



**Document 4: Instructions to Tenderers**

**1. Closing date and time for submission of tenders:**

**December 03, 2023 at Time 09:00 AM Hrs.**

**2. Submission of tenders**

**House#01, Street#01, Sector#2, Dan-e-Nal, Bagh-e- Bala, Kabul-Afghanistan.**

**3. Timetable for provision**

To be submitted by the bidder

**4. Language of offers**

All tender's documents are to be submitted in English

**5. Lot Wise**

Bidders can apply for a single or multiple Lots. Union Aid (UA) reserves the right to divide the Order Lot wise.

**6. Period of validity of offers**

All bids must be valid for a minimum of **sixty days** from the tender submission date.

**7. Currency**

Afghani

**8. Terms**

The prices must be inclusive of all taxes, delivery / transportation, loading / unloading /installation and allied costs up to the point of delivery.

The Logistic agency must quote only one option for each item. Bids received with more than one options and rates may be rejected.

Logistic agency must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

**9. Type of contract**

**Logistic agreement**



### **11. Content of tenders**

- Price Schedule
- Tenderer's Relevant Experience
- Tenderers Declaration (Signed/stamped)
- Technical Specification
- Company Certificate of Registration
- Copy of the valid registration certificate, TIN
- Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).
- Only qualified supplier will be asked for providing samples.

### **12. Opening of tenders**

**03<sup>th</sup> Dec 2023** at Time 9:30 AM Hrs. at **House#01, Street#01, Sector#2, Dan-e-Nal, Bagh-e-Bala, Kabul-Afghanistan**, in the presence of suppliers or their representatives, who wish to witness the tender opening.

### **13. Evaluation of tenders**

**Lowest price will not be the sole criteria for selection. Quality, Annual turnover and previous experience will also be considered. (Refer to tender pack document number 2 for evaluation criteria)**

### **14. Cancellation of the tender procedure**

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

### **15. Appeals Process**

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director – Union Aid.

### **16. Data protection**

Union Aid guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Union Aid guarantees confidentiality of the procurement process.

### **Note:**

This Tender pack documents does not constitute any commitment on the part of this organization unless a written agreement is signed by both parties.