



Help Humanity Organization of Afghanistan - HHOA

Request for Proposal-RFQ

Provision and Delivery of Rental of vehicles, Lunch/Meal, Refreshments, Training Hall Rent, Fuel for Generators, Mineral water, Liquid Gas, Offices Consumable supplies, Vegetable and stationaries under Long Term/ Framework Agreement in Kabul, Jawzjan, Faryab and Logar Provinces

RFQ Reference:
RFQ# RFQ-2024-HHOA-016



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1. Summary

RFQ Number	RFQ-2024-HHOA-016
Announcement Type	Request for Quotation – RFQ
Tender Title	Provision and Delivery of Rental of vehicles, Lunch/Meal, Refreshments, Training Hall Rent, Fuel for Generators, Mineral water, Liquid Gas, Offices Consumable supplies, Vegetable and stationaries under Long Term/ Framework Agreement in Kabul, Jawzjan, Faryab and Logar Provinces
Issue Date	June 25 th , 2024
Last Date of Submission	July 07 th , 2024

2. Introduction to Organization

Established in June 2013, Help Humanity Organization Afghanistan, hereafter, referred to as HHOA is an indigenous not for profit organization. We have started with an aim to ensure we can contribute in delivering education services to boys and girls that have not been reached so far. We undertake community and institutional development, strive for availing education, and believe in child protection and safeguarding initiatives.

Despite over 40 years of conflict, in the last two decades, Afghanistan has made significant progress in Education sector. In 2001, only one million Afghan children had access to education, and girls were largely not allowed to attend school. As per officially confirmed statistics from the Ministry of Education, today there are over 9 million students of whom %39 are girls participating in formal education – including Public and private schools, Community Based Education (CBE) – in Afghanistan.

Meanwhile, Girls in particular are more on the receiving end of these challenges with limited or no access to education. In recent years, there has been an increase in violence, including attacks against schools and hospitals, making Afghanistan an increasingly unsafe place to be a child. 80 percent of the victims of the increasing violence are children leaving many of them with lifelong challenges.

While we understand that progress will be incremental due to universal lack of good educational opportunities, geographical isolation, and the long-term effects of war and continuing warfare, we are consistent in our efforts.

We are richly experienced in education, capacity building, Training the trainers, developing educational contents, advocating for children rights and campaigning against Gender Based Violence (GBV) in Afghanistan. We have partnered with other national and international NGOs in achieving the vision and mission that define our collective belief about Afghan children.



3. Tender Purpose and Expected Results

HHOA is seeking qualified Logistics Companies for Provision and Delivery of Rental of vehicles, Lunch/Meal, Refreshments, Training Hall Rent, Fuel for Generators, Mineral water, Liquid Gas, Offices Consumable supplies, Vegetable and stationaries under Long Term/ Framework Agreement in Kabul, Jawzjan, Faryab and Logar Provinces

In order to participate and be eligible, you will need to complete the necessary documents. Please note the deadline for the bid submission, and submit your quotation. Incomplete submissions will be automatically rejected.

4. Language of Bid

The bid, as well as all correspondence and documents relating to the bid shall be written in English. Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required).

5. Documents Comprising for the quotation.

The Supplier shall complete and submit the following document with quotation:

1. Copy of your company AISA registration certificates
2. Bank Account Detail.
3. Partial quotes will be disqualified.
4. Previous Similar Experience
5. Fill, sign and stamp the RFQ.
6. Any other documents necessary and mentioned in this RFQ.

Note:

1. Proposal must be completed without any changes to the format, no substitutes shall be accepted
2. All blank spaces shall be filled with the requested information.

6. Eligibility for Application.

To complete the tasks successfully, the Firm/companies are expected to have the following experience:

- ❖ Experience with/knowledge of national and international organization and UN standards.
- ❖ Compliance to Local Laws (taxation etc).
- ❖ No pending litigation.

7. Payment Terms and Bid Price for Service Contract:



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- ❖ The payments will be made after confirmation of the work/services by **HHOA's provincial team and at the end of each month against a consolidated invoices for all project sites.**
- ❖ Bid price should be made individual and as whole in the summary.
- ❖ All duties, taxes and other payable will be paid by the contractor under the contract, shall be included in the total bid price submitted by the bidder. HHOA will be withholding 2% BRT from total contract amount and will be paying it to MoF on behalf of HHOA.
- ❖ **HHOA** is not responsible for all taxes of the project. Contractor has to pay all the tax according to the rule and regulation of Afghanistan law.
- ❖ 2% of contract value, if the Contractor holds a valid business license from the relevant sources.
- ❖ 7% of contract value, if the Contractor does not have valid business license or expired business, or any other tasks which the contractor aren't able to provide the business license.

8. Currencies of Bid and Payment:

All invoices will be pay in AFN: all payment will be transfer through the banking system / Cheque.

9. Terms of Contract:

The following terms of contract must be applicable for further payment and bidder contracts:

- i. Copy of AISA Certificate along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
- I. Your quotation will be accepted and payment will be proceeding as per your legal business title.
- II. The amount and frequency of goods will be determined and subject to issuance of PO by HHOA. The minimum purchases per month is approximately AFN 300,000 and may reach above AFN 1,000,000 in any particular month depending on the need in each province. Also, the vehicles rental will be required on regular basis with payment made at the end of each month.
- ii. **HHOA** will pay crossed cheque in favours of valid bank account of the organization/individual with whom contract is executed. Any other bank account is not acceptable.
- iii. Penalty is applicable to the selected company in case of late delivery as per of our contact policy and procedures.
- iv. Valid Bank account according to your legal business title.
- v. **HHOA** reserves the right to cancel this process without further notice to the vendors.



10. Submission:

Please submit your bids in accordance with the requirements detailed below:

Complete sealed bid documents should be submitted to **Help Humanity Organization of Afghanistan - HHOA Head Office: House # 11, Street # 01, Qila-e-Fathullah, District # 10, Kabul Afghanistan No later than Date: July 07th, 2024, Time: 3:00 PM Afghanistan Kabul Time.**

If you have any further question or clarifications in this bid, please reach out by email to the following email id.

Email: procurement@hhoaf.org

Site Visit: - N/A

11. Eligible Bidders:

Participation in tendering is open on equal terms to all companies/firms which is officially registered with the Government of Afghanistan. The bidder at the time of submission of the bid should not be:

- ❖ insolvent;
- ❖ in receivership;
- ❖ bankrupt; or
- ❖ being wound up.

12. Inspection and late proposal:

HHOA is obliged to ensure that its procurement decisions are clearly justified and documented, within the Donors mandatory principles and **HHOA**'s procurement policy, that full and on-the-spot access must be granted to representatives of **HHOA**, Donor, any organization or person mandated by it, to premises belonging to **HHOA** or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

Tenders must be Submit by the due date and time as specified. Tenders received after the closing date will not be considered, unless in **HHOA** sole opinion there are exceptional circumstances which have caused the delay. **HHOA**, reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

The bidder will have affected by no potential conflict of interest, that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform **HHOA** in written.

13. Compliance and Rejection of Tenders:



HHOA, reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed. Therefore, the **HHOA** is under no obligation to accept any tender.

14. Clarification of Bidding Documents:

A prospective bidder requiring any clarification of the bidding document shall contact the **HHOA** in writing before 7 days of the date of bid submission specified.

The organization will respond in writing to any request for clarification before the deadline for clarification of bids.

15. Bid Validity:

Bids shall remain valid for the **60 days** the date of the bid submission deadline date as specified. A bid valid for a shorter period shall be rejected as non-compliant.

16. Sealing and Marking of the Bidding Documents by the Bidder:

- ❖ The bidder shall enclose the bid in a plain envelope securely sealed.
- ❖ Be addressed to the **House # 11, Street No. 01, Qila-e-Fathullah, Kabul Afghanistan.**
- ❖ Bear the bid number.
- ❖ No other markings should be on the envelope.
- ❖ If any envelope is not sealed and marked as required, those bids will be rejected.

17. Confidentiality:

- ❖ Bidders must treat the invitation to tender and all associated documentation supplied as confidential.
- ❖ Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated bidder is communicated to all bidders.
- ❖ Any effort by a bidder to influence the **HHOA** in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

18. EVALUATION OF BIDS AND CONTRACT AWARD

Evaluation of Bids

Bids will be reviewed and evaluated by an Evaluation Panel to determine if the Bid is substantially responsive to the requirements of the Bidding Documents.

Contracts are awarded on the basis of the “lowest priced substantially compliant offer” evaluation methodology, including delivery terms, and any other requirements stated in the RFQ.

- A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation.



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- A material deviation or reservation is one
- which affects in any substantial way the scope, quality, or performance of the Works,
- which limits in any substantial way, inconsistent with the Bidding documents.

If a Bid is not substantially responsive, it will be rejected by the HHOA, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

A bidder who is implementing any of the HHOA ongoing projects, should have work progress of more than 80 percent by submission deadline. Any poor and unsatisfactory performance will not be considered for the technical and financial evaluation.

After evaluation of all responsive Bids, and prior to award of the Contract, the successful Bidder shall agree to a reference check from the Bidder's bankers and previous employers to verify:

Corrections of Errors

- ❖ Bids determined to be substantially responsive will be checked by the HHOA for any arithmetic errors. Errors will be corrected by the HHOA as follows:
- ❖ Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- ❖ If there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the HHOA there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted will govern, and the unit rate will be corrected.
- ❖ If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the totals shall be corrected.
- ❖ The amount stated in the Bid will be adjusted by the HHOA in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will be rejected.
- ❖ To assist in the examination, evaluation, and comparison of Bids.

Eligibility & Qualification Criteria

Preliminary Requirements

No.	Item Description	Criteria
1	Stamping and signing all bid retainable forms including bid offer etc.	Must meet requirement
2	No conflicts of interest	Must meet requirement
3	Not having been declared ineligible based on a United Nations resolution or Afghanistan	Must meet requirement



	Laws	
4	Valid Business License Certificate	Must meet requirement <i>Document attached</i>
5	Tax Registration Certificate for recent year	Must meet requirement <i>Document attached or Registration number Provided</i>

19. Notification and Signing of the Contract:

Upon receipt of the Letter of Acceptance, the **HHOA** shall call the successful bidder to sign the Contract and returned back to the organization. copy of contract will be awarded to bidder in the same time. After evaluation, only winning suppliers will be formally notified.

20. Scope of Work:

The scope of work is Provision and Delivery of Rental of vehicles, Lunch/Meal, Refreshments, Training Hall Rent, Fuel for Generators, Mineral water, Liquid Gas, Offices Consumable supplies, Vegetable and stationaries under Long Term/ Framework Agreement in Kabul, Jawzjan, Faryab and Logar Provinces

21. Delivery Terms and Condition:

The period of delivery of goods duration time should be as per the issued PO.

22. GENERAL REPRESENTATIONS

By submitting its bid in response to this request, the Bidder confirms to **HHOA** as at the Submission Deadline.

- ❖ The Bidder has (a) the full authority and power to submit the Bid and to enter into any resulting contract, and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source and supply the works and to perform its other obligations under any resulting contract. (c) the Bidder has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with any service, deliverable or outcome that may be acquired under any resulting contract.
- ❖ All of the information it has provided to **HHOA** concerning the works and the Bidder is true, correct, accurate and not misleading.
- ❖ The Bidder is financially solvent and is able to supply the works to HHOA in accordance with the requirements described in this Bid.



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- ❖ The use or supply of the works does not and will not infringe any patent, design, trade-name or trade-mark.
- ❖ The development and supply of the works has complied, does comply, and will comply with all applicable laws, rules and regulations.
- ❖ It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.
- ❖ The Bidder agrees to be bound by the decisions of HHOA and donor, including but not limited to, decisions as to whether the Bidder's Proposal meets the requirements and instructions stated in this Bid and the results of the evaluation process.

23. ETHICAL STANDARDS

HHOA requires that all Bidders observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process.

- ❖ **HHOA and Donors** also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.
- ❖ In respect of all aspects of the solicitation process the Bidder has disclosed to HHOA any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Bidder has disclosed to **HHOA** if it or any of its affiliates is, or has been in the past, engaged by **HHOA** to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the works requested under this RFQS; or if it or any of its affiliates has been involved in the preparation and/or design of the program/project related to the works requested under this Bid.
- ❖ The Bidder has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.
- ❖ No official of **HHOA or of Donor Organization** has received from or on behalf of the Bidder, or will be offered by or on behalf of the Bidder, any direct or indirect benefit in connection with this RFQs including the award of the contract to the Bidder. Such direct or indirect benefit includes, but is not limited to, any gifts, Favors or hospitality.
- ❖ Neither the Bidder nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organization or other international inter-governmental organization such as Asian Development Bank, European Union etc. The Bidder will immediately disclose to **HHOA, and Donor** if it or any of its affiliates, or personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the contract.
- ❖ If the Bidder or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, **HHOA** will be



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entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Bidder.

- ❖ If **HHOA** chooses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days' suspension at (**HHOA**) sole choice.
- ❖ The Bidder will
 - observe the highest standard of ethics;
 - use its best efforts to protect **HHOA** and DONOR against fraud, in the solicitation process and in the performance of any resulting contract; and
- ❖ In particular, the Bidder will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in DONOR's Policy Prohibiting and Combatting Fraud and Corruption.
- ❖ The Bidder has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Bidder to perform any works and services in the Bidder's participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Bidder has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Bidder, from exchanging any money, goods, services, or other things of value, for sexual Favors or activities or from engaging in any sexual activities that are exploitive or degrading to any person.
- ❖ The Bidder confirms that it has read DONOR's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Bidder will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Bidder will further cooperate with DONOR's implementation of this Policy.

24. AUDIT Procurement and Distribution Works

From time to time, **HHOA** and/or DONOR may conduct audits or investigations relating to any aspect of a contract awarded in relation to this bid, including but not limited to the award of the contract and the Bidder's compliance. The Bidder will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting **HHOA**, DONOR and those undertaking such audits or investigations access to the Bidder's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Bidder will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by **HHOA** and DONOR.

ANNEX-1

Price Table (Sample Prices)

Please Fill all price tables properly and give your quoted price for each item.

Kabul Province

No.	Item Description	Unit	Qty	Unit Cost AFN
1	One Meal (Qabli Palaw with Salad, 200g Meat, 1 Cola, 1 Bread)	Person	1	
2	Liquid Gas	KG	1	
3	Soft Facial Tissues (Alokozay 200x2 Play White Tissues)	PC	1	
4	Toilet Paper (Alokozay)	Roll	1	
5	Sugar	7 Kg	1	
6	Alokozay Mineral Water (Small Bottle)	PC`	1	
7	A4 Paper (Laser jet) – 1 Cotton (5 Rim)`	Cotton	1	
8	Fuel (Diesel)	Litter`	1	
9	File Folder Large Size	Dozen	1	
10	Rice – 1 st Quality	KG	1	
11	Alokozay Cooking Oil (5 Litters Bottle)	Bottle	1	
12	Bread (naan)	PC`	1	
13	Bean	Kg	1	
14	Pulses (Daal)	Kg	1	
15	Potato	KG	1	
16	Rental of Vehicles (24/7) for staff pick and drop, visits to ministries and UN agencies. Toyota Corolla 1995 to 2006	PC/Month	1	
Total Quoted Price (Inclusive of Applicable Taxes)				



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Jowzjan Province

No.	Item Description	Unit	Qty	Unit Cost AFN
1	One Meal (Qabli Palaw with Salad, 200g Meat, 1 Cola, 1 Bread)	Person	1	
2	Liquid Gas	KG	1	
3	Soft Facial Tissues (Alokozay 200x2 Play White Tissues)	PC	1	
4	Toilet Paper (Alokozay)	Roll	1	
5	Sugar	7 Kg	1	
6	Alokozay Mineral Water (Small Bottle)	PC`	1	
7	A4 Paper (Laser jet) – 1 Cotton (5 Rim)`	Cotton	1	
8	Fuel (Diesel)	Litter`	1	
9	File Folder Large Size	Dozen	1	
10	Rice – 1 st Quality	KG	1	
11	Alokozay Cooking Oil (5 Litters Bottle)	Bottle	1	
12	Bread (naan)	PC`	1	
13	Bean	Kg	1	
14	Pulses (Daal)	Kg	1	
15	Potato	KG	1	
16	Rental of Vehicles (24/7) for staff pick and drop, Monitoring of CBE classes in 13 districts. Toyota Corolla 1995 to 2006	PC/Month	1	
Total Quoted Price (Inclusive of Applicable Taxes)				

Faryab province

No.	Item Description	Unit	Qty	Unit Cost AFN
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1	One Meal (Qabli Palaw with Salad, 200g Meat, 1 Cola, 1 Bread)	Person	1	
2	Liquid Gas	KG	1	
3	Soft Facial Tissues (Alokozay 200x2 Play White Tissues)	PC	1	
4	Toilet Paper (Alokozay)	Roll	1	
5	Sugar	7 Kg	1	
6	Alokozay Mineral Water (Small Bottle)	PC`	1	
7	A4 Paper (Laser jet) – 1 Cotton (5 Rim)`	Cotton	1	
8	Fuel (Diesel)	Litter`	1	
9	File Folder Large Size	Dozen	1	
10	Rice – 1 st Quality	KG	1	
11	Alokozay Cooking Oil (5 Litters Bottle)	Bottle	1	
12	Bread (naan)	PC`	1	
13	Bean	Kg	1	
14	Pulses (Daal)	Kg	1	
15	Potato	KG	1	
16	Rental of Vehicles (24/7) for staff pick and drop, Monitoring of CBE classes in 5 districts. Toyota Corolla 1995 to 2006	PC/Month	1	
Total Quoted Price (Inclusive of Applicable Taxes)				

Logar Province

No.	Item Description	Unit	Qty	Unit Cost AFN
1	One Meal (Qabli Palaw with Salad, 200g Meat, 1 Cola, 1 Bread)	Person	1	
2	Liquid Gas	KG	1	
3	Soft Facial Tissues (Alokozay 200x2 Play White Tissues)	PC	1	
4	Toilet Paper (Alokozay)	Roll	1	



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5	Sugar	7 Kg	1	
6	Alokozay Mineral Water (Small Bottle)	PC`	1	
7	A4 Paper (Laser jet) – 1 Cotton (5 Rim)`	Cotton	1	
8	Fuel (Diesel)	Litter`	1	
9	File Folder Large Size	Dozen	1	
10	Rice – 1 st Quality	KG	1	
11	Alokozay Cooking Oil (5 Litters Bottle)	Bottle	1	
12	Bread (naan)	PC`	1	
13	Bean	Kg	1	
14	Pulses (Daal)	Kg	1	
15	Potato	KG	1	
16	Rental of Vehicles (24/7) for staff pick and drop, Monitoring of CBE classes in 5 districts. Toyota Corolla 1995 to 2006	PC/Month	1	
Total Quoted Price (Inclusive of Applicable Taxes)				

Grand Total all Provinces (Inclusive of Applicable Taxes).	
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Note: *These are sample prices, however, financial evaluation will be conducted based on these unit prices/total quoted price. The actual quantity and types of goods ordered may vary from above and will be based on each PO issued during the contract period. Also, the number of vehicles rental is to be determined in the contract and approximately 22 vehicles rental is required for all provinces.*

ANNEX-2
BIDDING FORM

Bidder's General Details:

a) General information:

Please fill in the below table with required information

Supplier/Company Name: _____

Tazkira No./Company Registration No.: _____

Tazkira Issued /Country of Company Registration: _____

Nature of Primary Business/Trade: _____

Registration Date: (Only for Company): _____

Expiry Date: (Only for Company) _____

Legal Status of Company (e.g., partnership, private limited company) _____

Primary Contact Name: _____

Job Title (Only for Company): _____

Primary Contacts Address: _____

Phone: _____

Email: _____

b) Owners/Managers:

Please fill in the below table with required information

Full Name:

Tazkira No:

Year of birth:

Place of birth:

Permanent Address:

Current Address:

Contact Detail (phone and email address):



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Beneficiaries bank account details:

Beneficiary Name:	
Beneficiary Account Number:	
Beneficiary Bank Name:	
Bank Branch Name:	
SWIFT:	
Bank Address:	

Confirmation of Bidder's Compliance:

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I, also confirm that I agree to all the terms and conditions specified in this bid. And also understand that these terms and conditions will apply to any subsequent contract that our company/firm will be signing in the event our bid is successful.

I confirm that **Help Humanity Organization of Afghanistan** may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: -----

Title of Signatory: -----

Signature: -----

Date of Signing: -----