## Mandatory Documents for eligibility

Please submit the following documents. **Partial or non-submission of mandatory eligibility documents will lead to an exclusion from the bidding process**. Some documents are identified as “Mandatory at Contract signature/award Stage” so the absence of those at bid opening stage may not lead to elimination.

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| **Document** | **Category** |
| **Legal registration (operational) license of the company as logistics/ trade/ general services entity.**  Must be valid at the time/day of bid submission. | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **ID of the company owner** or Valid Passport valid for at least 90 days from the day of bid submission. | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **Bank Account Information:** Attached company bank account details | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **Tax/VAT registration/ clearance document** for last fiscal /tax year. | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **IMC Vendor Registration Form** filled in and signed and stamped | Mandatory at contract signature stage if a company is awarded a contract |
| **Copies of Similar food and office supplies Contracts/ POs/WOs**: attach one to Three contracts/POs/WOs concluded in the past 5 years with a min. value of 10,000 USD /700,000 AFN.  and two/more contracts/POs/WOs of total value 10,000 USD /700,000 AFN with same organization will be considered as one contract/PO/WO. | Mandatory at Bid Opening Stage |
| **Financial Capability:** Vendor to provide the bank statement which shows 10,000 USD/700,000 AFN available cash in company account for the last six months from the bid closing date | Mandatory at Bid Opening Stage |
| **IMC Master Terms and Conditions** signed and Stamped on all pages | Mandatory at contract signature stage if a company is awarded a contract |
| **IMC Code of Conduct** signed and Stamped on all pages | Mandatory at contract signature stage if a company is awarded a contract |
| **IMC Request for Quotation (RFQ) and All Annexes, fully filled and signed/stamped** | Mandatory for Eligibility, at Bids opening stage. If not submitted IMC Tender Committee may consider disqualifying the company. |
| **Method of payment is Bank Transfer** to the registered company account as per bidding documents. | Payment will be done on monthly basis within 30 days after the completion of delivery and submission of invoice for each month after signing the contract or PO) |

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| **Company Name:** |
| **Name and Surname of representative:** |
| **Date & Signature: Stamp:** |