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|  | International Rescue Committee (IRC)- Afghanistan |

# **Request For Information (RFI)**

**Title:** **RFI in Pre-Qualification of Vendors for Rehabilitation Activities for 2024-2025**

**Ref #:** IRC-AFG-KBH-04221

**Publish date:** 27 May 2024

**Closing: 27 June 2024**

**Closing Time:** 02:00 PM

**Beneficiary Country:** Afghanistan

**Procurement category:** Construction

**E-mail Address:** [AF.Tender@rescue.org](mailto:AF.Tender@rescue.org)

**Background:**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity, and hope to millions who are uprooted and struggling to endure.   
The IRC opened the country program in Afghanistan in 1988. Our programs span the range from humanitarian relief to early recovery and development activities, focusing on child protection, education, economic wellbeing, health, and power. The IRC works in 10 provinces throughout Afghanistan.

## **Objective:**

The objective of the Request for Information (RFI) is to invite interested eligible vendors to participate in the pre-qualification process for rehabilitation of clinics, schools, and water points/supply networks. These projects are part of the IRC program and will be implemented in various provinces of Afghanistan (Kabul, Nangarhar, Helmand, Logar, Laghman, Paktya, Khost, Badghis, Herat, Bamyan, and Kunduz province) over the next two years (2024-2025).

The prequalified vendors will be registered with IRC-Afghanistan and will be invited to participate in the mentioned works procurement.

### **Clarification of RFI:**

A prospective vendor requiring clarification of RFI documents may notify the Purchaser in writing at ([AF.Tender@rescue.org](mailto:AF.Tender@rescue.org)). The request for clarification must reach the purchaser not later than (June 13, 2024). The Purchaser shall respond by e-mail providing clarification on the REOI documents no later than (June 23,2024).

## **Documents Comprising the response to the RFI:**

## **The submitted Information shall include the following documents:**

* A Certificate of Valid Business Registration in Afghanistan (only Construction).
* Company Profile (Detailed ownership structure, contact person and client references).
* Copies of Contracts/POs and the certificates of completion for the provided Contracts/POs with INGOs/ Government Organizations
* Bank statements, cheques, audit reports, and other reliable documents to show annual income of supplier for construction.
* Organization Chart
* Educational documents and resumes of key staff and ownership/lease documents of the required construction machinery/ equipment.
* Other important documents which vendor attaches to support their Application.
* Annex-A – SOWs for Rehabilitation of Clinics, Schools and Water Point/ Water Supply Networks

**Mandatory table to be filled out/answered by vendor for similar Work Experience in the last six years**: (Vendors are required to submit one to three signed/executed copies of Contracts/POs along with the Certificates of Completion for the provided Contracts/POs with INGOs/ Government Organizations during the last 6 years.) Please add the required number of tables based on the number of projects that are successfully completed.

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| --- | --- | --- | --- |
| **Starting Month / Year** | **Ending Month / Year** | **Contract Identification** | **Role of Company (Lead Contractor/ Sub-contractor)** |
| 1 |  | Contract name:  Brief description of the works performed by Bidder:  Amount of Contract (USD):  Client: |  |
|  |  |  |  |

**Mandatory table to be filled out/answered by vendor for Annual Turn-over data of the last six years**: (Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified six (6) years. The required documents will be bank statements, cheques, audit reports, and other reliable documents to show annual income of supplier from construction/rehabilitation activities.)

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| **Average Annual Turn-over in the last six years** | | |
| **Year** | **Amount and Currency** | **USD equivalent** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| \* Average Annual Turnover |  |  |

**Mandatory table to be filled out/answered by vendor for technical Staff requirements** (The details of the requirements of technical staff must be indicated in the table, and their educational documents and resumes must be attached). Please add the required rows based on the number of staff.

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| --- | --- | --- | --- | --- | --- |
| **No** | **Staff Title** | **Staff Name** | **Qualification** | **Experience** | **Employment Contract/Confirmation letter** |
| 1 |  |  |  |  | Confirm here.  ( ) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | More rows can be added as required |

**Mandatory table to be filled out/answered by vendor for construction/rehabilitation equipment requirements** (The details of the required construction equipment must be indicated in the table, and the vendor must provide the ownership/lease documents with the bid.) Please add the required rows based on the number of equipment.

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Equipment Name** | **Number** | **Ownership/Leased** | **Current Location** | **Vendor to confirm Ownership/Lease Doc** | **Remarks** |
| *1* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | More rows can be added as required |

**Mandatory table to be filled out/answered by vendor to support evaluation:**

|  |  |
| --- | --- |
| **Financial Capability:** The vendor shall have access to credit and other financial facilities. the required documents can be bank statement or Confirmation letter from Money Service providers. | Confirm here the attachment required documents ( ) |
| **Method statement:** The vendors are requested to provide a method of statement for the effective implementation of the projects. | Confirm here the attachment method of statement ( ) |
| **Sub-Contracting:** Pre-Qualified vendors are not allowed to sub-Contract the IRC Construction Projects. | Confirm here ( ) |
| **Number of sub-offices in the relevant provinces:** The vendor confirms number of their sub-offices in the relevant provinces and attach the Contact/Address list. | Confirm number of sub-offices/warehouses here  ( ) |
| **Vendor Experience in any of the below relevant provinces:**  Kabul, Nangarhar, Helmand, Logar, Laghman, Paktya, Khost, Badghis, Herat, Bamyan, and Kunduz | Mention the name(s) of province(s) ( ) |
| **TIN and Tax clearance documents:** Vendor to confirm provision of Tax Identification Number (TIN) and tax clearance-related documents for fiscal year 1402/2023 | Confirm here ( ) |
| Vendor should fill, sign, and stamp all pages of RFI and other attached documents. | Confirm here ( ) |

**Submission of Information:**

Interested eligible vendors are requested to submit their Information along with the supporting documents to any of the following addresses before the closing date set forth above.

The documents must be submitted in hard copy and placed in a sealed envelope labeled as "Ref #: IRC-AFG-KBH-04221 Pre-Qualification of Construction Vendors for 2024-2025."

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| **IRC’s Kabul Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  Qala-e-Fatullah, Str # 3, House # NA,  Old UNOCHA Office, Beside Fatemia Mosque | **IRC’s Nangarhar Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  House # 514, Street #2, Zone #2,  Behind Mia Omar High School Jalalabad City |
| **IRC’s Badghis Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  Kondalan ah Square, beside Independent  Election Commission office, House# 444,  Qala-e-now, Badghis, | **IRC’s Herat Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  Ferdowsi Street, Str# 23, House # 24, Herat |
| **IRC’s Khost Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  1200 families, Street # 73, A Project, House # 23-24  Nearby Taniwal Park, Khost, | **IRC’s Logar Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  Street# 2nd, House # 502-B & 503B, Honi Sufla,  Puli Alam, Logar, |
| **IRC’s Paktya (Gardiz) Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  Street number 3 Haji Rahim Gardizi house  Near to New Sarafi Market Ghazni Line Gardez city Paktya | **IRC’s Helmand Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  *Ghazni Street, District 2, House # 8,*  *Lashkargah, Helmand* |
| ***IRC’s Kunduz Office***  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  Sare Dawra Omari Square, PD# 5, House No. 1183 | **IRC’S Bamyan Office**  *International Rescue Committee (IRC)*  Attn: Supply Chain Department,  *Kocha -e- Gholghola#12*  *Jemaat Khana Road, first street-West, Bamyan City* |

**Note:**

This RFI does not commit the IRC to select a vendor or to award a Contract to any vendor. The IRC reserves the right to accept or reject, in whole or in part, any information it receives pursuant to this RFI.

Please be informed that your response to this Request for Information (RFI) does not guarantee selection to participate in the tender process or to be chosen for any procurement opportunities with IRC.