

**Community Action for Healing Poverty Organization (CAHPO)**

**Reference** # **CAHPO-UNHCR-01-GO-ITB-2024**

**Procurement of Materials for Infrastructures’ Rehabilitation**

**(Khost and Paktika Provinces)**

**(June 26, 2024)**

**Project Name**

Livelihood Support and Cash for Work Program for Refugees , Returnees ,IDPs and Host Communities in Khost and Paktika Provinces

**Subject:** Invitation to Bid (One-Envelope Bidding Process)

**Project Name: Project Name:** Procurement of Materials for Infrastructures’ Rehabilitation

**Invitation to Bid No.:** CAHPO-UNHCR-01-GO-ITB-2024 In Matun, Gurbaz and Spera Districts of Khost Province and Barmal Districts of Paktika Province

**Location: Date:** June 26, 2024

# INTRODUCTION:

### The Introduction of CAHPO

Community Action for Healing Poverty Organization (CAHPO) is an independent, non-governmental, non-political and non- for profit, charity organization, founded on the initiative of a group of Afghans in 2013 as NGO in order to contribute towards rehabilitation and reconstruction process of Afghanistan, even though initially it has been established as CSO in rural areas in 2012. Since its establishment, CAHPO’s strategy has evolved from providing short-term emergency relief services to Emergency preparedness, Disaster Risk Reduction and long-term development efforts which stress community involvement/empowerment, project sustainability and facilitate the livelihood improving of the common Afghans as well as safe resettlement of the refugees in Afghanistan. CAHPO is providing services in provision of different development program such as education, capacity building agriculture, etc. in Afghanistan.

### Invitation to Bid:

The Community Action for Healing Poverty Organization (CAHPO) partner of the United Nations High Commissioner for Refugees (UNHCR) is implementing the project Support to Livelihood/Income Generation through Small and Medium Enterprise (SMEs) and Cash for Work (CFW) for People We Serve (Refugees) in Khost and Paktika Provinces. The Organization for Community Action for Healing Poverty Organization (CAHPO) invites bidders/companies duly registered with the government of Afghanistan to submit sealed bids for the above subjected procurement on the basis of the following terms and conditions.

### Eligible Bidders:

* + 1. This Invitation for Bids is open for all interested bidders/companies who have registered with the government of Afghanistan and have valid license.
    2. Bidding will be conducted through Negotiated Procedure using an Invitation to Bids (ITB) and is open to all eligible Bidders.
    3. The bidder, company, organization or individual should not listed in the sanction and embargo list of the UN Security Council.
    4. The bidder, company, organization or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
    5. The bidder, company, organization or individual to will not be contracted for considerable portions of the contract is an enterprise economically intertwined with persons conducting the tender.
    6. The bidder shall be an Afghan company registered with the government of Afghanistan.

### Cost of Bidding

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### Acknowledge, obtaining and submission of bids:

5.1 Interested eligible Bidders may obtain further information from Community Action for Healing Poverty Organization (CAHPO), email to [cahpoprocurement@gmail.com](mailto:cahpoprocurement@gmail.com), **Contact No: +93 (0) 781253333** and inspect the bidding document during office hours 08:00 A.M to 04:00 P.M at the address given below CAHPO Head Office House #37, Sarai Ghazni, Karte-e-3, Kabul.

5.2 The bidding document in English may be obtain by interested eligible Bidders upon the submission of a written application to the address below or email to [cahpoprocurement@gmail.com](mailto:cahpoprocurement@gmail.com), the bidder shall quote only in Afghani. The bids received in any other freely convertible currency (maximum up to three) will be converted to Afghani as per rate of exchange (selling rate) published by the Da Afghanistan Bank based on rate of exchange (Transfer Selling rate) prevailing on the date of bid closing and contract will be concluded in AFN.

5.3 Bids must be delivered or submitted to the address below on or before at 02:00 PM on July 10, 2024. Electronic Bidding will not be permitted. Late Bids will be rejected.

6. The address (es) referred to above is (are):

**Procurement Management Unit:**

CAHPO Head Office:

Address: House #37, Sarai Ghazni, Karte-e-3, Kabul, Afghanistan.

Telephone: +93 (0) 781253333

Email:, [cahpoprocurement@gmail.com](mailto:cahpoprocurement@gmail.com)

## Bidding Documents:

### Bidding Documents

The Bidding Documents, in addition to invitation for bids, are those stated below and all documents shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding Data Sheet.

1. Invitation to Bid (applied to this document)
2. Declaration of undertaking in accordance of the annex -1.
3. Summary of Relevant Capability, Experience and past performance of annex- 2
4. Copy Valid Business License of the company /bidder, annex - 3
5. Financial Report (Bank Statement) in accordance of annex - 4
6. Supplier questionnaire of the annex - 5
7. Terms and Condition of Contract - 6
8. Price Quotation Declaration Letter in accordance of the annex - 8
9. Price offering Sheet (Price Schedule/Bill of Quantities) in accordance of annex – 9
10. Supplier’s Code of Conduct

Prices must be quoted for all items in the Price Schedule/Bill of Quantities.

The bidders are expected to examine carefully the contents of all the above documents.

Failure to comply with the requirements of bid submission will be at the Bidder’s own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

### Clarification of Bidding Documents

Any prospective bidder requiring any clarification in respect of the Bidding Documents may notify the Employer in writing at [[cahpoprocurement@gmail.com](mailto:cahpoprocurement@gmail.com).](mailto:procurement.ord@gmail.com) The request for clarification must reach the Employer not later than 5 days before the closing date of the bid. The Employer will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of bids.

The Employer will respond by e-mail providing clarification on the bidding documents. Written copies of the Employer’s response including a description of the enquiry but without identifying its source will be communicated to all prospective Bidders, who had received the bidding documents and acknowledged their participation to the above-mentioned email.

# PREPARATION OF BID:

### Language of Bid

The bid and all correspondence and documents related to the bid exchanged by a bidder and the Employer shall be in English language only as specified in the Bidding Data **(BD).**

### Documents Comprising the Bid

The Bidder shall deliver the Bid in a single, sealed envelope (one-envelope Bidding process).

1. Invitation to Bid (applied to this document)
2. Declaration of undertaking in accordance of the annex -1.
3. Summary of Relevant Capability, Experience and past performance of annex - 2
4. Copy Valid Business License of the company /bidder, annex - 3
5. Financial Report (Bank Statement) in accordance of annex- 4
6. Supplier questionnaire of the annex - 5
7. Terms and Condition of Contract - 6
8. Company annual turnover of the last three years (for 2021, 2022 and 2023)
9. Additional a copy of each Circular Letter issued to bidders by the Employer (if applicable). The Bidder must endorse each copy of such Circular Letter.
10. Supplier’s Code of Conduct
    1. **Bid Prices**

The Price bid must include the following:

* Price offering Sheet (Bill of Quantities) in accordance of annex- 7.
* Price Quotation Declaration Letter in accordance of the annex - 8

All prices shall be stated with applicable tax (in accordance with the current tax laws of the Islamic Republic of Afghanistan, and all other relevant provisions of the same law).

All unit prices shall be indicated in the spaced provided in the price sheet (Price Schedule/BoQ). The bidder must sign and officially stamp the price sheet.

### Bid Currencies

The offer should follow the given structure and prices shall be quoted in **Afghani** (AFN) as specified in the Bidding Data sheet (BD). The bids received in any other freely convertible currency (maximum up to three) will be converted to Afghani as per rate of exchange (selling rate) published by the Da Afghanistan Bank based on rate of exchange (Transfer Selling rate) prevailing on the date of bid closing and contract will be concluded in AFN.

### Bid Validity Period

Bids shall be valid for **30 days** after the Date of Bid Opening specified in the BD.

In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing.

### Format and Signing of Bid

1.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.

* 1. All appendices to Bid are to be properly completed, signed and stamped.
  2. Each bidder shall prepare by filling out the forms completely and without alterations one (1) original and number of copies, specified in the Bidding Data, of the documents comprising the bid and clearly mark them “ORIGINAL” and ‘COPY” as appropriate. In the event of discrepancy between them, the original shall prevail.
  3. The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.

### 2. Alternative Bid

Alternative bids are not allowed to be submitted and attached.

# SUBMISSION OF BID:

### Deadline for submission of bid:

1. The closing date for submission of bids is:

The **July 10, 2024 14:00hrs or (2:00PM)** (Afghanistan local time). Late bids shall be rejected and electronic submission is not allowed.

1. Bids must be received by the Employer at the address specified no later than the deadline.
2. Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.
3. Where delivery of a bid is by mail and the bidder wishes to receive an acknowledgment of receipt of such bid, he shall make a request for such acknowledgment in a separate letter attached to but not included in the sealed bid package
   1. **Submission, Sealing and Marking of Bids:**

The Bidder shall deliver the Bid in a single, sealed envelope (one-envelope Bidding process).

The signed and stamped bid one original and one copy including with its all attachments shall be submitted in sealed envelopes.

The envelopes of your bidding documents shall be marked as following:

1. Bidding document for:

Procurement of Materials for Infrastructures’ Rehabilitation in Matun, Gurbaz, Spera and Barmal Districts of Khost and Paktika Provinces

Invitation to Bid No.: CAHPO-UNHCR-01-GO-ITB-2024

### The Employer’s address for submission of bids is:

CAHPO Head Office:

House #37, Sarai Ghazni, Karte-e-3, Kabul, Afghanistan.

Telephone: +93 (0) 781253333

Email:, [cahpoprocurement@gmail.com](mailto:cahpoprocurement@gmail.com)

### Modification, Substitution and Withdrawal of Bids

The bidder may modify, or withdraw its bid after bid’s submission, provided that the written notice of the modification, including substitution or withdrawal of the bids, received by the Employer prior to the deadline for submission of bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified by a bidder after the deadline for submission of bids.

# BID OPENING AND EVALUATION:

### Bid Opening:

The offers from all bidders will be evaluated on the basis of acceptance of simple & pass / fail in the following criteria:

1. The Bidder shall deliver the Bid in a single, sealed envelope (one-envelope Bidding process).
2. Valid business license at least six months.
3. Bidder accepts, and filled, completed, signed / stamped all CAHPO (Annexes) with Tender Sealed and signed.
4. Accepts bids validity of 30 calendar days from closing date of this ITB.
5. Bank details under the company name in (AFN)

The opening of the bid will be held with CAHPO members only. The bid opening will take place at:

CAHPO Head Office, Conference Hall:

### Process to be Confidential

Information relating to the examination, clarification, evaluation and post-qualification of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process before the announcement of bid evaluation report.

Any effort by a bidder to influence CAHPO in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.

### Examination of Bids and Determination of Responsiveness

Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.

A substantially responsive bid is one, which meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation.

**Evaluation and Comparison of Bid:**

Bidder shall provide the bid as per the below criteria and the bids will be opened immediately after the expiry of the deadline.

The content of Technical Bid will be evaluated in accordance with the following technical criteria:

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria description** | | **Weight (%)** |
| **Supplier Details** | The Supplier/Contractor should have a valid registered Business License | **5** |
| **Technically / Past Experience** | Similar Past experience for similar scope and size, list and contact details of references, incl. UN Donors/NGOs & Government with indication of provable evidence documents in last three years, 2022, and 2023 as described as per (Annex -2).  List of similar completed projects with provable evidence  contract doc. (at least one the completed projects value shall not be less than 4 million AFN in one year). | **20** |
| **Financial Turnover (3 years) / Financial Capability** | Financial Capability: only bank statements/ or any other documents that demonstrate financial capability of company. | **10** |
| **Tax clearance letter.** | Tax clearance letter for the year 2022 and 2023. | **15** |
| **Cost / breakdown** | The Financial Offer Form will be preferred as reasonableness and lowest prices in this ITB and it will be calculated as per grade. | **25** |
| **Delivery** | The Supplier need to deliver the goods to the final destinations not later than the delivery period mentioned below | **25** |
| **Total Points** | | **100** |

### Notification of Award

Prior to the expiration of the period of bid validity, the Employer will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted.

# . BIDDING DATA SHEET (BDS):

|  |  |
| --- | --- |
| **General** | |
| 1.1 | The Employer is Community Action for Healing Poverty Organization (CAHPO).  The Location is:  Matun, Gurbaz, Spera and Barmal Districts of Khost and Paktika Provinces of Afghanistan |
| 1.2 | The project is financed by: Office of the United Nation High Commissioner for Refugees (UNHCR). |
| 1.3 | The Intended period of contract is 10 days |
| 1.4 | The qualification criteria are modified in ITB. |
| **Submission Bidding Documents** | |
| 2.1 | The Employer’s address for clarification is:  CAHPO Head Office,  House #37, Sarai Ghazni, Karte-e-3, Kabul, Afghanistan.  Telephone: +93 (0) 781253333  Email:, [cahpoprocurement@gmail.com](mailto:cahpoprocurement@gmail.com) |
| 2.2 | **REQUESTS FOR CLARIFICATION:**  Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to procurement unit at [cahpoprocurement@gmail.com](mailto:cahpoprocurement@gmail.com)  The deadline for receipt of questions is **14:00 hrs or 2:00 PM local time on July 10, 2024**. Bidders are requested to keep all questions concise.  Please do not send bids to the above email address. Only queries questions on this ITB can be sent to the subject line email.  CAHPO will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. CAHPO may, at its discretion, copy any reply to a particular question to all other invited bidders at once.  All questions in regard to that tender please send in written no later than 5 days before the closing date of the bid. |
| **Preparation of Bids** | |
| 3.1 | The language of the bid shall be English. |
| 3.2 | Any additional materials required to completed and submitted by the Bidders are: **None** |
| 3.3 | The Bid prices shall be quoted in **Afghani** (AFN) The bids received in any other freely convertible currency (maximum up to three) will be converted to Afghani as per rate of exchange (selling rate) published by the Da Afghanistan Bank based on rate of exchange (Transfer Selling rate) prevailing on the date of bid closing and contract will be concluded in AFN |
| 3.4 | **The bid shall be valid for 30 days** |
| 3.5 | **Performance Guarantee: Not Applicable** |

|  |  |
| --- | --- |
| 3.6 | The number of copies of the Bid to be completed and returned shall be one original and one copy (comprising all sections of the bid). |
| 3.7 | Alternative Bids shall not be considered. |
| **Submission of Bids** | |
| 4.1 | Bids received by fax and electronically shall not be accepted. |
| 4.2 | Name and code of the project has given in ITB. |
| 4.3 | **The closing date for submission of bid is: July 10, 2024, 14:00hrs or (2:00PM)** (Afghanistan local time). |
| 4.4 | Late bids shall be rejected. |
| **Bid Opening** | |
| 5.1 | The bid opening will take place at:  Conference Hall, CAHPO Head Office, House #37, Sarai Ghazni, Karte-e-3, Kabul, Afghanistan |
| **Evaluation of Bids** | |
| 6.1 | Technical Evaluation: Bids shall be evaluated in accordance with the given technical criteria in ITB and annex-1 |
| 6.2 | The financial evaluation shall be execute according to the given criteria in ITB |
| **Award of Contract** | |
| 7.1 | Prior to the expiration of the period of bid validity, CAHPO shall send the successful and un successful bidder the contract / purchase order which constitute the notification of award. |

**Attachments**:

Annex 1: Declaration of Undertaking

Annex 2: Summary of Relevant Capability, Experience and past performance Annex 3: Copy of Valid Business License of company / bidder

Annex 4: Financial Report (bank statement) Annex 5: Supplier questionnaire

Annex 6: Scope of the work

Annex 7: Price Quotation Declaration Letter Annex 8: Price Offering Sheet (Bill of Quantities)

**Financial Status**

### Revenues

**Table (5)**

|  |  |  |
| --- | --- | --- |
| Total Annual Company Revenues | | |
| Year | USD | Afghanis |
| 2023 |  |  |
| 2022 |  |  |
| 2021 |  |  |

* 1. Applicants shall provide bank reference and / or letters of credit to demonstrate that they have access to lines of credit to the amount stated in Article B.4.

### Financial Statement: these shall be the followings:

Financial statements (balance sheets, included relate notes, and income statements) for last three years.

Bank reference and / or letters of credit. Statement regarding cash flow

## Annex-1

**Declaration of Undertaking**

## Invitation to Bid No.: CAHPO-UNHCR-01-GO-ITB-2024

**Project Name: Procurement of Materials for Infrastructures’ Rehabilitation in Matun, Gurbaz, Spera and Barmal Districts of Khost and Paktika**

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place) ...................................................................., this ........................ day of ………….……...………...

Name of company:

Signature: Email

Seal: Mobile #

**Annex - 2**

**SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE**

Include projects that best illustrate your experience relevant to this (ITB) or similar activities, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years into consideration at the discretion of the evaluation panel.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project Title and Description of Activities** | **Location Province/District** | **Client Name/ Email/Tel #** | **Cost in US$/AFN** | **Start Dates** | **End Dates** | **Completed on Schedule (Yes/No)** | **Subcontractor or Prime Contractor?** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

**ANNEX-3 BUSINESSLICENSE/CERTIFICATE**

**License**

**Please Attach**

**ANNEX-4**

**Bank Statement for last three years**

**Please Attach**

**ANNEX-5**

**Supplier Questionnaire**

The information provided in response to this questionnaire will be held confidential by CAHPO for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

|  |  |
| --- | --- |
| 1. Name of supplier |  |
| 2. Address of supplier |  |
| 3. Contact name |  |
| 4. Telephone number |  |
| 5. Mobile number |  |
| 6. Email address |  |
| 7. Website address |  |
| 8. What are your opening hours/days? |  |
| 9. Company registration number |  |
| 10. Year of company registration |  |
| 11. Please attach company registration documentation |  |
| 12. Annual turnover of your company |  |
| 13. Number of employees in your company |  |
| 14. Name of bank |  |
| 15. Bank details |  |
| 16. What products and services do you supply? |  |
| 17. Are you able to provide samples of your goods? |  |
| 18. What warranties/repair services do you offer? |  |
| 19. What storage or stock capacity do you have? |  |
| 20. Please provide references of other aid agency customers you have supplied with goods or services. |  |
| 21. Do you have a health and safety policy? |  |

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with CAHPO. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to CAHPO in writing immediately.

ANNEX-6

**SECTION 1: GENERAL TERMS**

Procurement of Materials for Infrastructures’ Rehabilitation in Matun, Gurbaz, Spera and Barmal Districts of Khost and Paktika.

**Payment terms:** Payment will be made from CAHPO Head Office within one week from the date of receipt of bill and GRN as certified by Project Manager of the project in Khost and Paktika.

Payment can be released by EFT (Electronic Fund Transfer). To the supplier Bank Account

**Tax deduction:**

CAHPO will be deduced from supplier monthly bills at the rate of 2% from Registered suppliers and from Not Registered Suppliers it will be deducted 7%.

**Sub Contract:** The supplier/contractor shall not sublet any portion of the contract without written permission of CAHPO representative.

**Validity:** The offer submitted by the Supplier/contractor shall remain valid for acceptance for a period of 30 days from the date set for opening of tender.

**Delivery Period:** will be for 5 days from the issuing the purchase order.

**SECTION 2: SCOPE OF WORK AND ACCEPTANCE**

**Scope of work and acceptance of Terms and conditions:** The Supplier/Contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by CAHPO, which are based on the lack of such dear information or its effect of the cost of the works to the contractor.

**Firm/Fixed price: The** rate quoted shall be firm or fixed throughout the tenure of the contract and shall be inclusive of all applicable taxes.

**Validity and termination of the contract:** The contract shall be valid initially for a period of 10

days from the date of award which can be extended further on same terms and conditions based on site requirement. The contract may be terminated by both party’s CAHPO and supplier by giving a notice of one-week advance notice and no compensation shall be paid for remaining period of the contract period.

**Price Schedule**

**Annex-7 Price Offer Sheet (BoQ)**

Vendor will deliver the below required items on time and per the provided specification

**ITB No: CAHPO-UNHCR-01-GO-ITB-2024**

**Title: Procurement of Materials for Infrastructures’ Rehabilitation in Matun, Gurbaz, Spera and Barmal Districts of Khost and Paktika Provinces**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOQ For Package # CAHPO-UNHCR-01-GO-ITB-2024** | | | | | | | |
| **BOQ for Procurement of Materials for Infrastructures’ Rehabilitation in Spera and Barmal Districts of Khost and Paktika Provinces** | | | | | | | |
| **S.No** | **Items or Materials Description** | **Unit** | **Quantity** | | **Total Quantity** | **Unit Rate (In Afghani)** | **Line Item Total Amount (In Afghani)** |
| **Spera** | **Barmal** |
| 1 | Construction Stone | Cum | 332 | 243 | 575 |  |  |
| 2 | Cement | Bag | 762 | 1312 | 2074 |  |  |
| 3 | Sand | Cum | 110.5 | 139.92 | 250.42 |  |  |
| 4 | Crush | Cum | 3.8 | 79.9 | 83.7 |  |  |
| 5 | Formwork | L/m | 17 | 632 | 649 |  |  |
| 6 | Sign Board | Pcs | 3 | 4 | 7 |  |  |
| **A-Sub-Total Amount in Afghani including all applicable taxes and Transportation Cost** | | | | | | |  |
| **S.No** | **Items or Materials Description** | **Unit** | **Quantity** | | **Total Quantity** | **Unit Rate (In Afghani)** | **Line Item Total Amount (In Afghani)** |
| **Matun** | **Gurbaz** |
| **1** | Construction Stone | Cum | 377 | 202 | 579 |  |  |
| **2** | Cement | Bag | 1049 | 574 | 1623 |  |  |
| **3** | Sand | Cum | 135.4 | 73.02 | 208.42 |  |  |
| **4** | Crush | Cum | 29.12 | 19 | 48.12 |  |  |
| **5** | Formwork | L/m | 390 | 176 | 566 |  |  |
| **6** | Sign Board | Pcs | 3 | 3 | 6 |  |  |
| **B-Sub-Total Amount in Afghani including all applicable taxes and Transportation Cost** | | | | | | |  |
| **Grant Total Amount in Afghani including all applicable taxes and Transportation Cost (A+B)** | | | | | | |  |
| Local Taxes like BRT are included in the quoted price. We understand that CAHPO shall deduct BRT from total amount before making payment as per the rates applicable at that time. | | | | | | | |
| **Name, Stamp and Signature of the bidder** | | | | | | | |

Note: The Supplier have to bear all cost (transportation and others) of the above goods and materials and its delivery to Matun, Gurbaz, Spera and Barmal Districts of Khost and Paktika Provinces.

**Price Quotation Declaration Letter**

TO: Procurement Unit/Community Action for Healing Poverty Organization (CAHPO)

<mm/dd/yy>

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Invitation to Bid – ITB # CAHPO-UNHCR-01-GO-ITB-2024, Procurement of Materials for Infrastructures’ Rehabilitation in Matun, Gurbaz, Spera and Barmal Districts of Khost and Paktika Provinces** in accordance with your Request for bid dated <mm/ddd/yy> and our bid offer. Our attached bid is for the sum of < (AFA Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation (30 days).

We understand you are not bound to accept any quotation you

receive. Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address

# 2.12. UN SUPPLIER CODE OF CONDUCT

**United Nations Charter:** The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the UN1 are expected to adhere.

**Global Compact:** The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The UN strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact’s principles into the operations of the UN. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at [www.unglobalcompact.org.](http://www.unglobalcompact.org/)

**International Labour Conventions and Recommendations:** The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the UN’s expectation that any supplier providing products or services to the UN will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.2

# Scope of Application:

The provisions of this Code of Conduct set forth the UN’s expectations for all suppliers that are registered with the UN or with whom it does business. The UN expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The UN expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all. In order for a supplier to be registered as a UN supplier or to do business with the UN, the supplier is required to read and acknowledge that this Code of Conduct provides the minimum standards expected of UN Suppliers. In addition, suppliers should note that certain provisions of this Code of Conduct will be binding on the supplier in the event the supplier is awarded a contract by the UN pursuant to the terms and conditions of any such contract. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, as reflected in the solicitation documents of one or more organizations in the UN. Prospective suppliers are invited to review the specific terms and conditions of contract and procurement policies of the organization(s) within the UN with which they would like to do business in order to ascertain their current and future eligibility.

# Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the UN. The UN expects suppliers to strive to exceed both international and industry best practices. The UN also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The UN recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

# Management, Monitoring and Evaluation:

It is the expectation of the UN that its suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The UN expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders.

# Labour:

1. **Freedom of Association and Collective Bargaining:** The UN expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.3
2. **Forced or Compulsory Labour:** The UN expects its suppliers to prohibit forced or compulsory labour in all its forms.4
3. **Child Labour:** The UN expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.5
4. **Discrimination:** The UN expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.6 The UN expects its suppliers to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.
5. **Wages, Working Hours and Other Conditions of Work**: The UN expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.7.
6. **Health and Safety:** The UN expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.8

# Human Rights:

1. **Human Rights:** The UN expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.9
2. **Harassment, Harsh or Inhumane Treatment:** The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The UN further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the UN. Prior to entering into agreements with the UN, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by the UN. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The UN expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. The UN also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. United Nations contracts will contain provisions concerning a supplier’s obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with the United Nations. Moreover, no harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
3. **Mines:** The UN expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

# Environment:

1. **Environmental:** The UN expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.
2. **Chemical and Hazardous Materials**: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
3. **Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal**.**
4. **Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.
5. **Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

# Ethical conduct:

1. **Corruption:** The UN expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.
2. **Conflict of Interest:** UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.
3. **Gifts and Hospitality:** The UN has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The UN will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UN expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a UN staff member in order to facilitate the suppliers’ business with the UN.
4. **Post-employment restrictions:** Post-employment restrictions may apply to UN staff in service and former UN staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. UN suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.