



ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”

Tender Pack

TENDER NO: 00007818

PROPOSAL FOR: Supply of Agriculture tools, Certified wheat seeds and Fertilizers for Eastern Region (Nangarhar, Kunar and Laghman Provinces)

ADVERTISEMENT DATE: 4 September 2023

DEADLINE FOR SUBMISSION: 14 September- 2023 by 11:00AM Kabul Time



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1. CONFIDENTIAL QUESTIONNAIRE

Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (Please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This includes Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (Copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	



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Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products	
List of Major Clients	
<p>Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none">i. Name of company/INGOsii. Contract Valueiii. References <p>(POs/ agreements copy must be attached)</p> <p>Audit report and all other requested documents</p>	

Banker's Detail:

Question	Response
<p>Bank Name, Account Title, branch, and total turnover in USD of last three years (attach the bank statement) as per request.</p>	



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Trade Reference (only for Supply of Food Items):

	1	2	3	4
Name of Organization				
Contact name and phone number.				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN/USD				



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2. Pricing (RFQ)

M/s _____

Date: _____

Ref. # _____

Islamic Relief worldwide (IRW) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for long-term development of the world's poorest people.

Islamic Relief (Afghanistan) takes this opportunity to request you to quote the prices for the Supply of 4200 Packs Agriculture tools for Eastern Region (Nangarhar, Kunar and Laghman Provinces) Afghanistan as per following details:

Annex A:

Agriculture tools HELP Project Eastern Region (NGR, LGN and KNR) for 4200 Farmers 1400 in each province							
S#	Item Name	Specification	Unit	Brand	Quantity	Unit Price	Total Price
1	Sickle	Sickle (Loor) 350-gram weight, local made from Jeep iron Kamani	Piece		4200		
2	Hoe	Hoe (Taskora) 920-gram Local made from Kamani, with	Piece		4200		
3	Trowel	Trowel (Rambai) 200 weight of iron, locally made from Jeep Kamani iron	Piece		4200		
4	Shovel	Shovel (Bilcha) 850-gram with Willo hands	Piece		4200		
5	Packing	Hard plastic or hard paper packing.	No		4200		
6	Transportation	Transportation in NGR to Khugiani and Shirzad districts, In Laghman province Alishang and Alingar districts in Kunar province to Narang and Sarkani districts. Transportation including to all mentioned areas.	No		4200		
Total Amount for 4200 packs inclusive of loading unloading Transportation cost to distribution point and Taxes							



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Annex B:

Certified wheat seeds HELP Project Eastern Region (NGR, LGN and KNR) for 4200 Farmers 1400 in each province							
S#	Item Name	Specification	Unit	Brand/Variety	Quantity	Unit Price	Total Price
1	Certified wheat seeds Chont 01	Certified wheat seeds variety (Chont 01) with 85% germination rate and 98%purity (free from diseases, soil, weeds, and sand) Adaptable in Kunar, Laghman, and Nangarhar and fresh of this year certified and tagged by Nangarhar Directorate of Agriculture and Livestock department for confirmation. The supplier must have the certificate of receiving foundation seeds from MAIL/DAIL last year for multiplication/reproduction.	Package (30 kg)		4200		
2	Packing	Packing in 30 Kg plastic standard seed bags with the IR Logo.	No		4200		
3	Transportation	Transportation in NGR to Khugiani and Shirzad districts centers, In Laghman province Alishang and Alingar districts centers in Kunar province to Narang and Sarkani districts centers. Transportation includes all mentioned district centers. Packing of seeds should be in 30 Kg plastic bags with IR Logo. The required unit in PR is KG.	No		4200		
Total Amount for 4200 packs inclusive of loading, unloading, Transportation cost, and all taxes to distribution point							

Annex C

Fertilizers HELP Project Eastern Region (NGR, LGN and KNR) for 4200 Farmers 1400 in each province							
S#	Item Name	Specification	Unit	Brand	Quantity	Unit Price	Total Price
1	Di Ammoniu m Phosphate (DAP)	Fertilizer DAP Original Australian produced 25 kg per pack with IR Logo fresh of this year 2023	Package (25 kg)		4200		
2	Sona Urea N 46%	Fertilizer Sona Urea N 46% with following specification and produced by Fuji Fertilizer company 50 kg per	Package (50 kg)		4200		



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		pack fresh of this year 2023.					
3	Packing	Packing in 25 Kg plastic standard bags with IR Logo.	No		4200		
4	Transportation	Transportation in NGR to Khugiani and Shirzad districts, In Laghman province Alishang and Alingar districts in Kunar province to Narang and Sarkani districts. Transportation including to all mentioned areas.	No		4200		
Total Amount for 4200 packs inclusive of loading unloading and Packing, Taxes and Transportation cost to distribution point.							

Note: IRW will have the right to conduct the lab test for samples to evaluate the quality and the consignment if selected.

Certificate of and confirmation from MAIL and DAIL is must, without certificate and confirmation we will not proceed and accept.

location of delivery and distribution is mentioned in the below schedule of supply.

1400 to each mentioned province, 400 packages distribution must be prepared by the vender per day until completion of the project in each province.

Distribution plan as per IRW schedule:

Schedule of Supply: Annex A:

No	Province	Distribution site District centers	No of Tools Kits	Delivery Date	Remarks
1	Nangarhar	Khugiani and Shirzad	1400	1/10/2023 to 04/10/2023	
2	Kunar	Narang and Sarkani	1400	1/10/2023 to 04/10/2023	
3	Laghman	Ali shang and Alingar	1400	1/10/2023 to 04/10/2023	

Schedule of Supply: Annex B:

No	Province	Distribution site District centers	No of Tools Kits	Delivery Date	Remarks
1	Nangarhar	Khugiani and Shirzad	1400	1/10/2023 to 04/10/2023	
2	Kunar	Narang and Sarkani	1400	1/10/2023 to 04/10/2023	
3	Laghman	Ali shang and Alingar	1400	1/10/2023 to 04/10/2023	

Schedule of Supply: Annex C:

No	Province	Distribution site District centers	No of Tools Kits	Delivery Date	Remarks
1	Nangarhar	Khugiani and Shirzad	1400	1/10/2023 to 04/10/2023	
2	Kunar	Narang and Sarkani	1400	1/10/2023 to 04/10/2023	
3	Laghman	Ali shang and Alingar	1400	1/10/2023 to 04/10/2023	



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IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling out the tender, it is mandatory that the supplier study the specifications well, survey the market for availability of all items.
2. Supplier is responsible to supply the items as per specifications provided, no change in specification will be acceptable of any item once tender awarded to any supplier.

Delivery Time	After contract signing within 15 days
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3. General Terms & Conditions

1. Interested Bidder will be required to provide bid security in the form of bank guarantee amounting 5% (in the name of Islamic Relief Worldwide) of the total bid value, bid security will be returned to unsuccessful bidders after decision of tender. Tender without bid security will not be considered.
2. Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
3. All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.
4. Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
5. Any damage, loss, theft, and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of supplier / agent.
6. Withholding tax as per government prevailing rates shall be deducted at the time of payment.
7. Payment shall be made in the form of bank transfer within 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
8. Islamic Relief shall have the right to award the contract as whole to one supplier.
9. Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
10. The expected delivery time must be mentioned on your proposal incomplete bids/documents shall not be entertained.
11. All tender pages to be signed and stamped by supplier.

3.1. Bid Submission Requirements:

- Updated Company Profile with all registration certificates.
- Experience of supplying and completion a similar project in last 3 years. (On the basis of provided documents)
- Quoted Price
- Bid security in the form of bank guarantee 5% of the total bid value.



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- Sealed Quotations addressed to "Procurement Committee" should be drop in quotation box address at House 17, Street 5, Old Taimani, District 10 Kabul, Afghanistan latest by 11:00 AM Kabul time on or before 14 September 2023.

3.2. Validity of Price

Prices shall remain valid for at least 60 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

4. Supplier Screening Form

Company Information: -

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (*Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card*)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request _____

Please note it is compulsory for the following to be provided to us:

1. Company Registration
2. Photocopy of NID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of –Afghanistan or under the International Laws Community or what may be termed a 'terrorist activity.'



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I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name _____

Position _____

Sign & Official stamp _____

Date _____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use

Received by (local office): Name _____ Position _____ Date _____

Information sent to (HQ): Name _____ Date _____

5. Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

6. Queries..... please write us

If you have any query on tender document than please write to procurement.afg@islamic-relief.org.af



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7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid.
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.
- 2.5 Environmental Standards:

Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

 - 2.5.1 Waste Management
 - 2.5.2 Packaging and Paper
 - 2.5.3 Conservation
 - 2.5.4 Energy Use
 - 2.5.5 Sustainability

3 Business Behavior:



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Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.