



**Organization for Coordination of Humanitarian Relief-OCHR**

**Request for Quotation**

**Construction of Burnt Brick Boundary wall**

**in Aab Shirom Secondary School**

**Markaz Behsud District, Wardak Province**

**Ref#: CBW/OCHR/03/2024**

**Issue Date: 11 September 2024**

**Close in date: 26 September 2024 at 03:00 pm**

**Note: Bidders can/allowed to apply for all of the 10 projects separately. But it is worth to mention that not more than one project will be awarded for each company or bidder. (Each successful bidder or company can receive only one project at the end of the evaluation process).**

**Contact details**

**At OCHR Head Office - Kabul:**

<b>Name:</b>	Procurement Department
<b>Title:</b>	Procurement Manager
<b>Telephone:</b>	
<b>E-mail:</b>	procurement@ochr.org.af

**Physical Address:**

<b>House #:</b>	37
<b>Street #:</b>	3
<b>District#:</b>	5
<b>Locality:</b>	Adjacent to Dawat University, Khushal Khan Area, Kabul Afghanistan.

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## 1. Summary:

RFQ Number	Ref#: CBW/OCHR/03/2024
Announcement Type	Open Tender
Tender Title	<b>Construction of Burnt Brick Boundary wall in Aab Shirom Secondary School Markaz Behsud District, Wardak Province</b>
Issue Date	<b>11 September 2024</b>
Deadline for Bid Submission	<b>25 September 2024 at 03:00 pm</b>

## 2. Introduction to Organization:

Organization for Coordination of Humanitarian Relief (OCHR) is a national non-governmental organization established in Afghanistan in 2015 to play a vital role in humanitarian and development settings, and to contribute towards the peace building in the country where the people can live in amity and harmony.

In humanitarian situations emerging as result of conflict or natural disasters, natural, the response encompasses the provision of tools and resources i.e., to reduces the suffering and increase self-sufficiency.

Our approach includes sustainable development, focusing on ultra-poor communities of Afghanistan. The endeavours focus on social and economic development of the people dwelling in remotes parts of the country. Through peacebuilding efforts, we envision Afghanistan a socially inclusive society where peace and prosperity remains a fate for every individual living in this territory. Promote the social cohesion, curtailing extremism in all forms, inclusiveness of peace processes where children, women and marginalized groups have a voice.

## 3. Tender Purpose and Expected Results:

**“Organization for Coordination of Humanitarian Relief (OCHR)” is inviting qualified construction companies to submit bids for the (Construction of Burnt Brick Boundary wall in Aab Shirom Secondary School Markaz Behsud District, Wardak Province Ref#: CBW/OCHR/03/2024).**

To participate in this tender, companies must complete the required documentation and attend the bid opening process. Please be aware of the submission deadline for your bids, as well as the schedule for bid opening. Submissions that are incomplete or received after the deadline will not be considered.

## 4. Bid Submission Language:

- 4.1 All bids, along with any related correspondence and documentation, must be submitted in English.
- 4.2 Supporting documents in any other language should be accompanied by a certified translation of the relevant sections into English, if necessary.

## 5. Required Documents for Submission

Bidders must provide the following documents with their quotation:

1. The completed bill of quantities, detailing your proposed costs.

2. A copy of your company's AISA registration certificate.
3. Company profile, including previous project experience.
4. A list of similar projects the company has undertaken.
5. Contracts for similar projects, including project values.
6. Completion certificates for similar projects, along with donor contact details.
7. A tax clearance certificate for the year 2022.
8. A list of key personnel (full name, position, and contact information).
9. CVs for key staff, including a project manager and quality assurance engineer, with supporting credentials.
10. A list of construction equipment, along with proof of ownership.
11. A detailed timeline outlining how the project will be completed within 4 months.
12. The company's bank account details.

**Important Notes:**

- Quotations must be submitted using the provided format, with no changes allowed.
- All fields in the document must be completed with the required information.

We encourage all eligible companies to participate in this tender and look forward to receiving your proposals for the successful completion of these school repairs.

## 6. Eligibility Criteria for Application:

To be considered for this project, firms/companies must meet the following requirements:

1. The company must be registered with AISA (Afghanistan Investment Support Agency).
2. A minimum of three years of experience in implementing similar projects for national and international organizations.
3. Completion of at least one similar project valued at 250,000.0 AFN or more within the last five years.
4. Demonstrated experience with or knowledge of national and international organizations, as well as UN standards.

## 7. Payment Terms and Bid Price for Service Contract:

- 7.1 The payments will be made after confirmation of the work – by **OCHR and respective Supervision Engineers**.
- 7.2 Bid price should be made individually and as whole in the summary.
- 7.3 All duties, taxes and other payable will be paid by the contractor under the contract and shall be included in the total bid price submitted by the bidder.
- 7.4 **OCHR** will deduct the applicable tax as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly basis accordingly.
- 7.5 **OCHR** is not responsible for all taxes of the project. The contractor has to pay all the taxes according to the rules and regulations of Afghanistan law.

7.6 According to Article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold.

7.7 **2%** of contract value, if the Contractor holds a valid business license from the relevant sources.

7.8 **7%** of the contract value, if the Contractor does not have a valid business license or expired business, or any other tasks for which the contractor aren't able to provide the business license.

#### **8. Currencies of Bid and Payment:**

All invoices will be paid in AFN. All payments will be transferred through the banking system/ Cheque.

#### **9. Performance Guarantee:**

9.1 The successful bidder must provide a "Performance Guarantee" equivalent to 10% of the total bid price before signing the contract.

9.2 The Performance Guarantee must be a bank guarantee in favor of OCHR, issued by a reputable bank legally operating in Afghanistan, and acceptable to OCHR.

9.3 The guarantee must remain valid for 6 months from the contract signing date.

9.4 The Performance Guarantee will be released upon the issuance of a Substantial Completion Certificate by OCHR.

9.5 OCHR will not pay any interest on the Performance Guarantee.

#### **10. Retention Money:**

10.1 UNICEF shall deduct 10% amount from each invoice as Retention Money (RM). The maximum amount of Retention Money so deducted will be 10% of the contract value.

10.2 The RM will be retained with UNICEF as a Security Bond for Defect Liability Period and will be released after successful expiry of 6 months DLP for the renovation works.

#### **11. Contract Terms:**

The following terms are applicable to the bidder's contract and payment process:

- I. A copy of the AISA Certificate, along with the TIN number or registration certificate from authorized governmental agencies, must be submitted with the quotation.
- II. Your quotation will be accepted, and payment will be processed according to your legal business title.
- III. **OCHR** will issue payment via a crossed cheque in favor of the organizations or individuals valid bank account with whom the contract is executed. Any other bank accounts will not be accepted.
- IV. Penalties will apply to the selected company in case of late delivery, as per **OCHR's** contract policy and procedures.
- V. The bank account must match your legal business title.
- VI. The quotation must be signed and stamped by your authorized representative.
- VII. **OCHR** reserves the right to cancel this tender process without further notice to vendors.

#### **12. Submission Guidelines:**

Bids must be submitted following the requirements detailed below:

This RFQ (Request for Quotation) requires two types of proposals: 1) Technical Proposal and 2) Financial Proposal. Bidders must submit both proposals in separate sealed envelopes, clearly labeling them as "Technical

Proposal" and "Financial Proposal." Both envelopes should be placed inside a single envelope with the RFQ number and project name clearly written on it. Only the financial bids of those bidders who qualify in the technical evaluation will be opened for further evaluation.

Submit complete sealed bid documents to the OCHR Head Office Reception; Offers submitted in other places will not be considered. Bids received later than mentioned date and time will not be accepted.

**OCHR Head Office:** House#37, Street#3, District 5, adjacent to Dawat University, Khushal Area, Kabul Afghanistan

For any questions or clarifications regarding the bid, contact us at the following email: [procurement@ochr.org.af](mailto:procurement@ochr.org.af)

**Pre-bid meeting will be held in person or through virtual in the following address, date and time**

**OCHR Head Office:** House#37, Street#3, District 5, adjacent to Dawat University, Khushal Area, Kabul Afghanistan

**Date: 16/Sep/2024**

**Time: 10:30 AM, Kabul time**

**Site Visit:**

Bidders are encouraged to visit the project site. A site visit for bidders will be organized by OCHR on **19/09/2024, 11:00 AM at Construction of Burnt Brick Boundary wall in Aab Shirom Secondary School Markaz Behsud District, Wardak Province Ref#: CBW/OCHR/03/2024.**

**Bidders must submit the name and contact details of their representative for the site visit by/before 17/09/2024, 4:00 PM, via email to Mr. Wais Ayubi at [admin@ochr.org.af](mailto:admin@ochr.org.af)**

### **13. Eligible Bidders:**

Participation in the tender is open to all companies/firms officially registered with the Government of Afghanistan. At the time of bid submission, the bidder must not be:

1. Insolvent.
2. In receivership.
3. Bankrupt.
4. Being wound up.

### **14. Inspection and Late Proposals:**

**OCHR** ensures that its procurement decisions are justified and documented. Donor-mandated principles require full and on-the-spot access to **OCHR** or its contractors' premises. This includes granting access to all necessary documents and information for assessing or auditing the contract's implementation.

Bids must be submitted by the due date and time specified in para-12. Late bids will not be considered unless exceptional circumstances caused the delay, in **OCHR's** sole opinion. **OCHR** reserves the right to award contracts in batches or combinations unless the bidder expressly states otherwise.

A clear breakdown of costs related to items and services as requested in the RFQ, along with a detailed price list, must be provided.

Bidders must not have any conflict of interest with other tenderers or parties involved in this competition. If a conflict arises during the contract, **OCHR** must be informed immediately in writing.

#### 15. Compliance and Rejection of Tenders:

**OCHR** reserves the right to reject bids that are not submitted in the specified format or if required forms are incomplete.

**OCHR** is under no obligation to accept any tender.

#### 16. Clarification of Bidding Documents:

Bidders requiring clarification of the bidding documents must contact **OCHR** in writing at least seven days before the bid submission deadline specified in para-12.

**OCHR** will respond in writing to all requests for clarification and will share the response with all bidders who acquired the bidding document, ensuring the source of the inquiry remains confidential.

#### 17. Bid Validity:

Bids must remain valid for 60 days from the bid submission deadline specified in para-12. Any bid valid for a shorter period will be rejected as non-compliant.

#### 18. Sealing and Marking of Bids:

1. The bidder must enclose their bid for each contract in a plain, securely sealed envelope.
2. The envelope should be addressed to **OCHR Head Office OCHRHouse#37, Street#3, District 5, adjacent to Dawat University, Khushal Area, Kabul Afghanistan**
3. Clearly mark the envelope with the bid number.
4. No other markings should be present on the envelope.
5. Bids that are not sealed and marked as required will be rejected.
6. After submission, the bidder should send a WhatsApp message to **0799987324**, including the company name, submission date, school name, NGO partner name, and a photo of the envelope.

#### 19. Confidentiality:

A. Bidders must treat the invitation to tender and all associated documents as confidential. B. Information related to bid evaluation, comparison, post-qualification, and contract award will not be disclosed to bidders or any other parties until the best-evaluated bidder is notified. C. Any effort by a bidder to influence the bid evaluation or contract award process may result in bid rejection.

#### 20. Process of Bid:

The **OCHR** shall examine the legal documentation and other information submitted by bidders to verify



eligibility, and then will review and score bids according to the following criteria:

Sl.No.	Award Criteria	Percentage (%) of Scoring
1.0	Past relevant experience and similar project (construction & renovation of building or schools) implemented during the last 5 years (2019 – 2023) <ul style="list-style-type: none"> <li>• 5 projects and above – 50%</li> <li>• 4 projects – 40%</li> <li>• 3 projects – 30%</li> <li>• 2 projects – 20 %</li> <li>• 1 project – 10%</li> </ul>	50 %
2.0	Company Capacity <ul style="list-style-type: none"> <li>• Key personnel (at least one project manager and one QA engineer) – 25% (15% for PM &amp; 10% for QA Engineer)</li> <li>• List of construction equipment - 5%</li> <li>• Company structure/profile – 10%</li> </ul>	40 %
3.0	On time Delivery (timetable 4 months)	10%
	<b>Total Scoring</b>	<b>100 %</b>

**Note:** In order to quality, bidders should attain a minimum score of 70% in the technical evaluation.

## 21. Notification and Signing of the Contract:

Upon receipt of the Letter of Acceptance, the **OCHR** shall call the successful bidder to sign the Contract and return back to the organization. A copy of the contract will be provided to the bidder at the same time.

## 22. Scope of Work:

The scope of work is outlined in the Bill of Quantities (BoQ) and drawings attached to this bid.

## 23. General Representations:

By submitting its bid in response to this request, the Bidder confirms to OCHR as of the Submission Deadline.

**23.1:** The Bidder has (a) the full authority and power to submit the Bid and to enter into any resulting contract, and (b) all rights, licenses, authority, and resources necessary, as applicable, to develop, source, and supply the works and to perform its other obligations under any resulting contract. (c) the Bidder has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of, or otherwise deal with any service, deliverable, or outcome that may be acquired under any resulting contract.

**23.2** All of the information it has provided to UNICEF concerning the works and the Bidder is true, correct, accurate, and not misleading.

**23.3.** The Bidder is financially solvent and is able to supply the works to UNICEF in accordance with the requirements described in this Bid.

**23.4**The use or supply of the works does not and will not infringe any patent, design, tradename or trademark.

**23.5** The development and supply of the works have complied, do comply, and will comply with all applicable laws, rules, and regulations.

**23.6** The Bidder will fulfill its commitments with the fullest regard to the interests of OCHR and will refrain from any action that may adversely affect the donors funding this project - UNICEF or the United Nations.

It has the personnel, experience, qualifications, facilities, financial resources, and all other skills and resources to perform its obligations under any resulting contract.

The Bidder agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Bidder's Proposal meets the requirements and instructions stated in this Bid and the results of the evaluation process.

#### **24. Ethical Standards:**

**OCHR** requires that all Bidders observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process.

**OCHR UNICEF and Donors** also actively promote the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its Proposal in response to this Bid, the Bidder makes the following representations and warranties to **OCHR** as at the Submission Deadline:

**24.1** In respect of all aspects of the solicitation process the Bidder has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Bidder has disclosed to **OCHR** if it or any of its affiliates is or has been in the past, engaged by **OCHR** to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the works requested under this RFPS; or if it or any of its affiliates has been involved in the preparation and/or design of the program/project related to the works requested under this Bid.

The Bidder has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.

**24.2** No official of **OCHR, UNICEF, or any United Nations System organization** has received from or on behalf of the Bidder or will be offered by or on behalf of the Bidder, any direct or indirect benefit in connection with this RFPS including the award of the contract to the Bidder. Such direct or indirect benefit includes, but is not limited to, any gifts, favors, or hospitality.

**24.3** Neither the Bidder nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organization or other international inter-governmental organization such as the Asian Development Bank, European Union, etc. The Bidder will immediately disclose to **OCHR and UNICEF** if it or any of its affiliates, or personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the contract.

If the Bidder or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, **OCHR** will be entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Bidder.

If **OCHR** chooses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days' suspension at **OCHR** sole choice.

**24.4** The Bidder will

- (a) observe the highest standard of ethics.
- (b) use its best efforts to protect **OCHR and UNICEF** against fraud, in the solicitation process and the performance of any resulting contract; and
- (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at <https://www.unicef.org/supply/resources/procurement-policies>.

In particular, the Bidder will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.

**24.5** The Bidder will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - [www.ungm.org](http://www.ungm.org)).

**24.6** Neither the Bidder nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organization's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

**24.7** The Bidder has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Bidder to perform any works and services in the Bidder's participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Bidder has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Bidder, from exchanging any money, goods, services, or other things of value, for sexual favors or activities or from engaging in any sexual activities that are exploitive or degrading to any person.

**24.8** The Bidder confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Bidder will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Bidder will further cooperate with UNICEF's implementation of this Policy.

**24.9** The Bidder will inform **OCHR** as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in **this Article 22 and 23**. Each of the provisions in this **Article 22 and 23** constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, **OCHR** is entitled to disqualify the Bidder from this solicitation process and/or any other solicitation process, and to terminate any contract that may have been awarded as a result of this solicitation process, immediately upon notice to the Bidder, without any liability for termination charges or any liability of any kind. In addition, the Bidder may be precluded from doing business with **OCHR, UNICEF** and any other entity of the United Nations System in the future.

## **25. Audit Construction Works :**

From time to time, **(OCHR)** and/or UNICEF may conduct audits or investigations relating to any aspect of a contract awarded in relation to this bid, including but not limited to the award of the contract and the Bidder's compliance with the provisions of Article 22 and 23 above. The Bidder will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting **OCHR, UNICEF** and those undertaking such audits or investigations access to the Bidder's premises at reasonable times and on reasonable conditions in connection with making its

personnel and any relevant data and documentation available. The Bidder will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by **OCHR and UNICEF**.

## **26. Environmental, Social, Health, and Safety (ESHS):**

Bidders, if successful in this bid and are awarded the contract, should adhere to the following: -

- shall ensure that the planned activities will be carried out within the current school's footprint, involving no land acquisition. The sanitary facilities should be at least 50 meters from classrooms and public property, and at least 25 meters away from potable/surface water. If there is not sufficient space, the location of the sanitary facilities should be selected with consideration of wind direction to prevent odors from spreading to the classrooms and surrounding environment. Additionally, the sanitary facilities should be in areas that can be easily supervised and evenly distributed throughout the school operation.
- shall ensure that the project's operations won't result in the cutting down of trees or the mutilation, slashing, or tampering with of the surrounding environment. In the event that there is not sufficient space, the contractor shall plant three trees in the current school's footprint in place of each cut tree.
- shall save all existing structures, pipes, cables, sewers, or other services or installations during the project implementation.
- shall ensure that all waste generated by contractor camp operations, excavation, and construction activities is managed properly and disposed of appropriately in the designated site by the local governor or municipalities.
- shall ensure that the environmental, social, health, and safety (ESHS) requirements (**Annex-4**) and proposed mitigation measures are put into place during the construction activities in order to manage, mitigate, minimize, and reduce the pollution of the air, water, noise, and soil.
- shall ensure that a site-specific occupational health and safety (OHS) management plan is developed and implemented during the project's construction phase. This plan should include information on the organization and capacity, roles and responsibilities, personnel protective equipment, compensation based on Afghanistan's national labor laws and regulations, training, and capacity building.
- shall ensure that the project site is temporarily fenced with an entrance gate and a full-time guard. A project signboard and other safety messages should be installed at the entrance or at other appropriate locations in consultation with the site engineer.
- Shall ensure that no existing and functional property of the school, including furniture, is damaged during implementation. The contractor shall be held responsible for repairing or replacing any such damages if it is conclusively proven that the contractor caused them.

- shall ensure that appropriate incident and accident reporting and handling procedures have been established, including those for internal and external reporting, first aid, compensation, and training for both technical and non-technical workers.
- shall ensure for the safety of their workers, locations, possessions, and operations. They shall ensure that their employees receive sufficient training on safety and security issues that are appropriate for the Afghan context, including conflict-sensitive communication, cultural awareness, implementation, and risk management, and they must immediately communicate to UNICEF any security-related issues that have a negative impact on program delivery or personnel.
- shall ensure that a site-specific Traffic Management Plan (TMP) is developed and implemented during the project construction phase and includes responsibilities, emergency response and reporting procedures, compensation based on Afghanistan's national labor laws and regulations, training, and capacity building for all drivers and other relevant employees.
- shall ensure that a site-specific emergency preparedness and response (EPR) plan is developed and implemented, all technical and non-technical employees and staff are trained. The plan should include roles and duties, emergency response procedures, internal and external reporting procedures.
- shall implement a combination of behavioral and environmental modification to mitigate communicable disease risks and impacts.
- shall ensure that both the project site and the contractor camp have adequate lavatory facilities (toilets and washing places), and that portable and drinking water are properly provided for project workers.
- shall ensure that before, during, and after the project's implementation, every relevant stakeholder, including provincial and district level MoE directorates, community representatives, Schools Management Shuras (SMS), and school's principals, are engaged and involved.
- shall ensure that a grievance system including the PSEA hotline and the PSEA confidential email address is set up at the project level and that all communities, teachers, and project workers (technical, skilled, and unskilled labor) are properly informed of the reporting channels and handling procedures. In addition, UNICEF will encourage the use of its innovative SMS-based mechanisms (U-Report and RapidPro), as well as the interagency system Awaaz, to receive feedback from impacted populations.
- shall ensure that a project labor management procedure is in place, that all technical and non-technical worker terms and conditions comply with Afghanistan labor laws and regulations, that they are informed of the project grievance procedure, and that no child or forced labor is employed in the project activities.
- shall ensure the availability of a functional grievance redressal mechanism at the project level that can be used as a reporting channel with specific referral pathways for GBV/SEA/SH. As well as ensure that all project

workers (technical and non-technical staff) receive training on sexual exploitation and abuse and sign a code of conduct.

- shall ensure that all project employees, both technical and non-technical, receive continuous capacity-building training on minimizing environmental and social risks and managing their effects.
- the contractor will be in charge of setting up an ESS focal point and will be in charge of implementing the social and environmental safeguards instruments in the project site.

## ANNEX-1

### Bill of Quantities (BoQ)

Please Fill the BoQ properly and give your rate for each item. The contractors are requested to visit the site prior to fill the BoQ .

## ANNEX-2

### Bidding Form Bidder's General Details:

#### General information:

Please fill in the below table with required information

Supplier/Company Name:

Tazkira No./Company Registration No.  
Tazkira Issued /Country of Company Registration  
Nature of primary business/trade:  
Registration date: (only for Company)  
Expiry date: (only for Company)  
Legal status of company (eg. partnership, private limited company)  
Primary contact name:  
Job title (only for Company):  
Primary contacts address:  
Phone:  
Email:

**a) Owners/Managers:**

Please fill in the below table with required information

Full Name  
Tazkira no  
Year of birth  
Place of birth  
Permanent Address  
Current Address  
Contact Detail (phone and email address)

**b) Beneficiaries bank account details:**

Beneficiary name:		
Beneficiary account Number:		
Beneficiary Bank Name:		
Bank branch Name:		



SWIFT:	
Bank address:	

**Confirmation of Bidder's compliance:**

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I, also confirm that I agree to all the terms and conditions specified in this bid. And also understand that these terms and conditions will apply to any subsequent contract that our company/firm will be signing in the event our bid is successful.

I confirm that **(OCHR)** may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: -----

Title of signatory: -----

Signature: -----

Date of signing: -----

### ANNEX-3

#### TENDER COMPANY PROFILE AND PREVIOUS EXPERIENCE FORM

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience Table** listing similar works or contracts undertaken during the last past 5 **years** (2019-2023)
3. Submit **evidence of previous similar work experience** in form of Contracts, Completion Certificates, Handover Documents etc. **for 5 years (2019-2023)**

No.	Name of Project / Type of work	Client name, email. Phone	Total value of the performed works (....)	Duration of the works contract	Starting date	Ending date	Contracting Authority and Place
1							
2							
3							
4							
5							

**NOTE:** A comprehensive list of the last 4 years' (2018 – 2022) experience has to be submitted adapting the Form to the necessary rows. ACDO may conduct reference checks for previous contracts complete.

#### **ANNEX-4**

#### **ENVIRONMENTAL, SOCIAL, HEALTH & SAFETY (ESHS)**

See the attached annexure sent with the bid