



Afghan Community and Health Rehabilitation Organization (ACHRO)

Request for Proposal

Solicitation No.	RFP #ACHRO- Transitional Shelters Major Repairs -2023-AHF-02
Title:	Major Repair of 450 Transitional Shelters.
Number of Shelters:	Transitional Shelters (450) in – Nangrahar Province.
Issue Date:	21 st September 2023
Closing Date:	30 th September 2023
Closing Time:	02:00hrs Kabul Time
Project:	Construction and repairing/upgrade of Shelters for the most crisis affected by recent flood in Nangrahar province.
Location:	Spinghar, Dehbala, Pachiragam and Shirzad, Nangrahar Province.

YOUR SEALED BIDS SHALL COMPRISE THE FOLLOWING TWO SETS OF
DOCUMENTS MARKED:

**“Technical Bid” and “Financial Bid” in
Separate Envelopes**

Subject: Request for Proposal
Projects Name: Construction and repairing/upgrade of Shelters for the most crisis affected by recent flood in Nangrahar province
RFP No.: RFP #ACHRO- Transitional Shelters Major Repairs-2023-AHF-02
Location: Spinghar, Dehbala, Pachiragam and Shirzad, Nangrahar Province
Issuance Date: **September 21, 2023**
Closing Date: **September 30, 2023**

INTRODUCTION OF ACHRO

Afghan Community and Health Rehabilitation Organization (ACHRO) is non-political, non for profit, non- governmental organization registered on April, 08, 2010 under registration # 1658 with the Ministry of Economy of GIRoA. DUNS # of ACHRO is 561208134; ACHRO has also been registered or recognized as partner with more than 40 national and International organizations. ACHRO is active Partner of (UNHCR) and (WHH). ACHRO is directly and indirectly working with five line ministries with the government of Afghanistan including MoE, MoRR and MoPH.

ACHRO is currently implementing the AHF funded Shelters project to strengthen community resilience capacities and improve access to livelihood opportunities while fostering social cohesion and re-integration of returnees and IDPs in East region.

1. INVITATION TO BID

The Afghan Community and Health Rehabilitation Organization (ACHRO) is implementing partner of the Afghanistan Humanitarian Fund (AHF) for the Shelters Project in East Region of Afghanistan.

2. REQUIRMENTS

ACHRO, invites qualified companies, duly registered with the Ministry of Industry and Commerce Government of Afghanistan, to submit their sealed bids for the afore-mentioned project **“Major Repair of 450 Transitional Shelters”** as per the attached BoQ.

Furthermore, it is recommended that this (RFP) and its mandatory all **BOQ’s annexes** be read and filled in thoroughly. Failure to comply with the requirements of bid submission will be at the Bidder’s own risk, bidsthat are not substantially responsive to the requirements of the Bidding Documents will be rejected.

3. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to the Procurement Unit at procurement@achro.org Any prospective bidder requiring any

clarification in respect of the Bidding Documents may notify the Employer in writing at procurement@achro.org the request for clarification must reach the Employer not later than 3 days before the closing date of the bid. The Employer will respond to any request for clarification that he receives earlier than 3 days prior to the deadline for submission of bids.

The deadline for receipt of questions is 02:00 hrs local time on 26th September 2023. Bidders are requested to keep the question concise.

Please do not send bids to the above email address. Only queries and questions on this RFP can be sent to the subject line email **Major Repair of 450 Transitional Shelters.**

ACHRO will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. ACHRO may, at its discretion, copy any reply to a particular question to all other invited bidders at once. Your bid documents shall be prepared in English.

4. ELIGIBLE BIDDERS:

4.1 This Invitation for Bids is open to all interested companies who have registered with the government of Afghanistan and have valid licenses.

4.2 The company, organization, or individual is not listed in the sanction and embargo list of the UN Security Council.

4.3 The company, organization, or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.

4.4 The company, organization, or individual will not be contracted for considerable portions of the contract is an enterprise economically intertwined with persons conducting the tender.

4.5 The bidder shall be an Afghan company registered with the government of Afghanistan.

5. COST OF BIDDING

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. TIME FRAME FOR SUPPLY, DELIVERY & INSTALLATION

The intended project including all related work and activities require to be completed within **Four Months**. The Bidding Documents, in addition to the invitation for bids, are those stated below, and all documents shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding Documents.

7. RFP Documents

The following annexes form an integral part of this Request for Proposal:

- Annex 1: Vendor Registration Form
Annex2: Summary of relevant work experience
Annex 3: Personnel Resources
Annex 4: Equipment & Machinery
Annex 5: Bid Form
Annex-6: Declaration of undertaking
Annex-7: Financial Offer Form / Bill of Quantity (BoQ)

Prices must be quoted for all items in the Bill of Quantities.

The bidders are expected to carefully examine the contents of all the above documents. Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

8. PREPARATION OF BID

a. Documents Comprising the Bid

Your bid documents should be enclosed in the following two sets of documents:

- Technical bid
- Financial bid price

b. Content of the Technical Bid

The submitted bid must include the following formation. Failure to supply all requested information or comply with the specific formats may disqualify the bidder from consideration. **No Financial bid price should be included in the Technical Bid.** Failure to comply may risk disqualification. The technical bid should contain all information required.

Your technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Vendor Registration Form in accordance with Annex - 1.
- Summary of relevant work experience in accordance with Annex - 2.
- Personnel Resources with Annex-3
- Equipment & Machinery with Annex-4
- Bid Form in accordance with Annex - 5.
- Declaration of undertaking in accordance with Annex -6.
- Copy of valid business license.
- Experience in construction work specifically in Shelters projects provide lists of projects.
- Company profile with relevant experience.
- Confirm that your proposal is valid for 60 calendar days from the closing date of this RFP in the BidForm as Annex -5.

c. Content of the Financial Bid Price

- All prices shall be stated with applicable tax (in accordance with the current tax laws of the government of Afghanistan, and all other relevant provisions of the same law).
- All unit prices shall be indicated in the space provided in the price sheet (BoQ). The bidder must sign and officially stamp the Financial Offer Form or (BoQ).

Important NOTE: Due to large number of transitional shelters major repair work (Quantity) of each shelter is different from each other that's why we announced BOQ for only unit cost. Bill of Quantity (Unit Prices will be provided by the vendor and the payment will be done on actual onsite repair/construction works) endorsing by our site engineers.

The offer should follow the given structure and prices shall be quoted in US Dollars (USD)

- The Financial bid price is to be submitted as per the BoQ & Financial Offer Form (Annex - 5). Bids that have a different price structure may not be accepted.
- All Annexes of the bid are to be properly completed, signed, and stamped.
- Each bidder shall prepare by filling out the forms completely and without alterations one Original specified in the bidding documents to comprising the bid and clearly mark them "ORIGINAL"

- d. **Bid Validity Period:** Bids shall be valid for 60 calendar days from the date of submission. A bid valid for a shorter period shall be rejected by ACHRO on the grounds that it is non-responsive. In exceptional circumstances, prior to the expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing.

e. Alternative Bid

Alternative bids are not allowed to be attached.

9. SUBMISSION OF BID

- a. Deadline for submission of bid:

The closing date for submission of bids is **30th of September 2023, 02:00hrs** (Afghanistan local time). Late bids shall be rejected, and electronic submission is not allowed.

In case of emergencies and formal holidays, it's extendable for one day more than bidders can submit their offers for tomorrow of the closing date for submission of the bid.

- b. Bids must be received by the Employer at the address specified no later than the deadline.
- c. Bids with the charge payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.

10. SUBMISSION, SEALING, AND MARKING OF BIDS

The technical bid and the Price bid must be submitted separately in sealed envelopes.

The signed and stamped bid one original including its all attachments shall be submitted in sealed envelopes. The envelope of your bidding documents shall be marked as follows:

10.1 Bidding documents - Technical Bid for:

Major Repair of 450 Transitional Shelters Nangrahar province, Afghanistan.

RFP #ACHRO- Transitional Shelters Major Repairs-2023-AHF-02

10.2 Bidding documents – Financial Offer Form for:

Major Repair of 450 Transitional Shelters Nangrahar province, Afghanistan.

RFP #ACHRO- Transitional Shelters Major Repairs -2023-AHF-02

10.3 The Employer's address for submission of the bids is:

ACHRO Main Office:

House No: 1, Aman Eye Hospital Street, Khushal Khan Maina, District No: 5 Kabul, Afghanistan.

Phone No.: + 93 (0) 785296700 only for specifying of address.

11. BID OPENING AND EVALUATION

11.1 Bid Opening

The opening of the bid will be held with ACHRO members only. The bid opening will take place at:

ACHRO Main Office, Kabul City Kabul Province, and the bid opening process will be held.

Subsequent to the evaluation of the technical qualification documents, the Employer will open the financial envelopes (Financial Bid Documents) of bidders, who qualified in the technical evaluation only,

11.2 Process to be Confidential

Information relating to the examination, clarification, evaluation, and post-qualification of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process before the announcement of bid evaluation report.

Any effort by a bidder to influence ACHRO in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

11.3 Examination of Bids and Determination of Responsiveness

Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.

A substantially responsive bid is one, which meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions, and specifications of the bidding documents, without material

1 - First Stage Technical Evaluation:		Scoring Criteria
1.	Valid business license registered with the Ministry of Commerce	10
2.	Past Performance or Experience/ Similar Experience: List of ongoing and completed similar projects. Providing a simple list of past performance.	60
3	Work plan (time schedule): tell 15 February 2024 Bidder's proposed time schedule and the timeframe for Major Repair of 450 Transitional Shelters.	20
4	Proposed equipment and machinery list for implementation of the project	10
Total		100

deviation or reservation.

11.4 Technical and Financial evaluation

Bids will be evaluated in accordance with the following technical criteria. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The Technical bid documents will be evaluated by using the following two stages criteria:

1. Eligibility Criteria (Non-Complaint or fail will be disqualified) as per the following Table:

S.No	Eligibility Criteria (Pass & Fail)	Max Points Obtainable	
1 - First Stage Evaluation: PASS / FAIL Criteria		Pass	Fail
1	Submission of a valid business license, registered with the Ministry of Commerce.		
2	Bid properly sealed technical and financial bids submitted in separate sealed envelopes.		
3	Accepts proposal validity of 60 calendar days from the closing date of this RFP.		
4	Submits of all bid documents with annexes are to be properly completed, signed, and stamped.		
5	Declaration Undertaken is provided, signed & stamped.		

2. Technical Evaluation Criteria (Non-compliant / fail bidder will not be considered for technical & financial evaluation.

In order to proceed to further stages of the evaluation process, the submitted technical proposal must obtain at least 60 points or above of the total technical obtainable score, 100 points.

11.5 Financial Bid:

The most advantageous bid determined on the basis of this procedure after correction of any arithmetic errors will win the contract. The lowest bid price alone is generally not decisive. If a bid price appears to be unusually low in relation to the services/work to be rendered the bidder will be requested to submit a written breakdown of his price calculation. If after review of the notes submitted by the bidder reasonable doubts persist as to whether the required goods and works can be provided at the rates offered and if this is reasonably expected to pose a considerable risk to the performance of the contract, the bid in question will have to be excluded.

2 - Second Stage Financial Evaluation:		Scoring Criteria
1.	Unit Price Accuracy	10
2.	Cost Relation with the Current Market	20
3.	Bank Statement/Annual Turnover (Audit Reports)	20
Total		50

11.6 Selection Criteria: Technically compliant offer from the qualified and competent bidder at the lowest cost, meeting technical requirements, quality, and time. In addition, meeting the above criteria.

11.7 Notification of Award

Prior to the expiration of the period of bid validity, the Employer will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted.

11.8 Award of Contract

Prior to the expiration of the period of bid validity, ACHRO shall send the successful letter to the winning bidder for the signing of the contract/purchase order which constitutes the notification of award.

11.9 Performance Guarantee

N/A

12. Payment Schedule

All services included in this RFP and the subsequent contract will be paid as per the executed amount of work at each stage of completion. The progress payment will be paid in three different installments. All payments will be made in the currency of offer (and PO) and in accordance with the ACHRO General Conditions for the Purchase of Services.

Payment will be made through bank Cheque or cash in the name of the bidder's/supplier's established business account with a scheduled bank. Tax at source will be deducted from all payments made to bidder/supplier as per government rules and regulations unless a valid exemption certificate is provided by the bidder/supplier. Partial payment will be released in a similar manner.

Furthermore, the supplier has to present full documents to the buyer of the successful provision of equipment to the center to claim the amount. No advance payment shall be made.

Invoices will be settled after the completion and acceptance of the milestone deliverables.

All payments shall be technically endorsed by the ACHRO Project Manager/Site Engineers / Procurement and approved by the ACHRO Director or Deputy Director.

12.1 Advance Payments

Advance payments are not applicable for this tender and subsequent contract. ACHRO has zero-tolerance for fraud. Fraud is any act or mission that intentionally misleads, or attempts to mislead, to obtain a benefit, or avoid an obligation.

Attachments:

- Annex 1: Vendor Registration Form
- Annex 2: Summary of relevant work experience
- Annex 3: Personnel Resources
- Annex 4: Equipment & Machinery
- Annex 5: Bid Form
- Annex-6: Declaration of undertaking
- Annex-7: Financial Offer Form / Bill of Quantity (BoQ)

VENDOR REGISTRATION FORM**Company Details and General Information**

The information provided in response to this questionnaire will be held confidential by ACHRO for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent. Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Company registration number	
8. Name of bank	
9. Bank details	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with ACHRO. Following completion, signature, and submission of this questionnaire, any subsequent changes must be submitted to ACHRO in writing immediately.

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE, AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFP) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past five years may be taken into consideration at the discretion of the evaluation panel.

No.	Project Title and Description of Activities	Location Province/District	Client Name/ Email/Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed Schedule (Yes/No)	Subcontract or or Prime Contractor?
1								
2								
3								
4								
5								

Bidder may attach their summary of relevant experience list as computerized that received goods and/or services of a nature similar to the requirements of this RFP.

Annex 3: Personnel Resources – Please list your organization’s key personnel in the below tables
Table (1):

1.1 Number of Staff:

	Managerial	Technical	Operative	Administrative	Other (specify)
Nos.					

Annex 4: Equipment and Machinery: please provide the list with submission of provable evidence.

Table (3)

[illegible]

RFP #ACHRO- Transitional
Shelters Major Repair-
2023-AHF-02

Project Name: Major Repair of 450 Transitional Shelters.

Company Name:___

To: ACHRO Main office

Dear Sir / Madam,

1. Having examined the Conditions of Contract, and Bill of Quantities, and all other documents received with the request for proposal for the execution of the Works in connection with the above named Project, we, the undersigned offer to execute and complete such Works and remedy any faults and defects therein in conformity with the conditions spelled out in the aforementioned documents for the sum of as mentioned in Price Proposal.
Or such other sums as may be ascertained in accordance with the said conditions.
2. We undertake, if our Tender is accepted, to commence the Works within the time required in the contract conditions, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Conditions.
3. We agree to abide by this Bid for the period of 60 calendar days from the submission/opening date stated in the Invitation to Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Unless and until a Contract Agreement is signed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between.
5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated : / /

Signature:..... in the capacity of

Duly authorized to sign Bid for and on behalf of

.....
(Bidder name and address in block capitals)

Declaration of Undertaking

RFP #ACHRO- Transitional Shelters Major Repair -2023-AHF-02

Project Name: Major Repair of 450 Transitional Shelters

We underscore the importance of a free, fair, and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labor Standards") in the implementation of the project. We undertake to comply with the Core Labor Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place), Date:.....

Name of company:_____

Signature:_____ Mobile No. _____

Seal:_____ Email address _____

Afghan Community and Health Rehabilitation Organotin-ACHRO
Financial offer (Bill of Quantity)

Project Name: CBPF-AFG-23-R-NGO-25919 and Construction and repairing/upgrade of Shelters for the most crisis affected by recent flood in Nangrahar province

Subject: Major Repair of 450 Transitional Shelters.

RFP No.: RFP #ACHRO- Transitional Shelters Major Repair -2023-AHF-02

Location: Spinghar, Dehbala, Pachiragam and Shirzad, Nangrahar Province

NOTE: The Detail Bill of Quantity (BOQ) are separately attached in Excel Format.