



Request for Expression of Interest (REOI)

For Supplier Registration

Invitation to Submit Expression of Interest (EOI) for Provision of Goods, Services, Logistics, Rentals, Constructions, Audit, Fuel Supply, Transportation, Agriculture, information technolog (IT), internet Services providers (ISP), Money Services Provider (MSP), Consultancy, and Other Categories companies Supporting NGOs



01_December_2024

www.acdo-af.org
program@acdo-aaf.org



Summary

EOI Number	ACDO-EOI#01-2024
Announcement Type	Expression of interest (EOI)
Subject	Invitation to Submit Expression of Interest (EOI) for Provision of Goods, Services, Logistics, Rentals, Constructions, Audit, Fuel Supply, Transportation, Agriculture, information technolog (IT), internet Services providers (ISP), Money Services Provider (MSP), Consultancy, and Other Categories companies Supporting NGOs in Afghanistan
Issue Date	December -01- 2024
Closing Date and time	December -10, 2024 – 3:00 PM Afghanistan Standard Time

Introduction of the Organization:

The Asia Community Development Organization (ACDO) is an Afghan non-governmental, non-political, and non-profit humanitarian organization established in 2014 and registered with the Government of Afghanistan under the supervision of the Ministry of Economy (MoEc) with a mission to provide humanitarian and development assistance to the vulnerable, at-risk, and deprived people throughout the country. ACDO responds to the needs of deprived and marginalized rural and urban communities by managing and utilizing the available scarce resources in a well-organized, efficient, effective, transparent, and dignified manner to enhance resilience, boost access to education, health services, and infrastructure, ensures food and livelihood security, and promotes social protection and inclusion.

ACDO has an active presence in most parts of the country and is committed to expanding its operations to the remaining provinces, aiming to be one of the country's flagship organizations that deliver and support a massive number of people who have been affected by prolonged and sudden emergency circumstances in Afghanistan. Regardless of the arduous circumstances in Afghanistan, ACDO has managed to deliver humanitarian and development assistance in most parts of the country since its establishment. ACDO has always honored and adhered to the four fundamental humanitarian principles of humanity; independence; neutrality; and impartiality.

1. The Purpose of this request for Expression of interest.

ACDO is going to select vinders/suppliers and make its database for different categories of suppliers to provide ACDO with Goods, Services, Logistics, Rentals, Constructions, Audit, Fuel Supply, Transportation, Agriculture, information technolog (IT), internet Services providers (ISP),

Money Services Provider (MSP), Consultancy, and Other Categories companies in its operational areas.

ACDO invites all qualified and eligible vendors/suppliers to submit the REOI for the following purpose.

2. Categories of Goods and Services.

- Non-Food items: Supply of hygiene kits, teachers/students kits, water kits, dignity kits, winterization kits , and equipment needed for various projects.
- PPE(Personal protection equipments):
- Accommodation, hall rental, and catering (breakfast, lunch and refreshment)
- Stationary
- Logistics: Transportation, storage, and supply chain solutions for efficient delivery of goods and materials.
- Solar Panels and accessories
- Rentals: Provision of office spaces, warehouses, vehicles, and other assets on a rental basis.
- Food items
- Medicines, Medical equipments and supplies
- Construction: Infrastructure development, including building, renovation, and maintenance services.
- Audit Services: Financial audits, compliance reviews, and related consultancy services.
- Fuel Supply: Provision of fuel for vehicles, generators, and other equipment.
- Transportation Services: Passenger and goods transport solutions for NGO operations.
- Agriculture: Supply of agricultural tools, seeds, fertilizers, and other inputs to support development projects.
- Information Technology (IT): Hardware, software, and IT support services.
- Internet Service Providers (ISP): Reliable internet connectivity solutions for office and field operations.
- Money Service Providers (MSP): Financial transaction and money transfer services.
- Consultancy Services: Professional expertise for project management, capacity building, and specialized fields.

Other Services: Any other relevant services or goods that align with the operational needs of NGOs.

Companies expressing interest must demonstrate experience, capacity, and compliance with procurement standards to support NGO initiatives in Afghanistan effectively.

3. Language of submitted REOI:

- The REOI, as well as all correspondence and documents relating to the REOI shall be written in English.

- Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required)

4. Eligibility Criteria:

Interested suppliers must meet the following eligibility criteria.

1. Cover letter explaining the vendors interest in providing the services to the ACDO
2. Business License: A valid business license must be provided.
3. Color copies of sresident and vice presedent passport and national ID
4. Similar Experiences: Suppliers should provide proof of similar experience in the relevant sectors (eg., NGO work or the specific goods/Services required)
5. Copies of POs, conctrcts, and certificates from major clients.
6. A company profile that provides an overview of the supplier's experience, expertise, and capabilities.
7. CVs: Provide CVs of key personnel involed in the provision of the goods/services.
8. Bank Statement: Recent bank statements to verify financial stability.
9. Work-related documents: Any other relevant documents such as project completion certificates, reference,or proof of similar work done in the past.
10. Contact information (phone number, email,)
11. Tax clearance certificate for the year 1401-1402 and tax clearance letter for the first of 1403.
12. Official Bank Account Details.
13. The company must be registered with AISA or any other government agencies in Afghanistan.

5. Schedule & deadline for submission:

DETAIL	DATE	TIME*
Announcement of	December-01-2024	09:00 AM
Deadline for request for any clarifications from ACDO	December-05-2024	3:00 PM
Deadline for submission of EOI (receiving date, not sending date)	December-10-2024	03:00 PM
Notification of award to the successful vendor	TBT	
Signature of the contract	TBD	

All times are set in the local time of Afghanistan and ACDO reserves the right to modify this schedule.

6. Clarification and REOI Submission:

Interested Suppliers should submit the required documents via Email procurement@acdo-af.org
Phone#: +93777616716

or

Please submit your EOI to the requirements detailed below:

Complete Hard sealed EOI documents should be submitted to the Asia Community Development Organization (ACDO) Head Office at **House # 14, Street# 6, (Shirpoor), PD # 10, Kabul, Afghanistan no later than December-10-2024– 3:00 PM Afghanistan Kabul Time.**

7. Compliance and Rejection of REOI:

ACDO reserves the right to reject all EOI not submitted in the format specified and any Eoi where any of the required forms are not completed. Therefore, the Asia Community Development Organization is under no obligation to accept any EOI.

7. Sealing and Marking of the REOI Documents:

- Be addressed to the logistics/procurement department of Asia Community Development Organization.
- No other markings should be on the envelope.
- If any envelope is not sealed and marked as required, the Asia Community Development Organization has the right to reject such an offer.
- Email/Phone Number

8. Rules and procedures for EOI registration:

ACDO shall undertake a thorough examination of all legal documentation and other relevant information submitted by suppliers to verify their eligibility.

- Completeness and accuracy of documents.
- Supplier experience and reputation in the market.
- Financial stability and ability to deliver goods/services.
- Establish a committee to review and approve qualified suppliers.

9. Supplier General Details:

a. General information:

Please fill in the below table with the required information

Supplier/Company Name:	
------------------------	--

Company Registration No.	
Country of Company Registration	
Nature of primary business/trade:	
Registration date: (only for Company)	
Expiry date: (only for Company)	
The legal status of the company (e.g. partnership, private limited company)	
Primary contact name:	
Job title (only for the Company):	
Primary contacts address:	
Phone:	
Email:	

b. Owners' information:

Please fill in the below table with the required information

Full Name	
Tazkira no	
Year of birth	
Place of birth	
Permanent Address	
Current Address	
Contact Detail (phone and email address)	

10. Supplier Declaration Request for Expression of Interest (REOI)

I, the undersigned, hereby certify that our Expression of Interest (EOI) represents a genuine and competitive offer.

This declaration is made in good faith, with the intention of being a responsible and reliable

supplier for the requested goods/services.

I further confirm that ACDO may rely on the statements made herein during its consideration of our REOI registration and any subsequent evaluations.

Name of Signatory: -----

Title of signatory: -----

Signature: -----

Date of signing: -----