   Provide confirmation letter or your response to score accordingly. | **Bidder Response** | | **Attachment(s)** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

***Table 1 – One time setup and rehabilitation of the static HF at Sar-e-Pul, 50 marks allocated to commercial.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **SPECIFICATION of Goods / Services** | **Unit** | **Quantity** | **Unit Price USD Currency** | **Total Price**  **USD Currency** |
| 1 | One time setup and rehabilitation of the static HF at Sar-Pol Majar Village, Sayad district , Beland Ghor Naw)  for more information, please see the attached BoQ and Drawing | Each | 2 |  |  |
| 2 | Ash pit incinerator (for more information please see the attached BoQ) | Each | 2 |  |  |
| 3 | Solar operated borewell (for more information please see the attached BoQ) | Each | 2 |  |  |
| 4 | Flush latrines (for more information please see the attached BoQ) | Each | 8 |  |  |
| 5 | Hand washing station (for more information please see the attached BoQ) | Each | 4 |  |  |
| 6 | Placentate waste pit (for more information please see the attached BoQ) | Each | 2 |  |  |
| 7 | Solar system for the static HF (for more information please see the attached BoQ) | Each | 2 |  |  |
| 8 | Water purification supplies (for more information please see the attached BoQ) | Each | 2 |  |  |
| Total Value in USD= | |  | | | |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
|  | | Copy of tax registration number & certificate | | | |  |
|  | | Copy of business registration certificate | | | |  |
|  | | Copy of Trading License | | | |  |
|  | | Certificate or other relevant registration from national bodies (e.g. ministry of works). | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | Supporting Financial Documents | | | |  |
|  | | Work Plan Proposal | | | |  |
|  | | Methodology Proposal | | | |  |
|  | | Financial Accounts | | | |  |
|  | | Organogram and Key Staff CV’s | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |