## CALL FOR PREQUALIFICATION ACTED [Afghanistan]

## Instructions to Applicants

Date: [25/08/2024]

Prequalification N°:P/02FML/8Z8/J25/MZR/25082024

Through this call for prequalification ACTED is requesting a company to provide written applications for the supply of the following goods:

**Project Background**

Under Sustained Rural Development Programme, Acted will provide support to Business Youth Development Hub (BYDHs). The support will come through the procurement of items needed for the classes and also for other activities that might need clothing in the provinces bellow.

**Products description & overall technical specifications**

The items needed for procurement belong to this market: sport items, sport clothing, sport equipment, sport accessories, board games and general clothing. Specific details will be provided over time to the qualified bidders.

**Delivery timeline**

Each of the items should be delivered within 2 weeks of contract signature.

**Potential Delivery location (notify if you can’t deliver to these provinces)**

|  |  |
| --- | --- |
| **Number** | **Province** |
| 1 | Balkh |
| 2 | Samangan |
| 3 | Jawzjan |
| 4 | Faryab |
| 5 | Baghlan |
| 6 | Kunduz |
| 7 | Kabul |

The responses to this call for prequalification shall include the following elements:

|  |  |
| --- | --- |
| 1 | The present **Instructions to Applicants (PRO-05.2)** signed & stamped by the Bidder |
| 2 | An original **Application Form (PRO-06.6)** dated, filled, signed & stamped by the Bidder **with all financial, human and technical elements required in annex** |
| 3 | The **Applicant’s Checklist (PRO-06.7)** dated, filled, signed & stamped by the Bidder |
| 4 | Last 2 years of financial statements |
| 5 | Business License, Owner ID, TIN |
| 6 | Evidence of similar experience with other NGO, institutions, privates’ companies, etc… |

**It is important to note that all documents must be filled, dated, signed & stamped by the Applicants in order to be considered as eligible. ACTED only accepts bids that have been filled in English**

**General conditions:**

1. The **closing date** of this prequalification is **08/09/2024 at** 5PMin ACTED officeat the following address: Kart-e-Mamorin District#2 Guzar-e-Qurghan in front of Qurghan Masjid Mazar-e-Sharif Balkh province – Afghanistan Tel + 93 (0) 728427046
2. The submission of an application by an applicant to this call for prequalification may not result in the award of a contract.
3. The application must be submitted to ACTED Logistics department in a sealed envelope marked “Not to be opened before 08/09/2024 and the Prequalification reference number above.
4. Unsealed envelope and late applications will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all applications are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED’s anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
6. Collusive practices are prohibited and will lead to applications rejection.
7. **ACTED adopts a zero-tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the prequalification process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to** [**transparency@acted.org**](mailto:transparency@acted.org)**.**

**Special conditions:**

1. Applications will need to pass the following minimum requirements:

[The following prequalification criteria can and should be adjusted depending on the nature of the procurement]

| **#** | **Criteria** | **Sub-criteria** | **Minimum requirements** | **Submission documents** |
| --- | --- | --- | --- | --- |
| **1** | **Screening** | **PASS/FAIL** | All documents submitted | Business License  Owner ID  TIN |
| **2** | **Value of contract awarded in past 12 months** | **N/A** | At least 1 contract should have been awarded with a value >5,000 USD in the past 12 months | Annual Financial results for last 2 years |
| **3** | **Numbers of years in business** | **N/A** | The applicant has been working in this business for more than 3 years | License ID |
| **4** | **Positive reference with other NGOs** | **NA** | At least 3 contracts with other entities in the past 12 months | Past contracts with other NGOs or governmental companies |

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_