



# ISLAMIC RELIEF

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## Tender Pack

**TENDER NO: 00008230/8227**

**PROPOSAL FOR: Supply of livestock Animals in Bamiyan, Province.**

**ADVERTISEMENT DATE: November 14, 2023**

**DEADLINE FOR SUBMISSION: November 23, 2023, latest by 11:00AM**



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*Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)*

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*"Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others."*

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## 1. CONFIDENTIAL QUESTIONNAIRE

### Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s.  Sales/Orders.  Technical Support.	



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## Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products	
List of Major Clients	
<p>Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none"><li>i. Name of company/INGOs</li><li>ii. Contract Value</li><li>iii. References</li></ul> <p>(Pos/ agreements copy must be attach)</p>	



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## Banker's Detail:

Question	Response
Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)	

## Trade Reference (only for Supply of livestock animals):

	1	2	3	4
Name of Organization				
Contact name and phone number				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN				



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## 2. Pricing (RFQ)

M/s \_\_\_\_\_

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

Ref. # \_\_\_\_\_

Islamic Relief (IR) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for long-term development of the world's poorest people.

Islamic Relief (Afghanistan) takes this opportunity to request you to quote the prices for the supply of livestock animals in Bamiyan, Province Afghanistan as per following details:

Female Sheep - in Bamiyan Province Yakawlang 1, District (PR# 8230)						
SN	Items Name	Specification	Unit	Quantity	Unit Price	Total
1	Female Sheep (local), adoption with local climate)	The Female sheep should be pregnant at 4 months or above.) if the goats non-pregnant of 4 months supplier should be replaced by lactated (with a female sheep and kid)	No	120		
2	concentrate (fat4,65% - moisture 10,70%- protien17,08% - Starch@&,47%- Ash AL 17,15% and fiber8,78%)	concentrate (fat4,65% -moisture 10,70%-protien17,08% - Starch@&,47%-Ash AL 17,15% and fiber8,78%)	KG	1800		
3	vaccine	(enterotoxaemia, sheep pox and CCP)	dose	360		
4	Deworming (Pakistani	Deworming (Pakistani	CC	1920		
Total Amount Inclusive of keeping, feeding, loading unloading, Transportation cost to distribution point and Taxes						

Female Goats - in Bamiyan Province Yakawlang 1, District (PR#8227)						
SN	Items Name	Specification	Unit	Quantity	Unit Price	Total
1	Female Goats (local, adoption with local climate)	The Female Goats should be pregnant at 4 months or above.) if the goats non-pregnant of 4 months supplier should be replaced by lactated (with a female goats and kid)	No	121		
2	concentrate (fat4,65% - moisture 10,70%- protien17,08% - Starch@&,47%-	concentrate (fat4,65% -moisture 10,70%-protien17,08% - Starch@&,47%-Ash AL 17,15% and fiber8,78%)	KG	1800		



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	Ash AL 17,15% and fiber 8,78%)					
3	vaccine	(enterotoxaemia, sheep pox and CCPP)	dose	345		
4	Deworming (Pakistani)	Deworming (Pakistani)	CC	2000		
Total Amount Inclusive of keeping, feeding, loading unloading, Transportation cost to distribution point and Taxes						

## Important point about animals:

1. Time for arranging the animals? / After awarding the contract the supplier must complete all the distribution within 5 days.
2. Time of Quarantine? After arrival to warehouse there should be at least 3 days quarantine to inspect of the animals the supplier should provide all the service (Feeding, Water, etc.)
3. Feeding for time of Quarantine? Supplier must provide feeding during the quarantine time to keep the animals healthy.
4. Inspection time? Whenever supplier arrange all the animals the inspection will be taking place and the supplier should immediately remove rejected animals from inside the warehouse. The inspection will be take place 2 days before distribution.  
Location of inspection? The location of inspection will be the center of all COs (CO of Refaee Sabz) which is in Lailour village of Yakawlang district.
5. Arrangements are needed in place for handling of live animals.? A proper warehouse with all the essential requirements should be in place like (good condition rooms, feeding/water system)
6. Transportation mechanism? Normal transportation (in large truck) from stock to distribution point.
7. The supplier must get ready the female sheep to distribution point (1) hour prior to distribution time and must be taking care of the animals until distribution finished in case of missing any animals during the distribution vendor is responsible for death or injured animals in such cases vendor is responsible for replacement.

## Location Details:

Bamiyan Province	Yakawlang, 1 District of Bamiyan Province (Zarin village)
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### IMPORTANT NOTES: (Please Read All Carefully)

1. Before filling the tender, it is mandatory for the supplier to study the specifications well, survey the market for availability of all items.
2. Supplier is responsible to supply the items as per specifications provided, no change in specification will be acceptable of any item once tender awarded to any supplier.
3. the livestock animals can be increased or decreased.

### Distribution Schedule: Annex A

Delivery Time	100% completion of project within 10 days after PO/Contract
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Stock check/Inspection	3 days before distribution
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## Distribution Schedule: Annex B

S. N	Item	District		Total	Distribution Place and Date		Remarks
		Yakawlang1	Yakawlang1		Zarin Village		
1	Livestock	120	121	241	30/11/2023	10/12/2023	

## 3. General Terms & Conditions

- 1- Quoted prices for the above items shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
- 2- All prices must be quoted in Afghani (AFN), quotation in other currencies will not be accepted.
- 3- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
- 4- Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of supplier / agent.
- 5- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- 6- Payment shall be made in the form of **Bank Transfer** within 21 working days after acceptance of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
- 7- Islamic Relief shall have the right to award the contract as whole or in lots to one supplier or more.
- 8- Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
- 9- Expected delivery time must be mentioned on your proposal incomplete Bids/documents shall not be entertained.
- 10- All tender pages to be signed and stamped by supplier.

### 3.2. Bid Submission Requirements

1- The following documents should be accompany the tender

- Interested Bidder will be required to provide Bid Security 5% in the form of Bank Guarantee (in the name of "Islamic Relief Worldwide") of the total bid value, Bank Guarantee will be returned to unsuccessful bidders after decision of tender. Tender without Bank guarantee will not be considered.
- Attach relevant purchase Orders, Agreements
- Attach updated bank statements of last 6 months.
- Attach updated company Profile.
- Attach update registration certificates.



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- The shortlisting will be made based on company relevant experience, competitive financials, bid security, and updated business license, also willing to provide the services to IRW.

3- Sealed Quotations addressed to "Procurement Committee" should be drop in quotation box address at House 17, Street 5, Qala-e-Fethullah, District 10 Kabul, Afghanistan latest by 11:00 Am. hours on or before Thursday Nov 23, 2023.

### 3.3. Validity of Price

Prices shall remain valid for at least 90 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For Islamic Relief \_\_\_\_\_ Sig & Seal of bidder \_\_\_\_\_

## 4. Supplier Screening Form

### Company Information:-

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family

Yes

No

Business

Yes

No

If you have answered YES to any of the above then can you please state in detail the relationship you have and with whom  
How did you hear about IR's service request \_\_\_\_\_

Please note it is compulsory for the following to be provided to us:

1. Company Registration
2. Photo copy of NID/Passport of Directors

### Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of – Afghanistan or under the International Laws Community or what may be termed a 'terrorist activity'



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I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name \_\_\_\_\_

Position \_\_\_\_\_

Sign & Official stamp \_\_\_\_\_

Date \_\_\_\_\_

*We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.*

**Internal Use**

Received by (local office): Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Information sent to (HQ): Name \_\_\_\_\_ Date \_\_\_\_\_

## 5. Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

[complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

## 6. Queries..... please write us

If you have any query on tender document than please write to [procurement.afg@islamic-relief.org.af](mailto:procurement.afg@islamic-relief.org.af)

## 7. Supplier Code of Conduct

### 1 Islamic Relief Worldwide requires all firm to adhere to:

1.1 The Modern Slavery Act 2015

1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

### 2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.

2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children

2.3 Goods/services produced and manufactured have the least impact on the environment

2.4 Goods and services are produced and delivered under conditions where:

2.4.1 Employment is freely chosen

2.4.2 The rights of staff to freedom of association and collective bargaining



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are respected.

2.4.3 Living wages are paid

2.4.4 There is no exploitation of children

2.4.5 Working conditions are safe and hygienic

2.4.6 Working hours are not excessive

2.4.7 No discrimination is practiced

2.4.8 Regular employment is provided

2.4.9 No harsh or inhumane treatment of staff is allowed.

## 2.5 Environmental Standards:

Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

2.5.1 Waste Management

2.5.2 Packaging and Paper

2.5.3 Conservation

2.5.4 Energy Use

2.5.5 Sustainability

## 3 Business Behaviour:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

## Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.