*Version 1.0 /110621*

**INVITATION TO TENDER**

**AFGHANISTAN**

**3/July/2024**

**(****ITT-AFG-SRP-2024-** **PR466574)**

**Certified Wheat Seed Package**

**SUBMISSION DEADLINE: 08:00 am - 04:00pm ON 15/July/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 1: INVITATION TO TENDER](#_PART_1_–)**

* + 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**  **(Framework Agreement )** | ***Framework Agreement*** *(Fixed Price or Non-Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **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)](#_PART_2_–) 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.

**3.1 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 bidder’s ability, skill, innovation capacity 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**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 3/July/2024 |
| Pre-Submission Clarification Meeting | << Not Applicable >> |
| Deadline for questions from Bidders | 10/July/2024 |
| Deadline for Bid Submission | 15/July/2024 |
| Bid Clarifications | 28/July/2024 |
| Award Contact | 30/Aug/2024 |

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

### **5.2 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**

* One paper copy submitted on headed paper **to Save the** **Children International- Field Office in Sar-e-Pol Province located at – District#2- Street#3 Behind the Almas Hotel-Sar-e-Pol- Afghanistan.**
* Bids should be submitted in a single sealed envelope addressed to SCI Sar-e-Pol Field Office Supply Chain Department.
* The envelope should clearly indicate the Invitation to tender reference number **ITT-AFG-SRP-2024-** **PR466574** 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.

### **5.3 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **04:00 PM 15/July/2024.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **5.4 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 Sari pol is going to distribute certified wheat seed to CBED-II project beneficiaries in 22 surveyed target communities. Project team have conducted a technical survey to identify the best varieties that are cultivated and adopted by local farmers. Kabul-13 and Chunt-1 varieties which were recommended by SRP DAIL. Total beneficiaries under this project for wheat cultivation are 600 verified farmers to receive each 50kg of certified wheat seed along with other inputs that are considered in input package. Distribution point for input will be SRP centre and supplier should take the following points during delivery:

**Seed selection:**

The selected varieties that identified in coordination with SRP PAD are Kabul-13, Lalmi- 19, Lalmi 17 for 2024-year wheat cultivation and should be production of current year. The seed moisture should not exceed 14% and purity 95%. The external matter and breakage all together should not exceed 5%. The germination rate of 90-95%. The seeds size should be uniform. Seeds should be free of any insects and damages caused by insects.

**Seed packaging**:

Seed should be packed in good quality bags with 50kg of grain. In each sack of wheat seed added a packet of 100gr v- thiram. wheat should have a certificate and each bag tag number.

The selected supplier will transport the commodity to end destination which is SRP centre and all other condition of delivery described in contract with SCI SRP supply chain. The transportation date and venue of unloading will be coordinated with SRP supply chain and project. Sacks that are torn or damaged will not be accepted.

**Quality check:**

However, the supplier/ company should provide the certificate of quality and guarantee the quality mentioned in certificate. Sample check will be done by member of technical team from DAIL representative and SCI before loading the commodity. Since we cannot check all the bags for quality control, for any failure during cultivation supplier will be responsible if the quality is not corresponding with certificate. Germination test will be done on agreed conditions of SCI and DAIL.

**Prepackage distribution:**

Upon seed arrival seed should be stored for further distribution. There is need of venue hire to keep the input and serves as distribution point.

**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: ( lalmi 17 Lalmi 19 and Kabul 13) 2024 production. Quality specifications are shared in one pager.** |
| 2 | **Urea fertilizer:**  Urea fertilizer should be Mazar- kode barq production and production of current year. |
| 3 | **DAP fertilizer:**  - DAP fertilizer should be high quality Chand Australian production with fresh date of production or equivalent. |
| 4 | **Spray Pomp: High quality plastic imported 20L capacity sprayer with plastic mesh in the back.** and pomp should be in high quality according to the picture sample or equivalent to 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_1_-)
* [Section 2 – Capability, Sustainability & Innovation Questions](#_SECTION_2_–)
* [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 provide the wheat seed certificate along with sample  .  **Note: the sample items should be submitted in full package, If the bidders don’t submit the sample of goods/services with wheat seed certificate, then they will be disqualified.** | **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 mentioned contracts should be in between 2020 up to now).  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)**  Quality Must Be assured by committee member according to the one pager provided by SCI for the variety of seeds and supplier samples.   * for high quality sample 10 points * for good quality sample 5 points, * 0 point for low quality sample. | **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 total three years within the above-mentioned period of bank statement. | **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** | **Total Price AFN Currency** |
| 1 | **Certified Wheat Seed:** ( Lalmi 17 Lalmi 19 and Kabul 13) 2024 production. Quality specifications are shared in one pager. | Kg | 30,000 |  |  |
| 2 | **Urea fertilizer:**  Urea fertilizer should be Mazar- kode barq production and production of current year. | Kg | 60,000 |  |  |
| 3 | **DAP fertilizer:**  - DAP fertilizer should be high quality Chand Australian production with fresh date of production or equivalent . | Kg | 30,000 |  |  |
| 4 | **Spray Pomp:** High quality plastic imported 20L capacity sprayer with plastic mesh in the back. and pomp should be in high quality according to the picture sample or equivalent to sample. **sample picture is attached in section-4 of ITT pack.** | PC | 600 |  |  |
| **Total =** | | | | |  |

## **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 & Innovation 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 | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| Completed Bidder Response Document | | | |  |
| **Capability Criteria Evidence** | | 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: | ………………………………………………….. |