**OHW: INVITATION TO BID (ITB-OHW-Herat-ITB-25-01)**

Announce No. OHW-ITB-OHW-Herat-ITB-25-01

Issue Date: 09-Jan-2025

Deadline for Receipt: 20-Jan-2025

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**Request for Invitation to Bid**

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| **1. ITB No.** | OHW-ITB-OHW-Herat-ITB-25-01 |
| **2. Issue Date** | 09-Jan-2025 |
| **3. Goods** | Winterization food package |
| **4. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Nangarhar office & OHW Kabul Project office before the closing date. The address are as follows:    **OHW-Herat Office:** District#1, Road Qolo Urdu, Jada Bagh Sara, Street Nanwae, House#1 -Herat/ Afghanistan.  **OHW-Kabul main Office:** Street # 07, House # 08, District 10, Taimani, Kabul Afghanistan  **Contact Email:** For any kind of information.  **Email Address:** [**logistics.kbl@ohw.org.af**](mailto:logistics.kbl@ohw.org.af)  **Phone:** 0728530105 |
| **5.** **ESSENTIAL CRITERIA** | Bidders are required to complete all sections of the below table else will be considered as dis-qualified bidder.   |  |  |  |  | | --- | --- | --- | --- | | **S/N** | **Question** | **Bidder Response** | | | 1 | Supplier accepts OHW ’s Terms and Conditions detailed in Appendix 1 of the ITB, and accepts that all work will be completed under pre-agreed FWA . | Yes / No | Comments / Attachments | |  |  | | 2 | The Supplier and its staff (and any sub-contractors used) agree to comply with OHW policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Conditions of Tendering. | Yes / No | Comments | |  |  | | 3 | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that OHW will undertake independent checks to validate this. | Yes / No | Comments | |  |  | | 4 | - Business registration License/certificate in Afghanistan  - Tax Identification Number  - Bank account details by the name of company | Yes / No | Comments | |  |  | |
| **6.** CAPABILITY & SUSTAINABILITY QUESTIONS | Instructions – Bidders are required to complete all sections of the below table.   |  |  |  |  | | --- | --- | --- | --- | | S/N | Score | Question | Bidder Response | | 1 | 6 | **Experience**  Ensure 2 contracts copies provided which shows working in the similar/relevant area with UN, NGO/INGOs for the last three years.  Each Contract will get 3 marks |  | | 2 | 12 | **Sampling**  Provide sample for winterization food package (with the company stamp and detailed specification including price) for physical verification by committee members  12 marks for high quality samples,  6 marks for medium quality samples  and zero for low quality or lack of samples  Only Qualified Shortlisted Bidders will be requested to |  | | 3 | 10 | **Volume and Lead Times**  The supplier must provide accurate delivery lead time for each Winterization food package as listed below. The Procurement Committee members will give marks based on short delivery dates provided by suppliers reflecting accurate lead time. Please provide the confirmation letter for this part. The lead time will be part of the FWA, and if not met will be subject to penalty as stipulated in the contract.   * 1-4 days lead time (10 marks) ===============> * 1-6 days lead time (5 marks) =============> * 1-8 days lead time (3 marks) ===========> |  | | 4 | 2 | **Financial Check**  Tax clearance certificates for the last 2 years and bank statement turn over for the last 2 years should be USD-15,000.  Each document 1 Marks |  | | 5 | 4 | **Delivery**  The vendor is able to provide written confirmation that it can arrange direct delivery to Chashmaha Village, Injil District, Hirat province .  **4 marks for direct delivery to above location.** |  | | 6 | 2 | **Pricing Methodology**  The vendor should provide a price per individual item (winterization food package) and provide written confirmation that they will accept purchase orders on the basis of Blanket.  2 marks for provision of prices for each individual item |  | |
| **7- SUSTAIBILITY QUESTIONS** | ***Instructions – Bidders are required to complete all sections of the below table.***   |  |  |  |  | | --- | --- | --- | --- | | S/N | **valuation Criteria** | **Sustainability Criteria Description**  **(Minimum Weighting is 4)** | **Bidder Response Question No** | | 1 | 4 | The supplier confirms the goods locally sourced (procured in the local market and a letter of confirmation is attached) gets 4 marks.  The supplier could not provide letter of confirmation to procure the goods in the local market gets 2 marks. |  | |
| **8-COMMERCIAL QUESTIONS** | **COMMERIAL CRITERIA (60)**  Criteria are used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria. |
| **9. Anticipated Award Type** | Firm Fixed Price purchase order or Agreement |
| **10. Basis for Award** | An award will be made to the responsible bidder whose bid is responsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for the award, bidders must meet the requirements identified in Section, “Determination of Responsibility”.  The purchase order will be awarded on the basis of the best value for money, according to the principles and objectives of humanitarian aid. This means that not only the number of blanket will be taken but also the quality |
| **10. General Instructions to**  **Bidders** | * Final Bids due by 04:00 PM local time Kabul, 20-Jan-2024 * Price for all items should be valid for a minimum of 45 days, please clearly indicate price validity in your offer in case validity in not specific, prices shall be considered valid for 45 days. * The quoted price must be caver all the expenses including packing, transportation, uploading /offloading, distribution ,Afghan government taxation, custom services (if applicable) and any other payment until good arrive to OHW specified location. * Bid currency is Afghani, all price should be provided in AFN. * The items that have expiry dates, should have at least 12 months expiry as of delivery date. * Incomplete offers and offers that arrive later than the deadline will automatically be excluded. * All offers must meet the terms and condition specified in the tender document. The quality and quantity must be in line with specifications stated in this tender. * In case an alternative item is offered by the supplier, the supplier must clearly indicate the specification. * Shortlisted supplier must provide samples of all below-listed items for verification be signing the contract. * All items must be unused, in a good quality and in verities mentioned in the below table and must not be damaged or expired at the time of delivery, otherwise, the inputs will be rejected. * The supplier is obliged for the safety and security of its staff and goods during transportation. The buyer will not bear any responsibility for any kind of loss or damage. * The buyer will have the right to purchase up to 25% more or less than the below-mentioned quantity from selected supplier. * All bids must abide by the Government of Afghanistan Tax regulations. Offered price are inclusive of all relevant taxes and duties and other clearance costs. * Organization of Human Welfare (OHW) reserves the right to cancel or terminate the purchase order if the company is not able to provide kits. |
| **11. Technical Specifications and requirements for Technical Acceptability And terms of condition** | **Bidders**  The Bidders shall provide the blanket to the Organization of Human Welfare (OHW) at Chashmaha Village, Injil District, Hirat province in good quality with a guarantee and shall be responsible for ensuring the winterization package is ready as required.   1. Availability of Blanket at the desired locations (Chashmaha Village, Injil District, Hirat province). 2. Tender documents properly signed and stamped. 3. Incomplete bids will be rejected. 4. Details and profile of the company. 5. Income Taxes and any governmental penalties will be withheld by “OHW” as per Afghanistan tax law and paid to the Afghanistan Tax department. 6. The rates quoted shall be for the complete Goods inclusive of all taxes. Valid update license from the ministry of commerce 2% and expire license 7% 7. Bidders will be required for sample checks in Kabul and Nangarhar offices above the address. 8. Signed Bid documents accepting terms and conditions mentioned in Attachment A.   **Documents should provide with bids:** The successful bidder will need to provide the following documents.   1. Company valid license. 2. Bank account detail. 3. Identifications documents proving ownership and copy of national ID of the owner. 4. Registration of the legal license that Proves he is able to do business 5. Valid License copy of the business. 6. Any other document may be required by the contracting authority.     **Payment and invoicing:**   1. The Contract sum of this procurement will be paid in one instalment upon completion of delivery based on actual quantity of delivery. The payment will be made through cheque to supplier within three or four week from delivery of the goods. No advance payment will be made to supplier before receiving full quantity of goods as per approved contract. |
| **12. Penalties** | Delivery schedule is fixed under section <Delivery schedule and Details > In even of a delay in delivery caused by other than force majeure, default of the of the buyer is entitled to change the supplier a delay penalty of one percent of the total contract price for every day (including value –added tax where applicable). Maximum penalty period shall be 10 days, in case such delay reaches more than six working days, the buyer, in addition to imposing delay penalty for six days, has the right immediately terminate the contract. Other claims for damages/losses shall not be prejudiced hereby. In case the items quality in not line with specification initially agreed by contract parties, the supplier must inform the buyer in written as soon as possible. Goods not matching with agreed quality can be rejected, but if buyer accept the goods a deduction from the contract sum and a penalty for mismatching will be negotiable. |

**Attachment A: Cover Letter** **Date:**

To: Organization of Human Welfare

From:

Subject: Cover Letter for the Winterization food package bidders

We, the undersigned, provide the attached quote in accordance to the OHW-Kabul /Herat offices specification.

I certify a validity period of forty five (45) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required Goods, and that unit prices are inclusive of final Goods delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the per month amount of services in AFN** ) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Price Schedule**

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| --- | --- | --- | --- | --- | --- | --- |
| **Financial Price for Winterization Food Package (1 Package list for total 110 required package )** | | | | | | |
| **Sr. No** | **Item** | **Item Specifications** | **Unit** | **Quantity** | **Unit Price – AFN** | **Total Price - AFN** |
| 1 | Wheat Flour(آرد) | High quality flour | Kg | 89 |  |  |
| 2 | Vegetable liquid Oil(روغن نباتی مایع) | Vegetable high quality liquid Oil | Litter | 7 |  |  |
| 3 | Pulses (دال عدس) | High quality pulses | Kg | 9 |  |  |
| 4 | Domestic rice (برنج وطنی پلوی) | Domestic high quality rice | Kg | 21 |  |  |
| 5 | Salt (نمک) | Salt | Kg | 1 |  |  |
| **Total Gross Amount in AFN** | | | | | |  |
| **Tax (2% / 7%)** | | | | | |  |
| **Total Amount without Tax in AFN** | | | | | |  |

Name: Company Name:

Position: Stamp

Signature:

Date: