



**Islamic Relief Worldwide
Afghanistan Country Program**

Invitation to Tender (ITT)

(Supply of Dairy and Food Processing Tool Kits for Kandahar Province)

(IRAF/2024/ITT/016)

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I. PROVISIONAL TIMETABLE:

Activity	Date
Issue Request for Proposal	Date: 21 Oct. 24
Suppliers submitting inquiries and clarifications due date	Date: 28 Oct 24
Answers to Suppliers due date	Date: 29 Oct 24
Tender Closure/ Bid Submission due date	Date: 04 Nov 24
Tender Review/ Bid Opening and Evaluation date	Date: 06 Nov24
Bid clarifications if required / Inception meeting with shortlisted firms	Date: 10 Nov24
Supplier Visit if applicable	Date: 12 Nov 24
Documentation-Internal Approval Process and Award Contract	Date: 16 Nov 24
Contract Start date	Date: 20 Nov 24

II. INTRODUCTION:

The **Islamic Relief Worldwide** hereinafter referred to as “the IRW”, is a non-profit, faith-inspired humanitarian Organization that provides emergency aid, food security and development projects in 32 different countries

Islamic Relief has been working in Afghanistan for more than 23 years, providing emergency relief and implementing life-changing development projects for some of the most vulnerable people in the country. Islamic Relief Worldwide is registered with the ministry of economics (under Registration No. 184)

III. PURPOSE OF THIS REQUEST OF PROPOSAL/BID:

Islamic Relief Worldwide in Afghanistan extend an invitation to all qualified and interested potential suppliers to submit their financial and technical proposal to provide services with the condition detailed in the attached ToR or/and in the current RFP as detailed below:

- RFP Subject: Dairy and Food Processing Tool Kits for Kandahar Province.
- RFP Reference number: (IRAF/2024/ITT/016)
- Service Required: Food Processing Items.
- Location Required: Kandahar Province (Arghastan and Arghandab Districts)

IV. PROPOSALS/BIDS SUBMISSION:

Each page of the Tender documents including All Annexes, and all attached documents should be signed and stamped.

One major proposal envelop should include TWO separated sealed Envelops:

- Technical proposal Envelop: Include All Tender documents except bill of Quantities.
- Financial proposal Envelop: Include only **ANNEX F: IRW BID FORM – BILL OF QUANTITIES**

Each of the three Proposal envelops should be Sealed, stamped on both sides and stamped on the sealed flap. The Major proposal envelop that includes Financial & Technical sealed envelopes shall be addressed according to the below:

- To: IRW – Procurement Committee:
- From: Bidder Company Name:.....
- From: Bidder Focal person Name:.....
- Subject: Tender reference number: **IRAF/2024/ITT/016**
- Date of Submission:.....

Sealed Proposals should be dropped in the quotation box placed at the Islamic Relief main office according to the below address and Date.

- Address: HOUSE # 17, Street # 5, Old Taimani, Kabul, Afghanistan
- Submission Date: latest by 11:00 a.m. on or before November 4, 2024.

Failure to meet the closing date/time may result in the tender being void. Returned bids must remain valid for consideration for a period of not less than 120 days (4 months) from the closing date. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

V. AWARD CRITERIA

All tenders will be technically and financially evaluated as well as the contract award is made based on ‘best value for money’.

The bids will be examined by IRW to ascertain whether they are complete, free of computational errors, with the necessary sureties provided, correctly signed documents, and generally in order.

IRW has the right to split awards for this intended RFP/ITT.

Fulfilled suppliers from the opening stage who provide the mandatory requirement will be considered in the Technical and financial analysis and shortlisted process

Mandatory requirements (Bidders will be excluded if not submitting Mandatory Requirements)

- Valid Registration of the company (Proven registration and Tax ID)
- Bank Guarantee 5% of total RFP/ITT

Qualification Criteria:

- Bank statements for the last 6 months, with 1 million AFN turnovers minimum.
- List of minimum 3 satisfactory client references including NGOs references.
- List of up to 3 previous similar Agriculture supplies projects (Attach the contracts or Completion certificates)
- Company Profile (Including identifying the presence location in all Afghanistan covering main office, sub-office, warehouses, and all related matters).

Evaluation Criteria: (50% Financial – 50% Technical)

Evaluation Criteria	% Weight	Description
Technical Evaluation	10%	Supplier demonstrates operational and structural physical presence in areas of implementation.
	10%	Expertise and experience in the NGO sector
	10%	Experience in similar projects
	10%	Delivery lead-time and availability
	10%	Financial Capacity reflected by Turnover of bank statement
Financial Evaluation	50%	Price and Payment Terms

Note: IRW has the right to adjust the criteria after the submission of the proposal if necessary.

VI. SAMPLE SUBMISSION:

Should you be asked to provide samples of the goods being offered, your bid could be void if you don't. The identical item number used on the IR BID FORM – BILL OF QUANTITIES) shall be prominently displayed on every sample that is submitted. The package for the samples must be distinctly labelled "Samples" and include the bidder's name, ITT/RFP number, and other pertinent information.

To verify that the goods meet the specifications, the buyer will have the opportunity to view them. The examination will be carried out either by the purchaser's designated employees or by a reputable, appropriate consultant that the purchaser has chosen.

If any inspected items in the future business relationship do not meet the specifications, IRW may reject them; the Bidder will replace the rejected goods without further notice, unless the Purchaser determines otherwise. Sample of the certified wheat seed will be checked by the IRW technical team coupled with MAIL representative as observer, the sample will be checked in the company's Warehouse to make sure supplier is able to provide contracted items (wheat seed) with holding proper tags and lot number certificate.

VII. PROPOSAL/BID LANGUAGE:

All correspondence and papers relating to the bid, as well as those exchanged between the bidders and the purchaser, must be written in English. Any printed materials provided by the bidder that are written in a language other than English must be accompanied by an English translation of the relevant sections; in such cases, the English version will be used to interpret the bid.

VIII. PROPODAL/BID COST:

IRW, hereinafter referred to as "the Purchaser," shall have no liability or responsibility for any costs incurred by the Bidder associated with the preparation and submission of its bid, regardless of the way the bidding process is conducted.

IX. PROPOSAL/BID QUERY:

If you have any queries on the tender document, please write to procurement.afg@islamic-relief.org.af on or before the 24 of Oct 2024 by 11:00 A.m.

X. COMPLAINT MECHANISM:

If you identify any violation of rights or any incident of corruption, please write to complaints@irworldwide.org

XI. CONFLICT OF INTEREST:

During the procurement process, a bidder is required to refrain from placing itself, or to make sure that its officers, employees, advisers, agents, or subcontractors do not, in a way that could create an actual, potential, or perceived conflict of interest between IRW's interests and the bidder's interests.

In the event that a conflict of interest develops or seems likely to develop during any phase of the procurement process or the performance of any IRW contract, the bidder shall promptly notify IRW in writing, providing all pertinent information about the circumstances, including any instances in which the bidder's interests conflict with those of IRW or instances in which any IRW official, employee, or person under contract with RI may have, or appear to.

XII. PAYMENT TERMS:

Payment shall be made through bank account transfer within 21 working days based on completion of deliverables.

All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.

Bank Name	
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Bank Address	
Account Name	
Account Number	
IBAN Number	
SWIFT CODE	
Currency	

ANNEX A: IR BID FORM – COMPANY PROFILE

Questions	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address). Other Branches including full address.	
Full address of all warehouses.	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This includes Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter negotiations and sign any formal agreement. This includes Cell#, Email Address	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

ANNEX B: IR BID FORM – BUSINESS INFORMATION

Questions	Answers
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing, and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products/Services</p>	
<p>List of Major Clients</p>	
<p>Details of your company’s experience in the execution of similar contracts, keeping in view the following points:</p> <ul style="list-style-type: none"> i. Name of company/INGOs ii. Contract Value iii. References <p>(agreements copy must be attach)</p>	
<p>Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)</p>	

ANNEX C: IR BID FORM – LIST OF MAJOR CLIENTS

	1	2	3	4
Name of Organization				

Contact name and phone number.				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN				

ANNEX D: IR BID FORM – SUPPLIER SCREENING

Company Information

Company Name (as appeared on Registration Document): _____

Company Address: _____

Country: _____ Telephone: _____ Website: _____

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Yes No

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request?

Please note that it is compulsory for the following to be provided to us:

- 1. Company Registration
- 2. Photocopy of ID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of _____ (insert Country) or under the International Laws Community or what may be termed a 'terrorist activity'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name: _____ Position: _____

Sign & Official stamp: _____ Date: ____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use (SUPPLIER DON'T FILL THE BELOW INFORMATION)

Received by (local office): Name
Information sent to (HQ): Name

Position

Date

ANNEX E – SUPPLIER CODE OF CONDUCT:

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.
- 2.5 Environmental Standards:

Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

 - 2.5.1 Waste Management
 - 2.5.2 Packaging and Paper
 - 2.5.3 Conservation
 - 2.5.4 Energy Use
 - 2.5.5 Sustainability
 - 2.5.6

We,, confirm complying and adhering to Islamic Relief Code of Conduct for each term and article mentioned here.

Company Name:	Date:
Name:	Position
Sign & Official stamp:	
A duly authorized company representative	

ANNEX F: IRW BID FORM – BILL OF QUANTITIES

Islamic Relief (Afghanistan) takes this opportunity to request you quote the prices for the supply of Dairy and Food Processing Tool Kits for Kandahar Province:

Dairy and Food Processing Tools Kits for Kandahar Province (400 RHs Arghastan and 200 RHs Arghandab District)							
No.	Item	Description	Unit	Brand / Variety	Qty	Unit Price	Total Price
1	Butter Churning Machine	1.5-inch chamber iron stand, capacity 20 L, Royi Aluminium, net Borad fitting 10-inch net, double head cover with Rober, two side good bearing, Ring with daba with tube, net weight 6.900 kg, manual, hand-driven, and dynamically balanced	PC	Watani	600		
2	Milk Boiling Pot	Aluminium (silver) pot with LID (head cover), 2.700 kg weight, and above 100 g don't matter, is a high-quality, heavy product.	PC	Watani	600		
3	Boiling Pot	Aluminium (silver) pot with LID (head cover), 2.700 Kg weight, and above 100 g don't matter, is a high-quality, heavy product.	PC	Watani	600		
4	Gas Cylinder with equipment (Stove)	5kg capacity, (NEGIN GAZ Sepahan) Brand, double Iron with good quality stove, Weight 4.650 Kg	PC	NRGIN, Iran	600		
5	Hand Vegetable cutter	high-quality stainless steel refining Knife, China made, brand select master, weight 40 gram	PC	China	1200		
6	Milk Pot	Small size have 4 L capacity, normal still, with both of head cover, weight 510 gram, Pakistan made still	Pc	Pakistan	600		
7	Milk Pot	Medium size 5 L capacity, normal still, with both of head cover, weight 810 gram, Pakistan made still	PC	Pakistan	600		
8	Meat Grinder	Meat Grinder (Kufta Machine), good quality, R 12, PAK Marhaba, Weight 3.700 Kg, silver colour, stainless steel heavy-duty manual meat grinder, hand grinder with stainless steel blade.	PC	Marhaba, Pak	600		

9	Skimmer	Stainless steel skimmer 34 cm, 10 cm, good quality medium size, China or other standard company, Weight 235 grams, wood handle.	pc	China	600			
10	Spoon	steel spoon 34 cm, Weight 250 grams, good quality medium size, China or other standard company, wood handle.	pc	China	600			
11	Cutting Boards	Farber ware large cutting board, Safe Plastic chopping Board with Easy Grip Handle, 15×20 Inch, White, Single thickness	Pc	China	600			
12	Stainless Steel Milk Filter	Stainless Steel Milk Filter, 100-gram, 20-25 cm diameter (7 Inch), Leak Spoon Juice, Milk Strainer Super Fine both Purpose dairy and food processing Household Isolated Dregs Funnel Leak Spoon.	pc	China	1200			
13	Washing Basin	Round Design vegetable Washing Basin Thickened Wall Excellent Plastic Compact Size Face Washing Basin for washing multiple purpose Use (L) 22.5 inch	Pc	watani	1200			
14	Cloth	Soft cloth which are used for propose of dairy (cheese, Guard and etc).	m	any	1800			
15	Fruit Juicer	Manual fruit Juicer, 100 % Aluminium, weight 950 grams, Bartar Raoufi, Iran mad	box	Irani	600			
20	Transportation	Transportation to 400 tool kits Arghastan and 200 tool kits Arghandab district centre, Kandahar province.	Tools Kit (package)		600			
Total Price								
Currency of Bid								AFN

- Total Cost of Goods/Services should include cost of Goods/Services, Loading, Unloading, Transportation, Taxes and any other cost.
- The bidder is required to submit itemized scheme prices against each BoQ (attached with Tender Pack).
- For Construction/Infrastructure projects, Bidders are required to visit the site of Implementation for physical inspection and assessment prior to submitting the BID.
 - Bidder Confirm visiting the implementation site **Yes** **No**
- Bidder is responsible to completely meet specifications provided in the Bid. No change in specification will be acceptable for any item once the tender is awarded to any supplier.
- IRW has the right to conduct the lab test for samples to evaluate the quality and the consignment if selected.

Tentative plan of distribution plan for Kandahar province:

1. Distribution Schedule for Wheat Seeds of Kabul Province

Required Delivery locations (IRW)	Required Delivery Lead (IRW)	Offered Delivery Locations (Bidder)	Offered Delivery Lead (Bidder)
Kandahar, Arghastan District (400 Kits)	27-Nov-2024		
Kandahar, Arghandab District (200 Kits)	28-Nov-2024		

Note: Below are the photos of each item:

1. Butter Churning Machine:



2. Milk Boiling Pot



3. Boiling Pot



4. Gas Cylinder with equipment (Stove)



5. Hand Vegetable cutter



6. Milk Pot



7. Milk Pot



8. Meat Grinder



9. Skimmer



10. Spoon



11. Cutting Boards



12. Stainless Steel Milk Filter



13. Washing Basin



14. Guard or Tablecloth



15. Gloves

