**OHW: INVITATION TO BID (ITB-OHW-Herat-ITB-24-01)**

Announce No. OHW-ITB-OHW-Herat-ITB-24-01

Issue Date: 06-Oct-2024

Deadline for Receipt: 15-Oct-2024

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**Request for Invitation to Bid**

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| **1. ITB No.** | OHW-ITB-OHW-Herat-ITB-24-01 |
| **2. Issue Date** | 06-Oct-2024 |
| **3. Goods** | High Quality Blankets |
| **4. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Kabul Project office before the closing date. The address are as follows:    **OHW-Kabul main Office:** Street # 07, House # 08, District 10, Taimani, Kabul Afghanistan  **Contact Email:** For any kind of information.  **Email Address:** [**logistics.kbl@ohw.org.af**](mailto:logistics.kbl@ohw.org.af)  **And Copy:** [Hameedullah.Hemat@thejohanniter.org](mailto:Hameedullah.Hemat@thejohanniter.org) |
| **5.** **ESSENTIAL CRITERIA** | Bidders are required to complete all sections of the below table else will be considered as dis-qualified bidder.   |  |  |  |  | | --- | --- | --- | --- | | **S/N** | **Question** | **Bidder Response** | | | 1 | Supplier accepts OHW and JIA, s Terms and Conditions detailed in Appendix 1 of the ITB, and accepts that all work will be completed under pre-agreed FWA template that is attached to the tender pack | Yes / No | Comments / Attachments | |  |  | | 2 | The Supplier and its staff (and any sub-contractors used) agree to comply with OHW and JIA policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Conditions of Tendering. | Yes / No | Comments | |  |  | | 3 | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that OHW will undertake independent checks to validate this. | Yes / No | Comments | |  |  | |  |  |  |  | | 4 | **Sexual Exploitation (PSEA).**  The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle OHW to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.  - Business registration License/certificate in Afghanistan  - Tax Identification Number  - Bank account details by the name of company | Yes / No | Comments | |  |  | |
| **6.** CAPABILITY & SUSTAINABILITY QUESTIONS: | Instructions – Bidders are required to complete all sections of the below table.  **Technical evaluation**: [Max 60 weighted points that makes 100% of the total Score]: OHW and JIA shall evaluate and compare the Quotations based on the following criteria and sub-criteria below.  Technical Evaluation Maximum Score Scores: [60 weighted].  Evaluated price of bids 40  Technical features and quality 60  Total 100 Marks  The bid scoring the highest number of points will be deemed to be the lowest evaluated bid.  The lowest price quotation (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other quotations shall be computed based on the formula: Sf = 100 x Fl / F  Where: Sf is the financial score of the quotation under consideration, Fl is the price of the lowest quotation, and F is the price of the quotation under consideration.  Arithmetical errors will be corrected on the following basis.  If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Contractor does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.   |  |  |  |  | | --- | --- | --- | --- | | S/N | Score | Question | Bidder Response | | 1 | 20 | **Experience**  Ensure 2 contracts copies provided which shows working in the similar/relevant area with UN, NGO/INGOs for the last three years.  Each Contract will get 10 marks |  | | 2 | 20 | **Blankets Samples**  Provide sample for Blanket (with detailed specification) for physical verification by committee members  20 marks for high quality samples,  10 marks for medium quality samples  and zero for low quality or lack of samples |  | | 3 | 40 | **Volume and Lead Times**  The supplier must provide accurate delivery lead time for each volume of Blanket as listed below. The Procurement Committee members will give marks based on short delivery dates provided by suppliers reflecting accurate lead time. Please provide the confirmation letter for this part.     1. 1-6 days’ lead time (40 marks) 2. 1-10 days’ lead time (30 marks) 3. 1-15 days lead time (10 marks) |  | | 4 | 10 | **Financial Capability**  Tax clearance certificates for the last 2 years and bank statement turn over for the last 2 years should be USD-20,000.  Each document 5 Marks |  | | 5 | 10 | **DDP:** Delivery to Location specified by OHW and JIA. |  | |
| **7-COMMERCIAL QUESTIONS** | **COMMERIAL CRITERIA (40)**  Criteria are used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria. |
| **8. Anticipated Award Type** | Firm Fixed Price purchase order or Agreement |
| **9. Basis for Award** | An award will be made to the responsible bidder whose bid is responsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for the award, bidders must meet the requirements identified in Section, “Determination of Responsibility”.  The purchase order or contract will be awarded on the basis of the best value for money, according to the principles and objectives of humanitarian aid. |
| **10. General Instructions to**  **Bidders** | * Final Bids due by 04:00 PM local time Kabul, 15-Oct-2024 * Price for all items should be valid for a minimum of 45 days, please clearly indicate price validity in your offer in case validity in not specific, prices shall be considered valid for 45 days. * The quoted price must be caver all the expenses including packing, transportation, uploading /offloading, distribution, Afghan government taxation, custom services (if applicable) and any other payment until good arrive to OHW Herat office. * Bid currency is Afghani, all price should be provided in AFN. * The items that have expiry dates, N.A * Incomplete offers and offers that arrive later than the deadline will automatically be excluded. * All offers must meet the terms and condition specified in the tender document. The quality and quantity must be in line with specifications stated in this tender. * In case an alternative item is offered by the supplier, the supplier must clearly indicate the specification. * Shortlisted supplier must provide samples of all below-listed items for verification be signing the contract. * All items must be unused, in a good quality and in verities mentioned in the below table and must not be damaged or expired at the time of delivery, otherwise, the inputs will be rejected. * The supplier is obliged for the safety and security of its staff and goods during transportation. The buyer will not bear any responsibility for any kind of loss or damage. * The buyer will have the right to purchase up to 25% more or less than the below-mentioned quantity from selected supplier. * All bids must abide by the Government of Afghanistan Tax regulations. Offered price are inclusive of all relevant taxes and duties and other clearance costs. * Organization of Human Welfare (OHW) reserves the right to cancel or terminate the purchase order if the company is not able to provide kits. |
| **11. Administrative Specifications and requirements for Administrative Acceptability And terms of condition** | **Bidders**  The Bidders shall provide the blanket to the Organization of Human Welfare (OHW) at Qandab village, Injil district of Herat province in good quality with a guarantee and shall be responsible for ensuring the kit is ready as required.   1. Availability of Blanket at the desired locations (Qandab village, Injil district of Herat province.). 2. Tender documents properly signed and stamped. 3. Incomplete bids will be rejected. 4. Details and profile of the company. 5. Income Taxes and any governmental penalties will be withheld by “OHW” as per Afghanistan tax law and paid to the Afghanistan Tax department. 6. The rates quoted shall be for the complete Goods inclusive of all taxes. Valid update license from the ministry of commerce 2% and expire license 7%. 7. Bidders will be required for sample checks in Kabul offices above the address. 8. Signed Bid documents accepting terms and conditions mentioned in Attachment A.   **Documents should provide with bids:** The successful bidder will need to provide the following documents.   1. Company valid license. 2. Bank account detail. 3. Identifications documents proving ownership and copy of national ID of the owner. 4. Registration of the legal license that Proves he is able to do business 5. Valid License copy of the business. 6. Any other document may be required by the contracting authority.     **Payment and invoicing:**   1. The Contract sum of this procurement will be paid in one instalment upon completion of delivery based on actual quantity of delivery. The payment will be made through cheque to supplier within one or two weeks from delivery of the goods. No advance payment will be made to supplier before receiving full quantity of goods as per approved contract. |
| **12. Penalties** | Delivery schedule is fixed under section <Delivery schedule and Details > In even of a delay in delivery caused by other than force majeure, default of the of the buyer is entitled to change the supplier a delay penalty of one percent of the total contract price for every day (including value –added tax where applicable). Maximum penalty period shall be 10 days, in case such delay reaches more than six working days, the buyer, in addition to imposing delay penalty for six days, has the right immediately terminate the contract. Other claims for damages/losses shall not be prejudiced hereby. In case the items quality in not line with specification initially agreed by contract parties, the supplier must inform the buyer in written as soon as possible. Goods not matching with agreed quality can be rejected, but if buyer accept the goods a deduction from the contract sum and a penalty for mismatching will be negotiable. |

**Attachment A: Cover Letter** **Date:**

To: Organization of Human Welfare

From:

Subject: Cover Letter for Supply and delivery of Blanket

We, the undersigned, provide the attached quote in accordance to the OHW-Kabul office specification.

I certify a validity period of forty-five (45) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required Goods, and that unit prices are inclusive of final Goods delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the total amount in AFN)** as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

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

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Price Schedule**

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| **Financial Price for Winterization Blanket Package** | | | | | | |
| **Sr. No** | **Item** | **Item Specifications** | **Unit** | **Quantity** | **Unit Price – AFN** | **Total Price - AFN** |
| 1 | High-Quality Single Size Blankets | Single Size: 160 cm\*220cm, Weight 2 kg, Double Layer, 100 % polyester, with plastic bag. | Each | 600 |  |  |
| 2 | High-Quality Double Size Blankets | Double Size: 200 cm \*240 Cm, Weight 4 kg, Double Layer ,100 % polyester, with plastic bag | Each | 150 |  |  |
| **Total Gross Amount in AFN** | | | | | |  |
| **Tax (2% / 7%)** | | | | | |  |
| **Total Amount without Tax in AFN** | | | | | |  |

Name: Company Name:

Position: Stamp

Signature:

Date: