## CALL FOR PREQUALIFICATION ACTED [Afghanistan]

## Instructions to Applicants

Date: [08/07/2024]

Prequalification N°: P/02FCB/UX3/J67/KBL/08072024

Through this call for prequalification ACTED is requesting a company to provide written applications for the supply of the following works:

**Project Background**

Under this ECHO-funded project, Acted will provide WASH rehabilitation support to 16 hub schools to ensure they can accommodate CBE and TC students. This work is crucial and must be completed before winter begins, as the project's timeline concludes at the end of the winter season.

**Products description & overall technical specifications**

WASH activities and rehabilitation which will contain but not exclusively: rehabilitation of latrines, latrine septic wells, rehabilitation of wells, rehabilitation of piping system, rehabilitation of water reservoir and any other WASH relevant work

**Delivery timeline**

Each of the works should take 3 to 4 weeks to complete, all 16 schools need to be rehabilitated before winter.

**Delivery location**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Province** | **District** | **Number of schools** |
| 1 | Baghlan | Baghlan I Jadid | 2 |
| 2 | Baghlan | Daln E Ghori | 2 |
| 3 | Badakhsan | Argo | 1 |
| 4 | Badakhsan | Faiabad | 1 |
| 5 | Takhar | Eshkamish | 1 |
| 6 | Takhar | Ghuja Ghar | 1 |
| 7 | Takhar | Chahab | 1 |
| 8 | Takhar | Yangi Qala | 1 |
| 9 | Takhar | Taloqan | 1 |
| 10 | Kunduz | Kalbad | 1 |
| 11 | Kunduz | Qal I Zal | 1 |
| 12 | Kunduz | Dasht e Archi | 1 |
| 13 | Balkh | Mazar | 1 |
| 14 | Nengarhar | Jalalabad | 1 |

The responses to this call for prequalification shall include the following elements:

|  |  |
| --- | --- |
| 1 | The present **Instructions to Applicants (PRO-05.2)** signed & stamped by the Bidder |
| 2 | An original **Application Form (PRO-06.6)** dated, filled, signed & stamped by the Bidder **with all financial, human and technical elements required in annex** |
| 3 | The **Applicant’s Checklist (PRO-06.7)** dated, filled, signed & stamped by the Bidder |
| 4 | Last 2 years of financial statements |
| 5 | List of staff including engineers / supervisors |
| 6 | List of machinery and safety equipment |
| 7 | Evidence of similar past experience with other NGO, institutions, privates companies, etc… |

**It is important to note that all documents must be filled, dated, signed & stamped by the Applicants in order to be considered as eligible. ACTED only accepts bids that have been filled in English**

**General conditions:**

1. The **closing date** of this prequalification is **23/07/2024 at** 5PMin ACTED officeat the following address: D#3 Shashsad Kotee Pul-e-Khumry district Baghlan Province. Phone: 0791528024/ 0728427015
2. The submission of an application by an applicant to this call for prequalification may not result in the award of a contract.
3. The application must be submitted to ACTED Logistics department in a sealed envelope marked “Not to be opened before 24/07/2024 and the Prequalification reference number above.
4. Unsealed envelope and late applications will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all applications are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED’s anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
6. Collusive practices are prohibited and will lead to applications rejection.
7. **ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the prequalification process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to** [**transparency@acted.org**](mailto:transparency@acted.org)**.**

**Special conditions:**

1. Applications will need to pass the following minimum requirements:

[The following prequalification criteria can and should be adjusted depending on the nature of the procurement]

| **#** | **Criteria** | **Sub-criteria** | **Minimum requirements** | **Submission documents** |
| --- | --- | --- | --- | --- |
| **1** | **Value of contract awarded in past 12 months** | **N/A** | At least 1 contract should have been awarded with a value >15,000 USD in the past 12 months | Application form  Annual Financial results for last 2 years  List and pictures of machinery  List and pictures of safety equipment  List of workforce and their educational background |
| **2** | **Resources** | **Financial** | Minimum average annual construction turnover of US$ 50,000 |
| Submission of financial statements for the last 2 years to demonstrate the current soundness of the applicant’s financial position and its prospective long-term profitability |
| **Manpower** | The Applicant demonstrates the availability of sufficient appropriate workers for the timely works completion |
| **Equipment** | The Applicant demonstrates the availability of sufficient appropriate equipment for the timely works completion |
| **3** | **Safety (for works only)** | **N/A** | The Applicant demonstrates its reliability toward safety at works sites |
| **4** | **Numbers of years in business** | **N/A** | The applicant has been working in this business for more than 3 years | License ID |

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_