



# Social Association for Development of Afghanistan (SADA)

**TENDER DOSSIER**

**Tender for procurement of PSS kits for Zabul Province**

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**TD-SADA/RFQ/2024/0011**

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## INSTRUCTIONS TO TENDERERS

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### 1 PURPOSE OF THE TENDER DOSSIER

The purpose of this Tender is to obtain competitive offers for the provision of PSS kits For Zabul Province. A detailed description of the assignment and services required by SADA is contained in the technical specifications (see APPENDIX A – Technical specifications).

### 2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Deadline for request for any clarifications from SADA	6 October 2024	1 pm Kabul Time
Last date on which clarifications are issued by SADA	8 October 2024	2 pm Kabul Time
<b>Deadline for submission of tenders (receiving date, not sending date)</b>	<b>19 October 2024</b>	<b>1 pm Kabul Time</b>
Notification of award to the successful tenderer	20 <sup>th</sup> October 2024	2 pm Kabul Time

### 3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this tender dossier.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

The participation procedure will be carried out in two successive stages; both are to be submitted together

1. Technical Proposal
2. Financial Proposal

Responses should be sent in a single envelope which will contain the following:

- APPENDIX A- Technical specification
- APPENDIX B - Tenderer's Declaration
- APPENDIX C- Price proposal

The envelope to be marked as follows:

**“Tender proposal “Supplier name” to SADA tender: TD-SADA/RFQ/2024/0011**

**Do not open before 19 October 2024**

**Tenderers do not have the option of submitting their tender electronically.**

Language: All documents shall be submitted in the English language.

The supplier application and tender proposal shall be submitted together before the deadline for reception of applications on 19 October 2024, 1 PM – Kabul Time to:

Mr. Sayed Mustafa Sayed

Procurement and Logistics Manager

Email: procurement@sadango.af

For any technical information, you may ask from the following person

**Mobile: +93 70 657 6380**

Address: Social Association for Development of Afghanistan (SADA). House# 41, Between 5<sup>th</sup> and 6<sup>th</sup> Street, Kolola Pushta Main Road, 4<sup>th</sup> District, next to DK German Hospital, Kabul Afghanistan.

It is the responsibility of the Tenderer to ensure that their offer is complete and meets SADA’s requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

**Selection criteria for administrative compliance:**

This part concerns the information given in the supplier questionnaire; each tenderer **SHOULD INCLUDE ALL THE DOCUMENTS BELOW:**

- **This Tender Dossier (including all annexes duly filled) signed or stamped on each page by the approved authority in the company**
- **Attaching two copy of contracts proving prior experience in the supply of the same (preferable) or similar product or service to a national NGO and/or INGO is a must. (in the meantime, attaching a reference list instead of copy of contracts wouldn’t be counted , if you do so, you will be disqualified for further process)**
- **Proof of business license from the ministry of commerce in Afghanistan.**
- **One satisfactory reference of customers for whom the same type of services was provided; SADA reserves the right to contact these references, without notifying the Tenderer.**

**ALL ABOVEMENTIONED DOCUMENTS (INCLUDING APPENDICES) NEED TO BE DULY FILLED AND SIGNED (BY AUTHORIZED PERSON) AND STAMPED. FAIL IN SUBMISSION OF THE ABOVE-MENTIONED DOCUMENTS MAY LEAD TO DISQUALIFICATION.**

**3.2.1 Currency**

All prices shall be expressed in AFN currency including VAT.

**3.2.2 Tender validity**

Tenders shall remain valid for a period of 3 calendar months after the deadline for receipt of tenders.

### 3.2.3 Tender Presentation

Tenderers must submit a tender for all of the goods and services (this includes materials plus transportation to mentioned provinces and districts with safe delivery) Delivery points are specified in Appendix A.

Prices and lead times, presented in the tender, should be firm and valid for the whole duration of the agreement from the date of its signature by both Parties. **The tenderer shall be ready to provide the PSS kits For Zabul Province in 10 Days. Otherwise, the company will be disqualified after 10 Days.**

The price proposal should be submitted according to the template in APPENDIX C – Price Proposal.

### 3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the APPENDIX A -Technical specifications.

Award of the contract is based on the criteria listed at paragraph 4.12 Tender Process

### 3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principles and values of SADA.

The tender should include:

- A technical bid consisting of a detailed description of all listed items in RFQ.
- Stock holdings (if listed materials are owned currently by the supplier and kept in the stock or they will purchase from other suppliers)

### 3.2.6 Price proposal

- A clear breakdown of costs related to items and services as requested in RFQ, and
- A detailed **price list** for all the services linked to the technical requirement (e.g. equipment service)

This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this pricelist, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.

- Additional services that the service provider would be willing to provide SADA at no cost.

## 4 CONDITIONS OF TENDERING

### 4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to [procurement@sadango.af](mailto:procurement@sadango.af) until **8 October 2024** (2 PM -Kabul Time)

### 4.2 A clarification meeting/site visit

A clarification meeting can be held based on the request of suppliers (at least 3 days before the deadline for submission of tenders) to answer any questions on the tender dossier that have been forwarded in writing or raised during the meeting. Minutes will be taken during the meeting and these will be communicated, together with any clarifications in response to written requests which are not addressed during the meeting, in writing

to all the tenderers. No further clarification will be provided after this. All the costs of attending this meeting will be borne by the tenderers.

Visits by individual prospective tenderers, other than this meeting, cannot be permitted during the tender period.

**4.3 Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

**4.4 Costs of preparing tenders**

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

**4.5 Late Proposal**

Tenders must be received **before 19<sup>th</sup> October 2024 at 1pm, Kabul time.** Tenders received after the closing date will not be considered, unless in SADA's sole opinion there are exceptional circumstances which have caused the delay.

**4.6 Eligibility**

Participation in tendering is open on equal terms to any natural and legal persons or company which is officially registered with the government of Afghanistan.

**4.7 Compliance**

SADA reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

**4.8 Right to reject all tenders**

SADA is under no obligation to accept any tender.

**4.9 Power to accept part of a tender**

SADA reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

**4.10 Confidentiality**

Tenderers must treat the invitation to tender and all associated documentation supplied by SADA as confidential.

**4.11 Tender Process**

SADA reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

The contract will be awarded to the administratively and technically compliant tender that is the most economically advantageous, taking into account the quality of the services offered and the price of the tender.

Tenders will be evaluated on the criteria listed below:

CRITERIAS	Award criteria	Score up to	Max. Score	% of overall
<b>Capability/competence of tenderer to perform the work/service required</b>	Experience in the field concerned as listed in RFQ	10	<b>18</b>	<b>18%</b>
	Experience delivering similar services to other international NGOs	8		
<b>Quality / Understanding of requirements</b>	Meeting technical specifications (quality, methodology, etc..) OR Level of understanding of work/service required	10	<b>30</b>	<b>30%</b>
	Ability to meet delivery dates OR Reliability of plan proposed	16		
	Level of understanding of tender documents	4		
<b>Prices for goods/work/services</b>	Clarity of the cost breakdown	10	<b>52</b>	<b>52%</b>
	Price proposal of Goods/Services in accordance with the request (best value for money)	42		
<b>TOTAL MAXIMUM GENERAL SCORING</b>			<b>100</b>	<b>100%</b>

In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence SADA in its decision concerning the award of the contract will result in the immediate rejection of his/her tender.

#### **4.12 Notification award and contract signature**

The successful tenderer will be informed in writing that their tender has been chosen (notification of award). SADA will agree with the selected tenderer on the final contract version and will send the signed documents in two original copies to the successful tenderer.

#### **The unsuccessful tenderer will not receive any notice regarding the rejection of bid.**

Within 3 business days following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 3 working days, SADA can consider (after notification) the award as null and void.

#### **4.13 Ownership of tenders**

SADA retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

SADA guarantees that tender offers shall remain confidential.

**4.14 Cancellation of the tender procedure**

In the event of a tender procedure's cancellation, tenderers will be notified by SADA.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to SADA.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.
6. If the donor of the project has not approved the budget for this project that has been considered for this procurement.

Under no circumstances will SADA be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if SADA has been warned of the possibility of damages.

*Tenderers are requested not to contact SADA during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing SADA's supplier, and then only in pursuit of existing SADA business.*

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## APPENDICES

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Appendix A : Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Price proposal



**Appendix A: TECHNICAL SPECIFICATIONS**

No.	Item Description	Quantity	Unit
1	Story Books A5 Mini Size (5 vol)	145	Class
2	Notebooks 60 Pgs(12 vol)	145	Class
3	Pencils (2 Pack each Pack 12 Pc)	145	Class
4	Sharpener (5 Pc)	145	Class
5	Eraser (5 Pc)	145	Class
6	Colors Pencils (2 Pack)	145	Class
7	Oil colors (2 Pack,)	145	Class
8	play dough (3 Pack)	145	Class
9	Emotional clubs Banners (5 Pc)	145	Class
10	Puzzle Games (3 Pc)	145	Class
11	Castle Block (2 Pack)	145	Class

**(DELIVERY POINT:**

No	Province	Districts
1	Zabul	Shajoi - Classes Qalat - Classes

**Scope of Work**

- The above-mentioned material shall be delivered to Zabul Province, Shajoi, and Qalat Districts within 10 Days.
- All PSS kits should be distributed to the CBEs of each Shajoi and Qalat district with the specified amount.
- Transportation of kits to each CBE class would responsibility of the supplier.
- The request might change or vary as per the organization's request.
- SADA might request all or part of the items.
- The photos of Samples should be attached to the RFQ.

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**Appendix B: TENDERER'S DECLARATION**


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We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the SADA's Supplier Code of Conduct. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at SADA's discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by SADA.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform SADA in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform SADA in written.

<i>Company name and address:</i>
<i>Company's Representative name:</i>
<i>Title of Representative in the Company:</i>
<i>Representative's signature and stamp:</i>
<i>City, date:</i>

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**Appendix C: PRICE PROPOSAL**


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**SADA**  
**Quotation Form**

**Delivery Point: Zabul Province, Shajoi and Qalat Districts, each class**

No	Description and Use	Qty	Unit	Unit Price	Total Price
1	Story Books A5 Mini Size (5 vol)	145	Class		
2	Notebooks 60 Pgs(12 vol)	145	Class		
3	Pencils (2 Pack each Pack 12 Pc)	145	Class		
4	Sharpener (5 Pc)	145	Class		
5	Eraser (5 Pc)	145	Class		
6	Colors Pencils (2 Pack)	145	Class		
7	Oil colors (2 Pack,)	145	Class		
8	play dough (3 Pack)	145	Class		
9	Emotional clubs Banners (5 Pc)	145	Class		
10	Puzzle Games (3 Pc)	145	Class		
11	Castle Block (2 Pack)	145	Class		
Sub-total (without tax)					
Withholding tax					
Grand Total including tax					
Delivery time to target province and location (in days):					
Supplier signature and stamp:					