



Invitation to Bid (ITB)

I. Vendor's Agreement with Terms and Conditions – The completion of all ITB requirements in accordance with the instructions in this ITB and submission to HARO of a quote will constitute an offer and indicate the Vendor's agreement to the terms and conditions in this ITB and any attachments hereto. HARO reserves the right to award a purchase order without discussion and/or negotiation; however, HARO also reserves the right to conduct discussions and/or negotiations, which among other things may require a Vendor(s) to revise its quote (technical and/or price. Issuance of this ITB in no way obligates HARO to award a purchase order, nor does it commit HARO to pay any costs incurred by the Vendor in preparing and submitting the quote.

II. Index of ITB -This **Invitation to Bid (ITB)** is composed of the following sections and appendices in their entirety:

Sections of ITB

Section 1 Quotation Instructions: Provides guidelines on how bidders should prepare and submit their quotations, including format, deadlines, and delivery methods.

Section 2 Description of Goods: Details the specifications, quantities, and requirements for the goods to be supplied under this ITB.

Section 3 Special Provisions: Highlights specific terms and conditions, such as delivery schedules, warranties, and compliance standards.

Section 4 Evaluation Criteria: Outlines the criteria and methodology for evaluating bids, including technical, financial, and compliance considerations.

Appendices

Appendix A: **Cover Letter:** A standard template or format for bidders to introduce their proposal formally.

Appendix B: **Detailed Cost Breakdown/Bill of Quantities Form:** A form requiring bidders to provide a detailed item-by-item cost analysis for their bid.

Appendix C: **Summary of Relevant Capability, Experience and Past Performance:** A section for bidders to demonstrate their qualifications, past experience, and ability to meet the ITB requirements.

Appendix D: **Copy of business certificate:** Requires bidders to submit proof of their legal registration and business authorization.

Appendix E: **Certification regarding Fraud and corruption.**

A declaration ensuring bidders adhere to ethical practices and comply with anti-fraud and anti-corruption standards.

III. This ITB will result in a single award to a single Vendor; however, HARO reserves the right to make multiple awards, if it is in the best interest of the project.

Composition of Quote:

Vendors shall submit his quote for items detailed in Appendix B Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through D (see above).

SECTION 1 – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION

The Vendor shall submit its best price offer/quotation as per the following requirements:



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1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Vendor. Use the template in Appendix A.
2. Vendor shall submit quotes in prescribed Format of Appendix B. And should fill complete ITB format, other format(s) will not be considered.
3. In case of price discrepancy between unit price and SUBTOTAL/GRAND TOTAL, the unit price shall prevail.
4. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
 5. HARO has the rights to increase or decrease the goods and services mentioned in this ITB
 6. HARO Payment term: will be paid upon installment received from Donor agency.
 7. Bid validity: 3 months from date of submission
8. HARO will not award a subcontract or purchase order to a Company without AISA/Ministry of Commerce Business license. A valid AISA/Ministry of Commerce Business License must be attached to the quotation.
9. Companies are requested to disclose if they have knowledge of relatives working for HARO
10. Each vendor must properly have completed and signed/Stamped the Annex E (Certification Regarding Fraud and Corruption)
 11. Prices must include delivery and transportation costs to the targeted locations.
12. The price should be quoted in AFN including all duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
13. 2% Tax will be applicable on the companies that has valid license and 7% tax will be applicable on companies that have invalid business license.

SECTION 2 – DESCRIPTION OF GOODS REQUESTED

- The (Small Business Startup Kits (Shop Items), (Male Tailoring Tool Kits) (Female Tailoring Tool Kits), (Mobile Repairing Kits) (Bicycle Repairing Tool Kits) will be delivered to the HARO warehouse upon request.
- As the Organization cannot have stored all the materials at once so the materials will be delivered in multiple Purchase orders or upon request of the Organization.

For more details, please refer to Appendix B for a list and specifications of items required.

SECTION 3 – SPECIAL PROVISIONS

The below provisions will be incorporated into any purchase order issued by HARO Credited to the firm's TIN.

3.2 Penalty Charges.

If the Vendor fails to supply the specified Goods/Services within the date stipulated, HARO shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

3.3 Inspection

HARO shall have time to time responsibility, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this Purchase Order and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.



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SECTION 4 - EVALUATION CRITERIA

All quotations received in response to this solicitation will be evaluated and scored by evaluation sub factors (if applicable). The Subcontract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. Technically Acceptable - HARO will evaluate each Vendor on its expertise and specification described in the bill of quantity
2. Cost - HARO will consider the total cost of the bid compared to the deliverables and with the bids received from other Vendors and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.
3. Past performance - The Vendor shall include complete details on past activities of similar scope and size, using the format provided in *Appendix C*, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience.

SECTION 5 – NOTICE TO THE VENDOR

1. No employee of HARO, except as provided for in this ITB, may be contacted in regard to this ITB and procurement. A Vendor, who attempts to contact or contacts other staff, may have its proposal disqualified.
2. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Vendors shall acknowledge receipt of any amendment to this solicitation by identifying the ITB and amendment number(s) and date(s) in the submittal letter accompanying the offer.
3. No offer, payment, consideration, or benefit of any kind shall be made, either directly or indirectly, as an inducement or reward for the award of a purchase order. Any such practice constitutes an illegal or corrupt practice and will be grounds for canceling the procurement, terminating a Vendors' consideration for award, or terminating the award of the purchase order for such other additional actions, civil and/or criminal, as may be applicable.



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APPENDIX A

<Date>

TO: High Afghanistan Rehabilitation Organization Procurement Department

Dear Sir,

We, the undersigned, offer to provide the **HARO- ITB# 013 Goods** (Small Business Startup Kits (Shop Items), (Male Tailoring Tool Kits) (Female Tailoring Tool Kits), (Mobile Repairing Kits) (Bicycle Repairing Tool Kits) **in** accordance with your Invitation to Bid dated <04/12/2024- to 14/12/2024> and our Proposal (Financial). Our attached quotation is for the sum of **< Total amount AFN**)

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized person

Authorized Signature:

Name and Title of Signatory:

Name of Firm: _

E-Mail:

Phone Number: _

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Appendix B

Bill Of Quantity (BOQ)
for

Table A – Small Business Startup Kit (Shop Items)

No	Items	Specifications	Unit	Qty	Unit Price	Total Price
1	بوره	Pakistani 50 KG	bag	24		
2	شیرین چای	Kenia or Korean	Kg	448		
3	شیرینی	Local Made	Kg	1200		
4	لوبیا	Tajikistani	Kg	600		
5	دال	Pakistani	Kg	600		
6	مکرونی	Irani	Carton	48		
7	مالگه	Local	Dozen	48		
8	دیگ مصالحه	Indian or Pakistani	Kg	168		
9	غوری	Dubai or Indonesia 5Kg	Dozen	24		
10	پاپر دری قسمه	Local	Carton	144		
11	دالکان دری قسمه	Irani or local Berani Dall	Carton	144		
12	اورلغید	Pakistani or Afghanistani	Carton	48		
13	الکوزی انرژي	Made in Afghanistan	Carton	72		
14	هیت انرژي	Made in Afghanistan	Carton	72		
15	جوس مختلف النوعه	Made in Afghanistan	Carton	72		
16	بیسکت مختلف النوعه	Made in Afghanistan	Carton	48		
17	پاکتی شیدی	Made in Afghanistan	Carton	48		
18	سگریٹ	Made in Afghanistan (Melano)	Dozen	288		
19	ژاولی مختلف النوعه	Made in Afghanistan	Box	120		
20	صابون (کالشنوی)	Made in Afghanistan	Carton	48		
21	کیک مختلف النوعه	Made in Afghanistan	Carton	48		
22	شفاء انرژي	Made in Afghanistan	Dozen	72		
23	نصوار	Made in Afghanistan	Dozen	360		
24	کوکاکوال یا پیپی	Made in Afghanistan	Carton	72		
25	جامو منخلو صرف	Made in Afghanistan	Carton	288		

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26	ظرف شوی شامپو	Made in Afghanistan	Carton	288		
27	چکلیت	Made in Afghanistan	Carton	24		
28	چپس پاکتی	Made in Afghanistan	Carton	120		
29	الس مینځلو صابون	Dettol Pakistani 100 gr	Dozen	48		
30	برقي تله یا ترازو	Made in China 100 Kg capacity	PC	24		

Total Cost of Small Business Startup Kit (Shop Items)	AFN.
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Bill Of Quantity (BOQ) for

Table B – Small Business Startup Kit (Male Tailoring Tool Kit)

No	Items	Specifications	Unit	Qty	Unit Price	Total Price
1	خیاطي ماشین	Made in China	PC	2		
2	برقي اوڼو	National Made in Japan	PC	2		
3	پټه	Pakistani	PC	10		
4	کینچي یا فینچي	10 Inch Pakistani	PC	2		
5	تارونه	Pakistani deferent colors	Box	40		
6	بټی	Pakistani deferent colors	Box	40		
7	خیاطي میز	120 cm * 60 cm * 40 cm	PC	2		
8	خط کش	Pakistani (still) 1 m	PC	2		
9	کچ کز	Pakistani (still)	PC	2		
10	بکرم	Pakistani	Meter	100		
11	کالر بکرم	Pakistani	Meter	100		
12	رحت نارمل	Pakistani for male	Meter	140		

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13	کمپوټری غاړی (کلدوړی یخنونه)	Herati	Set	20		
14	استدی	Pakistani	Packet	20		

Total Cost of Small Business Startup Kit (Male Tailoring)	AFN.
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Bill Of Quantity (BOQ)

for

Table C – Small Business Startup Kit (Female Tailoring Tool Kit)

No	Items	Specifications	Unit	Qty	Unit Price	Total Price
1	ماشین خیاطی برقی همراه با میز	Made in China or Irani	1	PC		
2	چوکۍ پالستیکی	Afghan Global	2	PC		
3	انو بخار	Irani	3	PC		
4	قیچی متوسط	10 Inch Pakistani	4	PC		
5	متر 1 در 1.5 میز قیچی کاری (آهنی)	Local Made 1.5 m * 1 M * 80 Cm	5	PC		
6	متر پارچه پی	Pakistani or Irani	6	PC		
7	سوزن چرخ خیاطی	Pakistani or irani	7	Pack		
8	تار خیاطی رنگ های مختلف	Pakistani or irani	8	Box		
9	سیاه و سفید (اورالک) تار سر دوزی	Pakistani or irani	9			
10	(بوکریم) الیه چسپ	Pakistani or irani	10	Pack		
11	سه ساکنه برق	Irani	11	PC		
12	روغن ماشین خیاطی	Irani	12	PC		

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13	تکه بڅمل	Pakistani or irani	13	Meters		
14	تکه ساتن	Pakistani or irani	14	Meters		
15	تکه گاج	Pakistani or irani	15	Meters		
16	مختلف النوع لباس(رنزير)زيب	Pakistani or irani	16	Dozen		

Total Cost of Small Business Startup Kit (Female Tailoring)	AFN.
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Bill Of Quantity (BOQ)

for

Table D – Small Business Startup Kit (Mobile Repairing Kit)

No	Items	Specifications	Unit	Qty	Unit Price	Total Price
1	پاور سپالي	Good Quality	PC	2		
2	پيچ کش مکمل سيټ	Good Quality	PC	2		
3	هيډ گن	Good Quality	PC	2		
4	فيچي	Good Quality	PC	2		
5	کاوه	Good Quality	PC	2		
6	يو اس بي کيبل	Good Quality	PC	2		
7	ډيجيټل ميگر	Good Quality	بونل	2		
8	پاور سپالي واير	Good Quality	PC	2		
9	کالس ماشين	Good Quality	PC	2		
10	ميزي چراغ	Good Quality	PC	2		

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11	دمبايل برس	Good Quality	PC	2		
12	گيره	Good Quality	PC	2		
13	د کاوي پايه	Good Quality	PC	2		
14	د بطري تيستر	Good Quality	PC	2		
15	کير	Good Quality	PC	2		
16	سوهان	Good Quality	PC	2		
17	چون	Good Quality	PC	2		
18	پينسونه	Good Quality	PC	2		
19	د سکرين او کالس ماشين	Good Quality	PC	2		
20	د مبايل سربش خالصوونکي	Good Quality	PC	2		
21	کور پنس	Good Quality	PC	2		
22	چارچري	Good Quality	PC	2		
23	ليم		PC	2		
24	د مبايل مختلف بورډونه	سمسنگ، نوکيا	PC	2		
25	نوکيا مبايل بطري	نوکيا	PC	10		
26	سمسنگ چارچري	تايپ سي او ساده	PC	10		
27	نوکيا چارچري	نوکيا	PC	10		
28	دسکرين د جال کولو سيم		PC	2		
29	نير		PC	2		
30	جمپرلين		PC	2		
31	پيسټ		PC	2		
32	هيت گن د کاوي نوکان		PC	2		

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33	سکرین سربیس		PC	2	
34	سربیس کالس او سکرین		PC	2	
35	سپری لرونکی الفی		PC	2	
36	نوکیا مایل سکرین	نوکیا	PC	4	
37	سمسنگ مایل سکرین	سمسنگ	PC	4	
38	چارجر جیک		PC	10	
39	مایک		PC	10	
40	مختلف سپیری	نوکیا، سمسنگ او نور	PC	10	
41	سپری د مایل لپاره		PC	10	
42	لور مادل مایلونو سکرینونه	تچ مایلونو سکرینونه	PC	4	
43	نوکیا جور مایلونه	نوکیا مختلف ماډلونه	PC	4	
44	سمسنگ جور مایلونه	سمسنگ مختلف ماډلونه	PC	4	
45	سیم کارډ جیک	نوکیا او سمسنگ	PC	10	
46	بطری کنکیر	نوکیا او سمسنگ	PC	6	
47	ډینر ډیوډ		PC	6	
48	350 اومس ډیوډ		PC	4	
49	ساده الیب د مایل	د مختلفو مایلونو لپاره	PC	4	
50	د چارجر ای سی	د مختلفو مایلونو لپاره	PC	4	

Total Cost of Small Business Startup Kit (Mobile Repairing)

AFN.

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for

Table E – Small Business Startup Kit (Bicycle Repairing Tool Kit)

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No	Items	Specifications	Unit	Qty	Unit Price	Total Price
1	پانه مختلف	China 13, 14,15,16 & 17 number	1	Set		
2	پالس	Made in China normal size	1	PC		
3	سک پالس	Made in China normal size	1	PC		
4	پیچ پالس	Made in China normal size	1	PC		
5	رات	China 13, 14,15,16 & 17 number	1	Set		
6	ریبجونه	China 13, 14,15,16 & 17 number	1	Set		
7	پینه	Made in China	14	PC		
8	سوان	Made in China normal size	2	PC		
9	متوسط سائز (سلیش بوتل)	Pakistani	1	Dozen		
10	تیرونه	India or Thailand size from 8 to 27	1	Set		
11	توپونه	India or Thailand size from 8 to 27	1	Set		
12	د بایسکل چین (غاب قاب)	Pakistani	1	Dozen		
13	چینونه	India or Thailand size from 8 to 27	1	Set		
14	چینونو سامان	India or Thailand size from 8 to 27	1	Set		
15	د بایسکل چوکي یا زین	Made in China normal size	12	PC		
16	ستاین	Made in China normal size	12	PC		
17	د بایسکل کنجوغه	Made in China normal size	12	PC		
18	جالی	Made in China normal size	12	PC		
19	بریک تار	Made in China normal size	24	PC		
20	برینگان	Made in China normal size	12	PC		
21	د بایسکل مکمله پایه	India or Thailand size from 8 to 27	1	Set		
22	پیدل	India or Thailand size from 8 to 27	1	Set		
23	صندوق	Local made (metallic)	1	PC		
24	پمونه	Made in China normal size	2	PC		
25	چری یا ساچمي	Made in China normal size	2	PC		
26	گریس	Made in China	2	PC		

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27	موبالين	Pakistani	1	Liter		
28	ليدر بريك	Made in China normal size	4	PC		
29	200 تيل	Irani	5	Liter		
30	ديكروشين سامان	Pakistani	1	PC		
31	چوكي ناستي لپاره	Afghan Global	2	PC		

Total Cost of Small Business Startup Kit (Mobile Repairing)	AFN.
Grand Total = Table A+B+C+D+E	AFN.
Grand Total in Words:	

BOQ of Refreshment Items

Additional Required Information		
No	Description / Question	Response
1.00	Validity of Bid Price:	3 Months
2.00	Delivery Period:	As per Agreement
3.00	Payment terms:	Cheque /Cash



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Appendix C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Vendors Capacity and Business background

NO	Name of the Contractor/Supplier	Goods/Items /Service Completed/Supplied	Business Background	TIN NO	Contact No



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APPENDIX D BUSINESS LICENSE/CERTIFICATE

Please Attach a Valid AISA or Ministry of Commerce Business license



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ANNEX E

CERTIFICATION REGARDING FRAUD AND CORRUPTION

HARO treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated and HARO employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Should any employee from HARO ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in order to (a) participate in or to win an award, or (b) have any aspect of your work or invoices approved, or (c) resume work at a work site, or (d) threatens that any aspect of your work performance or payment request will be delayed or rejected without payment of a fee or bribe, or (e) Other illegal use of an official HARO position, you are asked to immediately report the incident to Procurement at the email address: procurement@haro.org.af.

If you would prefer, you may call the Logistic/Supply Officer at 0785104378 and we ensure anonymity and an unbiased, serious review and treatment of the information provided.

Further, HARO will not tolerate any of its grantees or vendors attempting to bribe or making payments to any employee in order to (a) participate in or to win an award, or (b) have any aspect of your work or invoices approved, or (c) resume work at a work site. In the event HARO finds that a grantee/vendor has paid or attempted to pay a bribe to HARO employee, any current awards to the organization will be terminated and the organization will not be eligible for further awards with HARO

With my signature below, I certify that neither myself nor any of the employees of (Name of the Company) will attempt to bribe or make any payments to HARO employees in return for (a) participation in or to award of a contract, or (b) having any aspect of your work or invoices approved, or (c) to resume work at a work site. Should any employee from HARO ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in return for anything of value as listed above, the organization agrees to immediately report the incident to HARO Director.

Name of the Company: _

Name of Authorized Signatory: _

Title: President

Signature/Stamp:

Date:



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