



## Operation Mercy Afghanistan (Op-Mercy)

### Request for Invitation to Bid (ITB)

<b>1. ITB No.</b>	<b>Op Mercy-Mazar-ITB-Birth Kit for Mazar province -20242610</b>		
<b>2. Issue Date</b>	26-Oct-2024		
<b>3. Type of Service</b>	<b>Supply and Delivery of Birth Kit</b>		
<b>4. Address</b>	<p><b>Operation Mercy Mazar Office: House #37, block # 3 Street# 4- Kart-e-Ariana Center Mazar Afghanistan.</b></p> <p><b>Contact Person:</b> for any clarifications and technical questions contact to the below emails and cell No;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Technical Contact Details:</b></p> <p>Name: Dr. Badria  Cell No: 70 0544763  E-Mail: <a href="mailto:Manager.MZR-BLISS.afg@operation-mercy.org">Manager.MZR-BLISS.afg@operation-mercy.org</a></p> </td><td style="width: 50%; vertical-align: top;"> <p><b>Operational Contact Details:</b></p> <p>Name: Waheedullah  Cell No: 0796713595  E-Mail: <a href="mailto:Logistics.MZR.afg@operation-mercy.org">Logistics.MZR.afg@operation-mercy.org</a></p> </td></tr> </table>	<p><b>Technical Contact Details:</b></p> <p>Name: Dr. Badria  Cell No: 70 0544763  E-Mail: <a href="mailto:Manager.MZR-BLISS.afg@operation-mercy.org">Manager.MZR-BLISS.afg@operation-mercy.org</a></p>	<p><b>Operational Contact Details:</b></p> <p>Name: Waheedullah  Cell No: 0796713595  E-Mail: <a href="mailto:Logistics.MZR.afg@operation-mercy.org">Logistics.MZR.afg@operation-mercy.org</a></p>
<p><b>Technical Contact Details:</b></p> <p>Name: Dr. Badria  Cell No: 70 0544763  E-Mail: <a href="mailto:Manager.MZR-BLISS.afg@operation-mercy.org">Manager.MZR-BLISS.afg@operation-mercy.org</a></p>	<p><b>Operational Contact Details:</b></p> <p>Name: Waheedullah  Cell No: 0796713595  E-Mail: <a href="mailto:Logistics.MZR.afg@operation-mercy.org">Logistics.MZR.afg@operation-mercy.org</a></p>		
<b>5. Deadline for Receipt of Quotes</b>	<p>Bids should be submitted before COB of 5<sup>th</sup> of November 2024 at 10am Kabul Time.</p> <p>All bids should be stamped on each page and sent within contained/sealed envelope with the tender no: <b>Op Mercy-Mazar-ITB-Birth Kit for Mazar province -20242610</b> written on the back of the envelope and physically submit to the gate and sign the bids sheet (available at Op-Mercy Office). As soon as possible after the closing date all of the bids will be opened and the best bid selected according to the award criteria by selected procurement committee members.</p>		
<b>6. Anticipated Award Type</b>	Fixed Price Agreement		
<b>7. Bids Evaluation Criteria</b>	<ol style="list-style-type: none"> <li>1. Criteria 1 Price, 50%</li> <li>2. Criteria 2 Technical, 30%</li> <li>3. Criteria 3 Legal Valid Documents, 10%</li> <li>4. Criteria 4 Relevant Experience, 10%</li> </ol>		
<b>8. Basis for Award</b>	<p>An award will be made to the responsible bidder whose bid is Responsive to the terms of the ITB and is most advantageous to Op Mercy, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements identified in this ITB.</p>		

<b>9. General Instructions to Bidders</b>	<ul style="list-style-type: none"> <li>• Include a statement that the vendor fully understands that their bid must be valid for a period of thirty (30) days.</li> <li>• Bidders shall sign and put date their Bid.</li> <li>• If unable to provide the specific company requested, please list an alternate company of similar quality. Products will be inspected prior to purchase to ensure appropriate quality.</li> <li>• Bidders shall complete Annex 1: Price List template.</li> <li>• The payment will be made upon submission and acceptance of an invoice after deliver transfer to their bank account.</li> <li>• The amount will be transferred through Bank.</li> <li>• Op Mercy reserves the rights to cancel or terminate the purchase order if the company is not able to provide satisfactory services according to Op Mercy standards.</li> <li>• Op Mercy reserves the rights to cancel or terminate the Purchase Order in case the donor terminates the contract before the project completion.</li> </ul>
<b>10. Terms and condition</b>	<p><b><u>Bidders</u></b></p> <p>The Bidders shall provide the required birth kit to Op Mercy Kabul office (with loading, unloading and transportation) in good quality, quantity and on time delivery. In case any birth kit is damaged during the way, Op Mercy will bear no cost.</p> <ul style="list-style-type: none"> <li>• Bidders shall submit Bids physically as original hard in a sealed envelope to Op Mercy main office in Mazar. The hard copy attached quote shall include the ITB number, title, and closing date.</li> <li>• The quote submitted shall be valid for a period of at least 30 days.</li> <li>• Bidders shall sign and date their Bid.</li> <li>• The rates quoted shall be for the complete service inclusive of all taxes. Valid update license from AISA or Ministry of commerce 2% tax will be dedicating from the total price and one copy will provide to the supplier. In case if the company license is expired 7% tax will be deducted from total amount</li> <li>• All prices shall be quoted in AFN only other currency quote will not be considered.</li> <li>• We reserve the right to inspect specified items included in the bid before purchase.</li> <li>• No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this agreement, incl. tendering, award or execution of contracts. Any such practice will be grounds for the immediate cancellation of this agreement/contract and for such additional action, civil and/or criminal, as may be appropriate.</li> </ul> <p><b><u>Payment and invoicing:</u></b></p> <ul style="list-style-type: none"> <li>• Payment will be done in AFN and will be transferred by Bank TT-Form into the supplier's bank account or will be paid directly through physical cheque. Birth Kit will first be inspected to ensure that they match the quote before payment. Any unsatisfactory Birth Kit</li> <li>• will be returned and the amount subtracted from the total before payment.</li> </ul>
<b>11. Determination of Responsibility</b>	<p>Op Mercy will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing the vendor's responsibility, the following factors are taken into consideration:</p> <ul style="list-style-type: none"> <li>• Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan updated license.</li> <li>• Ability to comply with required or proposed delivery or performance schedules.</li> </ul>

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**Attachment A: Cover Letter**

**Date:**

**To: Operation Mercy Afghanistan (Op Mercy)**

**From:** ( \_\_\_\_\_ *insert here your company name* \_\_\_\_\_ )

**Subject:** *Cover Letter for: Op Mercy-Mazar-ITB-Birth Kit for Mazar province -20242610 advertised on ACBAR on 26-Oct-2024 and closing on November 05,2024.*

I, the undersigned, provide the attached quote in accordance to **Op Mercy-Mazar-ITB-Birth Kit for Mazar province -20242610.**

I certify a validity period of thirty-(30)-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 services, and that unit prices are inclusive of final service delivery to Op Mercy Kabul Office. We further agree to payment terms upon submission and acceptance of an invoice by request of birth kit list.

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email: