



**Document 4: Instructions to Tenderers**

**1. Closing date and time for submission of tenders:**

October 25- 2023 at Time 09:00 AM Hrs.

**2. Submission of tenders**

**House #09, 2nd Street, Balkh University, District 06, Mazar-e-Sharif, Balkh, Afghanistan.**

**3. Timetable for provision**

To be submitted by the bidder

**4. Language of offers**

All tender's documents are to be submitted in English

**5. Lot Wise**

Bidders must apply for the whole Lot Items. Otherwise, Union Aid (UA) reserves the right to reject the offer.

**6. Period of validity of offers**

All bids must be valid for a minimum of sixty days from the tender submission date.

**7. Currency**

Afghani

**8. Terms**

The prices must be inclusive of all taxes, delivery / transportation, loading / unloading /installation and allied costs up to the point of delivery.

The Logistic agency must quote only one option for each item. Bids received with more than one options and rates may be rejected.

Logistic agency must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

**9. Type of contract**

Logistic agreement

**10. Tender guarantee**

A tender guarantee of 2% of the bid submitted must accompany the bid in shape of a bid security; favoring "Union Aid". Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the Logistic contract, then Union Aid reserves the right to forfeit the bid security. Once the contract has been awarded to successful bidder his/her bid security will be converted into performance guarantee. If any selected bidder refuses to accept the order for the offered lot/lots or refuses to sign the contract, Union Aid reserves the right to forfeit the bid security of the bidder.

## **11. Content of tenders**

- Price Schedule
- Tenderer's Relevant Experience
- Tenderers Declaration (Signed/stamped)
- Technical Specification
- Company Certificate of Registration
- Copy of the valid registration certificate, TIN
- Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).
- Samples. Please note that samples provided which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.

## **12. Opening of tenders**

**25<sup>th</sup> October 2023** at Time 9:30 AM Hrs. at **House #09, 2nd Street, Balkh University, District 06, Mazar-e-Sharif, Balkh, Afghanistan**.in the presence of suppliers or their representatives, who wish to witness the tender opening.

## **13. Evaluation of tenders**

The awarding will be fulfilled by the supplier/Company and Client (Union Aid), based on the following criteria (Refer to tender pack document number 2 for evaluation criteria)

- a. Best price/offer;
- b. company profile/previous experience with NGO and INGO, tax payer, proper registered company
- c. Capability and ability of the bidder (technical/professional/financial)
- d. Relevant Experience
- e. Cooperative contract or agreement with suppliers and business companies
- f. Quality Based on the sample check

## **14. Cancellation of the tender procedure**

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

## **15. Appeals Process**

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director – Union Aid.

## **16. Data protection**

Union Aid guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Union Aid guarantees confidentiality of the procurement process.