



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

---

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Tender Pack

Tender Reference No: IRAF/2024/ITT/003

PROPOSAL FOR: Supply and Procurement of Hygiene Kits in Herat Province.

ADVERTISEMENT DATE: 05 - August-2024

DEADLINE FOR SUBMISSION: 19 - August 2024 by 11:00 AM Kabul Time



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

---

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## CONTENTS

1. Questionnaire (supplier’s general business info)
2. Terms and Conditions
3. Pricing (RFQ)
4. Supplier Screening Form
5. Complaint.... write us
6. Queries..... write us
7. Supplier Code of Conduct



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## 1. CONFIDENTIAL QUESTIONNAIRE

### Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This includes Cell#, Email Address	
Company website address.	
Name and position of a person authorized to enter negotiations and sign any formal agreement.	
Company registration details such as i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attached)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

### Business Information



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

Question	Response
<p>Provide a brief description of your Company profile and structure, size, and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products	
List of Major Clients	
<p>Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none"><li>i. Name of company/INGOs</li><li>ii. Contract Value</li><li>iii. References</li></ul> <p>(Pos/ agreements copy must be attached) Audit report and all other requested documents</p>	

## Banker’s Detail:

Question	Response
<p>Bank Name, Account Title, branch, and total turnover in AFN/USD of last three years (attach the bank statement) as per requestion.</p>	



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Trade Reference (only for supply of Hygiene Items):

	1	2	3	4
Name of Organization				
Contact name and phone number.				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				




# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

Value of Contract in AFN/USD				
------------------------------	--	--	--	--

The one kit will be as per the specifications and quantities mentioned in the below table.

S/N	Item / Specification per each kit	Unit	Qty for each kit
1	Bath towel 150*100 High Quality soft and thick China or equivalent	PC	1
2	Shampo 200 ml Head and shoulder High Quality Pakistani or equivalent	PC	1
3	Body soap 100g Dettol High Quality or equivalent	PC	3
4	Toothpaste 75g tube Colgate High Quality or equivalent	PC	2
5	Toothbrush for adults High-Quality Soft or equivalent	PC	2
	Toothbrush for children High Quality Soft or equivalent	Pc	2
6	Washing powder 4.5kg Alikozay or Wahab or equivalent	PC	1
7	Toilet paper 2ply pack High quality or equivalent	PC	1
8	Nail clipper Adult High Quality or equivalent	PC	1
9	Kit with high heavy-duty strap, waterproof (Height 40 – 50 cm, Length 60 - 70 cm) black color made in Afghanistan or equivalent 	PC	1
10	Plastic Soap Case High Quality Irani or equivalent	PC	1
11	Laundry Soap 250g High quality or equivalent	PC	5

**NB:** The supplier is responsible for packing all Hygiene kits.

**Note:** IRW will have the right to conduct the lab test for samples to evaluate the quality and the consignment if selected. Supplier shall have commitment for the sample check.

location of delivery and distribution plan will be as per IRW schedule:

## IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling out the tender, it is mandatory that the supplier study the specifications well and survey the local market for the availability of all the items.



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

2. Supplier is responsible for supplying the items as per the specifications provided, no change in specification will be acceptable for any item once the tender is awarded to any supplier.

Delivery Time	
---------------	--

## Schedule of Supply:

SN	Location	Number of packs
1	Herat Province Gulran District, Botan Village	326
2	Herat Province Rubat Sangi District, Hamamak Village	1,000
3	Herat Province, Rubat Sangi District Chil Dukhtar Village	1,700

## 2. General Terms & Conditions

1. Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and customs clearance (if any)
2. All prices must be quoted in Afghani (AFN), quotations in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.
3. Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
4. Any damage, loss, theft, and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of the supplier/agent.
5. Withholding tax as per government prevailing rates shall be deducted at the time of payment.
6. Payment shall be made in the form of **bank transfer** 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
7. Islamic Relief shall have the right to award the contract as whole to one supplier. Or province-wise, or to divide the bid for more than one supplier as it deems necessary or appropriate according to its sole discretion.
8. Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
9. The expected delivery time must be mentioned in your proposal incomplete bids/documents shall not be entertained.
10. All tender pages are to be signed and stamped by suppliers.

### 3.2. Bid Submission Requirements:

- Interested bidders must provide a bid security of 5% of the total bid value in the form of a Bank Guarantee made out to "Islamic Relief Worldwide". The validity of the bid security should be 4 months. The bank guarantee will be returned to unsuccessful bidders after the tender decision. Tenders submitted without a bank guarantee or with a guarantee for less than 5% of the bid value will not be considered and the bidder will be excluded from the tender
- Valid registration license
- Attach relevant purchase Orders, Agreements
- Attach updated bank statements for the last 6 months, with 5 million AFN turnovers.
- Attach updated company Profile.



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

- Sealed Quotations addressed to the “Procurement Committee” should be drop in quotation box address at House 17, Street 5, Qala-e-Fethullah, District 10 Kabul, Afghanistan latest by Sunday at 11:00 AM Kabul time on or before 19 August 2024.

### 3.3. Validity of Price:

Prices shall remain valid for at least one year from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

### 3. Pricing (RFQ)

M/s \_\_\_\_\_

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

Ref. # \_\_\_\_\_

Islamic Relief Worldwide (IRW) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for the long-term development of the world’s poorest people.

Islamic Relief Worldwide (Afghanistan) takes this opportunity to request you to quote the prices for the Supply of Hygiene kits for Herat Provinces Afghanistan as per the following details:

PR# 9454, Hygiene Kits for Herat Province					
S/N	Item / Specification	Unit	Qty	Unit Price	Total Cost AFN
1	Bath towel 150*100 High Quality soft and thick China or equivalent	PC	3026		
2	Shampo 200 ml Head and shoulder High Quality Pakistani or equivalent	PC	3026		
3	Body soap 100g Dettol High Quality or equivalent	PC	9078		
4	Toothpaste 75g tube Colgate High Quality or equivalent	PC	6052		
5	Toothbrush for adults High-Quality Soft or equivalent	PC	6052		
	Toothbrush for children High Quality Soft or equivalent	PC	6052		
6	Washing powder 4.5kg Alikozay or Wahab or equivalent	PC	3026		
7	Toilet paper 2ply pack High quality or equivalent	PC	3026		
8	Nail clipper Adult High Quality or equivalent	PC	3026		
9	Kit with high heavy-duty strap, waterproof (Height 40 – 50 cm, Length 60 - 70 cm) black color made in Afghanistan or equivalent	PC	3026		
10	Plastic Soap Case High Quality Irani or equivalent	PC	3026		
11	Laundry Soap 250g High quality or equivalent	PC	15130		
Total Amount in Numbers for the offer inclusive					





# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

of loading, unloading transportation cost, packing to distribution point, and all taxes	
Total Amount in writing for the offer inclusive of loading, unloading transportation cost, packing to distribution point, and all taxes	
Delivery time scales submitted by the supplier (in days)	

## 4. Supplier Screening Form

### Company Information:-

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family                      Yes              No

Business                                      Yes              No

If you have answered YES to any of the above then can you please state in detail the relationship you have and with whom

How did you hear about IR’s service request \_\_\_\_\_

Please note it is compulsory for the following to be provided to us:

1. Company Registration
2. Photocopy of NID/Passport of Directors
3. Photocopy of NID/Passport of vice president

### Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of –Afghanistan or under the International Laws Community or what may be termed a ‘terrorist activity.’

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

Name \_\_\_\_\_

Position \_\_\_\_\_

Sign & Official stamp \_\_\_\_\_

Date \_\_\_\_\_

*We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.*

Internal Use

Received by (local office): Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Information sent to (HQ): Name \_\_\_\_\_ Date \_\_\_\_\_

## 5. Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

[complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

## 6. Queries..... please write us

If you have any queries on the tender document, please write to [procurement.afg@islamic-relief.org.af](mailto:procurement.afg@islamic-relief.org.af) before August 18 2024.

## 7. Supplier Code of Conduct

### 1 Islamic Relief Worldwide requires all firm to adhere to:

1.1 The Modern Slavery Act 2015

1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

### 2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.

2.2 Goods/services produced and delivered by organizations subscribe to no



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the Ministry of Economics (under Registration No. 184)  
Tender Reference No: IRAF/2024/ITT/003

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

exploitation of children

2.3 Goods/services produced and manufactured have the least impact on the environment

2.4 Goods and services are produced and delivered under conditions where:

2.4.1 Employment is freely chosen

2.4.2 The rights of staff to freedom of association and collective bargaining are respected.

2.4.3 Living wages are paid

2.4.4 There is no exploitation of children

2.4.5 Working conditions are safe and hygienic

2.4.6 Working hours are not excessive

2.4.7 No discrimination is practiced

2.4.8 Regular employment is provided

2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

Service providers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

2.5.1 Waste Management

2.5.2 Packaging and Paper

2.5.3 Conservation

2.5.4 Energy Use

2.5.5 Sustainability

### 3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

### Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.