



# Bidding Document

*Provide and deliver 737 food packages for teachers  
of selected schools in Kabul district*

**AFGHANISTAN**

**July 2024**

Made with the "Standard Bidding Document"

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# **PROCUREMENT DOCUMENTS**

## **Procurement of food packages**

**July 2024**

**Competitive Bidding No:**

July 2024\_Kabul\_01

**Employer: AFRANE**

# Standard Bidding Document

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# Bidding Procedures

## Section I – Invitation for Bids

### TENDER OFFER

Date: July, 2024

1. AFRANE invites, through the present Tender Offer, the candidates to submit their proposal in a sealed envelope.

2. Candidates interested in this Tender Offer may examine the File and obtain further information from the AFRANE office in Kabul at the following addresses. **Please write to both email addresses.**

AFRANE - KABOUL  
Taimani, St 11  
Kabul, Afghanistan  
[afrane.kaboul@gmail.com](mailto:afrane.kaboul@gmail.com)  
[log.afrane@gmail.com](mailto:log.afrane@gmail.com)

3. The clauses of Instructions to Candidates and of the Text of General Administrative Clauses are those of this bidding document "*Provide and deliver 737 food packages for AFRANE*" made from the standard File for Tender Offers.

4. All offers must be submitted by the **31<sup>st</sup> of July 2024, 4:15 pm**, to the addresses noted above.

5. Offer envelopes will be opened in front of 20 representatives of candidates who have to be present on the **1<sup>st</sup> of August 2024, 10:00 am** at **AFRANE's Office, Taimani street 11**.

## Section II - Instructions to Bidders (ITB)

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## **A. General**

- 1.1 In pursuance of this policy, AFRANE defines, for the purposes of this provision, the terms set forth below as follows:
  - (a) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (b) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (c) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (d) “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- 1.2 AFRANE, as a result of its own investigations and conclusions conducted in accordance with its procedures:
  - (a) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
  - (b) will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded AFRANE contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing.
- 1.3 AFRANE will have the right to require that a provision be included in contracts which it finances, requiring bidders, suppliers, contractors and consultants to permit AFRANE to inspect their accounts and records and other documents relating to contract performance and to have them audited by auditors appointed by AFRANE
- 1.4 All communications between Bidders and AFRANE related to allegations of fraud or corruption shall be in writing.

## **2. Eligible Bidders**

- 2.1 A Bidder may be a natural person, private entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally-enforceable joint venture. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

2.1 The Bidder undertakes to:

- (i) comply and procure that its subcontractors, if any, comply with international environmental and labour standards consistent with applicable law and regulations in the country of implementation of the Project, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties;
- (ii) Adopt any environmental and social risk mitigations measures as defined in the environmental and social management plan or the notice of environmental and social impact issued by AFRANE.

2.2 Any bidder is eligible to bid, subject to eligibility criteria stated in the **BDS**, as the case may be, and to the provisions below.

2.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified.

2.4 A Bidder may participate in only one bid in this bidding process either individually or as part of a joint venture. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid.

2.5 A firm that is under a declaration of ineligibility at the date of the deadline for bid submission or thereafter, shall be disqualified.

2.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.

## **B. Contents of Bidding Document**

### **3. Sections of Bidding Document**

3.1 The Bidding Document describes the Supplies to be contracted, sets the bidding procedures and stipulates the conditions of the Contract. It comprises of:

#### **PART 1 Bidding Procedures**

Section I – Invitation for Bids

Section II - Instructions to Bidders (ITB)

Section III - Bid Data Sheet (BDS)

Section IV - Bidding Forms



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## **PART 2 Requirements**

### Section V - Supply Requirements

- 3.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. **Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.**
- 3.3 **The Bidder that will win the bidding is expected to process the authorization in the Ministry of Education and the Directorate of Education at provincial level, under the supervision of AFRANE.**

## **C. Preparation of Bids**

### **4. Language of Bid**

- 4.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and AFRANE, shall be written in the English language.

### **5. Documents Comprising the Bid**

- 5.1 The Bid shall comprise the following:

- a) Letter of Bid dated and signed;
- b) Written confirmation authorizing the signatory of the Bid to commit the Bidder;
- c) Documentary evidence as stipulated in Section IV establishing the Bidder's qualifications to perform the contract;
- d) Technical Proposal

### **6. Currency of Bid**

- 6.1 The bid shall be in Afn

### **7. Documents Comprising the Technical Proposal**

- 7.1 The Bidder shall furnish a Technical Proposal including a statement of supply methods, equipment, and any other information as stipulated in Section IV (Bidding Forms), in sufficient detail to demonstrate the adequacy of the Bidders' proposal to meet the supplies requirements and the completion time.

### **8. Period of Validity of Bids**

- 8.1 Bids shall remain valid for the period specified in the BDS after the bid submission deadline date prescribed by AFRANE.

### **9. Format and Signing of Bid**

9.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 2.3 and clearly mark it "ORIGINAL".

9.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. To prove this authorization, the bidder shall provide a written confirmation as specified in the **BDS** and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature.

## **D. Submission of Bids**

### **10. Sealing and Marking of Bids**

10.1 Bidders shall submit their bids by hand. Bidders shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope.

10.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) Bear addressed to AFRANE as provided in the **BDS**;
- (c) Bear the specific identification of this bidding process indicated in accordance with ITB 1.1;

### **11. Deadline for Submission of Bids**

11.1 Bids must be received by AFRANE at his address no later than the date and time indicated in the **BDS**.

### **12. Late Bids**

12.1 AFRANE will not consider any bid received after the deadline for submission of bids, in accordance with ITB 3.2. Such bids shall be declared late, rejected, and returned unopened to the Bidder.

## **E. Opening and Evaluation of Bids**

### **13. Bid Opening**

13.1 AFRANE will open the bids in public at the address, date and time specified in the **BDS** in the presence of Bidders' designated representatives who must attend.

13.2 AFRANE will prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder, the Bid Price, and the presence or absence of a bid security, if one was required. A copy of the record shall be distributed to all Bidders.

## **14. Confidentiality**

14.1 Information relating to the examination, evaluation, comparison, of bids and recommendation of contract award, and qualification of bidders shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.

## **15. Evaluation of Bids**

15.1 AFRANE will evaluate and compare the bids by verifying their conformity to the Bidding Document, correcting any apparent arithmetical errors, and ranking the bids according to their price from the lowest to the highest (but AFRANE won't necessarily award the Contract to the lowest evaluated bid in terms of price cf. 19.1).

## **16. Verification of the Bidder's Qualification**

16.1 AFRANE will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and responsive bid meets the qualifying criteria specified in the Bidding Document – Section IV.

16.2 Such determination shall take into account the financial, technical and production capacities of the Bidder and shall be based on an examination of the documentation submitted by the Bidder in accordance with Section IV, and any other information which AFRANE may deem necessary to obtain.

16.3 An affirmative determination of qualification shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event AFRANE will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

## **17. AFRANE's Right to Reject Any or All Bids**

**17.1 AFRANE will reject a Bidder's bid under the following circumstances:**

- (a) If the bid is not submitted in the requested form;
- (b) If the bid is not signed, or price(s) is (are) incomplete;
- (c) If the Bidder submits or participates in more than one bid;
- (d) If the total price is seriously unbalanced (by more or less than 15 percent of the AFRANE's estimate);
- (e) If the bid is received late as 3.2;
- (f) If the Bid contains deviations or reservations from the Bidding Document deemed unacceptable by AFRANE;
- (g) If it is established that the work plan of the Bidder will not allow him to perform the Works as offered in the Bid; or

- (h) If any of the documents requested in Section IV has not been submitted by the Bidder.

17.2 AFRANE reserves the right to reject all bids if no bid conforms to the Bidding Document or bid prices are substantially above or below the AFRANE's estimate or if no bid conforms AFRANE's requirements.

## F. Award of Contract

### 18. Award Criteria

18.1 AFRANE will award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid, with the best services. **AFRANE will prioritise bidders with AISA license and with previous experience in similar projects. Bidders must be aware that AFRANE won't necessarily award the Contract to the lowest evaluated bid in terms of price.** The Contract award decision process being based on both price, offer best quality supplies and services.

18.2 Given the fluctuation of food prices, AFRANE reserves the right to choose the bidder offering the best offer at the time of the bidding procedure, and to adapt the contract and the quantity of food according to the evolution of prices in the market, by mutual agreement between the two parties.

### 19. Notification of Award

19.1 Prior to the expiration of the period of bid validity, AFRANE will notify the successful Bidder, in writing, via the Letter of Acceptance included in the Contract Forms, that its bid has been accepted. At the same time, AFRANE shall also notify all other Bidders of the results of the bidding.

### 20. Signing of Contract

20.1 Promptly upon notification, AFRANE will send the successful Bidder the Contract Agreement. If the winning Bidder has eligibility for international transfers, the contract can be formulated both in afghanis and USD.

20.2 AFRANE reserves the right, if necessary, to negotiate design modification with the successful Bidder before the Contract Agreement.

20.3 **Within six (6) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to AFRANE,** and furnish a Performance Security, if one is required in the Bidding Document.

20.4 Please note that if AFRANE and the Company doesn't get the authorization from the authorities for the project, AFRANE reserves the right to cancel or delay the signature of the contract. In case of delay, AFRANE will still stick with the best considered Bidder.

## Section III - Bid Data Sheet (BDS)

### A. Introduction

<b>ITB 1.1</b>	The Employer is: AFRANE
<b>ITB 1.2</b>	The name of the project is: <i>"Provide 737 food packages"</i>
<b>ITB 1.3</b>	The individuals or firms in a JV shall be jointly and severally liable.

### B. Preparation of Bids

<b>ITB 2.1</b>	The bid validity period shall be: 6 days.
<b>ITB 2.2</b>	A bid security is not been required.

### C. Submission of Bids

<b>ITB 3.1</b>	For <b>bid submission purposes</b> only, the Contractor's address is: AFRANE Attention: Mr. Imran Yadgari Street: <b>AFRANE's office, Taimani street 11.</b> City: <b>Kabul</b> Country: <b>Afghanistan</b>
<b>ITB 3.2</b>	<b>The deadline for bid submission is:</b> Date: <b>31/07/2024</b> Time: <b>4:15 PM</b>

### D. Opening and evaluation of Bids

<b>ITB 4.1</b>	The bid opening shall take place at: Street Address: <b>AFRANE's office, Taimani street 11</b> City: <b>Kabul</b> Country: Afghanistan Date: <b>01/08/2024</b> Time: <b>10:00 AM</b>
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## Section IV - Bidding Forms

<b>Letter of Bid.....</b>	<b>15</b>
<b>Environmental and Social Commitment Template .....</b>	<b>Erreur ! Signet non défini.</b>
<b>Bill of Quantities/ Estimation cost form.....</b>	<b>16</b>
<b>Bidder's Qualification Data and Requirements .....</b>	<b>Erreur ! Signet non défini.</b>

## Letter of Bid

*The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.*

***Note: All italicized text is for guidance in preparing these forms.***

Date: \_\_\_\_\_

Bidding No.: \_\_\_\_\_

Having examined the Bidding Document, we offer to execute the *[name and identification number of Contract]* in accordance with the Contract included in the Bidding Document for the Contract Price of *[insert amount in numbers], [insert amount in words] [insert name of the currency of the Employer's country]*. This price shall be fixed and not subject to adjustment.

Our bid shall be valid for a period of 6 (six) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

If we are awarded the contract, the person named below shall act as Contractor's Representative:

Name: .....

Position: .....

Signature: .....

Duly authorized to sign  
the Bid for and on behalf .....  
of:

Date: .....

## Estimation cost form

The Bidder shall use as a model the Afghan Ministry of Education official model.

**During the assessment of the bid, potential arithmetical discrepancies in the Cost Estimation shall be corrected such as provided for in Instruction to Bidders.**

The Completed Contract Method used for payment shall be in accordance with the Term of time according to the given schedule.

*Provide and deliver 737 food packages containing:*

- 50 kg of flour
- 1 bottle of oil (5 liters)
- 10 kg of beans
- Every 1 food packages should include the proposed amount of flour, oil and rice

*The service should include:*

- The supply of the food items directly to the schools;
- The preparation of the 737 food packages;
- The storage of the packages of food for up to 20 days, after the starting date of the delivery, according to the date that will be decided in the contract with the winning bidder.
- Loading and unloading the food packages, as well as providing wheelbarrows for carrying the food packages to the gate of the school.
- Taking pictures during the distribution, and having a representative present during the food distribution to answer MoEd inspection team question and request.

*The Bidder should propose the best quantity and quality of food items. The Winning Bidder will need to demonstrate that it provides the best value for money compared to other bids and against AFRANE's estimations.*

***Please also note that the payment of the installments will be made, prioritarily, through international transfers. Please make sure to be eligible and have some proof of this possibility.***



**Example of forms to be filled by the Bidders.***Form 1 – Financial offer**Description and quantity of Items (the complete items list of Food Packages and transportation)*

Instruction : Please make sure to add 2% tax in the prices of every unit, if you hold AISA license. If not, put 7% tax in the total of the price.

PRICE OF FOOD PACKAGES						
#	Items / اسم جنس	Size	Unit	Quantity	Unit price	Total price
1	Flour / آرد قزاقی اول	50 kg	Pack	737		
2	Oil / روغن مایع روسی	5 L	Bottle بوتل	737		
3	Beans Turkmani (Palangi) درجه اول	10kg	Pack	737		
TOTAL FOR 737 FOOD PACKAGES (in AFN)						

نوت: لوبیا در بسته های جداگانه بسته بندی شود.

TRANSPORTATION COST					
#	Items	Unit	Quantity	Unit price	Total price
1	Transportation of 737 Food packages to 9 different schools in Kabul (District 8 and District 13) for 5 days. Along with loading and unloading the food packages, as well as providing wheelbarrows for carrying the food packages to the gate of the school.	1			
TOTAL FOR TRANSPORTATION (in AFN)					

نوت: در صورت کمبود معلومات تان لیست موقعیت های توزیع مواد را دریافت کرده مییتوانید.

RECAP TOTAL			
#	Recap of items	AFN amount in letters	AFN amount in figures
1	Food packages		
2	Transportation		

<b>TOTAL</b>		
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## Form ELI – 1.1 Bidder Information Sheet

Date: \_\_\_\_\_

Bidding No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name
2. In case of JV, legal name of each party:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above. <input type="checkbox"/> In case of JV, letter of intent to form JV including a draft agreement, or JV agreement, in accordance with ITB Sub-Clauses 1.3. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with the principles of commercial law.

## Annexe 1

### **AFRANE's evaluation criteria of the Bids**

The Bidding Form should be fully completed with a precise description of the Bidder (name of the company, address, name of the legal representative of the Company authorized to answer AFRANE's questions, valid telephone number and email address). The AISA should be included as well as any quality certification.

The price and quality of the food packages are important decision factors. **AFRANE will also prioritize bidders with an AISA license, and with previous experience. However, the bid can be refused on the ground of aberrant prices per unit. After opening of the bids, AFRANE can ask that aberrant prices per unit be corrected, either upward or downward.**

The Company submitting a bid must signal any mistake they notice in the documents given.

The Company can propose variations in its bid. AFRANE reserves the right to study them and accept them or not.

The bid is will be opened by AFRANE committee in front of some suppliers as representatives of absents whoever showed up.