

Invitation for Bid (ITB)
ITB#: PACo_ITB#005-COP-2024

ISSUE DATE: 28th Aug-2024

Closing DATE and Time: 4:00 PM, 10th -Sep-20204

Tender for Schools Furniture and Equipment

1. Introduction:

People's Action for change organization (PACo) is a not for profit, non-government organization Registered with government of Afghanistan, with a mission to work with the poor, excluded and marginalized sections of the society by empowering them to lead a life with dignity. PACo priority objectives include empowering people through community organization and capacity development, promoting rights of women and children, ensuring livelihood options to end hunger and food insecurity and respond to calamities and conflicts through humanitarian assistance. PACo operate in Afghanistan since 2012 with active presence in north and central region since 2013, reached to over eighty thousand poor, vulnerable and marginal households through its development and humanitarian intervention.

Under the Co-PROPER project construction intervention, PACo planned to procure Furniture and Equipment for the newly constructed school in Nasim Mehdi township, Dehdadi district of Balkh, Sharak-e-Mahajerin, Msaslahat Tapa, Baghlan Jadid district of Baghlan, Sar-e-Dawra, Haji Almas village Kunduz city of Kunduz and Gardi Mirshkar Village, Pashtonkot district of Faryab provinces.

2. Scope of Work:

PACo inviting qualified venders Registered with government of Afghanistan, to provide school furniture and equipment as per the specification stated in the BoQ annex A of this ITB. The firms and vendors have a solid track experience in provision of Furniture and Equipment and with competitive price within Afghanistan are invited and encouraged to attend the tender and submit their proposal in line with given instructions for offer submission in this ITB.

The offeror should considered the locations that include Balkh, Baghlan, Kunduz and Faryab Provinces and use technical Drawings (Annex B) and BoQ (Annex A), while making a firm offer for the provision of Furniture and Equipment as

The offeror should also demonstrate a clear understanding of the work to be undertaken and of the responsibilities involved, in coordination with PACo head office in Kabul, PACo regional technical team at the field office shall manage, implement, and supervise the tasks under this ITB to ensure that the services carried out qualitatively and quantitatively acceptable and in accordance to technical specifications, design, drawings, and BoQ.

It is strongly recommended that this Invitation for Bid (ITB) and its annexes be read thoroughly by offerors. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

The contract award is subject to availability of funds, successful negotiation of the contract terms, conditions, budget, and consent of donor Contracting Officer, if required. The Contract resulting from this award is envisioned to be a Fixed Price (FP) contract.

2.1 Bid information

The following annexes are the integral part of this Invitation for Bid:

Annex A: BoQ & Financial Offer Form.

Annex B: Technical Drawings.

Annex C: Vendor Registration Form

Annex D: UN Supplier Code of Conduct, PSEA, Child Protection, and PACo Code of conduct

Annex E: Proposal Submission Checklist

3. General Instructions to Offerors

The instructions to Offerors will not form part of the offer or of the Contract. They are intended solely to aid Offerors in the preparation of their proposals.

- Offerors are required to submit any request for clarification or any question in respect of this ITB by e-mail to the Supply Unit at rfp-paco@pac.org.af.
- The deadline for receipt of questions is 4:00 PM local time on Tuesday, 10th Sep 2024. Offerors are requested to keep all questions concise. PACo will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. PACo may, at its discretion, copy any reply to a particular question to all other invited bidders at once.
- This tender is open to all eligible vendors (Furniture factories, supply and logistic companies) in Afghanistan, including vendors based in North and Northeast Region provinces.
- Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, PACo is obliged to withhold "contractor" taxes from the gross amounts payable to all (for-profit) vendors. In accordance with this requirement, PACo shall withhold two percent (2%) tax from all gross invoices to vendors under this Agreement with active AISA or Ministry of Commerce license. For vendors without active AISA or Ministry of Commerce license, PAC.O shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.
- The proposals and all corresponding documents related to the proposal must be written in the English language.
- No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by PACo, all such costs will be at the Offeror's expense.
- Financial offer and all cost and price figures must be presented in local currency (AFN). All the given prices should be net of host country VAT, withholding taxes and customs duties.
- The bidder must state in its proposal validity period of its offer. The minimum offer acceptance period for this ITB is **45 working days** after closing date of the ITB. Offers with a shorter acceptance period will be rejected. This ITB in no way obligates PACo to award a contract.
- The Offeror should have adequate financial resources including an appropriate bank account with turnovers.
- The Offeror must comply with the required or proposed delivery or performance schedule (**Annex-F**), taking into consideration all existing commercial and governmental business commitments;
- The offeror is obliged to successfully deliver the furniture and equipment to schools in the north and northeast provinces, thus, the transportation cost should be considered in BoQ (Annex A)
- The Offeror should have a satisfactory performance record and solid experience in same project implementation and delivery;
- The Offeror should comply with the Afghan local laws and must be licensed and authorized to conduct business in Afghanistan.
- **Late Offers:** Offerors are solely responsible for ensuring that their offers are received following the instructions stated herein. Late offers will not be eligible for consideration and will be rejected without evaluation, even if it was late as a result of circumstances beyond the Offeror's control.

- **Modification/Withdrawal of Offers:** Offerors have the right to withdraw, modify, or correct their offer after such time as it has been sent to PACo; at the office address stated above and provided that the request is made before the ITB closing date.
- **Disposition of Proposals:** Proposals submitted in response to this ITB will not be returned. Reasonable efforts will be made to ensure confidentiality of financial Proposals submitted by all Offerors. This ITB does not seek information of a highly proprietary nature but if such information is included in the Offeror's proposal, the Offeror must alert PACo and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
- The offeror is responsible for allowances of their employees as well as any other relevant allowances payable following the Afghan Labor Laws.
- Pursuant to the above statement, the offerors are committed to comply with and accept the UN supplier code of conduct, PACo PSEA, child protection and code of conduct policy.
- PACo reserves the right to accept and/or reject the whole or part of your Offer without having to assign a reason whatsoever, PACo may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services. PACo may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective service providers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by PACo at its own initiative or in response to a clarification requested by a prospective service provider. Please note that PACo is not bound to select any of the firm's submitting offers or bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to PACo's general principles, including economy and efficiency and best value for money.

4. Proposal Submission

The offer should be prepared in English. Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

The proposals must be submitted in Hard Documents to the PACo office addressed:

PACo head office, House # 35, Beside Sangkashan Masjeed, Street 5 Silo, PD 3, Kabul. The Offer submission should be made no later than 4:00 PM, 10- Sep 2024.

Offers/ Bids submitted after the deadline for submission and Offers/ Bids transmitted in any other manner than those indicated above will not be considered. It is offerors responsibility to verify their documents and correspondence have been submitted properly before the deadline ends. PACo will not be responsible for locating or securing any information that is not identified in the Offers/ Bids. Accordingly, to ensure that sufficient information is available, the offerors/bidder shall furnish, as part of the offer/bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

The bid should be prepared, **1)** Technical proposal and **2)** Financial proposal:
Bidders/offerors should submit their bid/offer in sealed and in a single pocket.

4.1 Technical Proposal Content.

The technical proposal should contain brief introduction to the firm/company, its presence, work experience particularly on the same project, capacity interims of technical expertise, the financial ability to deliver the project, delivery approach, and Plan

The technical proposal should be supported with

1. Company valid licenses
2. Company profile

3. Experience evidence (Copy of contracts/awards, project/delivery completion certificates)

Criteria	Points
Company valid licenses, Yes / No	If Yes Qualified, if No Disqualified
Technical proposal	5
Company profile	5points
Copy of contracts/awards (at least 2 contracts)	2.5
Project/delivery completion certificates (at least from 2 donors)	2.5
Total score	15 points

4.2 Financial Proposal Content

4.2.1 Cover Page: The financial offer should be covered by a cover page with the contents:

- ITB Number:
- Offeror / Company's Name:
- Offeror/ Company's Address
- Name of Company's authorized representative
- Contact number and Email address
- Proposal/ Offer validation date
- Signature, Stamp:
- Submission Date and time:

4.2.2 Financial Offer

The Financial Offer must be prepared separately and contain an overall offer should be in **local currency (AFN)**. The Financial Offer must cover all the services to be provided including cartage of all remaining materials upon completion of the works (price "all inclusive"). Incomplete offers will be disqualified.

The price must remain unchanged for the duration of the Contract.

This ITb in no way obligates PACo to award a contract, nor does it commit PACo to pay any costs incurred in preparation and submission of a proposal in response to the RFP. Furthermore, PACo reserves the right to reject any and all offers, if such, action is in the best interest of PACo

The Financial Offer must be submitted as per the approved bills of quantities (Financial offer form) the Annex A attached. Bids that have a different price structure will not be accepted.

The respected offerors are requested to hold your offer validity for at least 45 working days from the proposal submission deadline. PACo will make its best effort to select a company within the proposed period.

The Offeror should provide bank statement under the company name attested by a respected bank for the period of last eight months (1st Jan- 31st Aug 2024).

5. Payment Conditions

PACo's standard payment terms are within 30 working days after satisfactory implementation and receipt of documents in order, however, the payments are subjected to fund availability and transfer by the respected funding partner/donor for this announced project. The cost of preparing a bid and of negotiating a contract, including any related travel, is neither reimbursable nor can it be included as a direct cost of the assignment.

6. Contract Termination and Cancelation:

During the implementation of the project, the work may be stop due to any reason by government, relevant authorities and or may result to project cancelation either by client or authorities, in such circumstances the contractor will be only entitled for the actual cost of the work performed, not for materials supplied, employee hired, office rented and or machinery hired. Also, the actual expenses will be subject to donor approval and fund transfer for the approved work measured.

7. Delay in Project Execution:

Delay from Client (PACo) Side: Any delay during the project implementation due to authorities' interference, changes in design, funding donor action causing delay and etc will not be claimed as project delay by contractor, and no penalty will be charged to PACo to be paid to contractor.

Delay from the Contractor Side:

Any delay due to lack of Budget, lack of materials, lack of machinery, lack of labors, lack of experts and any other gap will be counted as a project delay, for which a penalty will be charged for a maximum of 0.1% of total contract price on daily (working day) delay basset up to maximum 10% of the contract total value.

8. Bid Evaluation

8.1 The Financial Offer Evaluation

The financial offer will use the following percentage distribution: 85% from the total score.

The financial proposal review shall include cost realism. This process will include a review of the cost portion of the Offeror's proposal to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the cost reflects that the Offeror understands the requirements, and if the costs are consistent with the technical part of the proposal. Cost proposals providing more direct funding towards the program instead of administrative costs will be reviewed favorably in the best value determination. The following financial evaluation will be keeping into consideration while scrutinizing the cost proposal.

Criteria	Points
Cost Relation with the Current Market (Price Proposal)	70 points
Functional Bank account with Offeror company name with at least with at least 30,000 USD or equaling AFN balance during last 6 months (updated and attested by relevant Bank is required to be attached with financial Offer if the statement is with state value 30000 USD and attested by bank, then it will get 15 points. If not attested will get 8. If the statement balance is under 30000 and above 14499 and attested by bank it will get 10, if not attested will get 5. If the statement is less than 14499 USD balance will be not eligible for bid.	15points
Total score	85 points

8.2 Qualification range for financial proposal:

The financial proposal constitutes 85% weights/points. The Offerors points for the financial proposals will, therefore, be calculated according to the following formula:
 $Points = (A/B) * 35$; Where A = lowest price among all the bidders and B = price proposed by the service provider

9. Vender or Supplier Registration:

The offeror is request to fill the attached vender / supplier registration form; the qualified service provider(s) will be added to the supplier/vendor Database after investigation of suitability (due diligence) based on the submitted Vendor Registration Form (**Annex C**).

10. Advance Payment

Advance payment is not applicable for this tender and subsequent contract.

11. Warranty Retainer

The contract award is subject to provision of total of 10% of the total contract's amount as Contract delivery security period of 6 months by the winner Offeror. The amount of 10% shall ensure contract security and should be provided by winner offeror either through a reliable bank of deposit or bank grantee. Payment Schedule', above. The retainer will be released after the expiry of the warranty period (defects and liabilities period), 12 months after the delivery completion and acceptance.

12. Payment Schedule and Terms

The payment will be made in three installments through a bank transfer to the contractor/supplier account.

- I. First Installment: 25 % of the total contract amount will be made after 2 schools' furniture and equipment satisfactory delivery, handover as BoQ and technical drawing to the location and school mentioned in Table 1.
- II. Second Installment: 55% of the total contract amount will be made after 100% satisfactory delivery and handover of furniture and equipment for 4 schools as BoQ and technical drawing and mentioned in Table 1
- III. Third installment: 10% of the total contract amount will be withheld with PACo as a performance security amount and will be paid only if arisen defects during the period (from delivery date up 6 month) are addressed (repaired/changed).

10% of each invoiced payment will be withheld as delivery performance guarantee and will be returned or paid back after 6 months of delivery completion.

The condition for the release of bank guarantee (10% of total Contract amount) amount as follows;

- successful performance and delivery,

13. Required Document to be Submitted:

1. Technical Proposal
2. Company valid licenses
3. Company profile
4. Experience evidence
5. Annex A: BoQ & Financial Offer, signed and stamped by Offeror
6. Company bank statement for at least last 8 months, attested by Bank. Original Copy is required

14. Furniture Item delivery per location:

The inserted Table 1 presents the required furniture item per location only. Each Item specification is clearly stated in BoQ (Annex A) which should be considered while quoting price in the financial offer.

Tabel: 1

No	Item Description	Unit	Nasim Mehdi township Dehdadi, Balkh	Msaslahat Tapa Baghlan Jadid, Baghlan	Sar-e-Dawra, Haji Almas Village Kunduz	Gardi Mirshkar Pashtonkot, Faryab	Total
1	Furniture's for student (Table and Chairs)	Pair	260	200	200	260	920
2	Desk for principal	No	2	2	2	2	8
3	Chair for Manager	No	12	2	2	12	28
4	Chair for teachers	No	12	12	12	12	48
5	Desk for teachers	No	12	6	6	12	36
6	Shelf for Manager and teachers' room	No	6	2	2	6	16
7	Floor carpet (moket)	m ²	12	12	12	12	48
8	Steel framed bed for watchman	No	1	1	1	1	4
9	Mattress	No	3	3	3	3	12
10	Pillow	No	3	3	3	3	12
11	Blanket	No	3	3	3	3	12
12	Bed sheet.	m ²	6	6	6	6	24
13	Curtain for door and windows	m ²	6	6	6	6	24
14	Tea pot 4 liter.	No	1	1	1	1	4
15	Vacuum (thermos) 2 liter	No	1	1	1	1	4
16	Vacuum (thermos) 6 liter	No	1	1	1	1	4
17	Liquid gas cylinder 5kg	set	1	1	1	1	4