



INVITATION TO TENDER

Date of Invitation for Bids:	November 19 2024
Reference number:	WCC-AFG-001-2024
Procurement Package:	Procurement and Supply of Winterization Kits
Deadline for Submission of Bids	November 29 2024

War Child Canada Afghanistan, hereinafter called "Organization and Procuring Entity" invites sealed bids (Technical and Financial bids in two separate envelopes) from eligible bidders for the procurement and supply of winterization kits with detailed descriptions provided in the document below. Bidding will be conducted in accordance with WCC procurement policy, and the selection of the bidder will be based on the best offer and value for money (High quality product/ deliverable) and is open to all bidders who have relevant experience and meet the criteria described below:

1. The bidders must submit completed bid (The BoQ with their proposed costs along with completed Annexes 1 – 6).
2. The bidders must have valid business license issued by the Ministry of Industry and Commerce of Afghanistan.
3. The bidders should demonstrate past experience by providing evidence from at least 3 similar contracts/ purchase orders with other national or international organizations or the UN.
4. Bidder should have managed at least a contract/ purchase order with a value between \$150,000 and \$250,000. Bidder to provide a copy of the contract/ purchase order.
5. The bidder should demonstrate financial capacity by providing bank statements for at least 6 months and tax clearance.

If any information or data submitted by the bidder in the documents is unclear and not supported by accompanying documents, it will not be considered for evaluation.

Questions should be submitted to the Operation Unit via email no later than November 29, 2024, 04:00PM, Kabul, Afghanistan local time. No questions will be answered over the phone or in person; all questions must be submitted in writing.

The deadline for submission of sealed bids in-person or through a duly authorized representative is on November 29, 2024, at 04:00 PM Kabul, Afghanistan local time, sealed bids should be submitted through the procurement bid box at War Child Canada's Country Office located on the 3rd floor, Muslim Business Center, Haji Yaqoob Square, Shahr-e-now, Kabul from Sunday to Thursday from 8:00Am to 4:00Pm

For further information and to inspect the bidding documents, bidders should contact

Mohammad Munir, Afghanistan Operations Manager – War Child Canada
Email address: munir@warchild.ca




Section-1: Instruction to the Bidders





<p>1.1 Introduction</p>	<p>War Child Canada is a registered Canadian charity that works with war-affected communities to help children reclaim their childhood through access to education, opportunity, and justice. War Child Canada has over 20 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local civil society organizations and other stakeholders using a child-centered approach to development and humanitarian response. War Child Canada is currently operational in Afghanistan, the Democratic Republic of Congo, Sudan, South Sudan, Uganda, and Yemen.</p> <p>War Child Canada’s program advances social impact in the lives of vulnerable children, women, and their families through its Education, Health, Protection and Livelihoods and humanitarian response programming. War Child Canada is currently operating in Kabul, Nangarhar, Balkh, Samangan and Saripul with a potential expansion to Laghman, Bamyan, Kundoz and Baghlan provinces.</p>
<p>1.2 Instruction to the Bidder</p>	<p>This tender document invites national and international bidders for the supply of winterization kits which specification has been provided in annex2. The procedures and practices presented in this document are mandatory for use in the selection for procurement of goods and services. The following general directions should be followed by bidders:</p> <ul style="list-style-type: none"> a) Specific details, such as name and title of services- address for the tender should be clearly mentioned in the tender form. b) Costs should be given in the US Dollar c) Bidders should quote the most competitive rates of the services prescribed in the tender form. d) List of current and recent past clients with contact details as per annex-5 e) Bidders must provide necessary supporting documents including but not limited to government licenses, and accreditations from past clients that confirm their work in supply of winterization Kits f) Details of work experiences with national and international NGO’s UN agencies and other relevant entities.
<p>1.3 General Conditions</p>	<ul style="list-style-type: none"> a) The supplier will be responsible for compliance with all national and local laws. b) The supplier shall not assign the work/contract or any part thereof without the prior written approval of War Child Canada. The supplier shall also not subcontract the supply or part of the supply except with the written permission of the organization and such consent, even if provided shall not relieve the vendor of any liability or any obligation under the contract. c) Acceptance of tender to the successful bidder through a letter of intent (LOI) duly signed by the authorized signatory of War Child Canada. The successful tender is required to execute an agreement within the time specified in the LOI. d) The offer should be valid for a minimum period of 30 working days from the date of the bid opening. e) The contract will be initially valid for a period of 3 months and after expiry War Child Canada will evaluate the performance of services of the vendor/supplier to decide whether an extension is needed. If satisfactory, War Child Canada reserves the right to extend the contract for some more time on the same terms and conditions.





	<ul style="list-style-type: none"> f) If the registration certificate of the vendor/ supplier is withdrawn or canceled by relevant government authorities during the contract period, then the contract will automatically be canceled. g) War Child Canada reserves the right to cancel the agreement by giving one month's notice in writing without assigning any reason whatsoever. h) The supplier reserves the right to cancel the agreement by giving three months' notice in writing without assigning any reason whatsoever and in such case the supplier will not be entitled to the payment, the organization however may consider payment only for the completed part of the work. i) The contract shall be terminated if the service of the supplier is not found satisfactory or if the supplier changes the rate of contract, specification quantity, and quality during the contract period. j) In case of any dispute or difference arising in relation to the meaning of the interpretation of this order, the same shall be referred to a sole arbitrator to be appointed by the management of War Child Canada. In such cases, the laws relating to arbitration and conciliation of Canada and local government will apply. k) All the pages/documents of the tender should bear the dated signature of the bidder. All the entries by the tenderer should be in ink and legibly written. Any overwritten corrections and cuttings should bear the dated initials of the bidder. Corrections should be made by writing again instead of shaping or overwriting.
<p>1.4 Other Conditions</p>	<ul style="list-style-type: none"> a) Rates of assigned services supply of the winterization kits should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final. b) War Child Canada reserves the right to reject or accept any or all tenders without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it if too many tenderers/bidders are received satisfying the basic pre-requisite criteria. c) Delivery of the supplies must be completed as per the timeline mentioned in the tender form and should be according to the specifications. Ensure the quality and quantity of the service as per the specification. d) Provide the signed and stamped invoice to the organization along with all other support documents for any other costs if needed such as tax or other costs.
<p>1.5 Payment procedure:</p>	<ul style="list-style-type: none"> a) The Completed delivery receipt along with the invoice/bill banking details should be presented to War Child Canada on completion of the work. The organization will process the payment within five working days after proper vetting and verification of the assigned services. b) Any losses to the War Child Canada which are directly attributable to the agency shall be deducted from the payable amount. c) War Child Canada will deduct/withhold the tax amount from the payment according to the government policy, as evidence copy of the tax payment receipt will be provided to the vendor.
<p>1.6 Technical Notes</p>	<ul style="list-style-type: none"> a) Prior to the start of supplies, the vendor must discuss the supplies with War Child Canada and ensure the technical requirements are cleared and addressed. b) Prior to delivery of the supplies to the field, War Child Canada / program will do the necessary coordination with the relevant provinces which the services are running. c) In case needed at the field level, the vendor must do necessary coordination with local authorities, and/or line departments other WCC field offices.

	<ul style="list-style-type: none">d) Visibility should be considered as per the guidelines provided by WCC.e) The vendor will work under contractual arrangements with WCC, all technical work will be discussed, reviewed, and approved by WCC. The vendor will be accountable to WCC for the procurement and technical work.f) By completion of the tasks and submission of each final production, the company must submit all b-rolls and relevant documents to WCC.g) The winter kits are to be strictly considered and submitted by the proposed and agreed deadlines agreed between the vendor and WCC.h) Supplies should be provided at WCC Field Offices in Nangrahar, Balkh and Saripul.
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**Section -2:
Specifications of Supplies & Bidders BoQ**

#	Item	Specification	Picture of the product	Qty	Unit	Unit Cost	Total Cost	Timeline
1	Children Sweater	Woolen, crew neck, for boys (Size A-2 to 5 years)		2,542	Pieces			
		Woolen, crew neck, for boys Size B – 6 to 9 years)		2,542				
2	Children Sweater	Woolen, crew neck, for girls (Size A-2 to 5 years,		2542	Pieces			
		Woolen, crew neck, for girls Size B – 6 to 9 years)		2542				
		Woolen, crew neck, for girl (Size: < 10 years).		2542				
3	Socks	Warm winter socks, adult size (girls-16 Year)		2542	Pairs			
		Warm winter socks, Children's size (Boys-2 year)		2542				
		Warm winter socks, Children's size (Boys- 5 Year)		2542				
		Warm winter socks, Children's size (Boys- 7 Year)		2542				
		Warm winter socks, Children's size (Boys- 9 Year)		2542				
		Warm winter socks, Children's size (Girls- 2 Year)		2542				
		Warm winter socks, Children's size (Girls- 5 Year)		2542				
		Warm winter socks, Children's size (Girls- 7 Year)		2542				
		Warm winter socks, Children's size (Girls- 9 Year)		2542				
		Woolen winter/ warm gloves for girls 5-years		2542				

4	Woolen Hat, Gloves and Scarf Set	Woolen winter/ warm gloves for girls 9-years		2542	Pairs			
		Woolen winter/ warm gloves for Boys for 5-years		2542				
		Woolen winter/ warm gloves for Boys 9-years		2542				
5	Unisex Children's Boots	Children's winter shoes, water proof, made of rubber, synthetic materials, leather, or a combination of materials (Size A 3- 5 years)		2542	Pairs			
		Children's winter shoes, water proof, made of rubber, synthetic materials, leather, or a combination of materials (Size B 6-9 years)		2542				
		Children winter shoes, water proof, made of rubber, synthetic materials, leather, or a combination of materials Size C- 9 to 11 years		2542				
		Children's winter shoes, water proof, made of rubber, synthetic materials, leather, or a combination of materials (Size D 11 to 4 years)		2542				
6	Baby Overall Outerwear	Baby outerwear for a 12-month baby boy 100% polyester woven sheeting, quilted with 100% stuffing polyester padding, lining 100% polyester woven taffeta or fleece		2,542	Pieces			

7	Unisex, Winter jacket	Unisex winter jacket set for girls 5 years 100% polyester woven sheeting, quilted with stuffing 100% polyester or fleece padding, lining 100% polyester woven taffeta		2542	Pieces			
		Unisex winter jacket set for girls 12 years. 100% polyester woven sheeting, quilted with stuffing 100% polyester or fleece padding, lining 100% polyester woven taffeta		2542				
		Unisex winter jacket set for boys 5 years 100% polyester woven sheeting, quilted with stuffing 100% polyester or fleece padding, lining 100% polyester woven taffeta		2542				
		Unisex winter jacket set for boys 12 years 100% polyester woven sheeting, quilted with stuffing 100% polyester or fleece padding, lining 100% polyester woven taffeta						
8	Bag	Bag, for packing above contents, All the above contents to be packed in a luggage bag, Color: Blue, with War Child Canada (WCC) logo along with AHF logo printed on both sides. Material: polyester and black nylon, shiny Strong Handles: Easy to grab two handles on the top, Internal Features: strong zip pulls on top. One		2,542	Pieces			

		pocket with zip in it on the right side of the bag. Guarantee: at least two years"						
	Total							

Section-3: DECLARATIONS and GUARANTEES

1. No Pending Suits or Actions:

The Supplier declares and guarantees that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits, or proceedings which could or would prevent compliance with this transaction and undertakes to advise War Child Canada immediately of any such occurrence.

2. Anti-Corruption:

- a) The Supplier declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by Supplier, either directly or indirectly, as an inducement or reward for the award or execution of this transaction.
- b) The Supplier declares and guarantees that neither Supplier nor its employees involved:
- c) Were convicted by a court of law in Afghanistan/Canada or in any other jurisdiction for an offense involving bribery or corruption or.
- d) Are under sanction, for an offense involving bribery or corruption, imposed by a government, a governmental organization or a development organization providing development assistance.

3. Anti-Terrorism:

The Supplier declares and guarantees that the funding for the purposes of the agreement will not knowingly be used to benefit the following groups: (a) are not used to provide support to individuals or entities associated with terrorism; (b) are not transferred by the Vendor to any individual or entity found on the security watchlist checks below. (c) are not used, in the case of money, for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited below.

- a) US State Department: Specially Designated Nationals (SDN) <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>
- b) USAID: System Award Management System (SAMS) <http://sam.gov>
- c) Canadian Government: Listed Terrorist Entities (Currently Listed Entities). <https://www.publicsafety.gc.ca/cnt/ntnl-scr/cntr-trrrsm/lstd-ntts/index-en.aspx>
- d) UN Security Council Committee: <https://www.un.org/securitycouncil/sanctions/un-sc-consolidated-list>;
- e) It is the legal responsibility of the recipient/contractor to ensure compliance with these Executive Orders and laws stated above.
- f) War Child Canada has the right to verify and disqualify the supplier/vendors/individuals found ineligible to the above websites.

4. Controlled Substances:

In participation in this bidding, the Bidder certifies that the firm is not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during performance of this bidding process.

5. Child Protection and Safeguarding:

War Child Canada's commitment and protection on Child Safeguarding Policy: The BIDDER shall explicitly and systematically integrate safeguarding considerations (activities, outputs, results) in accordance with the UN Convention on the Rights of the Child. That the BIDDER does not engage in activities that have in any way caused harm to directly or through exploitation of a child.

I hereby certify that I fully understood, DECLARE and GUARANTEE, that I have complied to the STATEMENTS above to the best of my knowledge and belief. I have no objection to War Child Canada verifying any or all the information furnished in this document with the concerned authorities, if necessary.