# ANNEX-A Tender/ITT/RFQ n° 10-005-BLK-2024 – Office Supplies BPA-North

## Background/Introduction

The International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps, which has a history in Afghanistan stretching back to 1984. In order to support its integrated emergency health, nutrition and WASH portfolio of programs, IMC Afghanistan is inviting competent, professional and established suppliers/companies for the provision of **Office Supplies** to submit their quotation in view of signing long-term contractual agreement (Blanket Purchase Agreement- BPA), with a fixed price mechanism for the duration of 12 months and will be extended for additional 1+1 years with the estimated volume of business for all the three years **USD 176,400 (AFN 12,420,000)**. The geographical areas to be covered include the following provinces/locations i.e**. Samangan, Balkh, Jawzjan, Faryab and Sar-e-Pul provinces**.

## **What is a Blanket Purchase Agreement (BPA)?**

* BPA is a type of contractual agreement where selected vendors are contracted to provide IMC Afghanistan with a **determined** set of products or services for a **fixed price** during the fixed duration of the agreement.
* **Terms agreed must remain fixed during the BPA duration of one (1) year** with a possibility of further extensions for a period not exceeding 2 years.
* **BPA does NOT create any commitment** to IMC to purchase services or commodities from the selected vendor. IMC will only commit when an approved Work Order will be signed by both parties.
* **Prices are fixed, but quantities are NOT**. BPA does have a maximum total amount (not to exceed amount, **“NTE”)** – This amount cannot be exceeded during the contract period, but IMC Afghanistan do not make any commitments to spend the totality of this amount.
* For this solicitation, **the shared volume of business expected is** **USD 176,400 (AFN 12,420,000)**. This represents the anticipated volume of trade estimated for the BPA duration. However, in the contract the **Not to Exceed (NTE) amount might differ**, in order to allow further flexibility, in case of unexpected needs.
  + - **IMC might decide, as a result of the selection process,** **to sign multiple agreements with different vendors**. In this scenario there will be an overall shared ceiling price of not-to-exceed amount. The maximum aggregate dollar value of orders placed to all BPA awardees cannot exceed the contracted ceiling. This ceiling is not being subdivided among the number of awardees nor is it being multiplied by the number of awardees.
* When a Contract/BPA includes the possibility of an extension and the NTE amount is not reached yet, **it is possible to extend the Contract/BPA up to a new period (not more than two years)** or up to exhaustion of remaining NTE balance, whichever comes first. In such case, International Medical Corps’ team would assess if contracted prices were still competitive (through a market survey) and whether it is to International Medical Corps’ advantage to extend the Contract.

## Mandatory eligibility documents & Process

Please submit the following documents. **Partial or non-submission of mandatory eligibility documents will lead to an exclusion from the bidding process**. Some documents are identified as “Mandatory at Contract signature/award Stage” so the absence of those at bid opening stage may not lead to elimination.

**Partial Quotation:**  International Medical Corps will not consider a partial quotation in that case; **quotation will be disqualified.**

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| **Document** | **Category** |
| **Legal registration (operational) license of the company as logistics/ trade/ general services entity.**  Must be valid at the time/day of bid submission. | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **ID of the company owner** or Valid Passport valid for at least 90 days from the day of bid submission. | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **Bank Account Information** | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **Tax registration/ clearance document** for last fiscal /tax year. | Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission) |
| **IMC Vendor Registration Form** filled in and signed and stamped | Mandatory at contract signature stage if a company is awarded a contract |
| **Copies of Similar Contract/ POs/WOs and agreements (at least 25% of RFQ items)**:  Attach 1 to 3 similar contracts, POs, agreements, or WOs concluded in the past 5 years, with a cumulative value of at least  30 ,000 USD or 1,950,000 AFN. | Mandatory for Eligibility / Bid Opening Stage |
| **Financial Capability:** Refers to the available cash balance (20,000 USD/1,300,000 AFN or above) in the company bank account.  Attach copy of Bank Statement which should be of last 12 months from the deadline | Mandatory for Eligibility / Bid Opening Stage |
| **IMC Master Terms and Conditions** signed and Stamped on all pages | Mandatory at contract signature stage if a company is awarded a contract |
| **IMC Code of Conduct** signed and Stamped on all pages | Mandatory at contract signature stage if a company is awarded a contract |
| IMC Request for Quotation (RFQ & BoQ) and All Annexes, fully filled and signed/stamped | Mandatory for Eligibility, at Bids opening stage. If not submitted IMC Tender Committee may consider disqualifying the company. |
| **Method of payment is Bank Transfer** to the registered company account as per bidding documents. | Payment will be done within 30 days after the completion of delivery and submission of invoice. |

**Evaluation Procedure:**

All bids received because of this competitive bidding process will be evaluated through 5-step evaluation process:

This is LPTA **(Lowest Price Technically Accepted)** process/criteria will be applied which entails that the selected vendors are compliant in administrative terms, technically capable as well as financially competitive; Afterwards, the **top two (2) vendors** with the lowest price offers will be requested to submit their samples for the quality check. The lowest price vendors with approved samples will be awarded the contract as primary and secondary (backup) vendor.

**Sample Check:** sample check will be conducted during the bid’s evaluation of the lowest quoted and technically accepted vendor/s, if the first two lowest vendors failed to provide the requested samples or the samples are rejected by IMC team even after second attempt/chance, the vendors will be considered disqualified hence will not be awarded the contract even if offered the lowest price and technically compliant. Consequently, the third and fourth lowest quoted vendors will be requested to provide the samples, and the contract will be awarded to vendor/s whose samples meet International Medical Corps (IMC) requirements and are accepted by the technical committee.

The lowest-priced vendors with approved samples will be awarded the contract as the primary and secondary (backup) vendors. If the primary vendor is unable to meet IMC's demand within a specific period, the secondary (backup) vendor will be given the opportunity to fulfill the requirement.

**The approved samples will be retained by IMC for the entire BPA period.**

## Timeline Tender Process

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| Phase | Start Date | End Date |
| Tender Announcement | From November 12, 2024  This ITT Package can be retrieved from [www.acbar.org](http://www.acbar.org) | |
| Deadline to Submit questions to IMC | November 19, 2024  For any queries, questions, clarifications, please contact IMC at the following e-mail address during the respective period:  [**ProcurementKabul@InternationalMedicalCorps.org**](mailto:ProcurementKabul@InternationalMedicalCorps.org)  IMC will share a consolidated response by November 25th, 2024, | |
| Deadline for bids Submission | December 04th, 2024, until 04:00 PM Kabul- Afghanistan Time | |
| Bid Opening Date | December 04, 2024 | December 04, 2024 |
| Bid Evaluation | December 05, 2024 | January 15, 2025 |
| Review (PRMS/Vetting/Due Diligence) | January 19, 2025, onwards (Tentatively) | |
| Contracting | February 02, 2025 (Tentatively) | |

\**Timelines are indicative and subject to changes.*

## 1.5 Submission Instructions

Please note that in case your offer will be sent later than the deadline for submission, IMC Afghanistan may not consider your submission as eligible bid for further phases of evaluation. This type of decision will be made by the tender committee during the bid opening stage in an objective manner by ensuring fair treatment to all bidders.

Offers that do not meet the submission requirements as mentioned below may not be considered to proceed to further steps of the evaluation process. **All pages of an offer documents must be filled in, signed, and stamped.** In line with the evaluation steps and classification, the following submission methodology is requested to the applicants.

**OFFER SUBMISSION PROCEDURE:**

**Option 1:** in a sealed envelope placed into the tender-specific box located at International Medical Corps Offices

* **Address1: Karte Bakhtar#03, st#05, House#01, Mazar e sharif city, Balkh province Afghanistan.**

Submission will be done against receipt and tender record of delivery in tender-specific logbook by bidder’s representative delivering the offer/s.

If physical submission is chosen, this should be done through sealed envelope reporting the reference of the ITT Lots.

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| **ITT/RFQ: 10-005-BLK-2024** | **Office Supplies BPA-North** |

**Option 2:**

Via email to secured email address: [**tender.KBL@internationalmedicalcorps.org**](mailto:tender.KBL@internationalmedicalcorps.org)

PLEASE DO NOT COPY OR SEND YOUR QUOTATION/OFFER TO ANY OTHER IMC EMAIL ADDRESS, OTHERWISE YOUR OFFER WILL BE DISQULIFIED AND NOT CONSIDERED FOR REVIEW.

* All documents have to be submitted in a pdf format.
* The subject of the e-mail should clearly note the RFQ/ITT reference number.
* All documents should be filled, signed, and stamped

## Reporting of Fraud and Unethical Behavior

International Medical Corps has **zero tolerance to fraud**. Please report fraud and unethical behavior:

* Make a call to our Ethics phone number [1-866-879-0419] or
* File a report online at Ethics Point, Inc. (<https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html> ) or
* Contact [report@internationalmedicalcorps.org](mailto:report@internationalmedicalcorps.org) for further instruction.
* Reports may also be made to [compliance@internationalmedicalcorps.org](mailto:compliance@internationalmedicalcorps.org) or [legal@internationalmedicalcorps.org](mailto:legal@internationalmedicalcorps.org)

More details on International Medical Corps and our projects worldwide are available through our web site: [www.internationalmedicalcorps.org](http://www.internationalmedicalcorps.org)

## Sample Requirements/ Protocols/Submission

* International Medical Corps consider the following requirements/ protocols for the **SAMPLES SUBMISSION AND RETENTION**
* Sample check will be conducted after the bid’s evaluation of the lowest quoted and technically accepted vendor/s. The vendors are required to submit the complete samples once requested by IMC Logistics.
* For Audit purposes, IMC would like to retain all the received samples in the procurement file.

**NOTE:** IMC will retain the approved samples of successful vendors for the entire BPA period (3 years). Also note that offering IMC free samples will not be considered as a criterion during the evaluation, and bidder will not be penalized for refusing to offer their sample if not awarded order/contract.

## Financial Offer

Please quote your offer in IMC RFQ template including all associated costs (taxes, discounts, transportation to the stated destinations/locations etc.) the price shall be reasonable and competitive.

## Offer Validity

Please fill the below table regarding your validity of your offer.

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| --- | --- | --- |
| **Offer Validity Period** | **IMC requesting** | **Vendor Offered** |
| Minimum 120 days is mandatory |  |

## Further Information

Please refer to the IMC **RFQ** document, for further information regarding:

* Vendor Registration
* False statements in the bids policies
* Defects; Warranty and miscellaneous
* Payment terms

**Company Name: Name of company representative: Position:**

**Date: Signature and Stamp:**