|  |
| --- |
| Afghanistan Social and Legal Organization (ASLO) |
| **Invitation to Bid**  **SIP Project (Herat & Badghis)** |
| ITB reference # |



NOTE: PART IN YELLOW HAVE TO BE COMPLETED ACCORDING THE BID REQUIREMENT

**SECTION 1**

**Cover Letter**

**SIP Project (Herat and Badghis provinces), 15th Jan 2025**

**Our reference: < ITB – 01 - 2025 >**

##### SUBJECT: INVITATION TO TENDER FOR **SIP Project**

Dear Mr/Ms.

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by ASLO in writing at least 5 working days before the deadline for submission of tenders. ASLO will reply to bidders' questions at least 2 working days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender and the accompanying tender guarantee of [currency] [amount] at the address specified in the Instructions to Bidders before < date & time of deadline>, as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

ASLO Procurement Department

On behalf of the Bid Analysis Committee

This ITB document contains the following:

* This cover Letter
* Section 2: Bid Data sheet
* Section 3: ASLO Invitation to bid general terms & condition
* Section 4:Technical description of the Bid
* Section 5: Bidding form
* Section 6: Work Schedule
* Section 7: Company Profile and Previous Experience
* Section 8: Bill of Quantities
* Section 9: Ethical Standards Declaration

**SECTION 2**

**Bid Data Sheet**

1. **Background Data**

|  |  |
| --- | --- |
| Contract Name: SIP Project | Contract Number: (+93) 708384389 including WhatsApp |

This bid is issued by Afghanistan Social and Legal organization (ASLO office in Kabul, Herat, and Badghis provinces. Any correspondence can be addressed the following address office.

**ASLO-Kabul:** Old Taimani street#6, house# 28, Tel# (+93) 799854326

**ASLO- Herat:** Mokhabirat street, Ferdawsi# 5, Tel# (+93) 789321604

**ASLO- Badghis**: Mahala Qasab ha, Jada Anwar Khasta, Tel# (+93) 796212027

1. **Scope of Work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract No.** | **Country** | **Location** | **Work Description** |
|  | Afghanistan | Herat and Badghis provinces | Minor upgrading/repairing activities of floor, roof, carpentry works, glasses and etc in 68 locations of both provinces (36-schools in Herat (Two district) and 32-schools in Badghis (Four districts)) |

Please refer to the technical specifications, drawings, and BOQs for more details.

**MAXIMUM TIME-FRAME FOR COMPLETION OF WORKS: The** overall schedule for works for each contract must be completed as per the attached format. However, you are expected to prepare a schedule to complete the works within **Two months**.

1. **Schedule & Deadline for Submission**

The deadline for submission of bids is **4:00**PM on the **21st/January/2025**. Late bids will not be accepted.

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME\*** |
| Invitation to Bid release |  |  |
| Information session meeting`/ site visit (if any) |  |  |
| Deadline for request for any clarifications from ASLO |  |  |
| Last date on which clarifications are issued by ASLO |  |  |
| Deadline for submission of bids (receiving date, not sending date) |  |  |
| Tender opening session by ASLO |  |  |
| Notification of award to the successful tenderer |  |  |
| Signature of the contract |  |  |

\* All times are in the local time of Afghanistan.

Please note all dates are provisional dates and ASLO reserves the right to modify this schedule.

1. **Manner of Submission**

Please submit your bids in accordance with the requirements detailed below:

Complete sealed bid documents shall be hand delivered at ASLO Office at (Old Tymani, Street# 06, House# 28, Kabul) not later than 4:00PM, on the due date indicated above. <Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend. Adjust as per context and donor requirements>

Please insert submission details if 2 envelop process is followed

1. **Assessment Criteria**

Award of the contract(s) will be based on the following:

**Step 1: Administrative compliance check**

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 5-9 completed, signed and stamped
2. Bidder has included a copy of their valid business licence.

**Step 2: Technical Evaluation**

A Technical Evaluation of all bids received will be conducted for bidders that pass Step 1 – Administrative compliance check. Criteria that will be used to evaluate and score the bids are outlined in Section 3, Clause 25 <to be updated as per final numbering>

**Step 3: Financial Evaluation**

Price in comparison to ASLO established expectation and in comparison, to other bidders of comparable technical quality

1. **Bidder’s Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **To be filled by bidder** | | **To be filled by ASLO bid committee** | | |
|  | **Included?** | | **Present & complete?** | | **Comments** |
| **Step/ document to be submitted with tender** | **Yes** | **No** | **Yes** | **No** |  |
| Section 2 Paragraph 6. Bidder’s checklist - **Compulsory** |  |  |  |  |  |
| Section 3 – General Terms & Conditions – signed & stamped - **Compulsory** |  |  |  |  |  |
| Section 4 –Works Provision – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 5 – Bidding Form – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 6 – Works Provision Schedule - signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 7 – Company profile & experience – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 8 – Works provision description and pricing proposal – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| Section 9 – Ethical Standards Declaration – signed & stamped – **Compulsory** |  |  |  |  |  |
| Annex XXX (if applicable) |  |  |  |  |  |
| **Supporting documents** |  |  |  |  |  |
| Copy of company registration – **Compulsory** |  |  |  |  |  |
| Copy of tax registration – **Compulsory** |  |  |  |  |  |
| Reference and proof of experience - **Compulsory** |  |  |  |  |  |
| Copies of Company Director(s) ID – **Compulsory** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be filled in by ASLO bid committee only** | **Eligible** | **Ineligible** |
| **Outcome of administrative eligibility check.** |  |  |

**SECTION 3**

**ASLO Invitation to Bid - General Terms & Conditions**

1. **Scope of Bid**
   1. The bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
   2. The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed
2. **Corrupt Practices**
   1. **Afghanistan Social and Legal organization** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Afghanistan Social and Legal organization (ASLO) defines, for the purposes of this provision, the terms set forth below as follows:
   2. “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
   3. “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Afghanistan Social and Legal Organization (ASLO), and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the ASLO of the benefits of free and open competition;
   4. In any case where fraud or corruption is identified, ASLO will:

* reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
* remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
* liaise with District Officials to report if fraudulent or corrupt practices are identified
* terminate works
  1. Any communications between a Bidder and the Afghanistan Social and Legal organization related to matters of alleged fraud or corruption must be made in writing and addressed to the **Country Director in ASLO.**

1. **Data Protection and Security**
   1. ASLO expects contractors who process personal data comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an ASLO contract will be required to sign a data processing / sharing agreement as a part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.
2. **Eligible Bidders**
   1. A Bidder shall meet the following criteria to be eligible to participate in ASLO procurement of Works:
3. the bidder, at the time of bid, is not:
   * 1. insolvent;
     2. in receivership;
     3. bankrupt; or
     4. being wound up
4. the bidder’s business activities have not been suspended;
5. the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
6. The Bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid.
7. A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have an undisclosed conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the ASLO regarding this bidding process.
   1. A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the ASLO.
   2. ASLO reserves the right to refuse a bid at any time if the bidder or any party constituting the Bidder, including one of its sub-contractors violates any of the ethical standards provided in section 9 of the Invitation to Bid.
   3. As bore water well is allocated in some BoQs where, contractor is responsible to select a point inside school yard and gain approval of donor (ASLO/NRC/PED Engineers) for further percussion/digging, while in case of failing, the contractor is responsible for whole expenses.
   4. Contractor (winning bidder) is responsible for all necessary precautions (tools and activities) for completing of construction activities during cold weather.
8. **Joint Ventures, Consortia and Associations**

Bids submitted by a joint venture, consortium or association of two or more firms as partners will only be accepted in exceptional circumstances. <To adjust as per local context>

1. **One Bid Per Bidder Per Work**

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder’s participation to be rejected.

**Note**: Needs to be clear that this tender is working as a one bid at all.

1. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Afghanistan Social and Legal Organization (ASLO) shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1. **Site Visit**

The Bidder, at the Bidder’s own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder’s own expense.

1. **Inspection**

ASLO is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of ASLO, the Donor or any organization or person mandated by it, to premises belonging to ASLO or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

1. **Obtaining and Completing Bidding Documents** 
   1. Bidders who did not obtain the Bidding Document directly from the Afghanistan Social and Legal Organization (ASLO) will be rejected during evaluation. Where a Bidding Document is obtained from the Afghanistan Social and Legal Organization (ASLO) on a Bidder’s behalf, the Bidder’s name must be registered with the Afghanistan Social and Legal Organization (ASLO) at the time of issue.
   2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
2. **Clarification of Bidding Document**

A prospective Bidder requiring any clarification of the Bidding Document shall contact the Afghanistan Social and Legal Organization (ASLO) in writing. The Afghanistan Social and Legal Organization (ASLO) will respond in writing to any request for clarification before the deadline for clarification of bids. The Afghanistan Social and Legal Organization (ASLO) shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

1. **Amendment of Bidding Document** 
   1. At any time, prior and until 48 hours prior to the deadline for submission of bids, the Afghanistan Social and Legal Organization (ASLO) may amend or cancel the Bidding Document by informing the bidders in writing.
   2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Afghanistan Social and Legal Organization (ASLO) can, at his discretion, extend the deadline for the submission of bids.
2. **Language of Bid**
   1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
   2. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.
   3. Copies of official documents such as business registration, tax documents, bank guaranty can be provided in their issuance language.
3. **Documents Comprising the Bid**
   1. The bid submitted by the Bidder shall comprise all the mandatory documents listed in Section 2 Paragraph 06. Bidders’ checklist.
   2. All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled with the information requested.
4. **Bid Price for Works Contract**
   1. Bid prices are for complete contracts (whole project). Contracts cannot be subdivided into pieces unless is divided into lots. Where a bid is submitted per contract/lot, all relevant BoQs in tender must be completed/filled.

**Note**: Needs to be clear that it’s depend on office management decision that how many lots of this project have to be offered to a company.

* 1. The Bidder shall fill in rates and prices for all items of the Works/supply or service described in the drawings and specifications and listed in the BoQ, Items for which no rate or price is entered by the Bidder will not be paid for by the Afghanistan Social and Legal Organization (ASLO) when executed and shall be deemed covered by the other rates and prices in the BoQ.
  2. Unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
  3. For bidder subject to VAT, VAT should be mentioned in the offers
  4. The priced Bill of Quantities submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:

1. If any rates are considered to be unrealistic or un-reasonable, they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
2. If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.
3. The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.
4. **Currencies of Bid and Payment**

All prices shall be quoted by the Bidder in Afghani, unless otherwise stated. Similarly, all payments will be made in Afghani.

* 1. Payment Schedule
* 1st Installment 25% payment after the completion of 30% work.
* 2nd Installment 25% payment after the completion of 60% work.
* 3rd Installment 25% payment of After the complete of 85% wok.
* Last payment after the successfully completion.

Note: ASLO will retain 10% as security in each above payments, and after three months of the project completion will be paid after successfully verification.

1. **Bid Validity**
   1. Bids shall remain valid for a period of 7 calendar days after the date of the bid submission deadline as prescribed by Afghanistan Social and Legal Organization (ASLO). A bid valid for a shorter period shall be rejected as non-compliant.
   2. In exceptional circumstances, prior to the expiration of the bid validity period, the Afghanistan Social and Legal Organization (ASLO) may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.
2. **Alternative Bids**

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in Section 2 – the Bid Data Sheet.

1. **Format and Signing of Bid**

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

1. **Sealing and Marking of the Bid**
   1. The Bidder shall enclose their bid for each contract as per Section 2 Paragraph 4. Manner of Submission.
   2. The envelopes shall:
   3. be addressed to the Logistics Office, Afghanistan Social and Legal Organization (ASLO), in the location specified in Section 2 – the Bid Data Sheet
   4. bear the Contract number
   5. no other markings should be on the envelope
   6. If all envelopes are not sealed and marked as required, the Afghanistan Social and Legal Organization (ASLO) might decide to reject the bid
2. **Deadline for Submission of Bids**

Bids must be received by the Afghanistan Social and Legal Organization (ASLO) at the address given and no later than the date and time indicated in Section 2 - the Bid Data Sheet.

1. **Late Bids**

The Afghanistan Social and Legal Organization (ASLO) shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any bid received by the Afghanistan Social and Legal Organization (ASLO) after the deadline for submission of bids shall be declared late and rejected.

1. **Withdrawal and Replacement of Bids**
   1. A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:
2. submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT” and
3. received by the Afghanistan Social and Legal Organization (ASLO) prior to the deadline for submission of bids, in accordance with Section 2 – the Bid Data Sheet
   1. After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.
4. **Confidentiality**
   1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.
   2. Any effort by a Bidder to influence the Afghanistan Social and Legal Organization (ASLO) in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
   3. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Afghanistan Social and Legal Organization (ASLO) on any matter related to the bidding process, it should do so in writing.
5. **Clarification of Bids**

Afghanistan Social and Legal Organization (ASLO) may, at its discretion, ask any Bidder for a clarification of its Bid. The Afghanistan Social and Legal Organization (ASLO)’s request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Afghanistan Social and Legal Organization (ASLO) shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

1. **Bids Validation**
   1. The Afghanistan Social and Legal Organization (ASLO)’s determination of a Bid’s validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid
   2. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;
2. the scope, quality, or performance of the Works specified in the Contract; or
3. limits in any substantial way, the Afghanistan Social and Legal Organization (ASLO)’s rights or the Bidder’s obligations under the Contract
4. **Evaluation of Bid**
   1. The Afghanistan Social and Legal Organization (ASLO) shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;
5. Completion and inclusion of requested information and supporting documents (Administrative compliance)
6. Overall timeframe for the works (Technical evaluation)
7. Schedules (Key Personnel and Activity schedule) (Technical evaluation)
8. Bill of Quantities (Financial & Technical evaluation)
9. Previous experiences in similar works (Technical evaluation)
10. Price in comparison to ASLO estimated rate (Financial evaluation)
    1. In case of two contractors being scored the same in the evaluation, the one with the highest technical ranking will be awarded the contract
    2. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions and donor regulations require ASLO to screen contractors against various lists including but not limited to the United Nations Security Council Sanctions List and World Bank debarment lists to ensure due diligence. Submission of the bid constitutes acceptance of these screening practices on the part of the Bidder.
    3. Afghanistan Social and Legal Organization (ASLO) reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted
11. **Award Procedure**
    1. The Afghanistan Social and Legal Organization (ASLO) shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
    2. Any bidder who has not been awarded a contract, will be notified in writing
    3. Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and ASLO.
    4. The Award Letter will state the sum that the Afghanistan Social and Legal Organization (ASLO) will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid. <To remove this paragraph in case of Framework Agreement>
    5. The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.
12. **Signing of Contract**
    1. Upon receipt of the Letter of Acceptance, the Afghanistan Social and Legal Organization (ASLO) shall call the successful Bidder to sign the Contract.
    2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Afghanistan Social and Legal Organization (ASLO).
13. **Contract**
    1. The Contractor-to-be will comply with a Works Contract, which will foresee, among others, the following commitments:
14. Non-exploitation of child labour and respect of basic social rights and working conditions (including security regulations and insurance for labour);
15. Provide transport, with insurance coverage for the materials, up to the warehouse and construction sites;
16. Accomplish the works, according to the required quantities and technical specifications indicated in the Bill of Quantities and Technical Drawings (SECTIONS 7 and 8), within the proposed timeframe
17. **Sub-Contracting:**

Please be advised that subcontracting is not permitted. Bidders must have the capacity to complete the works themselves.

1. **Explosive Hazards**

If this contract takes place in areas with Explosive Hazards, ASLO accepts no liability for injury and/or death to contractor’s staff or damage to contractor’s property. It is the responsibility of the Contractor to check sites / ensure sites are checked for Explosive Hazards, informing their staff of the potential risks of undertaking works where Explosive Hazards may be present, providing staff with appropriate training on Explosive Hazards, and maintaining appropriate insurance / funding to cover injury and/or death of their staff which may arise.

**SECTION 4**

**Works Contract - Technical Description of the Bid**

**TO BE COMPLETED BY ASLO**

* **For Works contract, you may list works requirement and technical description**

- What is expected from the contract (details to be used by the bidders to quote their prices: preliminary studies, equipment and material to provide, specific works, expected outcomes, timing to respect…)

* **For Works contract, you may detail responsibilities:**

**-** What should be performed by the contractor and what is handled by ASLO (to clarify what is out of scope: preliminary works handled by ASLO, equipment supplied by ASLO etc…)

* **For Works contract, detail the expected amount of work, the geographical sites, etc...**

**SECTION 5**

**Bidding Form**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. **Bidder’s General Business Details**
2. **General information**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Any other trading names of company:** |  |
| **Registered name of company (if different):** |  |
| **Nature of primary business/trade:** |  |
| **Primary contact name:** |  |
| **Job title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Registered Address:** |  |
| **Business licence number:** |  |
| **Country of registration** |  |
| **Registration date:** |  |
| **Expiry date:** |  |
| **Legal status of company (eg. partnership, private limited company, etc.)** |  |

1. **Owners/Managers**

Please fill in the below table with the full names, title / position, the year of birth, and the country of birth of the company’s owner(s) and manager(s)\*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Title / Position** | **Birth Year** | **Birth Country** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\* Please note this information is necessary in order to conduct the vetting procedure referred to in clause 26 of the Invitation to Bid-General Terms and Conditions. Owners and managers include but are not limited to Chief Executive Officer, Chief Operating Officer, Chair of the Board, Executive Director, Director, Manager.*

1. **Employees**

Please list the employees who would be involved with ASLO in the event of contract award:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee name** | **Job title** | **Role on ASLO project** | **Phone** | **Email** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Company bank account details:**

|  |  |  |
| --- | --- | --- |
| Beneficiary name: |  |  |
| Beneficiary account no.: |  |  |
| Beneficiary Bank: |  |  |
| Bank branch: |  |  |
| SWIFT: |  |  |
| IBAN: |  |  |
| Bank address: |  |  |

1. **References**

Please provide details of at least 3 client references whom ASLO may contact, preferably from NGOs and UN agencies, for similar related works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client/company name** | **Contact person** | **Phone** | **Email** | **Contract details (works, location, size, value, etc)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

1. **Equipment**

Please provide details of any relevant machinery/equipment/vehicles owned by the company that would potentially be used for construction: (do not mention rented items):

|  |  |
| --- | --- |
| **Type of machinery/ equipment/ vehicles** | **Quantity** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| … |  |

1. **Defects Liability/Guarantee Period**

Please provide details below of the defect liability and guarantee period you offer on the works included in this contract:

|  |
| --- |
|  |

1. **Bid Validity**

Please confirm the validity of your bid below (in calendar days):

|  |
| --- |
|  |

1. **Confirmation of Bidder’s compliance**

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We, the Bidder confirm the documents attached to this offer are those validated by us in the Section 2 Paragraph 6 . Bidder's checklist.

We understand that ASLO is not bound to accept the lowest, or indeed any bid, received.

We agree that ASLO may verify the information provided in this form itself or through a third party as it may deem necessary.

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

|  |  |
| --- | --- |
| Name of Signatory: | Tel N°: |
| Title of Signatory: | Name of Company: |
| Signature & stamp: | Date of Signing: |
| Address: |

**SECTION 6**

**Work Schedule**

Attach the work schedule here:

Schedule to include:

* + - 1. Duration of each sub-activity
      2. Total duration of the works

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Activity** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week …** |
| 1 | Floor upgrading |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Roof upgrading |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Plastering work |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Carpentry work |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Finishing works |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Paintings |  |  |  |  |  |  |  |  |  |  |  |

3. Detailed list of proposed **Personnel/Manpower** involved in the activities (e.g. engineers, site supervisors, foremen, masons, carpenters, plumbers, unskilled labors, etc.) with an estimate of the total man-day completed by each of the skills.

The Submission of the Manpower shall follow the below simple format:

|  |  |  |
| --- | --- | --- |
| **#** | **Proposed Personnel/Manpower** | **# of workers allocated to this project** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| … |  |  |

**NOTE**: The list shouldn’t be limited to this Form in regards to the number of proposed Key Personnel.

A comprehensive list has to be submitted adapting the Form to the necessary rows.

**SECTION 7**

**Company Profile and Previous Experience**

The Bidder is requested to:

1. Submit the **Company Profile**
2. Complete the following **Previous Experience** **Table** listing the work or contracts undertaken in the past 5 years similar to the works required under this contract
3. Submit **evidences of previous experience** in form of Contracts, Completion Certificates, Handover Documents etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name of Project / Type of work** | **Total value of the performed works (.....)** | **Duration of the works contract** | **Starting date** | **Ending date** | **Contracting Authority / Contact person / Phone / Email** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |

**NOTE**: The list shouldn’t be limited to this Form in regards to the number of works reported. A comprehensive list of the last 5 years’ experience has to be submitted adapting the Form to the necessary rows.< Please adjust accordingly>

ASLO may conduct reference checks for previous contracts completed

**SECTION 8**

**Bill of Quantities**

**Preamble to Bill of Quantities**

* ASLO has the faculty to contract all or part of the requested supply and works, according to budget availability;
* The supply and works should be the best available in the market;
* The Bidder should submit supporting documents concerning the proposed construction materials and works (i.e. catalogues, models, brands, drawings, technical documentation, technical specifications, etc. of the offered items);
* All the materials to supply and the works to execute must be approved by the ASLO Representative, prior to delivery and execution.
* Costs must include all duties, taxes and other levies payable by the contractor under the contract and all mobilization costs specified in section 3.

**NOTE**: BoQs for each school is attached, needs to be filled carefully, In case of discrepancy between BoQs and Drawings, the BoQs will prevail. Also needs to be mentioned that the quantities of BoQs are fixed, in case of extra works, prior gain written approval of donor (ASLO/NRC).

|  |  |
| --- | --- |
| **Prepared by:** |  |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Stamp:** |  |