

Call for Vendors Registration

Issuance Date: Jan 09, 2025,

Closing Date: Feb 09, 2025

Dear Valued Vendors,

Jhpiego Afghanistan is pleased to announce an open call for vendor registrations across various categories. We are looking to expand our network of suppliers and partners to support our ongoing and future procurements in 5 cities: Kabul, Jalalabad, Herat, Mazar-e-Sharif, and Kandahar.

This is an excellent opportunity for vendors to collaborate with us and contribute to our mission.

Categories for Vendor Registration:

1. Food & Medical Supplies

- Food & cleaning supplies
- Pharmaceuticals supplies
- Oxygen supplies
- Food Package for MDR TB
- Medical consumable items
- Medical equipment

2. Office and Workshop Supplies:

- Stationery for office
- Printings
- Drinking water
- Refreshments for workshops
- Lunch for workshops
- Liquid gas with delivery (including 20 Kg balloons)
- Septic tankers for cleaning septic wells

3. Fuel and Vehicle Services:

- Fuel for generators & vehicles
- Vehicle oil services
- Vehicle Maintenance

4. Accommodation Services:

- Accommodation for staff, Hotel Services

5. Travel and Transportation:

- Air tickets
- Transportation services/vehicle rentals,

6. Internet and Communication Services:

- ISP for PTP
- ISP Fiber services
- Vehicle tracking & mobile data SIM card
- Mobile top-up cards
- CCTV services

7. Goods:

- Electronic items.
- Furniture's.
- IT equipment & material

How to Register:

1. Complete the Registration Form:

- Fill out the attached vendor registration form with your company details, contact information, and the products or services you offer.

2. Submit Required Documents:

- Valid business license
- Official bank account details.
- Tax Identification Number (TIN)
- Relevant Certifications and similar contracts.
- Product/service catalogs if applicable.
- Relevant previous experiences and contact details previous Client(s).

Submission: Please submit the duly filled vendor registration form and the listed supporting documents to af.procurement@jhpiego.org. and please Make sure you mention the category of your services and the city you operate in, in the subject of your email.

3. Review and Approval:

- Our procurement team will review your application and contact you if additional information is needed. Approved vendors will be notified via email.

Benefits of Registering:

- Gain access to potential business opportunities with Jhpiego Afghanistan.
- Stay informed about upcoming procurements and bidding opportunities.
- Build a long-term partnership with a leading company in the industry.

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Deadline for Registration:

Please submit your registration documents by [Registration Deadline Date Feb 09, 2025].

We look forward to building successful partnerships with you. For any questions or assistance with the registration process, please contact our procurement team at af.procurement@jhpiego.org.

I appreciate your interest in partnering with Jhpiego Afghanistan.

Yours Sincerely,

Jhpiego Afghanistan
Urban Health Initiative Project
COP/DCOP

Stig Hansen

Jan 08 2025

VENDOR

Company name: _____
Representative name: _____
Signature & Stamp _____
Date: _____



Saving lives. Improving health.
Transforming futures.

Vendor Information/Pre-qualification Form

This Pre-qualification Form is to be completed by prospective Vendors/Service Providers desirous of providing goods/services to Jhpiego. Prospective Vendors must complete this Form accurately and in its entirety. Prospective Vendors understand and accept that completion of this Form does not constitute prequalification, nor does it guarantee an award of contract.

Company Information

Company /Vendor Name:		
Please list any Affiliates, Subsidiaries, etc (if applicable):		
Office Address:		
Are you a service provider, an agent, wholesaler or manufacturer		
If service provider, agent/wholesaler: store or service location		
If manufacturer: factory location		
Name of Contact Person:		
Phone Number (s)		
Company Email Address(s)		
Website Add (if any)		

Business Profile

Year company formed	
Trade License Number/ Commercial Registration Number	
Country/ City of Registration	

PIN No		VAT No	
Name of Bank			
Bank Branch			
Bank Account Name			
Bank Account Number			
IBAN Number			
SWIFT/ BIC			

Business Activities

What are the main business activities of your company? Please include any specialized services/goods offered.

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How many staff does your company have?

What geographical location(s) you operate?

Does your company / products offered possess any international approved quality certification (ISO, EQM etc)

Do you offer delivery of goods to the buyer's designated location? (Yes/No)

Business Experience

Please provide your company's work experience relevant to provision of goods/services.(Year in business and main customers)

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Vendor Information Form

Vendors Conflict of Interest Statement

I/We,hereby certify that:
(Name of Vendor)

a) I/We will not offer, promise or provide to any Jhpiego employee or family member a bribe, favor, cash, gratuity, entertainment or anything of value to obtain favorable treatment, business or contract from Jhpiego. I/We also understand that Jhpiego employees are similarly prohibited from soliciting such favors from vendors.

Any gifts provided by vendors will be addressed to Jhpiego and benefit shared among all staff members or at the discretion of the Country Director or his designee.

b) I/We will not enter into a financial or any other relationship with a Jhpiego employee that creates any actual or potential conflict of interest for Jhpiego. I understand that a conflict of interest arises when the material personal interests of the Jhpiego employee are inconsistent with the responsibilities of his/her position with Jhpiego. All such conflicts must be disclosed and corrected.

c) I/We will declare the name of any relative or friend holding a management position such as director, officer or employee working with Jhpiego.

Name: _____ Sign:

Title: _____ Date: _____

Kindly attach copies of the Registration documents, Pin certificate, VAT certificate, Business card if any.

For finance and administrative use only

Has a sentinel check for the vendor been done: Yes No

If No give reason _____

Vendor addition requested by: _____

Sign:

Date: _____

Vendor addition approved by: _____

Sign:

Date: _____