**Letter of Invitation**

|  |  |
| --- | --- |
| **Reference Number:** | MPO-KBL-DKBM-02 |
| **Date** | July 27, 2024 |

**To:**

Potential Bidders/ Suppliers

Dear Mr./ Ms.

Movement for Protection Organization (MPO) is an Afghan national, non-profitable, non-political, and non-governmental civil society organization established in 2007, registered with the Ministry of Economy of the Islamic Republic of Afghanistan as registration # 1016. Its mission is to contribute to protection, peace building, equality & equity, poverty alleviation and sustainable growth by strengthening democracy, promoting & protecting rights, supporting employment and livelihood, enhancing educational and learning opportunities for children and youths and serving people in emergencies. MPO is currently implementing projects in Kabul, Nangarhar, Laghman, Kunar, Nuristan, Kandahar, Hirat, Bamyan, Helmand, Nimruz and Daikundi provinces in areas of protection, social reintegration, child protection, livelihood, access to justice and GBV response.

Movement for Protection Organization (MPO) through this official letter invites vendors/suppliers (national and international firms) registered with relevant Afghan Government department or its host country (where the firms are based) to submit sealed bids for the provision of vocational training tool kit supplies which includes the specification described in the Section 2.

Movement for Protection Organization (MPO) will select the vendor/supplier based on the best offer (value for money) and most advantageous items (quality and cost effectiveness). Movement for Protection Organization (MPO) will apply its standards policies and procedures for selection of the Supplier.

Bidders who have track records of same or similar supplies in Afghanistan should summit their bids in sealed envelopes at MPO Head Office in Kabul or Central Regional Office in Daikundi at the following addresses, or through email at [mpo.org.af@gmail.com](mailto:mpo.org.af@gmail.com) no later than COB **Aug 1st, 2024.**

**MPO Head Office**

House # 13, Sharwal Street, Police District # 10 – Shirpor

Kabul – Afghanistan

**Regional Office, Daikundi**

House#3, Next to family park, Shahrak Nilli city, Daikundi Province

Yours Sincerely,

****

Muhiburehman Nasiri

Director General

**Section 1 – Instructions to the Bidders:**

|  |
| --- |
| 1. **Instruction to bidders:** |
| This Invitation to Bid (ITB) calls for the procurement of goods through a competitive bidding from the national and international suppliers. The procedures and practices presented in this document are mandatory for use in the procurement of goods and services. The following general directions must be observed:   * Specific details, such as the “name/title of the services” and “address for bid submission”, should be furnished in the bid form. * All costs and bid price must be given in Afghani currency. * The bidder must quote the most competitive rates of the services in the prescribed bid form. * The bidder must provide supporting documents including government licenses; accreditation from clients that confirm experience related to the supply to national and international NGOs and other clients in Afghanistan over the past 3-5 years. * Details of current and previous clients should be submitted as per the Annex-3 of this document. * When quoting prices, the bidder must take into account the cost of transportation from market to the Central regional offices in Bamyan and Daikundi * MPO does not take any liability in terms of losing the supplies on the way from the origin to the destination. * Selection of bids for complete evaluation is subject to the availability and submission of the following documents by the bidder:   1. Annex 1 – Submission Form (Signed and Stamped)   2. Annex 2 – Supplier information Sheet (Signed and Stamped)   3. Annex 3 – Relevant Experience – List of relevant projects/ supplies currently ongoing or completed in the recent past.   4. Annex 4 – Financial Offer (Costs per item – Breakdown)   5. Copy of registration certificate (License) |
| 1. **General Conditions** |
| * The bidder must prepare and submit the bid strictly in accordance with the requirements set out in the Invitation to Bid and the Bid Document. * The bidder must complete and include as part of its bid all the schedules, annexure, appendices, and other information required by the Bid Documents. * The bidder must submit the bid by the date and time specified in the Invitation to Bid. * By submitting a bid to MPO, the bidder agrees to the terms of the Bid Documents (including these bid Conditions). * The bidder must not advertise or issue any information, publication, document, or article (including photographs or film) for publication or media release or other publicity in relation to the Invitation to Bid (ITB). Where the bidder receives an enquiry relating to the bid from the media, the bidder must refer the person making the enquiry to the MPO Representative and must immediately notify the MPO Representative of the fact that an enquiry was made. The bidder must not make any other comment in response to such an enquiry. * By submitting a bid, the bidder agrees that MPO may, for the purpose of carrying out the bid evaluation, copy, use and disclose any documentation or information (whether in written, oral or electronic form) provided by the bidder. * The bidder must disclose to MPO any circumstances, arrangements or relationships which constitute, or might reasonably be considered to constitute, an actual or potential conflict of interest with the bidder’s obligations under the ITB or under any contract that might be entered into. The bidder shall make this disclosure to MPO as soon as becoming aware of it and, in any event, prior to submitting any bid. * The bidder must acquaint itself fully with scope and requirement of the ITB, all conditions, contingencies and risks contained in the ITB documents that might affect its bidders and its performance of the contract. * MPO may, at any time or times prior to the bid submission date, issue to the bidder any amendment, annexure or addendum to the ITB Documents. No amendment, annexure or addendum will form part of the ITB Documents unless it is in writing and expressly states that it shall form part of the ITB Documents. * The bidder may request further information from MPO in relation to the bid process or the goods or services that are the subject of the bid. Any such request shall be addressed to the MPO Representative listed in the Invitation to Bid and must be received by MPO at least 1-2 days before the bid submission date. * At any time after the submission of bids, MPO shall be entitled to request such further information as the MPO may require from the Bidder or to obtain clarification of any details included in a bid. The bidder shall promptly comply with such requests. * The bidder may seek an extension of the bid submission date only by submitting a written request for extension to the MPO. Any such request should set out the reasons for the extension and must be received by the MPO Representative at least three business days before the bid submission date. MPO may, in its absolute discretion, grant or refuse any request for the extension of the bidder submission date. * Should the bidder discover any discrepancy, error or omission in its bid response, the bidder shall immediately notify the MPO in writing, of the nature of the discrepancy, error or omission. * Where a Bidder is comprised of more than one entity:   1. Any bid submitted must include all details relevant to each entity and the structure of the joint venture or consortium submitting the bid and the bid must be executed by each such entity.   2. The liability of all such entities shall be joint and several in accordance with the provisions of the Contract; and   3. MPO may require a copy of any joint venture agreement or other contractual arrangement relating to the Bidder's composition to be provided to MPO before considering any such Bid. * The Supplier will be responsible for compliance with all national and local laws. * A bid will not be deemed to have been accepted and no contract will arise between MPO and the bidder in respect of the goods and/or services until a formal written contract is executed by the successful bidder and MPO. * Should a bid be successful, the bidder acknowledges and agrees that MPO may incorporate all or any part of the bid into the contract. * Successful supplier will be informed by MPO through formal communication (either email or letter) – The successful supplier is required to execute an agreement within the time specified in communication by MPO. * MPO may use its absolute discretion in prioritizing the bid responses and in selecting the successful bidder. * The offer should be valid for a minimum period of 30 days from the date of submission of the bid. * If the registration certificate of Service Provider is withdrawn or cancelled by relevant government authorities, during the contract period, the contract signed between MPO, and the Supplier will be also automatically cancelled. * The bidder participates in the bid process contemplated by the ITB documents at its own risk and expense. The bidder is not entitled to be reimbursed or compensated for any expense or loss incurred in connection with preparing or submitting the bid or otherwise in connection with the ITB Documents. * Both parties (MPO and the supplier) reserve the right to cancel the agreement by giving one month notice in writing without assigning any reason whatsoever. * The contract shall be terminated if the goods/ service of the supplier is not found satisfactory or if the supplier changes the rate of contract, specification, quantity, and quality during the contract period. * In case of any dispute or difference arising in relation to meaning or interpretation of this order, the same shall be referred to a sole arbitrator to be appointed by the management of the MPO. In such cases the arbitration and conciliation Act of the current Government of Afghanistan will be applicable to the arbitration proceedings and the venue of the arbitration shall be at Kabul. * All the pages/documents of the bid should bear the dated signature of the bidder. All the entries by the bidder should be in one ink and legibly written. Any over-writing corrections and cuttings should bear dated initials of the bidder. Corrections should be made by writing-again instead of shaping or over-writing. |
| 1. **Other Conditions** |
| * Rates of supply of the vocational training tool kit supplies should be quoted both in figures as well as in words in bid. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final. * MPO reserves the right to reject or accept any or all bids without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many bidder/bidders are received satisfying the basic pre-requisite criteria. * Delivery of the services must be completed as per the timeline mentioned in the bid form and should be according to the specification. Ensure the quality and quantity of the service as per the specification. |
| 1. **Bid Evaluation Criteria** |
| Movement for Protection Organization (MPO) will select the vendor/ supplier based on the best offer (value for money). The lowest price bid is compliant with all of the technical requirements, that companies will be selected for the project, and the other technical bids are not evaluated. If it is determined to be non-compliant, the 2nd lowest price bid is then evaluated. MPO has the right to collect the samples from 1-3 lowest price suppliers. |
| 1. **Payment Procedures** |
| * **No advance payment will be made by MPO. All payments will be made on wire transfer based on the progress of the delivery of the good/ service agreed in the contract.** * The receipt along with the invoice/bill in all respect should be presented to MPO immediately after the delivery is completed and verified by the Field Office/ recipient, and payment of the invoice will be made after proper inspection and verification of the goods within a period of ten (10) working days from the date of receipt of the invoice. * The losses to the MPO which are directly attributable to the agency shall be deducted from the from the Payable amount. * MPO will deduct/withheld the tax amount from the payment according to the government policy, as evidence copy of tax payment receipt will be provided to the service provider. |

**Section 1 – terms of Reference/ Specifications:**

Movement for Protection Organization (MPO) is implementing Child Protection and Support Project in central region, the overall objective of the project is to enhance child protection and provide affected girls and boys and children at risk including children on the move (deported, unaccompanied, and separated) with quality support services that includes mental health and psychosocial support, case management and reunification including GBV response services to the adolescent girls at communities and engage children through recreational activities, basic learning and psychosocial counseling at Child Friendly Spaces (CFSs). MPO is going to inviting potential bidders/ suppliers with relevant experience to provide vocational training tool kit supplies with the description and specifications explained in ANNEX 4. Financial Offer.

**Annex 1 – Submission Form**

|  |  |
| --- | --- |
| **Date** |  |

**To:**

**Movement for Protection Organization (MPO)**

**Head Office**

Procurement/ Logistic Department

House # 13, Sharwal Street

Police District # 10 – Shirpor

Kabul – Afghanistan

Dear:

We, the undersigned, offer to provide vocational training tool kit which includes different kind of materials in response to Invitation to Bid (ITB) dated [Insert Date] advertised through ACBAR. We are hereby submitting our offer/ bid in a sealed envelope.

We hereby declare that all the information and statements made in this offer are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our attached financial offer is for the sum of [Insert amount(s) in words and figure]. This amount is inclusive of the local taxes, transportation including any other charges added in this amount.

We undertake, if our offer is accepted, to initiate the vocational training tool kit supplies related to the assignment not later than the date indicated that will prescribe in the contract.

Yours sincerely,

|  |  |
| --- | --- |
| **Authorized Signature [In full and initials]:** |  |
| **Name of Signatory:** |  |
| **Title of Signatory:** |  |
| **Name of Firm:** |  |
| **Address:** |  |

**Annex 2 – Supplier information Sheet (Signed and Stamped)**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Items** | **Information to be filled by the Bidder/ Supplier** |
| **1** | **Name and Address of the supplier,** telephone number, Mobile, and Email address |  |
| **2** | **Type of supplier/firm,** (proprietorship, partnership, private limited, company) |  |
| **3** | **Name and address** of Directors/partners |  |
| **4** | **Year of establishment**. |  |
| **5** | **Nature of business** |  |
| **6** | Registration Entity |  |
| **7** | Registration Certificate No (attach) |  |
| **8** | Bank name and address |  |
| **9** | Total number of employees of the firm |  |
| **10** | Tax Identification Number (Please attach copy) |  |

I hereby certify that all the information furnished above is true to the best of my knowledge and belief. I have no objection to MPO verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that; I have understood all the terms and conditions indicated in the ITB documents and hereby accept the same completely.

|  |  |
| --- | --- |
| **Authorized Signature [In full and initials]:** |  |
| **Name of Signatory:** |  |
| **Title of Signatory:** |  |
| **Name of Firm:** |  |
| **Address:** |  |

**Annex 3 – Relevant Experience**

List of relevant projects/ supplies currently ongoing or completed in the recent past.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the assignment/ Project** | **Date**  **From/ to** | **Location** | **Donor** | **Total Fund** | **Contact Details of the Donor** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Authorized Signature [In full and initials]:** |  |
| **Name of Signatory:** |  |
| **Title of Signatory:** |  |
| **Name of Firm:** |  |
| **Address:** |  |

**Annex 4 – Financial Offer**

(Costs per item – Breakdown)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table A – Mobile Repairing Toolkits** | | | | | | |
| **No.** | **Items** | **Specification** | **Unit** | **Required Quantity for Daikundi** | **Unit Price in AFN** | **Total Price in AFN** |
| 1 | Simple Meger digital | Made in China | No | 20 |  |  |
| 2 | Solder thrower (لحیم کش) | Good Quality | No | 20 |  |  |
| 3 | Tweezers | Good Quality | No | 20 |  |  |
| 4 | Tool box | Good Quality | No | 20 |  |  |
| 5 | Blind Opener | Good Quality | No | 20 |  |  |
| 6 | Element Head Gun | Made in China | No | 20 |  |  |
| 7 | Mouse Pliers | Made in China | No | 20 |  |  |
| 8 | Cutting plier | Good Quality | No | 20 |  |  |
| 9 | Magnifier with light | Good Quality | No | 20 |  |  |
| 10 | Gera | Made in China | No | 20 |  |  |
| 11 | Straight Pence (پنس راست) | Good Quality | No | 20 |  |  |
| 12 | Crooked Pence (پنس کج) | Good Quality | No | 20 |  |  |
| 13 | Head-gun | Made in China | No | 20 |  |  |
| 14 | Heater Glasses (گیلاس, گرم کن) | Made in China | No | 20 |  |  |
| 15 | Screwdriver(T4) | Made in China | No | 20 |  |  |
| 16 | Screwdriver(T5) | Made in China | No | 20 |  |  |
| 17 | Screwdriver(T6) | Made in China | No | 20 |  |  |
| 18 | Screwdriver (T 0) | Made in China | No | 20 |  |  |
| 19 | Screwdriver(8mm) | Good Quality | No | 20 |  |  |
| 20 | Brush | Good Quality | No | 20 |  |  |
| 21 | Wood Working Table (80cm x60cm) height (60 cm) | Good Quality | No | 20 |  |  |
| 22 | Chair (Plastic) | Good Quality | No | 20 |  |  |
| 23 | Power Extension سه ساکته | Made in China | No | 20 |  |  |
| 24 | Generator 3kwatt | Made in China | No | 1 |  |  |
| 25 | Power line | Good Quality | No | 20 |  |  |
| **Supply Cost** | | | | | |  |
|  |
| **TOTAL COST/ OFFER Insert amount(s) in words and figure AFN** | | | | | |  |  |
|  |
| **Amount in words:** | | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table B – Motorbike Repairing Toolkit** | | | | | | |
| **No** | **Items** | **Specification** | **Unit** | **Required Quantity for Daikundi** | **Unit Price in AFN** | **Total Price in AFN** |
| 1 | اسکرنج | Good Quality | No | 40 |  |  |
| 2 | سک پلاس | Good Quality | No | 40 |  |  |
| 3 | پیچ کش( چهار رخ و دورخ) سیت رنج | Good Quality | Set | 40 |  |  |
| 4 | چکش پلاستکی | Good Quality | No | 40 |  |  |
| 5 | چکش آهنی | Good Quality | No | 40 |  |  |
| 6 | سه شاخه | Good Quality | No | 40 |  |  |
| 7 | سیت آچار | Good Quality | No | 40 |  |  |
| 8 | موش پلاس | Good Quality | No | 40 |  |  |
| 9 | پلاس سیم قطع کن | Good Quality | No | 40 |  |  |
| 10 | انبر پلاس | Good Quality | No | 40 |  |  |
| 11 | جعبه ابزار | Good Quality | No | 40 |  |  |
| 12 | قفل | Good Quality | No | 40 |  |  |
| 13 | آره آهن بر | Good Quality | No | 40 |  |  |
| 14 | تی هشت | Good Quality | No | 40 |  |  |
| 15 | بکسوانه سیت | Good Quality | No | 40 |  |  |
| 16 | تی ده | Good Quality | No | 40 |  |  |
| 17 | چوکی | Good Quality | No | 40 |  |  |
| 18 | میز 50\*50 | Good Quality | No | 40 |  |  |
| 19 | تی دوازده | Good Quality | No | 40 |  |  |
| **Supply Cost** | | | | | |  |
|  |
| **TOTAL COST/ OFFER Insert amount(s) in words and figure AFN** | | | | | |  |  |
|  |
| **Amount in words:** | | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table C – Tailoring Toolkit** | | | | | | |
| **No.** | **Items** | **Specification** | **Unit** | **Required Quantity for Daikundi** | **Unit Price in AFN** | **Total Price in AFN** |
| 1 | ماشین خیاطی | Good Quality | No | 60 |  |  |
| 2 | دینام ماشین خیاطی | Good Quality | No | 60 |  |  |
| 3 | اوتو | Good Quality | No | 60 |  |  |
| 4 | تخته ماشین خیاطی | Good Quality | No | 60 |  |  |
| 5 | بالون ګاز | Good Quality | No | 60 |  |  |
| 6 | واشل برای ګاز | Good Quality | No | 60 |  |  |
| 7 | ګاز کانترولر | Good Quality | No | 60 |  |  |
| 8 | شلنګ ګاز | Good Quality | No | 60 |  |  |
| 9 | سه ساکته | Good Quality | No | 60 |  |  |
| 10 | میز خیاطی | Good Quality | No | 60 |  |  |
| 11 | روغن ماشین | Good Quality | No | 60 |  |  |
| 12 | قیچی | Good Quality | No | 60 |  |  |
| 13 | کج | Good Quality | No | 60 |  |  |
| 14 | ګونیا | Good Quality | No | 60 |  |  |
| 15 | متر | Good Quality | No | 60 |  |  |
| **Supply Cost** | | | | | |  |
|  |
| **TOTAL COST/ OFFER Insert amount(s) in words and figure AFN** | | | | | |  |  |
|  |
| **Amount in words:** | | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table D – Embroidery Toolkit** | | | | | | |
| **No.** | **Items** | **Specification** | **Unit** | **Required Quantity for Bamyan** | **Unit Price in AFN** | **Total Price in AFN** |
| 1 | ماشین گلدوزی همرای کامپلت | Good Quality | No | 25 |  |  |
| 2 | کارگاه یا دایره برای گلدوزی | Good Quality | No | 25 |  |  |
| 3 | قیچی کلان | Good Quality | No | 25 |  |  |
| 4 | قیچی خورد | Good Quality | No | 25 |  |  |
| 5 | اوتو | Good Quality | No | 25 |  |  |
| 6 | میز برای ماشین گلدوزی | Good Quality | No | 25 |  |  |
| 7 | موتور یا دینام برای ماشین گلدوزی | Good Quality | No | 25 |  |  |
| 8 | بالون گاز | Good Quality | No | 25 |  |  |
| 9 | گاز کنترولر و شلنگ گاز | Good Quality | No | 25 |  |  |
| 10 | سوزن برای ماشین گلدوزی | Good Quality | No | 25 |  |  |
| 11 | خطکش | Good Quality | No | 25 |  |  |
| 12 | سه ساکته | Good Quality | No | 25 |  |  |
| 13 | روغن ماشین | Good Quality | No | 25 |  |  |
| 14 | چوکی | Good Quality | No | 25 |  |  |
| 15 | تسمه رابری یا پنج بولت ماشین گلدوزی | Good Quality | No | 25 |  |  |
| **Supply Cost** | | | | | |  |
|  |
| **TOTAL COST/ OFFER Insert amount(s) in words and figure AFN** | | | | | |  |  |
|  |
| **Amount in words:** | | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table E – Tailoring Toolkit** | | | | | | |
| **No.** | **Items** | **Specification** | **Unit** | **Required Quantity for Bamyan** | **Unit Price in AFN** | **Total Price in AFN** |
| 1 | ماشین خیاطی | Good Quality | No | 25 |  |  |
| 2 | دینام ماشین خیاطی | Good Quality | No | 25 |  |  |
| 3 | اوتو | Good Quality | No | 25 |  |  |
| 4 | تخته ماشین خیاطی | Good Quality | No | 25 |  |  |
| 5 | بالون ګاز | Good Quality | No | 25 |  |  |
| 6 | واشل برای ګاز | Good Quality | No | 25 |  |  |
| 7 | ګاز کانترولر | Good Quality | No | 25 |  |  |
| 8 | شلنګ ګاز | Good Quality | No | 25 |  |  |
| 9 | سه ساکته | Good Quality | No | 25 |  |  |
| 10 | میز خیاطی | Good Quality | No | 25 |  |  |
| 11 | روغن ماشین | Good Quality | No | 25 |  |  |
| 12 | قیچی | Good Quality | No | 25 |  |  |
| 13 | کج | Good Quality | No | 25 |  |  |
| 14 | ګونیا | Good Quality | No | 25 |  |  |
| 15 | متر | Good Quality | No | 25 |  |  |
| **Supply Cost** | | | | | |  |
|  |
| **TOTAL COST/ OFFER Insert amount(s) in words and figure AFN** | | | | | |  |  |
|  |
| **Amount in words:** | | | | | | |  |

|  |  |
| --- | --- |
| **GRAND TOTAL l COST for Table A + B + C + D + E/ OFFER  Insert amount(s) in words and figure AFN** |  |
|  |
| **Total amount in words:** | |  |

|  |  |
| --- | --- |
| **Authorized Signature [In full and initials]:** |  |
| **Name of Signatory:** |  |
| **Title of Signatory:** |  |
| **Name of Firm:** |  |
| **Address:** |  |