**OHW: INVITATION TO BID (ITB-OHW-Kabul-ITB-24-01)**

Announce No. OHW-ITB-OHW-Kabul-ITB-24-01

Issue Date: 25-July-2024

Deadline for Receipt: 06-August-2024

****

**Request for Invitation to Bid**

|  |  |
| --- | --- |
| **1. ITB No.** | (ITB-OHW-Kabul-ITB-24-01) |
| **2. Issue Date** | 25-July-2024 |
| 3. **Services** | Construction of 10 Cabinet Dry Latrine, Drilled Well, Hand Wash Station, Boundary Wall, Guard Room, Water Reservoir |
| **4. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Kabul office before the closing date. The address are as follows:    **OHW-Kabul main Office:** Street # 07, House # 8, District 10, Old Taimani, Kabul Afghanistan  **Contact Email:** For any kind of information please communicate with below contact details   |  |  | | --- | --- | | **Technical contact details:**    Cell No: 0771002090  E-Mail: p.coord1@ohw.org.af | **Operational contact details:**  Cell No: 0728175261  E-Mail : [logistics.kbl@ohw.org.af](mailto:logistics.kbl@ohw.org.af) | |
| **5.** **ESSENTIAL CRITERIA** | Bidders are required to complete all sections of the below table.   |  |  |  |  | | --- | --- | --- | --- | | **S/N** | **Question** | **Bidder Response** | | | 1 | Supplier accepts OHW ’s Terms and Conditions detailed in Appendix 1 of the ITB, and accepts that all work will be completed under pre-agreed FWA template that is attached to the tender pack | Yes / No | Comments / Attachments | |  |  | | 2 | The Supplier should be able to implement construction activities as per set standard of announcement and MOE/ DOE procedures. | Yes /No | Comments | |  |  | | 3 | Supplier complies with OHW’s mandatory policies (listed below) and the IAPG Code of Conduct. Supplier is required to ensure that staff and any sub-contractors comply with OHW’s mandatory policies and the IAPG Code of Conduct during the contract term:  1. Child Safeguarding Policy,  2. Anti-Fraud, Bribery & Corruption Policy and  3. Slavery and Human Trafficking Policy | Yes / No | Comments | |  |  | | 4 | Supplier has a legitimate business address OR is registered for trading/operating in Afghanistan / tax purposes with the relevant authorities of Afghanistan Government. Supplier must have an officially registered office Premises in Afghanistan/Kabul and/or an authorized dealer by Ministry of Industry and Commerce- Afghanistan | Yes / No | Comments | |  |  | | 5 | Supplier Is not on any prohibited parties or Government Blacklist. | Yes / No | Comments | |  |  | | 6 | Supplier is not linked directly or indirectly to terrorism related activity. Supplier does not sell goods or services that have a dual purpose that could be used in terror related activity | Yes/No | Comments | |  |  | | 7 | Supplier can deliver to the required locations as specified in the Sourcing Document Schedule Expected delivery is DDP and Every Custom related clearances and issues are up to the supplying company | Yes/No | Comments | |  |  | | 8 | Supplier should be able to submit the bid performance guarantee prior to awarding agreement for the project implementation in field. | Yes/No | Comments | |  |  | |
| **6.** CAPABILITY & SUSTAINABILITY QUESTIONS | Instructions – Bidders are required to complete all sections of the below table.   |  |  |  | | --- | --- | --- | | **Sr. No** | **Parameter** | **Scoring %** | | 1 | **Past Performance/ Work experience:** List of ongoing and completed projects with evidence documents. (At least one of the completed project values shall not be less than 70,000.00 USD in last three years). | 10 | | 2 | **Similar Projects:** Completion of 3 similar projects of Latrines & Handwashing, Guardroom, Boundary Wall, Drilling Well and Water Reservoir with indication of evidence documents. | 10 | | 3 | **Work plan (time schedule):** Provide a comprehensive work plan / time schedule for implementation of the intended project. | 7.5 | | 4 | **Machinery and Equipment:** The Offeror must submit details of the available technical equipment and machinery. | 7.5 | | 5 | **Technical Staff:** Offeror must submit suitably qualified personnel to fill as a minimum the following the key and technical positions in the last three years and their Certificates and CV ‘s.  **Interview:** Only shortlisted and qualified bidders will be invited to the interview. | 15 | | 6 | **Financial Capability:** The Offeror must submit updated original bank statement which should show source of the support project, which implemented by related construction company. If bank statement is not original otherwise the scoring will be deduct. | 10 | | **Total** | | **60** | |
| **8. COMMERCIAL QUESTIONS** | **COMMERIAL CRITERIA (40)**  Criteria are used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria. |
| **9. Anticipated Award Type** | Firm Fixed Agreement |
| **10. Basis for Award** | An award will be made to the responsible bidder whose bid is responsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for the award, bidders must meet the requirements identified in Section, “Determination of Responsibility”.  The agreement will be awarded on the basis of the best value for money, according to the principles and objectives of humanitarian aid. |
| **11. General Instructions to**  **Bidders** | **Eligible Offerors:**   * This Invitation to Bids is open for all interested companies who are registered with the government of Afghanistan and have valid license. * The company, organization or individual is not listed in the sanction and restraint in the list of UN Security Council and in any local or international organization.   **Period of performance:**   * All works for this project shall be completed within 5-6 month after date of signing of the contract.   **Bidding Documents:**  The Bidding Documents, in addition to invitation for bids, are those stated below and all documents shall be signed /stamped by the Offeror 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. Offeror Profile in accordance of the attachment – A. 3. Cover letter in accordance of the attachment – B. 4. Technical Resources in accordance of the attachment – C. 5. Similar Experience in accordance of the attachment – D. 6. Price offering Sheet (Bill of Quantities) in accordance of annex - 1. 7. Drawings of the annex – 2.  * Final Bids due by 04:00 PM local time Kabul, 06-August-2024 * Price for all items should be valid for a minimum of 55 days, please clearly indicate price validity in your offer in case validity in not specific, prices shall be considered valid for 55 days. * Bid currency is Afghani, all price should be provided in AFN. * All offers must meet the terms and condition specified in the tender document. The quality and quantity must be in line with specifications stated in this tender. * In case an alternative item is offered by the supplier, the supplier must clearly indicate the specification. * Bidders shall sign and date their Bids. * Bidders shall complete Attachment C: Price Schedule template. * Prices should be all inclusive of taxes. * The amount will be transferred through bank payments or in exceptional cases will pay through cash. * Organization of Human Welfare (OHW) reserves the right to cancel or terminate the agreement if the company is not able to provide required services based on requested quality and standards. |
| **11. Technical Specifications and requirements for Technical Acceptability And terms of condition** | **Payment and invoicing:**   * Payment will be done in AFN and will be through Cheque. When all the percentage activities are complete and confirm by related departments.   **Payment procedure:**   * 10% of installment as per the completion of 20% of work. * 40% of installment as per the completion of 40% of work. * 40% of installment as per the completion of 40 % of work. * 10% of installment will be withheld until the completion of project confirm by OHW Engineer and provincial coordinator as well as program manager. * The last installment amount will be transfer in the company bank account. After performance grantee by OHW, respected Donor agency and line directorate and relevant ministry.   **Tax procedure:**   * 2% tax will be applicable on the companies that have valid business license and 7% Tax will be applicable on the companies that have invalid business license, will be d contractor as a deducted from the withholding tax and OHW will pay that amount to Ministry of Finance.   **Documents should provide with bids:** The successful bidder will need to provide the following documents.   * Company valid license. * Bank account detail. * Identifications documents proving ownership and copy of national ID of the owner. * Registration of the legal license that Proves he is able to do business * Valid License copy of the business. * Any other document may be required by the contracting authority.   **Technical Clarifications:**   * Provision of technical engineering services will be accepted based on MOE and OHW technical engineering department standards and procedures. * Incase bore well digging does not give required water based on project relevant outcome or bore well failed; rendered services done will not be paid. * Quality of inputs or item using during project implementation will not be compromised with low quality of items. * The supplier will be responsible to receive work completion certificate from Ministry of Education’s technical department based on their requirement and standards. |
| **12. Determination of**  **Responsibility** | OHW will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing vendor’s responsibility, the following factors are taken into consideration:  1. Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan.  2. Ability to comply with required or proposed delivery or performance schedules. |

**Attachment A: Bidder Profile**

The Bidder should provide the requested information / documents as per the below provided tables.

**1. Contact Information**

|  |  |
| --- | --- |
| Contact Information | |
| Name of Company |  |
| Contact Person |  |
| Physical Address  Street City Province |  |
| Telephone Numbers |  |
| E-mail address (mandatory) |  |
| Signature of contact person |  |

**2. Additional offices** –List all additional regional / district offices:

|  |  |  |
| --- | --- | --- |
| Province | District | City/area |
|  |  |  |
|  |  |  |
|  |  |  |

**3. Company Registration License**

Number: Issue date: Expiry date:

Note: copy of current company business license (front & back) shall be attached.

**4.** Bank Account Details –Name of commercial bank used: Address:

Name of account: Account #:

**5. Organization History –**Company was founded in (year):

**Attachment B: Cover Letter**

**Date:**

**To:** Organization of Human Welfare (OHW)

**From:**

**Subject:** Cover Letter for the ITB-OHW-Kabul-ITB-24-01

We, the undersigned, provide the attached quote in accordance to the ITB OHW-East-ITB-19-02 specification.

I certify a validity period of ninety (55) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

we, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the total amount of services in AFN**) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Technical Resources**

**6. Personnel Resources** – Please list your organizations key personnel in the below tables Table (1):

**1.1 Number of Staff:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Managerial** | **Technical** | **Operative** | **Administrative** | **Other (specify)** |
| **Nos.** |  |  |  |  |  |

**1.2 List the key and technical staff** (not more than five persons)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Key and technical Personnel | | | | | | | |
| No | Name | | Position | | Date of Joining  company | | Year of  Experience |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
| Proposed staff for completion of the intended project | | | | | | | |
| Name | | title | | Years with company | | Experience & Job  responsibility | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |

**7. Staff CVs** – Please provide your company organization chart and CVs for all key and technical personnel (CVs for the listed personnel in Table 1.2 is mandatory).

|  |  |  |
| --- | --- | --- |
| 1 | Name: |  |
| 2 | Gender |  |
| 3 | Date of Birth: |  |
| 4 | Nationality |  |
| 5 | Position in the organization: |  |
| 6 | Education |  |
| 7 | Professional affiliation/membership of  professional bodies. |  |
| 8 | Professional trainings (Indicate significant  training since degrees under 7/above) |  |
| 9 | Language skills |  |
| 10 | Work experience [Starting with present  position, list in reverse order with name of organization and position held by staff) |  |

**8. Equipment and Machinery:** please provide the list with submission of provable evidence.

**Table (3)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment** | | | | | |
| Type / Description / Model | Size /Capacity | Number | Current  Location | Own or  Leased | Age |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: add additional row if needed.

**Attachment D: Similar Experience**

**9. Works Experience** – List at minimum 3 to maximum 5 projects, which has completed and under construction by your company (including at minimum 3 similar projects over the past three or five years).

For ongoing projects, copy of contract needed and for those projects, which are already completed the completion certificate must be provided – or documents which indicates that work was successfully completed.

|  |  |
| --- | --- |
| 1. Project Name |  |
| Type of  Contract/Agreement |  |
| Description |  |
| Location | Province: District: |
| Client | Name:  Tell: Email(official): |
| Value | Award Value: |
| Start / End Dates | Start: End: |
| Completion | On Schedule ( ) yes ( ) no  Certificate of Completion: ( ) yes ( )no |
| Comments |  |

|  |  |
| --- | --- |
| 2. Project Name |  |
| Type of  Contract/Agreement |  |
| Description |  |
| Location | Province: District: |
| Client | Name:  Tell: Email(official): |
| Value | Award Value: |
| Start / End Dates | Start: End: |
| Completion | On Schedule ( ) yes ( ) no  Certificate of Completion: ( ) yes ( )no |
| Comments |  |

|  |  |
| --- | --- |
| 3. Project Name |  |
| Type of  Contract/Agreement |  |
| Description |  |
| Location | Province: District: |
| Client | Name:  Tell: Email (official): |
| Value | Award Value: |
| Start / End Dates | Start: End: |
| Completion | On Schedule ( ) yes ( ) no  Certificate of Completion: ( ) yes ( )no |
| Comments |  |

|  |  |
| --- | --- |
| 4. Project Name |  |
| Type of  Contract/Agreement |  |
| Description |  |
| Location | Province: District: |
| Client | Name:  Tell: Email (official): |
| Value | Award Value: |
| Start / End Dates | Start: End: |
| Completion | On Schedule ( ) yes ( ) no  Certificate of Completion: ( ) yes ( )no |
| Comments |  |

Note: add up to 5 more if needed.

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