



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/005

PROPOSAL FOR: Supply and Procurement of Tailoring Toolkits in Herat Province.

ADVERTISEMENT DATE: 15 - August-2024

DEADLINE FOR SUBMISSION: 29 - August 2024 by 11:00 AM Kabul Time



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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



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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.	



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Business Information

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">i. Name of company/INGOsii. Contract Valueiii. References <p>(Pos/ agreements copy must be attached) Audit report and all other requested documents</p>	

Banker’s Detail:

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



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Trade Reference (only for supply of Tailoring toolkits 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.				
Value of Contract in AFN/USD				



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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	Sewing Machine JOYEE (A600RG) Original, Company Packed, Length 124" * width 55" Made in China or equivalent quality (with all equipment and table with treadle) equipment: Oil, 3 screws, bobbin, One dozen needles.	Package	260
2	Britex Original Sewing (زنگار) Machine New Original Sewing for overlock, coverstitch) Made in China or equivalent quality (Model: 5-Nakha within Computeri Dinab, Base, table and all necessary tools) Necessary tools: Table, antenna, needles, screws, oil.	Package	260
3	Plastic Chair Original (Metal base plastic chair)	PC	260
4	Electric Steam Iron Silver Star Model (ES 300L), Voltage 220V-50/60Hz/, Wattage 1300 W Working both on electricity and Gas, made in China or equivalent quality	PC	260

NB: The supplier is responsible for packing and installing all tailoring machine in the targeted village.

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.
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	14 Days
Offer Delivery Time	

Schedule of Supply:

SN	Location	Number of packs
1	Herat Province 4 villages of Zinda Jan District,	80
2	Herat Province 9 villages of Injil District,	180
Total packages		260

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, Installation, Transportation, Distribution, loading



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- 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 10 million AFN turnovers.
 - Attach updated company Profile.
- 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 Thursday at 11:00 AM Kabul time on or before 29 August 2024.

3.3. Validity of Price:

Prices shall remain valid for at least 90 days 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.



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3. Pricing (RFQ)

M/s _____

Date: _____

Ref. # IRAF/2024/ITT/005

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 Tailoring Toolkits for Zanda Jan District of Herat Provinces Afghanistan as per the following details:

PR# 9867/9866, Tailoring Toolkits for Zanda Jan District of Herat Province						
S/N	Item / Specification	Unit	Qty	Unit Price	Total Cost	AFN
1	Sewing Machine JOYEE (A600RG) Original, Company Packed, Length 124" * width 55" Made in China or equivalent quality (with all equipment and table with treadle) equipment: Oil, 3 screws, bobbin, One dozen needles.	Package	260			
2	Britex Original Sewing (زگرال) Machine New Original for overlock, coverstitch) Made in China or equivalent quality (Model: 5-Nakha within Computeri Dinab, Base, table and all necessary tools) Necessary tools: Table, antenna, needles, screws, oil.	Package	260			
3	Plastic Chair Original (Metal base plastic chair)	PC	260			
4	Electric Steam Iron Silver Star Model (ES 300L), Voltage 220V-50/60Hz/, Wattage 1300 W Working both on electricity and Gas, made in China or equivalent quality	PC	260			
Total Amount in Numbers for the offer inclusive of packing, loading, unloading transportation cost to distribution point, Installation and all taxes						
Total Amount in writing for the offer inclusive of packing, loading, unloading transportation cost to distribution point Installation, and all taxes						

Note: for more information, please refer to the attached pictures: Annex A



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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.

Name

Position

Sign & Official stamp

Date



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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

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 before August 22, 2024.

Annex A:





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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 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:



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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.