

# INVITATION TO TENDER

Two (2) tire enveloping systems shall be followed to submit the technical and financial proposals in separate sealed envelopes for below works –

**Ref#3932-LOG-AFCD-2024:** Establishing accommodation for Mobile Health Teams (MHT) - Herat, Afghanistan.

**Time schedules for this tender:**

Sl No.	Description of the event	Deadlines
1	Launch of Tender	12 <sup>th</sup> of June 2024
2	Last date for seeking Clarifications over email from <a href="mailto:hafizullah.sadat@ifrc.org">hafizullah.sadat@ifrc.org</a>	25 <sup>th</sup> of June 2024
3	Deadline for Submission of Bids at	27 <sup>th</sup> of June 2024 within 14:00 hrs

**Important Note: You MUST go through every document in ANNEX II – BoQ and Drawing-Design.**

**For site visit, please contact with the following personnel –**

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Shelter Officer (Engineer), IFRC Afghanistan

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## Table of Content

1.	INTRODUCTION.....	2
1.1.	The IFRC .....	2
1.2.	The Purpose of this Invitation to Tender (ITT) .....	3
1.3.	Cost of Bidding.....	3
2.	THE BIDDING DOCUMENTS: .....	3
2.1.	The Bidding Documents .....	3
2.2.	Clarification of Bidding Documents.....	4
3.	PREPARATION OF BIDS.....	4
3.1.	Language of the Bid .....	4
3.2.	Documents Comprising your Bid/Tender document. ....	4

3.3.	<b>Bid Prices &amp; Price Changes</b> .....	5
3.4.	<b>Bid Currencies</b> .....	5
3.5.	<b>Documents Establishing Eligibility and Conformity to Bidding Document</b> .....	5
3.6.	<b>Bid Security</b> .....	6
3.7.	<b>Validity of Bids</b> .....	6
3.8.	<b>Performance Guarantee</b> .....	6
3.9.	<b>Format and Signing</b> .....	6
4.	<b>SUBMISSION OF BIDS</b> .....	6
4.1.	<b>Submission and Marking of Bids:</b> .....	6
4.2.	<b>Format</b> .....	7
4.3.	<b>Modification and Withdrawal of Bids</b> .....	7
5.	<b>BID EVALUATION CRITERIA</b> .....	7
5.1.	<b>Technical Evaluation</b> .....	7
5.2.	<b>Financial Evaluation</b> .....	8
5.3.	<b>Combined Technical and Financial Evaluation</b> .....	8
5.4.	<b>Contacting IFRC</b> .....	8
5.5.	<b>Notification of Award</b> .....	8
6.	<b>CONTRACTING</b> .....	8
6.1.	<b>Contract award and notification</b> .....	8
6.2.	<b>Payment Terms:</b> .....	8
	<b>Disclaimer</b> .....	8
	<b>Annexes:</b> .....	9
7.	<b>IFRC Integrity Line:</b> .....	10

## 1. INTRODUCTION

### 1.1. The IFRC

The International Federation of Red Cross and Red Crescent Societies (IFRC), or “The Federation” is the world’s largest humanitarian organization, with a network of 192-member National Societies. The overall aim of the IFRC is “to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world.”

The IFRC works with National Societies to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of the IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters is organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. The Federation also has country cluster delegation and country delegations throughout the

world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

The IFRC has had a consistent presence in Afghanistan since 1990, to support Afghan Red Crescent Society (ARCS)'s development, auxiliary role, and outreach, contributing to its leadership support & partnership development, humanitarian footprint, and sustainability.

The International Federation of Red Cross and Red Crescent Societies, IFRC, kindly requests your best offer for the following works in Afghanistan as per the Technical Designs and Drawings and Bills of Quantities (Attached as Annexure II).

### **1.2. The Purpose of this Invitation to Tender (ITT)**

The International Federation of Red Cross and Red Crescent Societies (IFRC) and the Afghan Red Crescent Society (ARCS) intend, through this Invitation to Tender (ITT) to secure competitive Bids for the selection of Contractor(s) for the following projects:

Project	Ref #:	Description of Construction Works	Qty	UoM
1	Ref # 3932-LOG-AFCD-2024	Establishing accommodation for Mobile Health Teams (MHT)-Herat, Afghanistan.	1	Time

The IFRC reserves the right to accept or reject any or all bids, and the lowest bid need not be accepted without assigning any reason. Furthermore, the IFRC reserves the right to split any order including cancel the tender all together without assigning any reason, prior to the issuance of the purchase order/contract.

a. Failure to comply with any of the above requirements will justify rejection of the quotation. The Federation reserves the right to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the Federation. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this tender document if any combination it may deem appropriate, in its sole discretion; modify or exclude any considerations, information or requirements at any stage of procurement process, including during negotiations with proposers/service providers.

b. Suppliers must provide all requisite information clearly and concisely respond to all points set out in this tender document. Please present your submission and quotation accordingly and sequentially. Offers that do not fully and comprehensively address the tender document may be rejected. Kindly note that unnecessary brochures not solicited for that provide beyond enough information are not encouraged. Proposals should be effectively prepared and organized according to the guidelines provided.

c. The normal terms of payment of the Federation are within 30 days of satisfactory delivery of goods or services and documents in apparent good order. Bidders must therefore clearly specify in their offers the payment terms being offered, if different from these.

### **1.3. Cost of Bidding**

This tender document does not commit the Federation to award a contract or to pay any costs incurred in the preparation or submission of offers, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies.

## **2. THE BIDDING DOCUMENTS:**

### **2.1. The Bidding Documents**

The Bidder shall inspect all documents and information, forms, terms, and conditions in this Tender Document. Failure to provide all information and address all requirements of the Tender Document will lead to disqualification of your bid.

**This Bidding documents comprise of the following documents:**

- **Tender Bid Notice**
- **The Invitation to Tender document (this document).**
- **Declaration of Understanding (Annex-I)**
- **Applicable General Conditions on Construction Contracts (Annex-III)**
- **Applicable Special Conditions on Construction Contracts (Annex-IV)**
- **IFRC Supplier registration form (Annex V)**
- **Bid guarantee in the amount of 2% of the Tender Value in the form of a Bank Guarantee, Demand Draft for the period of 120 days.**
- **Bill of Quantities (BoQs) and Drawings - Designs for project (Annex – II).**

## **2.2. Clarification of Bidding Documents**

Interested bidders may seek further clarification on the bidding documents through email: [hafizullah.sadat@ifrc.org](mailto:hafizullah.sadat@ifrc.org). The request for clarification should reach IFRC not later than 7<sup>th</sup> of March 2024. A representative of IFRC will respond by e-mail providing clarification within possible shortest time but before submission date.

## **3. PREPARATION OF BIDS**

### **3.1. Language of the Bid**

The bid and all accompanying correspondence between the bidders and IFRC shall be written in English language only. Any printed literature furnished by the bidder and written in Pashto, Dari and other languages must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a recognized or licensed translator in Afghanistan.

### **3.2. Documents Comprising your Bid/Tender document.**

The submitted bid should include the following information. Failure to supply all requested information or comply with the specified formats may lead to disqualification from further participation in the evaluation process:

- Cover letter expressing interest to provide the supply and services.
- Technical proposal detailing the Company Profile (Maximum of 5 pages) with a brief description of the firm's organization Structure/Organogram, and summary of the senior personnel in the company.
- Table with relevant works and Experience in the similar works in Afghanistan (indicate the Year of the works/Construction, Contract Amount, the INGO/UN/RCRC Agency that contracted you for the work, and when it was started and completed).
- Summary and profiles of the Key Staff proposed for the project(s). This should include the Engineer, Project Manager or Foreman to act as the Construction Project Managers and who will supervise the work(s). Include any Technical and non-technical staff who will handle contractual issues (Note that the absence of an Engineer will be grounds for non-award).
- Implementation Schedule and or Timetable for the project with details of the key stages of your Work Plan (in BAR Chart) as per the BoQ, must be submitted with the technical proposal. This workplan/schedule should indicate duration of each stage for project implementation schedule, and time in days – **Recommended to 15 days for project completion.**

- A table showing 3 – or more recent completed similar type works (Completed projects with their value, client details, duration of the project.)
- Full Bank Details in the name of the Contractor, to be verified before award.
- Audited Financial Report/Statement of the company for last 3 Financial Years.
- 3 - 6 Months Bank Statements from a reputable Bank in Afghanistan or Region, where possible.
- Declaration of Understanding
- Bill of Quantities and Drawings
- Detailed Measurements and drawings (Stamped, signed by the Senior Most Representative of the Company).
- Applicable General Conditions on Construction Contracts.
- Applicable Special Conditions on Construction Contracts
- Filled IFRC Supplier Registration Form, Signed and stamped by a Senior Most Representative of the Company.
- Bid guarantee in the amount of 2% of the Tender Value in the form of bank Guarantee, Bank Certified Cheque (demand draft) for the period of 120 days.
- Certificate of Incorporation and or Registration in Afghanistan.
- Tax Compliance Certificates/ Evidence of payment of taxes, where applicable/possible.

#### **Financial Proposal:**

- Letter of Introduction Stating the Validity of the Financial Proposal
- Filled Financial Proposal detailing the Costs/Unit and Total prices in USD and AFN in the BoQ.
- Bid Bond/ Performance Guarantees provided alongside the Financial Bid.

### **3.3. Bid Prices & Price Changes**

Bidders should clearly indicate the unit price of each of the items in the Bill of Quantities. The Bidder must sign and officially stamp the price schedule on the Bill of Quantities.

Bidders should state the validity of the bids, for the purpose of this tender, all bids shall remain valid for a period of **120 days from date of submission**.

To ensure the quality of the workmanship, the successful bidder (s) must submit a 5% performance guarantee of contract values while they are signing the contract. This performance guarantee will be released after success completion of the project and certificates of work completion.

### **3.4. Bid Currencies**

All prices should be quoted in United States Dollar (USD) and Afghanis (AFN) only and all other financial information that you may provide (Annex-II). This should be accompanied with Forex Rates of the Bidder.

### **3.5. Documents Establishing Eligibility and Conformity to Bidding Document**

Pursuant to **Clause 3.2**, the bidder must provide, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all works to be provided under the contract.

The Documentary evidence of the Works' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.).

### 3.6. Bid Security

For the Purpose of this Tender process, Bid Security or Bid guarantee in the amount of **2%** of the Tender Value shall be required and provided by the bidder at the time of submission of the tender.

### 3.7. Validity of Bids

All submitted bids should remain **valid for a minimum period of One Hundred and Twenty (120) days** after submission.

### 3.8. Performance Guarantee

The contracted company will provide a **performance guarantee of 5%** of the total contract amount through a certified bank for the contract duration, after work completion the performance guarantee will be released back to the contractor.

### 3.9. Format and Signing

All pages of the original bid shall be signed by the Bidder or its senior most representative authorized to bind the Bidder to the contract. Financial proposal pages of the bid should be initialed and signed by the person or persons signing the bid and stamped with the company stamp or seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their **Financial proposal**. The content of the cover letter shall include the following information:

- The Validity of the Financial Proposal preferred 120 Days from date of submission and unchanged.
- Filled Financial Proposal (BoQ) detailing the Costs/Unit and Total prices in United States Dollars (USD) and Afghani (AFN).
- Bidders shall be required to **bid for all the lots** above, and those who quote for one or less than all, will not be considered.

## 4. SUBMISSION OF BIDS

### 4.1. Submission and Marking of Bids:

#### Technical Bid:

Bidders are required to submit **SEPARATE TECHNICAL BID in separate sealed envelope** marked with the Reference number and Name of the Tender, addressed to the Local Committee of Contracts and a warning not to open before the time and date for Tender opening.

#### Financial Bid:

Bidders are required to submit **SEPARATE FINANCIAL BID in separate sealed envelope** marked with the Reference number and Name of the Tender as below.

Both Technical and Financial Bids must be submitted separately, in separate sealed envelopes, addressed to the IFRC Afghanistan Country Delegation with a warning not to open before the time and date for Tender opening as follows:

Project Ref #: Description of the Works

**Project: Ref # 3932-LOG-AFCD-2024** - Establishing accommodation for Mobile Health Teams (MHT)- Herat, Afghanistan.

The International Federation of Red Cross and Red Crescent Society, Afghanistan Country Delegation,  
Afshar-i-Selow, Qargha Road, ARCS Compound,  
Kabul, Afghanistan | P.O. Box 3039

Both the Technical and Financial Bids must be delivered to the above address by the **27<sup>th</sup> of June 2024 within 14:00 hrs Kabul Time**. Bids submitted after the deadline will not be accepted. Bidders are required to sign the bid register form at the reception of IFRC Office indicating their company name, telephone number, and date of submission.

#### 4.2. Format

The Bidder's offer shall comprise of all the documents requested by IFRC, price and cost Schedules in BoQs and any other supporting documents in a sealed envelope, indicating the **reference #** (Number) above.

#### 4.3. Modification and Withdrawal of Bids

No modification or withdrawal of any bid shall be allowed after submission and deadline date until the Tender process is completed and award made.

### 5. BID EVALUATION CRITERIA

#### 5.1. Technical Evaluation.

the Technical Evaluation with the below Criteria:

EVALUATION CRITERIA		
Tech Eval:	Description	Score (%)
Technical Capacity and Structure of the bidding Company	1. General Organization, ownership, legal documents, and structure and or profile of the Bidding Company - <b>[10%]</b>	60%
	2. The Capacity in terms of the Technical Qualifications (Project Managers, Engineer) from profiles (Master's Degree, Bachelor's Degree, Diploma) and their Curriculum Vitae (CV) and Number of Employees in the company - <b>[15%]</b> .	
	3. Qualifications and Number of Years' Experience of the Lead Engineer, Foreman, or Construction project Manager (Minimum 5 Years) - <b>[15%]</b>	
	4. Capacity to perform the works: Amount of Turnover of the Company: Provide Bank Statements and or Audited Financial Reports/Statements of the Company for the past 3 years <b>[20%]</b>	
Experience of the Bidder	6. Number of Years (minimum 3) experience of the company in similar type works – <b>[15%]</b>	20%
	7. A table showing 3 – or more recent completed similar type works (preferably constructions) with their value, any documents, letters, contract copies, purchase orders or relevant information demonstrating experience and capacity to deliver - <b>[5%]</b>	
Work Completion Time (from the work plan/Gantt Chart/Bar Chart.)	8. Completion Time showing in a <b>BAR CHART</b> in days provide as part of the Bid Document by the bidder. This can be shown in form of Implementation Schedule/ Work Plan with clear completion timelines for each phase of the Projects – <b>[10%]</b>	10%

References, Letters, Copies of Contracts	9. Three (3) Referees from the recent successful project completed that IFRC may contact to check the evidence in similar project preferable with INGOs, UN Agencies any international organization, RCRC movement partners [10%]	10%
<b>TOTAL TECHNICAL EVALUATION SCORE</b>		<b>100%</b>

The technical scores 100% shall be converted to 70 points and the remaining 30 points from financial part.

## 5.2. Financial Evaluation.

<b>Financial Proposal</b>	FINANCIAL PROPOSAL SCORE. SCORE = (LOWEST BID OFFER PRICE/OFFERED BID PRICE) *30%	<b>30%</b>
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## 5.3. Combined Technical and Financial Evaluation.

<b>TECHNICAL EVALUATION SCORE = 70 POINTS</b> + <b>FINANCIAL EVALUATION SCORE = 30 Points</b>	<b>70 Points + 30 Points = 100 Points</b>
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IFRC is not bound to give any explanation and or reason for selection of any contractor for these works to any party.

## 5.4. Contacting IFRC

Subject to **Clause 2 above**, no Bidder shall contact IFRC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or a successful bidder is announced except for the bidding clarifications section above.

## 5.5. Notification of Award

A representative of IFRC will notify successful and unsuccessful bidders in writing, informing them of acceptance or rejection of their bids. For Successful bidders, IFRC will share draft Contract for review before signature of the final contract. At this time, IFRC may choose to negotiate with the selected bidder to finalize the offer.

## 6. CONTRACTING

### 6.1. Contract award and notification

The Federation shall award and notify the Contractor(s) whose Bid have been determined to be substantially responsive and acceptable considering the technical and financial offers as well as provided performance documents and considerations.

### 6.2. Payment Terms:

The Federation's Terms of Payment are by bank transfer within 30 days from date of receipt of invoice and presentation of Work Completion Certificate signed by IFRC and ARCS representatives.

No Advance payments shall be allowed under this tender and therefore Bidders are to ensure that they have enough funds and resources to complete the project as indicated above.

Bidders are required to provide their Company's bank name, and address in the bidding documents. This information should be provided in bidder's Company Letterhead.

## Disclaimer

The Federation (IFRC) reserves the right to accept or reject any bid offers without further reference to any bidder. IFRC does not bind itself to accept the lowest or any Bid thereof.

**Annexes:**

- Annex I: Declaration of Understanding**
- Annex II: BoQ, Drawing-Design**
- Annex III: Applicable General Conditions on Construction Contracts**
- Annex IV: Applicable Special Conditions on Construction Contracts**
- Annex V: IFRC Supplier registration form**
- Annex VI: Standard Acceptable Quality Limit and Penalties Plan**

**7) Integrity Line**



Report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to [speakup@ifrc.integrityline.org](mailto:speakup@ifrc.integrityline.org), or call ([Phone List](#)).

Yours sincerely

**Head of Country Delegation**

International Federation of Red Cross and Red Crescent Societies, Afghanistan.

Date: 12<sup>th</sup> of June 2024