

**H**umanitarian **A**ssistance and **D**evelopment **A**ssociation for **A**fghanistan

**(HADAAF)**

**Request for Invitation to Bid (ITB)**

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| **1. ITB No.** | HADAAF-Kabul-ITB-23-09-WHO-BMGF-PHC-KDR & HEL |
| **2. Issue Date** | 28-September-2023 |
| **3. Type of Service** | Procurement of IT Equipment for WHO-PHC Project in Kandahar & Helmand |
| **4. Address** | HADAAF Country Office: House #3, Street# 4 Noorin TV Street Behind Khalid Bin Walid Masjid  **Contact Person:** for any clarifications and technical questions contact to the below emails and cell No;   |  |  | | --- | --- | | **Technical contact details:**    Name: Dr. Sayed Jamaluddin Saddat  Cell No: 0799484899  E-Mail: dr\_jamal2009@yahoo.com | **Operational contact details:**  Name: Naqibullah Akbari  Cell No: 0780444441  E-Mail: [naqibullah.2010@gmail.com](mailto:naqibullah.2010@gmail.com) | |
| **5. Deadline for Receipt of Quotes** | Bids should be submitted before COB of 08nd of October 2023 Kabul Time.  All bids should be stamped each page and sent within contained/ sealed envelope with the Tender No. HADAAF-Kabul-ITB-23-09-WHO-BMGF-PHC-KDR & HEL (IT Equipment) written on the outside of the envelope and physically putting the bids in tender box and sign the bids sheet (available at HADAAF Office Kabul). As soon as possible after the closing date all of the bids will be opened and the best bid selected according to the award criteria by selected procurement committee members. |
| **6. Anticipated Award Type** | Fixed Price Agreement |
| **7. Bids Evaluation Criteria** | 1. Criteria 1 Price, 50% 2. Criteria 2 Technical, 30% 3. Criteria 3 Legal Valid Documents, 10% 4. Criteria 4 Relevant Experience, 10% |
| **8. Basis for Award** | An award will be made to the responsible bidder whose bid is  Responsive to the terms of the ITB and is most advantageous to HADAAF, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements identified in this ITB. |
| **9. General Instructions to**  **Bidders** | * Include a statement that the vendor fully understands that their bid must be valid for a period of ninety (90) days. * Bidders shall sign and put date their Bid. * Bidders shall complete Annex 1: Price List template. * The payment will be made upon submission and acceptance of an invoice after deliver transfer to their bank account. * The amount will be transferred through Bank. * HADAAF reserves the rights to cancel or terminate the purchase order if the company is not able to provide the satisfactory services. * HADAAF reserves the rights to cancel or terminate the Purchase Order in case the donor terminate the contract before the project completion. |
| **10. Terms and condition** | **Bidders**  The Bidders shall provide the IT equipment to the Humanitarian Assistance and Development Association for Afghanistan (HADAAF) Kabul Office in good quality, quantity and on time deliver. In case any items/equipment damaged during the way, HADAAF will bear no cost.   * Bidders shall submit Bids physically as original hard in a sealed envelope to HADAAF: Main office Kabul. The hard copy attached quote shall include the ITB number, title, and closing date. * The quote submitted shall be valid for a period of at least 90 days. * Bidders shall sign and date their Bid. * The rates quoted shall be for the complete service inclusive of all taxes. Valid update license from AISA or Ministry of commerce 2% tax will be dedicating from the total price and one copy will provide to the suppler. In case if the company license is expired 7% tax will be deducted from total amount * All prices shall be quoted in AFN only other currency quote will not be considered. * The contactor delivers the equipment to HADAAF Kabul Office within 2 days of issuance of order. Any delay may result in contract termination. * No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this agreement, incl. tendering, award or execution of contracts. Any such practice will be grounds for the immediate cancellation of this agreement/contract and for such additional action, civil and/or criminal, as may be appropriate.   **Payment and invoicing:**   * Payment will be done in AFN and will be transferred by Bank TT-Form into the supplier’s bank account when the equipment delivered to HADAAF-Kabul Office. |
| **11. Determination of**  **Responsibility** | HADAAF will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing the vendor’s responsibility, the following factors are taken into consideration:   * Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan updated license. * Ability to comply with required or proposed delivery or performance schedules. |

**Attachment A: Cover Letter**

**Date:**

To: Humanitarian Assistance and Developments Association for Afghanistan (HADAAF)

From:

Subject: Cover Letter for the HADAAF-Kabul-ITB-23-09-WHO-PHC-KDR & HEL

We, the undersigned, provide the attached quote in accordance to HADAAF-Kabul-ITB-23-09-WHO-BMGF-PHC-KDR & HEL.

I certify a validity period of ninety (90) days for the prices provided in the attached Price list/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to Kabul office, we further agree to payment terms upon submission and acceptance of an invoice.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (Please insert the total amount ofServices in AFN**)** as may be ascertained in accordance with the Price List attached Herewith and made part of this Bid.

We understand that HADAAF is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email: