



ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”

Tender Pack

TENDER NO: PREQ00009594/9595/9596/9597/9598/9599/9600

PROPOSAL FOR: Supply and Procurement of Tool Kits in Balkh, Jawzjan, Sar e pul, Samangan, Takhar, Baghlan, and Kunduz, Province.

ADVERTISEMENT DATE: 04- June-2024

DEADLINE FOR SUBMISSION: 09- June 2024 by 11:00AM Kabul Time



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1. CONFIDENTIAL QUESTIONNAIRE

Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This includes Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

Business Information

Question	Response
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<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products	
List of Major Clients	
<p>Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none">i. Name of company/INGOsii. Contract Valueiii. References <p>(Pos/ agreements copy must be attach) Audit report and all other requested documents</p>	

Banker’s Detail:

Question	Response
Bank Name, Account Title, branch, and total turnover in AFN/USD of last three years (attach the bank statement) as per requestion.	



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Trade Reference (only for supply of similar Items):

	1	2	3	4
Name of Organization				
Contact name and phone number.				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN/USD				



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2. Pricing (RFQ)

M/s _____

Date: _____

Ref. # _____

Islamic Relief Worldwide (IRW) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for long-term development of the world's poorest people. Islamic Relief Worldwide (Afghanistan) takes this opportunity to request you to quote the prices for the Supply of tool kits for Balkh, Jawzjan, Sar e pul, Samangan, Takhar, Baghlan, and Kunduz, Province Afghanistan as per following details:

Tailoring, bag making, handicrafts and embroidery kits							
S/N	Item	Specification (Local Language)	Unit	Qty	Unit Price	Total Cost	AFN
1	Tailoring Machine Manual, Irani (Shawpak Chap or Pari Chap)	ماشین جوکی سفید خورد برقی	Piece	787			
2	Scissor 12 inch, Pakistani	قیچی 12 انچ	Piece	870			
3	Tailoring table, standard size	میز خیاطی آماده	Piece	787			
4	Measuring tape, standard size	نوار اندازه گیری	Piece	787			
5	Button machine medium size,	ماشین دکمه گیری	Piece	787			
6	iron kaj /Angle, 90 degrees	کاج / زاویه	Piece	787			
7	Electric Iron pakistani	اتوی برقی پاکستانی	Piece	787			
8	plastic chair irani, with back support	چوکی پلاستیکی ایرانی	Piece	870			
9	wooden circle Large size	سایز بزرگ	Piece	71			
10	wooden circle medium size	سایز متوسط	Piece	71			
11	wooden circle Small size	اندازه کوچک	Piece	71			
Total Amount inclusive of loading, unloading transportation cost to distribution point and all taxes							

Carpet Weaving kits(center -District -village office IRW)							
S/N	Item	Specification (Local Language)	Unit	Qty	Unit Price	Total Cost	AFN
1	Carpet Weaving frame (6 M) 2*3	چوکات قالین بافی ۶ متره	Piece	83			
2	Carpet weaving comb (Medium)	شانه قالین بافی	Piece	83			
3	Carpet knife (size medium, type steel)	کارد	Piece	83			
4	Carpet weaving chair (MDF wood, height 50 or 60 cm)	تخته برای نشستن	Piece	83			
Total Amount inclusive of loading, unloading transportation cost to distribution point and all taxes							



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Dairy process Items							
S/N	Item	Specification (Local Language)	Unit	Qty	Unit Price	Total AFN	Cost
1	Plastic Desk size 0.80*0.80, made in iran	میز پلاستیکی ایرانی	Piece	86			
2	plastic chair made in iran with back support	چوکی پلاستیکی ایرانی	Piece	86			
3	Gas ballon 12 kg (iranian)	بالون گاز ۱۲ کیلو ایرانی	Piece	86			
4	Stove 40/40 Iranian with having the capacity of two pot	منقل/اجاغ ایرانی	Piece	86			
5	Chwani Pot small size, watani brand, 20 liter	پات به سه سائز	Piece	86			
6	Chwani Pot medium size, watani brand, 30 liter		Piece	86			
7	Chwani Pot Large size, watani brand, 50 liter	پات به سه سائز	Piece	86			
8	Manto Pot big size, four plates, irani	پات منتو پزی سائز کلان	Piece	86			
9	Nickel Bowl big size	کاسه نکلی	Piece	86			
10	Nickel tray big size, rectangular	پطنوس نکلی	Piece	86			
11	Medium Basket medium size	سبد پلاستیکی	Piece	86			
12	medium plastic washtub	تشت پلاستیکی	Piece	86			
13	Large size skimmer	چمچه آهنی	Piece	86			
14	ladle big size	روغن گیر آهنی	Piece	86			
15	medium size knife	کارد کلان	Piece	86			
16	Cooking board wooden, size 0.80*0.60 watani	تخته: آشپزی	Piece	86			
17	Sieve big size	چلوصاف سائز کلان	Piece	86			
18	treastrainer (medium)	چمچه صاف کن	Piece	86			
19	Salata machine (big size) irani	ماشین سالاد سائز کلان پلاستیکی	Piece	86			
20	Meat machine Num10, irani	ماشین گوشت	Piece	86			
21	Cheps machine irani	ماشین چپس خورد کن	Piece	86			
22	bolani Gerak	گوشت گیرک	Piece	86			
23	1 kg glassic jar	مرتبان یک کیلو	pack	86			
24	1/2 glassic jar	مرتبان یک و نیم کیلو	pack	86			
25	plastic basket(big size)	تکری پلاستیکی	pack	86			
26	Disposible cap	کلاه تحقیق شده	pack	86			
27	Collered apron	پیش بندک	pack	86			
28	Spoon, large size	قاشق کلان	pack	86			
29	Tea spoon, small size	قاشق چای خوری	pack	86			
30	Water glass, medium size	گیلاس آب	pack	86			



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31	Digital scales, medium size	ترازو دیجیتلی خورد پلاستیکی	piece	86		
32	Freezer smal size, pakistani	فریزر پاکستانی سائز خورد معمول بازار	piece	86		
34	Milk Thermos 20 liters	درم	Piece	86		
35	Bucket, medium	سطل پلاستیکی	Piece	86		
36	Scoop, disposable	دست کش	pack	86		
37	Large Cooking Pot 50 liters, watani	دیگ کلان چوبی	piece	86		
38	Nickel sink large size	اب بازک	Piece	86		
39	Yogurt hand Making Machine(simple) medium size, watani	ماشین دوغ زنی	Piece	86		
40	Disposable Container	ظرف یکبار مصرف	pack	86		
41	Large sink nickle	تشت کلان	piece	86		
Total Amount inclusive of loading, unloading transportation cost to distribution point and all taxes						

Livestock management kits						
S/N	Item	Specification (Local Language)	Unit	Qty	Unit Price	Total Cost AFN
1	sanitizer	1 liter big size	piece	40		
2	plastic gloves	3 peir	pack	40		
3	hand washing liquied	one packet	piece	40		
4	soap	One dozen(Yak darjan)	pack	40		
5	mask	one packet	pack	40		
6	aluminum bucket	16 liter	piece	40		
7	Qorot Box(hand made)	0.8*0.5*0.5 CM size	piece	40		
8	aluminum mashk	40 liter	piece	40		
9	Irani balon gas with controller and 5 miter pipe		piece	40		
10	aluminum Pot	2o liter	piece	40		
11	Nickel bowl	25 liter	piece	40		
12	cotton cloth	10 miters	miters	40		
13	Water pitcher(AFTABA)		piece	40		
14	Stove Irani	Two burner (DO sara)	piece	40		
Total Amount inclusive of loading, unloading transportation cost to distribution point and all taxes						

Note: IRW will have the right to conduct the lab test for samples to evaluate the quality and the consignment if selected. Supplier shall have commitment for the sample check. location of delivery and distribution plan will be as per IRW schedule:



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IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling out the tender, it is mandatory that the supplier study the specifications well, and survey the local market for availability of all the items.
2. Supplier is responsible to supply the items as per specifications provided, no change in specification will be acceptable of any item once tender awarded to any supplier.

Delivery Time	
---------------	--

Schedule of Supply:

Tailoring, bag making, handicrafts and embroidery kits (Center, district and village)							
Balkh	Jawzjan	Sar e pul	Samangan	Takhar	Baghlan	Kunduz	Total
256	42	62	120	84	105	118	787
287	58	73	145	84	105	118	870
256	42	62	120	84	105	118	787
256	42	62	120	84	105	118	787
256	42	62	120	84	105	118	787
256	42	62	120	84	105	118	787
256	42	62	120	84	105	118	787
287	58	73	145	84	105	118	870
				26	20	25	71
				26	20	25	71
				26	20	25	71

Carpet Weaving kits (Center of districts and villages)				
Balkh	Jawzjan	Sar e pul	Samangan	Total
31	16	11	25	83
31	16	11	25	83
31	16	11	25	83
31	16	11	25	83

Dairy process Items (Center of districts and villages)			
Jawzjan	Kunduz	Takhar	Total
15	27	44	86
15	27	44	86
15	27	44	86
15	27	44	86
15	27	44	86
15	27	44	86
15	27	44	86
15	27	44	86
15	27	44	86
15	27	44	86



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3. General Terms & Conditions

1. Interested Bidder will be required to provide bid security in the form of bank guarantee amounting 5% (in the name of Islamic Relief Worldwide) of the total bid value, bid security will be returned to unsuccessful bidders after decision of tender. Tender without bid security will not be considered.
2. Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
3. All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.
4. Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
5. Any damage, loss, theft, and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of supplier / agent.
6. Withholding tax as per government prevailing rates shall be deducted at the time of payment.
7. Payment shall be made in the form of **bank transfer** 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
8. Islamic Relief shall have the right to award the contract as whole to one supplier. Or province wise,
9. Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
10. The expected delivery time must be mentioned on your proposal incomplete bids/documents shall not be entertained.
11. All tender pages to be signed and stamped by supplier.

3.2. Bid Submission Requirements:

- Interested Bidder will be required to provide Bid Security 5% in the form of Bank Guarantee (in the name of “Islamic Relief Worldwide”) of the total bid value, Bank Guarantee will be returned to unsuccessful bidders after decision of tender. Tender without Bank guarantee will not be considered.
 - Attach relevant purchase Orders, Agreements
 - Attach updated bank statements of last 6 months, with 10 million turnovers.
 - Attach updated company Profile.
 - Attach update registration certificates.
-
- Sealed Quotations addressed to “Procurement Committee” should be drop in quotation box address at House 17, Street 5, Qala-e-Fethullah, District 10 Kabul, Afghanistan latest by Sunday at 11:00 AM Kabul time on or before 09 June 2024.

3.3. Validity of Price:

Prices shall remain valid for at least one year from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

4. Supplier Screening Form

Company Information:-



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Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family

Yes

No

Business

Yes

No

If you have answered YES to any of the above then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request _____

Please note it is compulsory for the following to be provided to us:

1. Company Registration
2. Photocopy of NID/Passport of Directors
3. Photocopy of NID/Passport of vice president

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of –Afghanistan or under the International Laws Community or what may be termed a 'terrorist activity.'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name

Position

Sign & Official stamp

Date

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use



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Received by (local office): Name _____ Position _____ Date _____

Information sent to (HQ): Name _____ Date _____

5. Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

6. Queries..... please write us

If you have any query on tender document than please write to procurement.afg@islamic-relief.org.af

7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firm to adhere to:

1.1 The Modern Slavery Act 2015

1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.

2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children

2.3 Goods/services produced and manufactured have the least impact on the environment

2.4 Goods and services are produced and delivered under conditions where:

2.4.1 Employment is freely chosen

2.4.2 The rights of staff to freedom of association and collective bargaining are respected.

2.4.3 Living wages are paid

2.4.4 There is no exploitation of children

2.4.5 Working conditions are safe and hygienic

2.4.6 Working hours are not excessive

2.4.7 No discrimination is practiced

2.4.8 Regular employment is provided

2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:



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Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

2.5.1 Waste Management

2.5.2 Packaging and Paper

2.5.3 Conservation

2.5.4 Energy Use

2.5.5 Sustainability

3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.