Tender for vocational training materials Spera district, Khost province Tender No. KBL/AFG0114/0038

**Closing Date: 15, November 2023 (4:00 PM)**

* **Time Table:**

|  |  |
| --- | --- |
| Deadline for submission | 15, November 2023 ( 4:00 pm) |
| Proposed tender opening dates | 16, November 2023 |

* **Instruction to bidders.**

This invitation to tender is open to tenderers eligible and only successful tenderers shall be contacted to provide the service as specified in the tender documents. Please read all instructions, terms and conditions carefully, and ensure your information and documents is provided on time as failure to do so may result in rejection of your bid.

* **Submission of offer.**

All bids shall be submitted to the Johanniter office in Kabul in a sealed envelope clearly marked with the tender number **KBL/AFG0114/0038.** You shall be required to sign a document acknowledging the submission of your bid at the gate. Tenders must be received by Johanniter at its address specified below not later than the day, date, and time of closing indicated:

**JIA-Kabul Office**: House # 51, Street # 06 from Qala-e-Fathullah, PD 10 Kabul, Afghanistan.

* **Tenderers' Eligibility and Qualifications.**

The tenderer shall furnish, as part of its tender documents its qualifications to perform the contract if its tender is accepted. The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted and that the tenderer has the financial and technical capability necessary to perform the contract.

* **Description of Supplies.**

Please see attached list:

* **Selection Criteria.**

When analyzing the offers, Johanniter will take into consideration the following criteria:

* 1. Company profile, background and expertise.
  2. Financial capacity.
  3. Technical expertise, knowledge and understanding of supplies required.
  4. Delivery timelines of supplies required.
  5. Evidence of similar deliveries performed in a similar geographical location.
  6. Letter of reference from other International NGOs or reputable companies.
* **Cost of tendering.**

The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the conduct and/ or outcome of the tendering process.

* **Clarification of Tender Documents.**

The prospective tenderer requiring any clarification on the tender documents may notify Johanniter in writing by e-mailing [hamid.mukhtar@thejohanniter.org](mailto:hamid.mukhtar@thejohanniter.org), contact number **0780603002** with the subject line “**Tender - CLARIFICATION REQUEST – Vocational trainings as per the TOR in Spera District, Khost province**”. The organization will respond through email to any request that it receives earlier than 4 days before the deadline of submission of Tender.

* **Amendments of tender documents.**

At any time prior to the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, notify the tender documents by issuing subsequent addendum. The addendum thus issued shall be part of the tender documents and shall be communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addendum in writing. In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may at its discretion, extend the deadline for the submission of bids.

* **Currencies.**

All prices shall be quoted in AFN only other currency quote will not be considered.

* **Conditions to Tender.**
* The rates quoted shall be for the complete service inclusive of all taxes. Valid update license with 2% tax will be dedicating from the total price and one copy will provide to suppler.
* The contractor shall be providing the vocational training according to the TOR in Spera district Khost province.
* The contractor is responsible for transportation and other operational cost.
* This tender process shall follow Johanniter’s Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all parts of the offer.
* Johanniter is not bound to accept the lowest offer or any offer.
* This invitation to tender is not a contract or an offer to a contract, but an invitation to negotiate.
* Opening of offers is not open to the public and Johanniter will inform each respondent of the results of the decision of their offer.
* Johanniter is not obliged to justify or explain selection to any respondent.
* **Documents required.**
* Signed Tender Dossier
* Signed Declaration of Suppliers
* Signed vendor selection Questionnaire.
* Technical Specification & Price Schedule/financial proposal
* Trading License/operations license
* Valid Tax Registration Certificate
* Valid Tax Clearance Certificate
* Description of business scope (Company profile)
* Legal documents for subcontractor if applicable
* **Bidders Signature.**

I have read and understood this document and all information provided as part of this tender by our/my company is a true representation.

Signed: Date:

Name: Position:

**Annexes:**

* Declaration of supplier’s form
* Vendor selection Questionnaire
* Mandatory documents checklist