



# ISLAMIC RELIEF

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## Tender Pack

**TENDER NO.: 00009527**

**TENDER TITLE:** Supply and Construction work of (6) water Network in  
Kunar province:

**TENDER DOCUMENTS ISSUANCE:** 09- June 2024,

**DEADLINE FOR SUBMISSION:** 23- June 2024 latest by 11:00AM



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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 include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into 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.	



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## Business Information

Question	Response
<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/Services	
List of Major Clients	
<p>Details of your company's experience in the execution of similar contracts, keeping in view the following points:</p> <ul style="list-style-type: none"><li>i. Name of company/INGOs</li><li>ii. Contract Value</li><li>iii. References</li></ul> <p>(agreements copy must be attach)</p>	
Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)	



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## Trade Reference (only for Construction/ Similar Projects):

	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				



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## 2. Pricing (RFQ)

M/s \_\_\_\_\_

Date: \_\_\_\_\_

Ref. # \_\_\_\_\_

Islamic Relief (IR) is an International Non-Governmental Humanitarian Organization (NGO) providing humanitarian aid during emergencies and working for long-term development of the world's poorest people.

Islamic Relief (Afghanistan) takes this opportunity to request you to quote the prices for the Supply of material and construction work of water networks in Kunar province as per following detail:

S#	Description of Work	Units	Quantity	Total Price
1	Supply of Material and Construction of Water Network in Kunar Province 60 cubic meter Ground water Reservoir project in Dari Dam village, Marawara district of Kunar Province as per attached BoQ and drawings.	Scheme	As per BOQ	
2	Supply of Material and Construction of Water Network in Kunar Province 50 cubic meter Ground water Reservoir project in Faqir Abad village, Nari district of Kunar Province as per attached BoQ and drawings.	Scheme	As per BOQ	
3	Supply of Material and Construction of Water Network in Kunar Province 40 cubic meter Ground water Reservoir project in Lahor Dag village, Marawara district of Kunar Province as per attached BoQ and drawings.	Scheme	As per BOQ	
4	Supply of Material and Construction of Water Network in Kunar Province 40 cubic meter Ground water Reservoir project in Ratagal (Shigi) village, Nari district of Kunar Province as per attached BoQ and drawings.	Scheme	As per BOQ	
5	Supply of Material and Construction of Water Network in Kunar Province 60 cubic meter Ground water Reservoir project in Sero village, Sarkano district of Kunar Province as per attached BoQ and drawings.	Scheme	As per BOQ	
6	Supply of Material and Construction of Water Network in Kunar Province 60 cubic meter Ground water Reservoir project in Shamirkot village, Sarkano district of Kunar Province as per attached BoQ and drawings.	Scheme	As per BOQ	
<b>TOTAL AMOUNT (ALL INCLUSIVE) of Supply, Construction work, loading, unloading, transportation, and taxes in Kunar province mentioned villages and project site.</b>				

itemized prices against each BoQ shall be provided by the supplier (attached with Tender Pack).

Note: IR will have the right to conduct the lab test for samples to evaluate the quality and also the consignment if selected.



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## **IMPORTANT NOTES: (Please Read All Carefully)**

1. Before filling tender, it is mandatory to the supplier to study the specifications well, survey the market for availability of all 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.

Required Delivery Location	Delivery Time
Dari Dam village, Marawara district of Kunar Province	
Faqir Abad village, Nari district of Kunar Province	
Lahor Dag village, Marawara district of Kunar Province	
Ratagal (Shigi) village, Nari district of Kunar Province	
Sero village, Sarkano district of Kunar Province	
Shamirkot village, Sarkano district of Kunar Province	

## **3. General Terms & Conditions**

- 1- Quoted prices for the above items shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
- 2- 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.
- 3- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
- 4- Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of supplier / agent.
- 5- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- 6- Payment shall be made in the form of **Bank Transfer** within 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
- 7- Islamic Relief shall have the right to award the contract as whole or in lots to one supplier or more.
- 8- Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
- 9- Expected delivery time must be mentioned on your proposal incomplete Bids/documents shall not be entertained.
- 10- All tender pages to be signed and stamped by supplier.

### **3.2. Bid Submission Requirements**

The following documents should be accompany the tender

- 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 50 months.
- Attach updated company Profile.
- Attach update registration certificates.



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2. Sealed Bids addressed to “Procurement Committee” should be dropped in quotation box placed at Islamic Relief Afghanistan office house NO #17, Street NO# 5, Old Taimani area on or before June 23, 2024, 11:00AM.

## 3.2 Validity of Price

Prices shall remain valid till completion of the project 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.

### a. Supplier Screening Form

#### Company Information:-

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?

Yes No

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 that it is compulsory for the following to be provided to us:

1. Company Registration
2. Photo copy of ID/Passport of Directors

#### Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of \_\_\_\_\_ (insert Country) 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**





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anyone else. The information on this form is required for the purpose of providing security screening.

## Internal Use

Received by (local office): Name

Position

Date

Information sent to (HQ): Name

Date

### 1. Complaints..... please write us

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

[complaints@irworldwide.org](mailto: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.

### 2. Queries..... please write us

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



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2.4.8 Regular employment is provided

2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

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