**Watan’s Social & Technical Services Association (WSTA)**

**مؤسسه خدمات اجتماعی و تخنیکی وطن (وستا)**

**Invitation To Bid (ITB)**

**Term of Reference (TOR) for Obtaining Quotation(s)**

|  |  |
| --- | --- |
| **ITB No:** ITB-WSTA-CHR-007 | **Issue Date:** 06-10-2024 |
| **ITB Title:** Supply of Food Items in Multiple Locations of Central District, Ghazni Province, Afghanistan Through Community Kitchens Establishment (CKEs) | **Point of Contact:**  Name: Dawood Zalmai  Email: [sr.procurement@wsta.ngo](mailto:sr.procurement@wsta.ngo)  Phone: +93704714961 |
| **Deadline for Submission of ITB**: 13-10-2024 up till 14:00 | **Type of Order:** Contract for Supply of Food Items |
| **Manner of Submission:** Quotation to be submitted only through hard copy in a sealed envelope to the address mentioned herein and handed over to WSTA’s verified staff members | **Address:** House No. 25, Street No. 6, Taimani Sabeqa, Kabul, Afghanistan |

***IMPORTANT:***

*Offers transmitted in any other manner than those indicated above will not be considered. Please note that if you are sending offers through courier services companies, then it shall be submitted in a timely manner to be received before closing time, otherwise it will be not considered.*

**Introduction**

Watan’s Social and Technical Service Association (WSTA) is a humanitarian organization, established in 1992 for the purpose of humanitarian assistance to Afghans in Pakistan and Afghanistan. WSTA has been registered with the Ministry Economy and is permitted to operate all over the country. Our vision is that all people in Afghanistan will have access to basic needs such as emergency food, water, shelter, education, health facilities and job opportunities. WSTA is committed to enhance the empowerment of communities through: restoration of obliterated public welfare systems, irrigation systems, forming animal raising farms, improvement of handicraft and smaller local industries, women empowerment activities, protection of IDPs & returnees and struggle with gender inequality.

**Scope of Work**

This SOW outlines the requirements and expectations for the supplier contracted to provide food items for the project (the project aims to prepare and distribute cooked meals to vulnerable community members) in Center of Ghazni Province which establishes a clear framework for the supplier’s responsibilities in providing food items, ensuring that community needs are met effectively and efficiently.

1. Responsibilities

* To source high-quality food items that meet nutritional standards.
* To ensure timely delivery of food items for efficient meal preparation.
* Identify related potential risks such as availability and pricing fluctuations.
* Develop contingency plans to mitigate supply disruptions.
* Communicate any challenges or delays promptly.
* Oversee the procurement process and coordinate with the supplier.
* The supplier will provide bi-weekly reports on food delivery and inventory status.
* Address any quality issues or discrepancies promptly through designated communication channels.

2. Pricing

The supplier will be responsible for providing the following list of food items according to the annexed BOQ:

* Rice
* Beans
* Peas
* Split Peas
* Oil
* Salt
* Onion
* Tomato
* Spices

3. Quality Assurance

* Ensure all food items meet local health and safety standards.
* Source food items from reliable local or regional suppliers, emphasizing local products when possible.
* Ensure compliance with this SOW and deliver quality products on time.
* Conduct regular assessments of food quality and supplier performance.

4. Delivery

* Deliver food items to designated locations in Center of Ghazni Province.
* Specify delivery schedules and ensure punctuality.
* Maintain an adequate supply to meet the project's demands.
* Provide reports on inventory levels to project managers.

5. Timeline

* Contract Duration (Estimate): 1 October 2024 to 28 February 2025.
* Delivery Schedule: Weekly deliveries of food items, with adjustments as necessary based on demand.

*Please see the below tables in Annex-“B” for specifications and details.*

*Kindly Provide your quoted prices in the same Annex-“B”.*

**General Instruction to Bidders**

* Bidders shall have the required, below mentioned resources serviceable and deliver them to the mentioned location at the date and time provided by WSTA.
* Quotation’s cover letter must be signed by the entity’s authorized person. Using the template available in Annex-“A”.
* Bidders shall fill the attached Bill of Quantity in Annex-“B” to submit the quotes, all prices shall only be quoted in Afghan Afghani (AFN). ITB received in any currency other than Afghan Afghani (AFN) will not be considered.
* Bidders shall have relevant experience of providing similar services to other clients and organizations, whereas they will need to provide this evidence in the form of contracts, purchase orders or any other recognizable document.
* Bidders shall provide both financial and technical documents through sealed and stamped envelopes.
* In case of price incongruity among unit price, total price, subtotal price and grand total price, the grand total price shall prevail to further stages.
* The rates quoted shall be for complete resources, inclusive of all taxes and all charges for the services contingent to the work.
* All transportation and installation (supply and delivery) costs shall be related to the supplier, WSTA will not be responsible for delivery, loading/unloading costs.
* WSTA has the rights to increase/decrease the quantities mentioned in this ITB as needed in compliance with the project requirements through formal communications/negotiations.
* WSTA reserves the right to award the deal to one or several entities, or none of them at all, depending upon the needs of the project.
* Bidders shall provide the laboratory tests for their materials and equipment complying with the required quality of items.
* Bidders shall have the valid business license to operate in Afghanistan.
* WSTA reserves the right to accept the whole or part of your offer.
* Incomplete offers or offers which do not comply with our tender conditions will not be considered.
* The supplier must stamp each page of this ITB.

**Government Contract Withholding Tax**

In accordance to “Article 72” of the “Afghanistan Tax Law” effective since May 2010, WSTA is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit contractors/providers. In accordance with this requirement, WSTA shall withhold two percent (2%) tax from all gross invoices of the contractors/providers with active AISA or Ministry of Commerce license. For sources without an active AISA or Ministry of Commerce license, WSTA shall withhold seven percent (7%) taxes as per current “Afghanistan Tax Law”.

The prospected contractor shall provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number), along with submitting this ITB. Amounts deducted from the invoices will be forwarded to the Revenue Department of the Ministry of Finance credited to the firm's TIN. Records of payments to the Ministry of Finance shall be maintained on file with WSTA.

**Termination of Agreement**

WSTA reserves the right to at any point terminate the agreement with the contractor subsequent to be granted the contract following this ITB, through a written notice to the authorized person. Whenever the contractor does not perform and deliver in accordance with the contract or is not acceptable to WSTA non-operational reasons, the management of WSTA has the authority to terminate the contract.

**Conflict of Interest Declaration**

The following steps outlines WSTA’s selection process and should be understood by all bidders to ensure transparency of awards and avoid conflict of interest:

* Once the quotations are received, offerings’ prices are evaluated for reasonableness, accuracy and completeness.
* The best value offer is selected based on a combination of the technical score and the cost both.
* No activity can be started until vetting and other formalities are completed and both WSTA and the awardee have signed a formal contract.
* At no time is it appropriate or legal for contractors or beneficiaries to offer any WSTA staff member commissions, softeners or inducements of any kind. If a WSTA employee is found taking commissions, softeners or inducements of any kind or engaging in fraud of any kind, their employment contract with WSTA will be immediately terminated and their actions will be reported to the donor and the offer of the bidder will be rejected as well.
* The supplier may report unethical, illegal and corrupt practices of any kind to WSTA’s directorate.

**Payment**

* Payment will be made to the supplier through cash or cheque and if possible, through bank transfer after the delivery of the mentioned services.
* WSTA will not be responsible for any bank service or transfer charges.
* WSTA does not undertake to pay by letter of credit or in advance of delivery.

**ANNEX – “A”**

**COVER LETTER**

[On bidder company’s Letterhead]

**To:** WSTA Procurement Department

**From:** ………………………………….

We, the undersigned, provide the attached quotes in accordance to **ITB No: ITB-WSTA-CHR-007**.

I certify a validity period of sixty (60) days for the prices provided in the attached BOQ. Our proposal shall be binding upon us subject to the modifications. We confirm the availability of required goods/services, and that unit prices are inclusive of final service delivery to WSTA. We further agree to payment terms upon submission and acceptance of an invoice by the delivery of construction materials.

We understand that WSTA is not bound to accept any quotes it receives.

Best Regards,

Name and Title of Signatory: ………………………………………………………………..

Name of Firm: …………………………………………………………………………………

Address: ……………………………………………………………………………………….

Telephone: …………………………………………………………………………………….

Email: ………….……………………………………………………………………………….

Authorized Person’s Signature: …………………………………………………………….

Company Stamp: ……………………………………………………….……………….……

**ANNEX – “B”**

**Please Sign and Stamp the Following Bills of Quantities (BOQs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Quantity** | **Unit** | **Unit Price** | **Total Price** |
| 1 | Rice | 19.550 | Ton |  |  |
| 2 | Beans | 5.980 | Ton |  |  |
| 3 | Peas | 5.980 | Ton |  |  |
| 4 | Split Peas | 4.140 | Ton |  |  |
| 5 | Oil | 12305 | Liter |  |  |
| 6 | Salt | 1.725 | Ton |  |  |
| 7 | Onion | 3.220 | Ton |  |  |
| 8 | Tomato | 3.565 | Ton |  |  |
| 9 | Spices | 0.575 | Ton |  |  |
|  |  |  |  | **Total** |  |