

## Invitation to Bid (ITB)

ITB Title:	<b><u>HARO- ITB# 008 Supply of Refreshment items</u></b>
Date of Issue:	19/11/2023
Deadline for Submission:	25/11/2023

**Dear Vendor;**

Enclosed is an Invitation to Bid for the Provision of **HARO- ITB# 008 Supply of Refreshment items** invites firms to submit a best-offer for subject ITB.

HARO will award a

- ☒ Firm Fixed Price Purchase Order,  
☐ Firm Blanket Purchase Agreement

Resulting from this solicitation to the responsible Vendor whose quotation conforming to this solicitation will be most advantageous to the project.

**Quotations Submission Date:**

The quote must be in English, comprised of one hard-copy indicating the ITB number, title, and closing date. The quote must be delivered to the address below by no later than **25/11/ 2023** (4:00 PM) Kabul, Afghanistan local time) to:

High Afghanistan Rehabilitation Organization (HARO):

Receptionist      Shahzad Ahmad  
Attention:      Procurement Department  
Address:      House# 10, Street# 5, Zone NO 4 beyond of new Deramsal Regi Shah Murad Khan Jalalabad  
city -Afghanistan  
Phone:      + 93 785104378

The quote (see Appendices A through E) shall be placed in a **sealed envelope (signed and stamped)** clearly marked “ITB numbers as shown above and marked “To only be opened in the presence of the HARO Evaluation Committee.

**a. Email Submission.**

Quotation can be submitted by an email **Procurement@haro.org.af**. The quote (see Appendixes A through E) shall be placed in a Single file **signed and stamped** Pdf file) clearly indicate ITB number in the email subject line. Please do not submit quotations to any other email mentioned above. Quotes received after the deadline and other formats will not be considered.

**Question Asking Date:**

Questions may be submitted no later than **23/11/2023(4:00PM)**. Kabul, Afghanistan local time) Vendors are invited to address questions to the Procurement Unit via email **Procurement@haro.org.af** No questions will be answered over the phone or in person; all questions must be submitted in writing. All questions received will be compiled into one list, answered, and emailed to all vendors who have confirmed interest in bidding. **Vendors must insert in the subject line of their email the full (ITB Number and Name (ITB))**

- I. Vendor’s Agreement with Terms and Conditions** – The completion of all ITB requirements in accordance with the instructions in this ITB and submission to HARO of a quote will constitute an offer and indicate the Vendor’s agreement to the terms and conditions in this ITB and any attachments hereto. HARO reserves the right to award a purchase order without discussion and/or negotiation; however, HARO also reserves the right to conduct discussions and/or negotiations, which among other things may require a Vendor(s) to revise its quote (technical and/or price.

Issuance of this ITB in no way obligates HARO to award a purchase order, nor does it commit HARO to pay any costs incurred by the Vendor in preparing and submitting the quote.

**II. Index of ITB** – This ITB is comprised in its entirety of the following sections and appendices:

Sections of ITB

Section 1	Quotation Instructions
Section 2	Description of Goods
Section 3	Special Provisions
Section 4	Evaluation Criteria

Appendices

Appendix A:	Cover Letter
Appendix B:	Detailed Cost Breakdown/Bill of Quantities Form
Appendix C:	Summary of Relevant Capability, Experience and Past Performance
Appendix D:	Copy of business certificate
Appendix E:	Certification regarding Fraud and corruption

**III.** This ITB will result in a single award to a single Vendor; however, HARO reserves the right to make multiple awards, if it is in the best interest of the project.

**Composition of Quote:**

Vendors shall submit his quote for items detailed in Appendix B Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through D (see above).

**SECTION 1 – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION**

The Vendor shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Vendor. Use the template in Appendix A.
2. Vendor shall submit quotes in prescribed Format of Appendix B. And should fill complete ITB format, other format(s) will not be considered.
3. In case of price discrepancy between unit price and SUBTOTAL/GRAND TOTAL, the unit price shall prevail.
4. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
5. HARO has the rights to increase or decrease the goods and services mentioned in this ITB
6. HARO Payment term: will be paid upon installment received from Donor agency.
7. Bid validity: 3 months from date of submission
8. HARO will not award a subcontract or purchase order to a Company without AISA/Ministry of Commerce Business license. A valid AISA/Ministry of Commerce Business License must be attached to the quotation.
9. Companies are requested to disclose if they have knowledge of relatives working for HARO
10. Each vendor must properly have completed and signed/Stamped the Annex E (Certification Regarding Fraud and Corruption)
11. Prices must include delivery and transportation costs to the locations.
12. The price should quoted in AFN including all duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
13. 2% Tax will be applicable on the companies that has valid license and 7% tax will be applicable on companies that have invalid business license.

## **SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED**

- The refreshment Items (cake and Juice) will be delivered to the HARO warehouse upon request.
- As the Organization cannot have stored all the materials at once so the materials will be delivered in multiple Purchase orders or upon request of the Organization.

For more detail Please refer to Appendix B for a list and specifications of items required.

## **SECTION 3 – SPECIAL PROVISIONS**

The below provisions will be incorporated into any purchase order issued by HARO Credited to the firm's TIN.

### **3.2 Penalty Charges**

If the Vendor fails to supply the specified Goods/Services within the date stipulated, HARO shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

### **3.3 Inspection**

HARO shall have time to time responsibility, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this Purchase Order and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

## **SECTION 4 - EVALUATION CRITERIA**

All quotations received in response to this solicitation will be evaluated and scored by evaluation sub factors (if applicable). The Subcontract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. Technically Acceptable - HARO will evaluate each Vendor on its expertise and specification described in the bill of quantity
2. Cost - HARO will consider the total cost of the bid compared to the deliverables and with the bids received from other Vendors and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.
3. Past performance - The Vendor shall include complete details on past activities of similar scope and size, using the format provided in *Appendix C*, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience.

## **SECTION 5 – NOTICE TO THE VENDOR**

1. No employee of HARO, except as provided for in this ITB, may be contacted in regard to this ITB and procurement. A Vendor, who attempts to contact or contacts other staff, may have its proposal disqualified.
2. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Vendors shall acknowledge receipt of any amendment to this solicitation by identifying the ITB and amendment number(s) and date(s) in the submittal letter accompanying the offer.
3. No offer, payment, consideration, or benefit of any kind shall be made, either directly or indirectly, as an inducement or reward for the award of a purchase order. Any such practice constitutes an illegal or corrupt practice and will be grounds for canceling the procurement, terminating a Vendors' consideration for award, or terminating the award of the purchase order for such other additional actions, civil and/or criminal, as may be applicable.

## APPENDIX A

<Date>

TO: High Afghanistan Rehabilitation Organization Procurement Department

Dear Sir,

We, the undersigned, offer to provide the **HARO- ITB# 008 Supply of Refreshment items** in accordance with your Invitation to Bid dated <19/11/2023- to 25/11/2023> and our Proposal (Financial). Our attached quotation is for the sum of < **Total amount AFN** )

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized person

Authorized Signature:

Name and Title of Signatory:

Name of Firm: \_

E-Mail:

Phone Number: \_\_

## Appendix B

### BOQ of Refreshment Items

SL#	Name of item	Specification	Unit	Quantity	Unit price AFN	Total price AFN	Remarks
1	Cake	Domestic cake like Delice, Nab shirin/Shirin watan or Similar	Each/Pouch	15,000			
2	Juice	Minute Maid or similar Quality	Each	46,000			
<b>Grand-Total</b>							

Total- Refreshment Cost	AFN.
<b>GRAND-TOTAL</b>	AFN.

Additional Required Information		
No	Description / Question	Response
1.00	Validity of Bid Price:	<b>3 Months</b>
2.00	Delivery Period:	<b>As per Agreement</b>
3.00	Payment terms:	<b>Cheque /Cash</b>

## Appendix C

### SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Vendors Capacity and Business background

NO	Name of the Contractor/Supplier	Items Completed/Supplied /Service	Business Background	TIN NO	Contact No

**APPENDIX D**  
**BUSINESS LICENSE/CERTIFICATE**

*Please Attach a Valid AISA or Ministry of Commerce Business license*

## ANNEX E

### CERTIFICATION REGARDING FRAUD AND CORRUPTION

HARO treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated and HARO employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Should any employee from HARO ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in order to (a) participate in or to win an award, or (b) have any aspect of your work or invoices approved, or (c) resume work at a work site, or (d) threatens that any aspect of your work performance or payment request will be delayed or rejected without payment of a fee or bribe, or (e) Other illegal use of an official HARO position, you are asked to immediately report the incident to Procurement at the email address: [procurement@haro.org.af](mailto:procurement@haro.org.af).

If you would prefer, you may call the Logistic Officer at 0785104378 and we ensure anonymity and an unbiased, serious review and treatment of the information provided.

Further, HARO will not tolerate any of its grantees or vendors attempting to bribe or making payments to any employee in order to (a) participate in or to win an award, or (b) have any aspect of your work or invoices approved, or (c) resume work at a work site. In the event HARO finds that a grantee/vendor has paid or attempted to pay a bribe to HARO employee, any current awards to the organization will be terminated and the organization will not be eligible for further awards with HARO

With my signature below, I certify that neither myself nor any of the employees of (Name of the company) will attempt to bribe or make any payments to HARO employees in return for (a) participation in or to award of a contract, or (b) having any aspect of your work or invoices approved, or (c) to resume work at a work site. Should any employee from HARO ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in return for anything of value as listed above, the organization agrees to immediately report the incident to HARO Director.

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Name of company: \_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Signature/Stamp: \_\_\_\_\_

Date: \_\_\_\_\_