



Letter of Invitation

Reference Number: MPO-KBL-ITB-11
Date 04-NOVEMBER-2024

To:
Potential Bidders/ Suppliers

Dear Mr./ Ms.

Movement for Protection Organization (MPO) is an Afghan national, non-profitable, non-political, and non-governmental civil society organization established in 2007, registered with the Ministry of Economy of the Islamic Republic of Afghanistan as registration # 1016. Its mission is to contribute to protection, peace building, equality & equity, poverty alleviation and sustainable growth by strengthening democracy, promoting & protecting rights, supporting employment and livelihood, enhancing educational and learning opportunities for children and youths and serving people in emergencies. MPO is currently implementing projects in Kabul, Nangarhar, Laghman, Kunar, Nuristan, Kandahar, Hirat, Bamyan, Helmand, Kandahar, Nimruz and Dykundi provinces in areas of protection, social reintegration, child protection, livelihood, access to justice and GBV response.

Movement for Protection Organization (MPO) through this official letter invites vendors/ suppliers (national and international firms) registered with relevant Afghan Government department or its host country (where the firms are based) to submit sealed bids for the provision of small business kits which includes the specification described in the Section 2.

Movement for Protection Organization (MPO) will select the vendor/ supplier based on the best offer (value for money) and most advantageous items (quality and cost effectiveness). Movement for Protection Organization (MPO) will apply its standards policies and procedures for selection of the Supplier.

Bidders who have track records of same or similar supplies in Afghanistan should submit their bids in sealed envelopes at MPO Head Office in Kabul at the following addresses, or through email at mpo.org.af@gmail.com no later than COB **Sunday, November 10th, 2024.**

MPO Head Office

House # 13, Sharwal Street, Police District # 10 – Shirpor
Kabul – Afghanistan

Yours Sincerely,

Muhiburehman Nasiri
Director General



SECTION 1 – INSTRUCTIONS TO THE BIDDERS:

A. Instruction to bidders:

This Invitation to Bid (ITB) calls for the procurement of goods through a competitive bidding from the national and international suppliers. The procedures and practices presented in this document are mandatory for use in the procurement of goods and services. The following general directions must be observed:

- Specific details, such as the “name/title of the services” and “address for bid submission”, should be furnished in the bid form.
- All costs and bid price must be given in Afghani currency.
- The bidder must quote the most competitive rates of the services in the prescribed bid form.
- The bidder must provide supporting documents including government licenses; accreditation from clients that confirm experience related to the supply as well as the best quality of the small business kit or supplies supplied to national and international NGOs and other clients in Afghanistan over the past 3-5 years.
- Details of current and previous clients should be submitted as per the Annex-3 of this document.
- When quoting prices, the bidder must take into account the cost of transportation from market to the Southern Regional Office in Nimruz province (Nimruz) City).
- MPO does not take any liability in terms of losing the supplies on the way from the origin to the destination.
- Selection of bids for complete evaluation is subject to the availability and submission of the following documents by the bidder:
 - a. Annex 1 – Submission Form (Signed and Stamped)
 - b. Annex 2 – Supplier information Sheet (Signed and Stamped)
 - c. Annex 3 – Relevant Experience – List of relevant projects/ supplies currently ongoing or completed in the recent past.
 - d. Annex 4 – Financial Offer (Costs per item – Breakdown)
 - e. Copy of registration certificate (License)

B. General Conditions

- The bidder must prepare and submit the bid strictly in accordance with the requirements set out in the Invitation to Bid and the Bid Document.
- The bidder must complete and include as part of its bid all the schedules, annexure, appendices, and other information required by the Bid Documents.
- The bidder must submit the bid by the date and time specified in the Invitation to Bid.
- By submitting a bid to MPO, the bidder agrees to the terms of the Bid Documents (including these bid Conditions).
- The bidder must not advertise or issue any information, publication, document, or article (including photographs or film) for publication or media release or other publicity in relation to the Invitation to Bid (ITB). Where the bidder receives an enquiry relating to the bid from the media, the bidder must refer the person making the enquiry to the MPO Representative and must immediately notify the MPO Representative of the fact that an enquiry was made. The bidder must not make any other comment in response to such an enquiry.
- By submitting a bid, the bidder agrees that MPO may, for the purpose of carrying out the bid evaluation, copy, use and disclose any documentation or information (whether in written, oral or electronic form) provided by the bidder.
- The bidder must disclose to MPO any circumstances, arrangements or relationships which constitute, or might reasonably be considered to constitute, an actual or potential conflict of interest with the



bidder's obligations under the ITB or under any contract that might be entered into. The bidder shall make this disclosure to MPO as soon as becoming aware of it and, in any event, prior to submitting any bid.

- The bidder must acquaint itself fully with scope and requirement of the ITB, all conditions, contingencies and risks contained in the ITB documents that might affect its bidders and its performance of the contract.
- MPO may, at any time or times prior to the bid submission date, issue to the bidder any amendment, annexure or addendum to the ITB Documents. No amendment, annexure or addendum will form part of the ITB Documents unless it is in writing and expressly states that it shall form part of the ITB Documents.
- The bidder may request further information from MPO in relation to the bid process or the goods or services that are the subject of the bid. Any such request shall be addressed to the MPO Representative listed in the Invitation to Bid and must be received by MPO at least 1-2 days before the bid submission date.
- At any time after the submission of bids, MPO shall be entitled to request such further information as the MPO may require from the Bidder or to obtain clarification of any details included in a bid. The bidder shall promptly comply with such requests.
- The bidder may seek an extension of the bid submission date only by submitting a written request for extension to the MPO. Any such request should set out the reasons for the extension and must be received by the MPO Representative at least three business days before the bid submission date. MPO may, in its absolute discretion, grant or refuse any request for the extension of the bidder submission date.
- Should the bidder discover any discrepancy, error or omission in its bid response, the bidder shall immediately notify the MPO in writing, of the nature of the discrepancy, error or omission.
- Where a Bidder is comprised of more than one entity:
 - a) Any bid submitted must include all details relevant to each entity and the structure of the joint venture or consortium submitting the bid and the bid must be executed by each such entity.
 - b) The liability of all such entities shall be joint and several in accordance with the provisions of the Contract; and
 - c) MPO may require a copy of any joint venture agreement or other contractual arrangement relating to the Bidder's composition to be provided to MPO before considering any such Bid.
- The Supplier will be responsible for compliance with all national and local laws.
- A bid will not be deemed to have been accepted and no contract will arise between MPO and the bidder in respect of the goods and/or services until a formal written contract is executed by the successful bidder and MPO.
- Should a bid be successful, the bidder acknowledges and agrees that MPO may incorporate all or any part of the bid into the contract.
- Successful supplier will be informed by MPO through formal communication (either email or letter) – The successful supplier is required to execute an agreement within the time specified in communication by MPO.
- MPO may use its absolute discretion in prioritizing the bid responses and in selecting the successful bidder.
- The offer should be valid for a minimum period of 30 days from the date of submission of the bid.
- If the registration certificate of Service Provider is withdrawn or cancelled by relevant government authorities, during the contract period, the contract signed between MPO, and the Supplier will be also automatically cancelled.
- The bidder participates in the bid process contemplated by the ITB documents at its own risk and expense. The bidder is not entitled to be reimbursed or compensated for any expense or loss incurred in connection with preparing or submitting the bid or otherwise in connection with the ITB Documents.
- Both parties (MPO and the supplier) reserve the right to cancel the agreement by giving one month



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notice in writing without assigning any reason whatsoever.

- The contract shall be terminated if the goods/ service of the supplier are not found satisfactory or if the supplier changes the rate of contract, specification, quantity, and quality during the contract period.
- In case of any dispute or difference arising in relation to meaning or interpretation of this order, the same shall be referred to a sole arbitrator to be appointed by the management of the MPO. In such cases the arbitration and conciliation Act of the current Government of Afghanistan will be applicable to the arbitration proceedings and the venue of the arbitration shall be at Kabul.
- All the pages/documents of the bid should bear the dated signature of the bidder. All the entries by the bidder should be in one ink and legibly written. Any over-writing corrections and cuttings should bear dated initials of the bidder. Corrections should be made by writing-again instead of shaping or over-writing.

C. Other Conditions

- Rates of supply of the vocational training tool kit child friend space supplies should be quoted both in figures as well as in words in bid. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final.
- MPO reserves the right to reject or accept any or all bids without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many bidder/bidders are received satisfying the basic pre-requisite criteria.
- Delivery of the services must be completed as per the timeline mentioned in the bid form and should be according to the specification. Ensure the quality and quantity of the service as per the specification.

D. Bid Evaluation Criteria

Movement for Protection Organization (MPO) will select the vendor/ supplier based on the best offer (value for money). The lowest price bid is compliant with all of the technical requirements, that companies will be selected for the project, and the other technical bids are not evaluated. If it is determined to be non-compliant, the 2nd lowest price bid is then evaluated. MPO has the right to collect the samples from 1-3 lowest price suppliers.

E. Payment Procedures

- **No advance payment will be made by MPO. All payments will be made on wire transfer based on the progress of the delivery of the good/ service agreed in the contract.**
- The receipt along with the invoice/bill in all respect should be presented to MPO immediately after the delivery is completed and verified by the Field Office/ recipient, and payment of the invoice will be made after proper inspection and verification of the goods within a period of ten (10) working days from the date of receipt of the invoice.
- The losses to the MPO which are directly attributable to the agency shall be deducted from the from the Payable amount.
- MPO will deduct/withheld the tax amount from the payment according to the government policy, as evidence copy of tax payment receipt will be provided to the service provider.



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SECTION 1 – TERMS OF REFERENCE/ SPECIFICATIONS:

Movement for Protection Organization (MPO) is implementing Child Protection and Support Project in southern region, the overall objective of the project is to enhance child protection and provide affected girls and boys and children at risk including children on the move (deported, unaccompanied, and separated) with quality support services that includes mental health and psychosocial support, case management and reunification including GBV response services to the adolescent girls at communities and engage children through recreational activities, basic learning and psychosocial counseling at Child Friendly Spaces (CFSs). MPO is going to inviting potential bidders/ suppliers with relevant experience to provide small business kit with the description and specifications explained in ANNEX 4. Financial Offer.



ANNEX 1 – SUBMISSION FORM

Date _____

To:
Movement for Protection Organization (MPO)
Head Office
Procurement/ Logistic Department
House # 13, Sharwal Street
Police District # 10 – Shirpor
Kabul – Afghanistan

Dear:

We, the undersigned, offer to provide small business kit which includes different kind of materials in response to Invitation to Bid (ITB) dated [Insert Date] advertised through ACBAR. We are hereby submitting our offer/ bid in a sealed envelope.

We hereby declare that all the information and statements made in this offer are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our attached financial offer is for the sum of [Insert amount(s) in words and figure]. This amount is inclusive of the local taxes, transportation including any other charges added in this amount.

We undertake, if our offer is accepted, to initiate the small business kit or supplies related to the assignment not later than the date indicated that will prescribe in the contract.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name of Signatory: _____

Title of Signatory: _____

Name of Firm: _____

Address: _____



ANNEX 2 – SUPPLIER INFORMATION SHEET (SIGNED AND STAMPED)

S.No	Items	Information to be filled by the Bidder/ Supplier
1	Name and Address of the supplier, telephone number, Mobile, and Email address	
2	Type of supplier/firm, (proprietorship, partnership, private limited, company)	
3	Name and address of Directors/partners	
4	Year of establishment.	
5	Nature of business	
6	Registration Entity	
7	Registration Certificate No (attach)	
8	Bank name and address	
9	Total number of employees of the firm	
10	Tax Identification Number (Please attach copy)	

I hereby certify that all the information furnished above is true to the best of my knowledge and belief. I have no objection to MPO verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that; I have understood all the terms and conditions indicated in the ITB documents and hereby accept the same completely.

Authorized Signature [In full and initials]: _____

Name of Signatory: _____

Title of Signatory: _____

Name of Firm: _____

Address: _____



ANNEX 3 – RELEVANT EXPERIENCE

List of relevant projects/ supplies currently ongoing or completed in the recent past.

Name of the assignment/ Project	Date From/ to	Location	Donor	Total Fund	Contact Details of the Donor

Authorized Signature [In full and initials]: _____

Name of Signatory: _____

Title of Signatory: _____

Name of Firm: _____

Address: _____



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ANNEX 4 – FINANCIAL OFFER

(Costs per item – Breakdown)

Table A – Small Business Startup Kit (Shop Items) for 8 Persons

No.	Items	Specification	Unit	Require Quantity	Unit Price in AFN	Total Price in AFN
1	د اجناسو قفسه ، پایی ، نت و بولنت(الماری ۹۵X۲۰ همراي ۱۲ قفسه)	Made in Irani	PC	8		
2	پلاستيکي ميز سايز نارمل	Irani Medal Size or Similar	PC	8		
3	برقی تله (ترازو)	Irani or China	PC	8		
4	د کیک او پوفک الماری	Irani or China	PC	8		
5	پلاستيکي چوکی	Afghan Global	PC	8		
6	پوفک (پاپر) ناز نمکی	Irani	Cotton	32		
7	اتک انرژي خورد	Afghanistani	Cotton	16		
8	هیت انرژي	Afghanistani	Cotton	16		
9	خندان پوفک	Afghanistani	Cotton	16		
10	گولدن لایف نوشابه	Afghanistani	Cotton	16		
11	آب انار کلان	Afghanistani (Shifa)	Cotton	16		
12	آب انار خورد پارادایس	Irani	Cotton	16		
13	بوره	Pakistani	Kg	80		
14	لویا کنسروا	Irani	Cotton	16		
15	سپین پلمیت	Local made	Kg	80		
16	کیک بابا2	Irani	Cotton	16		



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17	کیک صدف	Irani	Cotton	16		
18	آبمیوه مونا	Irani	Cotton	16		
19	آبمیوه عالی	Irani	Cotton	16		
20	شامپو گلرنگ	Irani	Cotton	8		
21	رب خورد	Irani	Cotton	8		
22	ساجق یوبی	Irani	Box	32		
23	ساجق عسلی مختلف النوعه	Irani	Box	16		
24	چاکلیت مختلف النوعه	Irani	Kg	48		
25	صابون کالا شویی	Irani	Cotton	8		
26	ککو مختلف النوعه	Irani	Cotton	32		
27	مایع ظرف شویی	Irani(meami)	Cotton	8		
28	انرژی کوماندو	Afghanistani	Cotton	16		
29	قند	Afghanistani	Kg	40		
30	لواشک باغبان	Irani	Cotton	16		
31	روغن نباتی 1 لیتره	Irani	Cotton	8		
32	پودر کالا شویی وهاب ۱۱۰ گرامه	Afghani	Kg	80		
33	بیسکویت ویفر	Irani	Cotton	16		
34	چیپس خورد	Irani	Cotton	16		
35	برنج سیله اول	Pakistani	Kg	80		
36	چای سبز	Kenia or indunisia	Kg	24		
37	چای سیاه	Kenia or indunisia	Kg	24		



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38	اورلگیت	Afghani	Cotton	80		
39	لوبیا	Tajiki	Kg	80		
40	عدس	irani	Kg	40		
41	هگی	Afghani	Cotton	8		
42	پنیر	Irani	Cotton	8		
43	ملایی	Irani	Cotton	8		
44	ماسټ (مستی)	Irani	Cotton	16		
45	ماکرانی	Irani	Cotton	16		
46	رانی مالته	Irani	Cotton	16		
47	آبمعدنی کلان	Afghani	Cotton	32		
48	آبمعدنی خورد	Afghani	Cotton	32		
49	کیک ستاک	Irani	Cotton	16		
50	دال	Pakistani	Kg	80		
51	پلمیت رنگه	Afghani	Kg	80		
52	کانسرو ماهی	Irani	Cotton	8		
53	انرژی اتک کلان	Afghani	Cotton	8		
54	پوکنه	Afghani	Packet	32		
55	قفل کتابی	irani	PC	8		

TOTAL COST/ OFFER

Insert amount(s) in words and figure AFN



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Table B – Small Business Startup Kit (Tailoring Tool Kit) for 10 Persons

No.	Items	Specification	Unit	Require Quantity	Unit Price in AFN	Total Price in AFN
1	ماشین خیاطی برقی همراه با میز	Made in China or Irani	PC	10		
2	چوکی پلاستیکی	Afghan Global	PC	10		
3	اتو بخار	Irani	PC	10		
4	قیچی متوسط	10 Inch Pakistani	PC	10		
5	میز قیچی کاری 1.5 در 1 متر	Local Made 1.5 m * 1 M * 80 Cm or similar size	PC	10		
6	متر پارچه یی	Pakistani or Irani	PC	20		
7	سوزن چرخ خیاطی	Pakistani or irani	Packet	20		
8	تار خیاطی رنگ های مختلف	Pakistani or irani	Box	100		
9	تار سر دوزی (اورلاک) سیاه و سفید	Pakistani or irani	Box	20		
10	لایه چسب (بوکرم)	Pakistani or irani	Meter	100		
11	سه ساکتہ برق	Irani	PC	10		
12	روغن ماشین خیاطی	Irani	PC	20		
13	تکه بخل	Pakistani or irani	Meters	200		
14	تکه ساتن	Pakistani or irani	Meters	200		
15	تکه گاج	Pakistani or irani	Meters	200		
16	زیپ (رنزیر) مختلف النوع لباس	Pakistani or irani different size	Dozen	50		

TOTAL COST/ OFFER

Insert amount(s) in words and figure AFN



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Table C – Small Business Startup Kit (پنجر مینی او بایسکل سازی) for 2 Persons

No.	Items	Specification	Unit	Require Quantity	Unit Price in AFN	Total Price in AFN
1	د هوا دبه برقی	Made in Pakistani or Irani	PC	2		
2	د موترانو جک	Japan Medal Size	PC	2		
3	د هوا پیپ	Irani	Meters	60		
4	د هوا د پیپ نیزل	Japani	PC	4		
5	د هوا درجه	China	PC	2		
6	د توپلس نیری	Pakistani or Irani	Dozen	4		
7	داخلي چسپ	Pakistani or irani	Packet	2		
8	پلاس	Pakistani or irani	PC	2		
9	د توپ پنی	Pakistani or irani	Packet	20		
10	تیلیور	Pakistani or irani	PC	4		
11	چوکی	Afghan Global	PC	2		
12	رینچونه	Japani	Set	2		
13	د بایسکلانو توپان	Pakistani or irani 8 to 26 #	PC	20		
14	گریس	Pakistani or irani	PC	4		
15	د بایسکلانو نټونه	Pakistani or irani	Set	2		
16	د توپلس سلوشن	Pakistani or irani	PC	8		
17	اسکورینچ	Japani	PC	2		



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18	د هوا د ماشين كييل	Japani	Meters	40	
19	لاسي پمپ	China	PC	2	
20	سيخ چالي پايه	China	PC	2	
21	قفل كتابي	China	PC	2	
22	كاسه (وسپني)	Irani	PC	2	
23	د اوبو دبي	Plastic, Made in Irani	PC	4	
24	پيچكش مختلف النوعه	Japani	Set	2	
25	امبر متوسط	Japani	PC	2	
26	د موتر سايكل توپان	Irani Good Quality	PC	10	

TOTAL COST/ OFFER

Insert amount(s) in words and figure AFN

SUPPLY COST to Nimruz City/ OFFER Insert amount(s) in words and figure AFN	
Grant TOTAL COST for Table (A + B + C) + (SUPPLY COST TO NIMRUZ) OFFER Insert amount(s) in words and figure AFN	

Authorized Signature [In full and initials]:

Name of Signatory:

Title of Signatory:

Name of Firm:

Address:
