



# Afghanistan Social and Legal Organization (ASLO)

موسسه اجتماعی و حقوقی افغانستان

REQUEST FOR QUOTATION (RFQ)  
Procurement of Heating Woods

**Tender Reference: ASLO-IRC-BDG-2024-Dec-001**

**Date of Invitation: 12 December 2024**

## INVITATION TO TENDER - PROCUREMENT of Winterization (heating Woods) for CBE Classes in Logar province

### Summary

RFQ Number	<b>ASLO-IRC-BDG-2024-Dec-001</b>
Announcement Type	RFQ
Contract Title	Procurement of heating Woods for Kharwar, Baraki Barak, Khoshi, M.Agha, and Puli Alam of Logar province
Issue Date	Dec 9, 2024
Closing Date and time	December 11, 2023 – 3:00 PM Afghanistan Standard Time

**Tender Reference: ASLO-IRC-BDG-2024-Dec-001**

**Date of Invitation: 12 /Dec/2024**

### Introduction to the organization

Afghanistan Social and Legal Organization (ASLO) is a non-government, not-for-profit, and non-partisan organization ASLO was established in 2013 by educated and experienced Afghan volunteers (women and Girls, Men and boys).

The initial aim of the organization was to provide awareness for the women and girls under the victims and support the women and men Afghan war victims in the field; gradually the focus shifted to assisting the rehabilitation of rural and urban life and working with communities for sustainable development in Afghanistan.

ASLO develops its new five-year strategic plan for 2021 – 2025 which clearly reflects the mission and vision of the organization.

ASLO is registered with Ministry of Economy of Islamic Republic of Afghanistan. The organization was informally established in 2012 and was officially registered with the ministry of economy of the Islamic Republic of Afghanistan in 2013.

Registration number (2852) was awarded to ASLO through the NGOs Department of the Ministry of Economy Kabul Afghanistan.

Afghanistan Social and Legal Organization (ASLO) Main office is in Kabul and operates and presence in Takhar, Kunar, Maidan Wardak, Badakhshan, Kandahar, Sari-pul, Baghlan, Kunduz, Badghis, Dykondi, Faryab, Ghazni, Logar, Khost, Paktai, and Herat provinces.

ASLO is currently working in the following sectors in Afghanistan with the support of National and international organizations.

- Education.
- Humanitarian aid and Emergency responses.
- Child Protection
- Health
- Wash and sanitation.
- Education.
- Agriculture and livestock.
- Health& Nutrition.
- Income generation.
- Disaster Risk Reduction (DRR).
- Rural development and social protection,
- Research, Survey
- Gender-based Violence and Gender equality/equity.
- Women empowerment.

### **Details Description of PROCUREMENT of Winterization (heating Woods) for CBE Classes in Logar province.**

#### **1. Background**

ASLO invites qualified vendors to submit bids for the supply of heating wood for classroom heating under the GPE project in Logar provinces. This is a national open tender process. Interested vendors must complete the required information in the provided tender package and submit their bids before the specified deadline. Please note that only complete submissions will be considered; incomplete bids will be automatically disqualified.

#### **3. Scope of Work**

The specified materials must be delivered to each CBE class across five districts of Logar province within one week of signing the contract with the selected firm/company. Failure to deliver the materials within the agreed timeline will result in a penalty of 1% per day of delay, which will be deducted from the company's final payment by the ASLO office.

#### **Description of Goods**

The tender shall invite bids for the supply of firewood that meets the following specifications:

- **Type:** Firewood, from the mulberry tree, Balut dry wood, or equivalent suitable for burning (چوب خشک توت، زردالو، انار، بلوت)
- **Moisture Content:** Below 20% for efficient burning and heat output.

- **Quantity: 119425 KG**
- **Transportation:** Loading, Unloading, and transportation cost included
- **Packaging:** Bundled or stacked for easy transportation and storage.

#### 4. Specific requirements for tenders

- Price should be given in: AFN.
- ASLO may reduce, increase, or cancel the quantity of any specific item before the contract is made. Unit prices in tenders must remain the same even if there is a reduction in the quantities of up to 50%.
- Supplier is responsible for delivering all materials to the ASLO project area as per the above-mentioned addresses, any potential risk of loss or damage of the materials before delivery to ASLO will be the responsibility of the supplier and therefore the supplier will bear the financial cost related to damage or loss of the materials.

#### Instructions for submitting tenders

**Deadline:** Tenders must be submitted no later than **12/Dec/2024**. Tenders submitted after this time will not be considered.

#### Where and how to submit tenders:

##### To submit the tender the following 2 options are possible:

- Winterization (Woods): Bidders can be submitted within a sealed envelope with the company stamp and title “winterization(heating woods) ” and the tender reference ASLO-IRC-BDG-2024-Dec-001, delivered in person or by post to the following address: House # 28,Old Taimani, Street # 6, Kabul, Afghanistan.
- Winterization (Woods): tenders can be submitted via email to [kabul.admin@aslo.org.af](mailto:kabul.admin@aslo.org.af) CC [finance.manager@aslo.org.af](mailto:finance.manager@aslo.org.af) [abdul.salam.ahmadi@aslo.org.af](mailto:abdul.salam.ahmadi@aslo.org.af) +93 (0) 0786493246
- With the subject “ winterization(heating woods) ” and the tender reference: ASLO-IRC-BDG-2024-Dec-001.

#### Language of tenders:

The tenders must be in **English**. Supporting documents can be provided by the bidder in the local language.

#### The submitted tender package must include (Mandatory):

- The complete offer with total prices and relevant details, including Loading, Unloading and Transportation costs.
- Part 1 of the Supplier Due Diligence Form – completed, signed, and stamped, confirming that the supplier does not match any of the exclusion criteria.
- A copy of the company’s registration license from the Ministry of Commerce and a Valid TIN Certificate.
- Proof of past successful services/works
- At least [3] relevant references for contracts of a similar nature or size
- Annual Turn over
- One-year Tax Clearance certificate.

Tenders which are incomplete or not submitted as described above will be excluded. Suppliers are requested to present their best offer in their initial tender. ASLO will not negotiate with suppliers on the price of the tenders received.

If you have questions about the invitation to tender requirements, please send these in writing to

[kabul.admin@aslo.org.af](mailto:kabul.admin@aslo.org.af) +93 (0) 799099701 Please do **not** send tenders to this address. It is forbidden to discuss price with this contact person and this person will not be involved in the decision-making for this contract.

### Selection Criteria

ASLO selects suppliers to be awarded for a contract based on value for money, according to requirements and principles of humanitarian aid. For this tender, the following criteria will be considered:

Award Criteria	Percentage (%) of scoring
Past relevant experience and documents	20%
Best quality, application, and show of documents	30%
Lowest price	40%
On-time delivery and work plan	10%
Total of scoring	100%

1. **Cost:** cost of the items and transport
2. **Quality & technical requirements:** do the items meet the quality requirements and technical specifications? The germination rate should be more than 96%. The germination rate will be tested for the sample and the full amount delivered.
3. **Timing:** realistic and efficient delivery of the items to the destination
4. **Evidence of capacity and reliability:** based on ASLO's past positive experience with the supplier, references from other humanitarian organizations, evidence of similar contracts in the past, and/or a possible inspection visit by members of the tender committee.
5. **Environmental impact:** preference will be given to environmentally friendly products and products with low plastic packaging.

The final decision regarding tenders will be made by ASLO headquarters. There will be no negotiation with bidders.

### 5. Duration

The project is expected to be completed within **[10 Days]**, commencing from the date of contract signing.

### 10. Terms of Payment:

Payment for the audit services will be made as follows:

- 20% upon the signing of the contract,
- 80% upon the completion of the work.

## **Exclusion Criteria**

The submitted bid **must include all the documents listed in the list here above** (tender package) as well as:

- **License:** Registration license from the Ministry of Commerce and Valid TIN Certificate.
- **Tax Clearance:** Tax clearance certificate.
- **Relevant Experience:** Proof of past successful services/works
- **Registration Certificate with the Government**

If any of the listed documents is missing the bid will be excluded from consideration.

In addition, if any of the following are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with ASLO. The bidder may also be blacklisted for participation in future ASLO procurements.

## **Violations of sanctions & support for terrorism**

- a) The company, organization, or individual associated with the tender is listed in the sanction and embargo list of the UN Security Council, the European Union or EU Member States, United States (OFAC) or United Kingdom (OFSI).
- b) They have provided support (material or other) or any resource to any individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or to anyone who acts as an agent for such an individual or entity;
- c) They have an association with a designated terrorist entity or their ownership, control, or influence;
- d) They are not compliant with laws and regulations stipulated by the UN Security Council Counter-Terrorism and Sanctions policies, as well as those stipulated by the European Union and its member states, the United Kingdom, or the United States of America.

## **Unacceptable interaction with ASLO**

- e) They have engaged in corrupt, fraudulent, collusive, or coercive practices in their interactions with ASLO or its partners in relation to the current procurement process or any time in the past;
- f) They are subject to a conflict of interest. If there is any personal or business relationship between the bidder and ASLO staff, its partners, or its donors, the bidder must state this at the time of tendering, and this may result in the exclusion of the bidder;
- g) Following another procurement procedure or grant award procedure with ASLO, its partners, or financed by the European Union, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- h) They are guilty of misrepresenting the information required by ASLO as part of the procurement procedure or failing to supply this information.

## **Unethical practices by the bidder**

- i) They are engaged in the exploitation of child labor or other forms of trafficking in human beings;
- j) They do not respect their employees' basic social rights and working conditions as per international labor standards;
- k) They are actively supporting a conflict or are engaged in the manufacture of arms and/or landmines, or the sale of such to governments, which systematically violate the

human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardize regional peace and security.

- l) They are involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones, and rare earths.
- m) They are engaged in activities that directly cause harm to the population that ASLO is aiming to assist, including environmental harm to their communities.

#### **Unacceptable legal situation of the bidder**

- n) They are bankrupt, subject to insolvency, or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- o) It has been established by a court's final judgment or by any means that ASLO can justify that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence.
- p) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws;
- q) They have been the subject of a court's final judgement for acts of fraud, corruption, involvement in a criminal organization, money laundering, hiding unlawfully obtained financial benefits, or any other illegal activity detrimental to ASLO or its donors' financial interests;
- Bidders must complete and sign the 'Supplier Due Diligence Form' and submit this together with their tender documents to confirm that they are not in one of the situations listed above. Even if such confirmation is given by a bidder, ASLO will investigate any of the situations listed above if it has reasonable grounds to doubt the contents of such confirmation.

#### **Anti-Fraud Policy**

- ASLO has a zero-tolerance approach towards corruption and fraud in all its forms. ASLO aims to prevent fraudulent activities and to respond to any allegations or potential fraud swiftly and effectively. In line with ASLO's Anti-Fraud Policy, which can be viewed on the [www.aslo.org.af](http://www.aslo.org.af), ASLO requires the supplier to report any suspected fraud, waste, theft or abuse to ASLO. Any reports of such misconduct can be reported to ASLO headquarters through contact details on the website.

#### **How will ASLO decide who wins the contract?**

- ASLO has a Tender Committee made up of at least 3 members who will open and evaluate all tenders received. We will first check that all tenders are complete and submitted on time. Incomplete or late tenders will be rejected. We will then evaluate the tenders against the Selection Criteria listed above and select the supplier which offers the lowest price *and* best matches all the

- Other selection Criteria. ASLO will test the germination rate of the seed as part of the selection process. Any supplier who matches one of the Exclusion Criteria will be rejected. No negotiations will take place with suppliers.

## Payment

- Bidders should be aware that if they are selected for this contract, payment will be made on the following terms: **Payment will be** made by transfer to the bank account of supplier, and the supplier should submit details of the bank account together with this quotation, the bank account must be under the company name. The invoice from the chosen supplier should include information about the supplier's address.
- In case the financial system remains unstable and bank transfers remain a not available option, the payment will be made in cash. The supplier should submit the invoice that must include all the relevant information needed for the payment including the supplier's address.
- In case of incomplete delivery, ASLO will pay only for the quantity received or work delivered, on a pro-rata basis, according to the report by the official inspection company.
- In case of delivery of more than the amount specified in the Purchase Order the chosen supplier will be paid only for the quantity specified in the Purchase Order.
- Payment will be made within 7 days after presentation of all the required documents including written confirmation from the Consignee.
- Payment will be made in Afghani.
- The price mentioned in the bid should be fixed and free from possible currency fluctuations. Please note that the contract will include the agreed **15/Dec/2024 and penalties may be applied for late delivery of Goods.**
- **Annexes**
- Winterization Request for Quotation Form.
- Supplier Due Diligence Form, Part 1.



## The BoQ For procurement of wood:

Contractors are requested to visit the project site before filling out the Bill of Quantity (BoQ) and provide their rates for each item accurately:

Logar provincc province										
Sr.No	Districts	Item description	# of classes	Unit	Per Day	Total Days	Total KG	Unit cost/Per KG	Total cost/Af	Total Cost (USD)
1	Kharwar	Total 29400 Kg Wood for 70 CBE classes, each class per day 6 Kg, for per 3 academic months (70 days)	70	Kg	6	70	29400			
2	Baraki Barak	Total 28980 Kg Wood for 69 CBE classes, each class per day 6 Kg, for per 3 academic months (70 days)	69	Kg	6	70	28980			
3	Khoshi	Total 2520 Kg Wood for 6 CBE classes, each class per day 6 Kg, for per 3 academic months (70 days)	6	Kg	6	70	2520			
4	Mohammad Agha	Total 26880 Kg Wood for 64 CBE classes, each class per day 6 Kg, for per 3 academic months (70 days)	64	Kg	6	70	26880			
5	Pul-e-Alam	Total 30240 Kg Wood for 72 CBE classes, each class per day 6 Kg, for per 3 academic months (70 days)	72	Kg	6	70	30240			
<b>Total</b>			<b>281</b>				<b>118,020.00</b>			

Grand Total PRICE PROPOSAL				
No	Item	Contents/Description	Unit	Total Cost (AFN)
1	Heating dry woods heaters/Stove	118,020 Kg for 281 CBE classes	Kg	
<b>Grand Total in AFN</b>				

The above-mentioned material shall be delivered to Logar and targeted Districts within one week Days  
 All winterization items should be distributed to the CBEs of each district with the specified amount.  
 Transportation of kits to each CBE class would responsibility of the supplier.

Vendor previous experience form

The Bidder is requested to provide **evidence of previous experience** in the form of Contracts, Completion Certificates, Handover Documents, etc.

No.	Name of Project / Type of Work	Client name, email. Phone	The total value of the performed works ( ..... )	Duration of the works contract	Starting date	Ending date	Contracting Authority and Place
1							
2							
3							
4							
5							

## Bidder's 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 (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)	

c. Beneficiaries bank account details:

Beneficiary name:	
Beneficiary Account Number:	
Beneficiary Bank Name:	
Bank branch Name:	
SWIFT:	
Bank address:	

**Confirmation of Bidder's compliance:**

I, the undersigned Bidder, hereby affirm that our submission represents a genuine and competitive offer. We confirm our eligibility to participate in the procurement process and our compliance with the eligibility criteria outlined in the Invitation to Bid. Furthermore, we certify that the quoted prices are firm and fixed for the entire validity period and will not be subject to any amendments or adjustments.

I confirm that ASLO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: -----

Title of signatory: -----

Signature: -----

Date of signing: -----