## Mandatory Documents for eligibility- Sewing Machines

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.

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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 (Sewing Machines)**:  Attach 1 to 3 similar contracts, POs, agreements, or WOs concluded in the past 5 years, with a cumulative value of at least 10,000 USD or 682,000 AFN. | Mandatory for Eligibility / Bid Opening Stage |
| **Financial Capability:** Refers to the available cash balance (15,000 USD/1,023,000AFN 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. |
| Lowest Price Technically accepted (LPTA) methodology will be applied which ensure that the selected vendor is compliant in administrative terms, technically capable and financially competitive.  Note: Sample check will be conducted during the bid’s evaluation of the lowest quoted and technically accepted vendor/s, if the first lowest vendor failed to provide the requested samples or the samples are rejected by IMC team even after second attempt/chance, the vendor will be considered disqualified hence will not be awarded the contract even if offered the lowest price and technically compliant. Consequently, the second and third lowest quoted vendors will be requested to provide the samples, and the contract will be awarded to vendor whose samples meet International Medical Corps (IMC) requirements and are accepted by the technical committee. | |

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| **Company Name:** |
| **Name and Surname of representative:** |
| **Date & Signature: Stamp:** |