*Version 1.0 /110621*

**INVITATION TO TENDER**

**AFGHANISTAN**

**13/June/2024**

**(ITT-AFG-JWZ-2024-PR471347)**

**Certified Wheat Seed Package**

**SUBMISSION DEADLINE: 08:00 am - 04:00pm ON 27/June/2024**

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

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

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_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** | *certified wheat seed package* |
| **Outcome of Tender**  *(Contract)* | ***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** | *1 Month* |

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 four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **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 | 13/June/2024 |
| Pre-Submission Clarification Meeting | << Not Applicable >> |
| Deadline for questions from Bidders | 23/June/2024 |
| Deadline for Bid Submission | 27/June2024 |
| Bid Clarifications | 15/July/2024 |
| Award Contact | 25/July/2024 |

The above dates are for indicative purposes only and are subject to change.

### **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. Bidders may also be required to submit supporting documentation. Further instructions 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**

* Two paper copies submitted on headed paper to Save the Children International-Field Office in Jawzjan Province located at - Bander Sar-e-Pull-Back of Transport- in front of Azizi super Market-Sheberghan city-Jawzjan, Afghanistan
* Bids should be submitted in a single sealed envelope addressed to SCI Jawzjan Field Office Supply Chain Department.
* The envelope should clearly indicate the Invitation to tender reference number **ITT-AFG-JWZ-2024-** **PR471347** 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 **04:00 PM 27/June/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**

**One Pager for Certified Wheat seed and fertilizer Purchasing**

SCI Afghanistan is going to distribute certified wheat seed package (50 kg wheat seed, 50 kg of DAP fertilizer and 100 kg urea fertilizer product of Afghanistan) for each 600 beneficiaries through CBED-II project in Jawzjan province.

The certified wheat seed package distribution point is The DAIL warehouse (Mechanize).

The following points to be taken in consideration by supplier.

**Certified wheat seed Selection:** As it is mentioned we need 30000 kg of certified wheat seed the supplier can provide from following varieties (Lalmi 17, Lalmi 15, Kabul 13, Chont 1, Wahdat 15, Darlaman 07, Sulh 02 and Mazar 99).

Priority will be given for first six varieties, supplier can provide from above varieties, Lalmi varieties must be include in the total amount.

**Certified wheat seed and fertilizer packaging and transport:** The wheat bag must be 50 kg with tag number(Certificate) along with vitavax powder. The bag must be free from physical damage. DAP (Chand) and urea fertilizer with high quality bags must be free from any kind of damages with 50 kg weight. The transportation can be done based on transportation practice in Afghanistan. The loading and unloading of the bags should be done by supplier.

**Quality Check:** A technical group will be assigned for making sure the quality of the certified wheat seed and fertilizers. This group can be technical person from SCI and external sectors such as DAIL the quality should be checked before loading.

Items: All other tools must be same with picture sample

**Payment procedure:** The payment will be done in total after delivery within 30/45 Days.

Note: If the above-mentioned points are not taken in consideration, the supplier’s company will be responsible for it.

1. **SERVICE DESCRIPTION**

|  |  |
| --- | --- |
| **No** | **Description of items for Certified Wheat Seed Package & Kitchen Garden package** |
| 1 | **Certified Wheat Seed: (**Following varieties of certified wheat is required: -Kabul 13- Lalmi 17, Lalmi 15, Chont #1, Wahdat 15, Darlaman 07 Solh 02 and Mazar 99. -Priority will be given for seven first varieties. - wheat should be produce of current year - Wheat must have certificate and certified and approved from relevant governmental entities (Ministry of Agriculture & Irrigation and livestock). |
| 2 | **DAP fertilizer:**  -High quality DAP fertilizer is required (CHAND or Equivalent must be meeting the required quality).  - All bag should be good in physical |
| 3 | **Urea fertilizer:**  - Local product urea is required all bags should be in good physical mood  - Each bag should be 50 kg of fertilizer  - Urea should be from Kod Barq product. |
| 4 | **Spray Pomp:** Plastic spray pomp is required, and pomp should be in high quality according to the picture sample. (Sample brand is just for reference and equivalent samples will be accepted if meeting the required quality)  - All equipment of the pomp should be attached with the sealed pack. |
| 5 | **Eyeglasses:** The eyeglasses will be used during harvesting of wheat the quality should be best according picture sample. |
| 6 | **Sickle (داس) :** Imported Sickle is required according picture sample. |
| 7 | **Gloves:** Normal gloves is required according to the picture sample. |
| 8 | **Medical Mask:** Medical mask is required the mask must be updated. |
| 9 | **Gloves for wheat harvesting:** Special wheat harvesting gloves is required which is famous to دستکش شیشه ای according to the sample. |

# **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_–)

**The Bidder is required to sign a copy of the Check list in Section 4 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) Conditions of Tendering | **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*** | Bidders Must provide the samples of goods at the time of bid submission and also the Company must confirm in a letter that they will provide the wheat seed certificate after sample check. .  **Note: If the bidders don’t submit the sample of goods/services and not confirm in the letter that they will provide the wheat seed certificate, then they will be disqualified. (Pictures of Samples are attached in Section-4 of this ITT)** | **Yes / No** | **Comments** |
|  |  |
| ***6*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * **Updated Business registration certificate from Agriculture Company including Tax Identification Number.** * **Bank account details by the name of company or by the name of owner.** | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Business Registration Certificate / Business License and Tax Registration Number & Certificate*** |  |
| ***Bank account details*** |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **Experience (10 Marks)**  Ensure 2 contracts copies provided which shows working in the similar/relevant Agricultural area (Certified wheat seed package) with UN, NGO/INGOs/ Government authorities.  The suppliers are allowed to remove the confidential parts of the Contract while they are providing the contracts copies.  Please provide the contact details for all Two provided contracts.  Save the children would do a reference check.  Each Contract will get 5 marks | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | **Sampling (10 Marks)**  Supplier quality Must be according to the Save the Children sample.   * Samples equivalent to SCI sample- 10 points for the best quality. * Samples not equivalent to SCI sample but best quality- 10 points for good quality. * Samples equivalent to SCI’s sample but medium quality- 5 points for medium quality. * Samples not equivalent to SCI’s sample and lower quality- 0 points | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Validation of Quotation( 5 Marks)**  Supplier should provide the validity of the quotation for at least 4 Month.  **Note: The winner supplier will be responsible for storing/keeping and protecting the Wheat seeds until SCI provide the final green signal for delivery based on geographical environment for planting the wheat seeds should be according to the planting season based on province that SCI want to Cultivate.** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| 4 | **Lead Times ( 10 Marks)**  The supplier must provide accurate delivery lead time for the RFQ requested Items.  Provide competitive lead time for delivery:   * 10 points for <Short delivery 1‐15 days> * 5 points for 16 ‐ 20 days > * 0 Points for more than 20 days.   The Procurement Committee members will give marks based on delivery dates provided by suppliers.  The lead time will be part of the Purchase Order, and if not met will be subject to penalty as stipulated in the PO. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***5*** | **Financial Check: (5 Marks)**  Provide the bank statement for financial turn over review of the supplier for last three years 2021 and 2023.  Turnover of above 40,000 USD in any year within the above-mentioned period of bank statement. Will get 5 marks | **Bidder Response** | | **Comments** |
|  | |  |

## **SUSTAINABILITY**

10% of marks allocated to sustainability.

|  |  |  |
| --- | --- | --- |
| 1 | 10% | The bidder sources and supplies the goods from the local / domestic market or suppliers.  - 10/10 - Bidder uses 100% locally sourced materials.  - 5/10 - Bidder uses some locally sourced materials.  - 0/10 - Bidder does not use any locally sourced materials.  Provide confirmation letter or your response to score accordingly. |

## **SECTION 3 – COMMERCIAL QUESTIONS**

***Table 1 – Certified Wheat Seed Package, 50 marks allocated to commercial.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **SPECIFICATION of Goods / Services** | **Unit** | **Quantity** | **Unit Price AFN Currency** |
| 1 | **Certified Wheat Seed: (**Following varieties of certified wheat is required: -Kabul 13- Lalmi 17, Lalmi 15, Chont #1, Wahdat 15, Darlaman 07 Solh 02 and Mazar 99. -Priority will be given for seven first varieties. - wheat should be produce of current year - Wheat must have certificate) | Kg | 30,000 |  |
| 2 | **DAP fertilizer:**  -High quality DAP fertilizer is required ( CHAND).  - All bag should be good in physical | Kg | 30,000 |  |
| 3 | **Urea fertilizer:**  - Local product urea is required all bags should be in good physical mood  - Each bag should be 50 kg of fertilizer  - Urea should be from Kod Barq product. | Kg | 60,000 |  |
| 4 | **Spray Pomp:** Plastic spray pomp is required and pomp should be in high quality according to the picture sample.  - All equipment of the pomp should be attached with the sealed pack. | PC | 600 |  |
| 5 | **Eye Glasses:** The eye glasses will be used during harvesting of wheat the quality should be best according picture sample. | PC | 1200 |  |
| 6 | **Sickle (داس) :** Imported Sickle is required according picture sample. | PC | 1200 |  |
| 7 | **Gloves:** Normal gloves is required according to the picture sample. | Pair | 1200 |  |
| 8 | **Medical Mask:** Medical mask is required the mask must be updated. Each Box has 50 Piece. | Box | 600 |  |
| 9 | **Gloves for wheat harvesting:** Special wheat harvesting gloves is required which is famous to دستکش شیشه ای according to the sample. | Pair | 1200 |  |
| **Total =** | | | | |
| **Duration for which pricing can be fixed 1 Months** | |  | | |

## **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** | | -Update Business registration Certificate should be agricultural. | | | |  |
| Copy of tax registration number & certificate | | | |  |
| Copy of Bank Account Details | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Supporting Financial Documents | | | |  |
| 2 contracts copies | | | |  |
| Provision of Sample Up on SCI Request | | | |  |
| bank statement for financial turn over review | | | |  |
| Lead time for delivery of goods/service (confirmation letter is required) | | | |  |
| Validation of Quotation (required confirmation letter) | | | |  |
| **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) | |  | |
| **Pictures of Samples** | | |  | |  | |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |