



ISLAMIC RELIEF

Tender Pack

PROPOSAL FOR: Supply of 3603 Winterization Kits in Kabul, Ghor, and Herat Province.

ADVERTISEMENT DATE: October 25, 2023

DEADLINE FOR SUBMISSION: November 01, 2023 latest by 11:00AM



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."

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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 include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into 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 attach)</p>	



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Banker's Detail:

Question	Response
Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)	

Trade Reference (only for Supply of Winterization Kits):

	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				



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2. Pricing (RFQ)

M/s _____

Date: _____

Ref. # _____

Islamic Relief (IR) 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 3603 Winterization kits in Kabul, Ghor and Herat Province Afghanistan as per following details:

Blanket Packs- in Kabul Province center of Kabul city (Number of Blanket Packs: 800)

S.#	Item Name	Specification	Unit	Brand Offered (if applicable)	Quantity	Unit Price	Total
1	Blanket	Two ply blanket Jumbo Company Size 200x 240 CM- Waight 4 Kg x 3 Pc including transportation cost. Packing with IRW logo.	3 Blanket per Packs		800 packs		
Total Amount Inclusive of packing, supply, loading unloading Transportation cost to distribution point and Taxes							

Blanket Packs- in Ghor Province center of Ghor city (Number of Blanket Packs: 2078)

S.#	Item Name	Specification	Unit	Brand Offered (if applicable)	Quantity	Unit Price	Total
1	Blanket	Two ply blanket Jumbo Company Size 200x 240 CM- Waight 4 Kg x 3 Pc including transportation cost. Packing with IRW logo.	3 Blanket per Packs		2078 packs		
Total Amount Inclusive of packing, supply, loading unloading Transportation cost to distribution point and Taxes							

Blanket Packs- in Herat Province center of Herat city (Number of Blanket Packs: 725)

S.#	Item Name	Specification	Unit	Brand Offered (if applicable)	Quantity	Unit Price	Total
1	Blanket	Two ply blanket Jumbo Company Size 200x 240 CM- Waight 4 Kg x 3 Pc including transportation cost. Packing with IRW logo.	3 Blanket per Packs		725 packs		
Total Amount Inclusive of packing, supply, loading unloading Transportation cost to distribution point and Taxes							



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Location Details:

Kabul	Center of Kabul City
Ghor	Ferozkho Center of Ghor City
Herat	Center of Herat City

IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling tender, it is mandatory to the supplier to 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.

Distribution Schedule: Annex A

Delivery Time	5 days after PO/Contract
Stock check	2 days before distribution

Distribution Schedule: Annex B

S/No	Province name	Number of packages	Distribution start date	Distribution end date
1	Ghor	2078	20 November 2023	23 November 2023
2	Kabul	800	26 November 2023	27 November 2023
3	Herat	725	28 November 2023	29 November 2023

3. General Terms & Conditions

- 1- Quoted prices for the above items shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
- 2- 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.
- 3- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
- 4- Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of supplier / agent.
- 5- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- 6- 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).
- 7- Islamic Relief shall have the right to award the contract as whole or in lots to one supplier or more.



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- 8- Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
- 9- Expected delivery time must be mentioned on your proposal incomplete Bids/documents shall not be entertained.
- 10- All tender pages to be signed and stamped by supplier.

3.2. Bid Submission Requirements

1- The following documents should be accompany the tender

- Interested Bidder will be required to provide Bid Security 5% in the form of Bank Guarantee (in the name of "Islamic Relief Worldwide") of the total bid value, Bank Guarantee will be returned to unsuccessful bidders after decision of tender. Tender without Bank guarantee will not be considered.
- Attach relevant purchase Orders, Agreements
- Attach updated bank statements of last 6 months.
- Attach updated company Profile.
- Attach update registration certificates.
- The shortlisting will be made based on company relevant experience, competitive financials, bid security, and updated business license, also willing to provide the services to IRW.

3- Sealed Quotations addressed to "Procurement Committee" should be drop in quotation box address at House 17, Street 5, Qala-e-Fethullah, District 10 Kabul, Afghanistan latest by 11:00 Am. hours on or before Wednesday Nov 01, 2023.

3.3. Validity of Price

Prices shall remain valid for at least 90 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.

For Islamic Relief _____ Sig & Seal of bidder _____

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)



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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. **Photo copy 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'

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 Behaviour:

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.