



TENDER DOSSIER

Tender for Purchase and Supply of Solar System Packge for 500 Shelters in North Region

Publication reference:

RFP #ACHRO- SOLARY SYSTEM PACKGE-2023-016

Issued by: Afghan Cummunity and Health Rehabilitation Organization (ACHRO)
Publication Date: 22nd October 2023

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INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER DOSSIER

The purpose of this Tender is to obtain competitive offers for **Purchase and Supply of Solar System Packages for 500 Shelters in North and North East Region** for Project Co-Prosper funded by UNHCR in North and North East Region.

A detailed description of the assignment and services required by ACHRO is contained in the technical specifications (see APPENDIX A – Technical specifications).

2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Deadline for submission of tenders (Receiving date)	31 st October 2023	1 Pm Kabul Time
Notification of award to the successful tenderer	4 th November 2023	
Deadline for the submission of Solar System Packages as requested to project sites	12 th November 2023	

3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this tender dossier.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

The participation procedure will be carried out in two successive stages; both are to be submitted together

1. Technical Proposal
2. Financial Proposal

Responses should be sent in a single envelope which will contain the following:

- APPENDIX A- Technical specification
- APPENDIX B - Tenderer's Declaration
- APPENDIX C- Price proposal

The envelope to be marked as follows:

**“Tender proposal “Supplier name” to ACHRO Tender:
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Do not open before 31st October 2023

Tenderers do NOT have the option of submitting their tender electronically.

Language: All documents shall be submitted in the English language.

The supplier application and tender proposal shall be submitted together before the deadline for reception of applications on the **31st October 2023**, 1 PM – Kabul Time to:

Department: Procurement Unit (ACHRO)

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Organization Name: Afghan Community and Health Rehabilitation Organization (ACHRO)

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

Contact telephone: 0785296700 (Only for office Address) Irrelevant call will not be entertain.

It is the responsibility of the Tenderer to ensure that their offer is complete and meets ACHRO requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

Selection criteria for administrative compliance:

This part concerns the information given in the supplier questionnaire; each tenderer **SHOULD INCLUDE ALL THE DOCUMENTS BELOW:**

- **This Tender Dossier (including all annexes duly filled) signed or stamped on each page by the approved authority in the company**
- **Proof of business license from the ministry of commerce in Afghanistan.**
- **One satisfactory reference of customers for whom the same type of services was provided; ACHRO reserves the right to contact these references, without notifying the Tenderer.**

ALL ABOVEMENTIONED DOCUMENTS (INCLUDING APPENDICES) NEED TO BE DULY FILLED AND SIGNED (BY AUTHORIZED PERSON) AND STAMPED. FAIL IN SUBMISSION OF AFOREMENTIONED DOCUMENTS MAY LEAD TO DISQUALIFICATION.

3.2.1 Currency

All prices shall be expressed in AFN currency including withholding Tax.

3.2.2 Tender validity

Tenders shall remain valid for a period of 3 calendar months after the deadline for receipt of tenders.

3.2.3 Tender Presentation

Tenderers must submit a tender for all of the goods and services (this includes materials plus transportation to mentioned provinces and districts with safe delivery) **Delivery points are specified in Appendix A.**

Prices and lead times, presented in the tender, should be firm and valid for the whole duration of the agreement from the date of its signature by both Parties.

The price proposal should be submitted according to the **template in APPENDIX C – Price Proposal.**

3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the APPENDIX A -Technical specifications.

Award of the contract is based on the criteria listed at paragraph **4.12 Tender Process**

3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principles and values of ACHRO.

The tender should include:

- A technical bid consisting of a detailed description of all listed items in RFQ.
- Stock holdings (if listed materials are owned currently by the supplier and kept in the stock or they will purchase from other suppliers)

3.2.6 Price proposal

- A clear breakdown of costs related to items and services as requested in RFQ, and
- A detailed **price list** for all the services linked to the technical requirement (e.g. equipment service)

This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this pricelist, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.

- Additional services that the service provider would be willing to provide ACHRO at no cost.

4 CONDITIONS OF TENDERING

4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to procurement@achro.org until the **28th October 2023** (1 PM -Kabul Time)

4.2 A clarification meeting/site visit (If required)

A clarification meeting can be held based on the request of suppliers (at least 2 days before the deadline for submission of tenders) to answer any questions on the tender dossier which have been forwarded in writing or raised during the meeting. Minutes will be taken during the meeting and these will be communicated, together with any clarifications in response to written requests which are not addressed during the meeting, in writing to all the tenderers. No further clarification will be provided after this. All the costs of attending this meeting will be borne by the tenderers.

Visits by individual prospective tenderers, other than this meeting, cannot be permitted during the tender period.

4.3 Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

4.4 Costs of preparing tenders

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

4.5 Late Proposal

Tenders must be received before **31st October 2023 at 1 pm, Kabul time**. Tenders received after the closing date will not be considered, unless in ACHRO sole opinion there are exceptional circumstances which have caused the delay.

4.6 Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company which is officially registered with the government of Afghanistan.

4.7 Compliance

ACHRO reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

4.8 Right to reject all tenders

ACHRO is under no obligation to accept any tender.

4.9 Power to accept part of a tender

ACHRO reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

4.10 Confidentiality

Tenderers must treat the invitation to tender and all associated documentation supplied by ACHRO as confidential.

4.11 Tender Process

ACHRO reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

The contract will be awarded to the administratively and technically compliant tender that is the most economically advantageous, taking into account the quality of the services offered and the price of the tender.

Tenders will be evaluated on the criteria listed below:

CRITERIAS	Award criteria	Score up to	Max. Score	% of overall
Capability/competence of tenderer to perform the work/service required	Experience delivering similar services to other international/local NGOs	20	20	20%
Quality / Understanding of requirements	Meeting technical specifications OR Level of understanding of work/service required	20	30	30%
	Level of understanding of tender documents	10		
Prices for goods/work/services	Clarity of the cost breakdown	10	50	50%
	Price proposal of Goods/Services in accordance with the request (best value for money)	40		
TOTAL MAXIMUM GENERAL SCORING			100	100%

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence ACHRO in its decision concerning the award of the contract will result in the immediate rejection of his/her tender.

4.12 Notification award and contract signature

The successful tenderer will be informed in writing that their tender has been chosen (notification of award). ACHRO will agree with the selected tenderer on the final contract version and will signed contract with the successful tenderer.

The unsuccessful tenderer will not receive any notice regarding the rejection of bid.

Within 3 business days following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 3 working days, ACHRO can consider (after notification) the award as null and void.

4.13 Ownership of tenders

ACHRO retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

ACHRO guarantees that tender offers shall remain confidential.

4.14 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by ACHRO.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to ACHRO.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.
6. If the donor of the project has not approved the budget for this project that has been considered for this procurement.

Under no circumstances will ACHRO be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if ACHRO has been warned of the possibility of damages.

Tenderers are requested not to contact ACHRO during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing ACHRO supplier, and then only in pursuit of existing ACHRO business.

APPENDICES

Appendix A : Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Price proposal

Appendix A: TECHNICAL SPECIFICATIONS

NOTE: Purchase and Supply of Solar System Packages for 500 Shelters in North Region.

S.No	Specification for 12V Solar Home System
1	<p>Lights:</p> <ul style="list-style-type: none"> <input type="checkbox"/> IP rating (I = dust resistance, P = moisture resistance) of product - IP rate min. IP65 <input type="checkbox"/> Certificate of Origin and ISO Manufacture Quality Certificate or equivalent (e.g. EN13032-1, EN13032-2, EN60598-1 and EN62471) for the lights and other key components. <input type="checkbox"/> 5 x 300 lm LED Technology (Multichip technology and minimum efficiency at 160 lm/W) and corresponding fitting accessories or better alternative <input type="checkbox"/> Color Temperature between 3700K and 6500K <input type="checkbox"/> CRI >= 70
2	<p>PV technology and supporting structure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Product and supporting structure matching climatic, environmental and meteorological conditions - year average and seasonally, particularly solar radiance – availability of sun light, Relative humidity up to 95%, Wind speeds up to 120 km/h, Ambient temperature from -20°C to 65°C, high presence of dust, ultra violet radiation, insects, etc. <input type="checkbox"/> All structures shall be made of corrosion resistant materials with anti-theft provision. The same applies to all poles, bolts, nuts, and fasteners. <input type="checkbox"/> PV Data sheet – name, monogram or manufacturer's symbol, module reference number, Serial number, Dimensions, Life span, weight, Maximum power, Open Circuit Voltage for STC (standard test conditions), Short Circuit Current for STC (standard test conditions), Maximum Power Voltage, Maximum Power Current, Maximum System Voltage. <input type="checkbox"/> Detailed and clear Installation, Operations & Maintenance manual <input type="checkbox"/> 2 x 260Wp PV Monocrystalline technology or better alternative - compliant with IEC 61215 edition 2, and shall be qualified to and be classified by Class according to IEC 61730. <input type="checkbox"/> Frameless PV structure for auto cleaning mechanism <input type="checkbox"/> Safety, security and theft provision (especially for solar panel and mounting brackets) <input type="checkbox"/> Module efficiency - >=30%. <input type="checkbox"/> Hours of autonomous operation – At least 6h/day <input type="checkbox"/> IP rating (I = dust resistance, P = moisture resistance) of product - IP rate min. IP65 <input type="checkbox"/> Wind Load resistance report, Vibration test report, User Manual, Certificate of Origin and ISO Manufacture Quality Certificate or equivalent for the PV technology and other key components should be provided. <input type="checkbox"/> Warranty - The system performance warranty should ensure that the modules/panels will produce at least 90% of their nominal power after 10 years, 80% of the nominal power after 25 years and 10 years on material and manufacturing faults.
3	<p>Charge Controller:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Charge Controller Data sheet – name, monogram or manufacturer's name & symbol, module reference number, Serial number, Rated capacity, Self-consumption, weight, Charge strategy, Warranty, Maximum Power Current, Maximum System Voltage. <input type="checkbox"/> The minimum life span of the charge controller should be 10 years and the warranty period should be at least 5 years. <input type="checkbox"/> 1 x 20A Charge Controller type (readily available and maintainable) <input type="checkbox"/> 2 x Cellphone charging ports <input type="checkbox"/> Clear indication of the connecting inlets and outlets <input type="checkbox"/> Safety warning mechanism <input type="checkbox"/> Product matching climatic, environmental and meteorological conditions - year average and seasonally, particularly solar radiance – availability of sun light, Relative humidity up to 95%, Ambient temperature from -20°C to 65°C (operating temperature), high presence of dust, ultra violet radiation, insects, fog etc.
4	<p>Battery System:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 x 150 Ah Battery Technology NiMH or better alternative (readily available and maintainable) - IEC 60896-21/22, EN62133 certified or equivalent <input type="checkbox"/> Battery life cycle at 50% discharge min. 10'000 cycles at 25°C and min. 4000 cycles at 40°C <input type="checkbox"/> Battery Operating Temperature, charge /discharge (not storage Temp.) from -20°C to + 65°C <input type="checkbox"/> Battery days of autonomy - At least 2 days without being recharged and considering a depth of discharge of 80% and an efficiency of 90% <input type="checkbox"/> Battery data sheet – Manufacturer, Serial number, rated capacity (Ah @C10 and @C100), Performance Curves showing rated Ah capacity at several discharge rates, Cycle life versus depth of discharge graph, Self-discharge characteristics, Physical size and weight etc. <input type="checkbox"/> Life span - ≥ 90,000 (seventy thousand) operating hours <input type="checkbox"/> Detailed and clear Installation, Operations & Maintenance manual <input type="checkbox"/> Battery meter (to show battery condition)
5	switches High quality according to the drawing with all necessary works.
6	sockets High quality according to the drawing with all necessary works.
7	wire(0.75mm) 50m High quality according to the drawing with all necessary works.

8	<input type="checkbox"/> Supply of One wooden box/container to keep the Battery 24"x22"x10" wooden box prepared from well dried and treated class 1 woods with good quality and movable to keep the Battery safe and protected. The 20mm thick wooden planks/plywood (wooden boards) with proper cutting and fixing without any knots are damage on the wooden plan."
9	<input type="checkbox"/> Supply of metal frames for the solar panels- (please provide specifications) supply 40mm x 40mm square 2.6mm thick GI frame to fix the solar panels and apply two coats oil primer and two coats of enamel paints to protect from the corrosion. Joints must be properly welded and painted to free from corrosion.

Province	Number of SHELTERS Based District								Total
Kunduz	Char Dara	Dasht-e-Archi	Emam Sahib	Khana bad	Kunduz	Qala-e-Zal			151
	48	4	24	43	21	11			
Badakhshan	Fayzabad	Darayem	Jorm	Keshm	Warduj				21
	7	1	6	3	4				
Baghlan	Baghlan-e-Jadid	Pul-e-Khumri							101
	73	28							
Takhar	Dasht-e-Qala	Farkhar							3
	1	2							
Faryab	Almar	Qaysar	Khani char Bagh	Khawja Sabz Posh	Maymana	Pashtonqot	Qaramqul	Qorghan	85
	11	31	7	2	24	2	7	1	
Balkh	Dehdadi	Mazar-e-Sharif	Nahri-e-Shahi						117
	5	11	101						
Sar-e-Pul	Sar-e-Pul	Balkhab							7
	1	6							
Jawzjan	Sheberghan								15
	15								
Grand Total									500

(DELIVERY PONT: a) North & North East Region (Kunduz, Badakhshan, Baghlan, Takhar, Faryab, Balkh, Sar-e-Pul and Jawzjan Provicne)

Scope of Work

The Solar System Packages shall be delivered to above mentioned location within **30 Days**.

Appendix B: TENDERER'S DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the ACHRO Supplier Code of Conduct. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at ACHRO discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by ACHRO. We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform ACHRO in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform ACHRO in written.

<i>Company name and address:</i>
<i>Company's Representative name:</i>
<i>Title of Representative in the Company:</i>
<i>Email and PH Number:</i>
<i>Representative's signature and stamp:</i>
<i>City, date:</i>

Appendix C: PRICE PROPOSAL

**Afghan Community and Health
Rehabilitation Organizatin (ACHRO)**

Detail Excel Version BOQ is attached with documents for price proposal.

Note: The given prices should be inclusive of withholding tax.