

## Document 3: Instructions to Tenderers

### **1. Closing date and time for submission of tenders:**

05 December 2024 at Time 01:00 PM Hrs.

### **2. Submission of tenders**

House No.01, Street No.01, Sector No.02, Dahan - E - Nal, Bagh Bala, Kabul-Afghanistan

### **3. Timetable for provision**

To be submitted by the bidder

### **4. Language of offers**

All tender documents are to be submitted in English

### **5. Lot Wise**

Bidders cannot apply for a single Lot. Union Aid (UA) reserves the right to divide the Order Lot wise.

### **6. Period of validity of offers**

All bids must be valid for a minimum of sixty days from the tender submission date.

### **7. Currency**

AFGHANI

### **8. Terms**

The prices must include all taxes & official Commissions (3% Transportation commission), fuels, driver's Salary, Tolls, Repair and maintenance, and allied costs up to the point of delivery. The logistics agency must quote only one option for each item. Bids are received with more than one option and rates will be rejected.

The logistics agency must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently blacklisted.

### **9. Type of contract**

Service agreement

### **10. Tender guarantee**

A tender guarantee of 2% of the bid submitted must accompany the bid in the shape of bid security; favoring "Union Aid". **Bids received without a Tender Guarantee will be rejected.** If the selected bidder refuses to sign the Logistic contract, then Union Aid reserves the right to forfeit the bid security. Once the contract has been awarded to the successful bidder his/her bid security will be converted into a performance guarantee. If any selected bidder refuses to accept the order for the offered lot/lots or refuses to sign the contract, Union Aid reserves the right to forfeit the bid security of the bidder.

#### **11. Contents of tenders**

- 1) Price Schedule,
- 2) Tenderer's Relevant Experience,
- 3) Tenderer's Declaration (Signed/stamped)
- 4) Technical Specification (Where applicable)
- 5) Company Certificate of Registration (Jawaz)
- 6) Copy of the valid TIN
- 7) Profile including copies of previous Purchase Orders/Contracts for relevant experiences provided in "The Tenderer's Relevant Experience Form.
- 8) Tenders are required to prove that they have sufficient technical, Professional, and Financial Capacity to perform the contract. To that end, they must provide documentation that confirms the tenderer meets the following criteria which will apply.
- 9) Bank Statement.
- 10) Bid Security.

#### **12. Opening of tenders**

**05 December 2024** at Time 1:30 PM Hrs. at **House No.01, Street No.01, Sector No.02, Bagh Bala, Kabul-Afghanistan** in the presence of suppliers or their representatives, who wish to witness the tender opening.

#### **13. Evaluation of tenders**

The lowest price is not the sole criterion; quality, delivery time, all the Documents mentioned, and previous experience will also be considered. Bidders can't apply for a single item.

#### **14. Cancellation of the tender procedure**

The tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

#### **15. Appeals Process**

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director – Union Aid. Or you can Appeal through [crm@unionaid.org](mailto:crm@unionaid.org)

#### **16. Data protection**

Union Aid guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Union Aid guarantees the confidentiality of the procurement process.