

Watan Social & Technical services Association (WSTA)

Invitation to bid

ITB#:ITB -WSTA-AHF-005	Issue Date: 29/06/2021
ITB Title: Standard NFI Packages for 1500 affected households	Point of Contact: Masiullah Sherzai Email: wsta_2011@yahoo.com Phone: +93 700031029
Deadline for Receipt of ITBs: 08/07/2021, 1:00PM	Type of Order: Contract for four months
Manner of Submission: Quotations to be submitted only hard copy in a sealed envelope to the below address	Address: House#:33 in front of INSO office, Street#6, Taimani road, Kabul, Afghanistan

Important: Offers transmitted in any other manner than those indicated above will not be considered. Please note that if you are sending offers through shipment companies so therefore Offers should be submitted in good time to be received by closing time to WSTA, otherwise it will be not acceptable.

Section1 (Instructions / additional information)

Introduction:

Watan Social and Technical Service Association «WSTA» is a humanitarian organization, established in 1992 for the purpose of humanitarian assistance to Afghans in Pakistan and Afghanistan. This organization has been registered with the Ministry Economy and has the permission to work in all over the country.

WSTA is currently partner of UNOCHA for implementation of Life-Saving Shelter & NFI Response to Conflict and Natural Disaster affected IDPs and Non-Displaced Population in Daikundi and Bamyan Provinces. WSTA is currently looking for a supplier to procure Standard NFI Packages for 1500 affected households

The supplier is responsible to provide WSTA the Standard NFI Packages for 1500 affected households each package is consist of the following items.

S.NO	Items	Specifications	Unit	Pieces
1	Cooking pot	Aluminum nonstick cookware, with two handles, 6 liters	each	1
2	Pressure Cooker	10 liter, Net Weight 4Kg+ including lid, handle and rubber, Thickness 1cm, Made in Afghanistan	each	1
3	Tea Pot/Kettle	Capacity:3 litre, Heavy Aluminum, Weight:830g - 840g	each	1
4	Kitchen Knife	Stainless steel, medium size, strong enough for all sort of kitchen use with cover	each	1
5	Serving spoon	Stainless steel, large size, with strong handle	each	1
6	Stainless Steel Mugs	For drinking water, Stainless steel, 65 - 75 gr	each	6
7	Plates	stainless steel, medium size, round, 22-24 cm, 160-170 gr.	each	6
8	Table size spoon	stainless steel, table size, 20-30 gr.	each	6
9	Plastic food cover (plastic box for keeping food)	Plastic box with two handles and two side opening lid	each	1
10	Steel Bowl	Size 25cm Diameter, weight 160g-170g, material: stainless steel	each	6
11	Hand Soap Bar	Multipurpose regular Soap Bars, 250 gr (+-) with minimum 2 years expiry date	each	6
12	Laundry Soap	Ordinary Soap, 200 (+-) gr	each	6
13	Gas Cylinder with an attached Stove	5 kg, empty, of the best quality, with robust single burner	each	1
14	Plastic Sheet/Tarpaulin	4mx6m, 250 microns. For more details spec refer to (Detail Specs Annex Available)	each	1
15	Solar Table Lamp and Solar Flood Lamp	<p>Plastic Table Lamp: High efficiency integrated polycrystalline solar panel, Easily replaceable, high performance Ni-MH battery, two brightness settings, (standard, High), weather resistant for sun and rain, Solar or AC charging options</p> <p>Solar Flood Lamp: Bright light and mobile charging in one device, Four brightness setting (Low, Medium, High, Bed), High efficiency, weather resistant solar panel, Rain resistant housing, Charge indicator showing the level of battery charge, Robust circuitry for long-life performance, Deep discharge & overcharge protection to preserve battery life</p>	each	2
16	Metallic/Stainless Bucket	Metallic/Stainless steel bucket, Durable handle, Thickness 0.4mm, Weight 536(g) Diameter 28 (cm) Height 24.5 (cm), Approx. 10 +- Liter	each	1
17	MEDIUM/HIGH THERMAL FLEECE BLANKET WIDTH X LENGTH: 150 x 200 cm +- 1% WEIGHT:Min. 400 - max. 700 gsm / Min. 500 - max. 1000 gsm MATERIAL: 100% virgin polyester	Single Size =5 or double size= 3	Each	5

General instruction to Bidders:

- The Bidders shall have experience in providing the NFI standard package for at least 3 years
- Quotations cover letter must be signed by authorized person. Use the template in Appendix A
- Bidders shall complete Attached Bill of Quantity to submit the quotation, all prices shall be quoted in USD only and. ITBs received in any currency other than USD will be considered nonresponsive.
- In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
- The rates quoted shall be for complete service inclusive of all taxes and all charges for service contingent to the work.

- WSTA has the rights to increase or decrease the goods and services mentioned in this ITB from month to month as needed.
- WSTA reserves the right to award to one or several vendors, or no vendors at all, depending upon the needs of the project.
- Valid business license to operate in Afghanistan.
- 5% of the total price will be taken from supplier as Quotation guarantee on the day of bid opening all suppliers are responsible to bring 5% of total price with them on the day of bid opening otherwise their quotations will not be considered.
- All suppliers are responsible to bring a sample of each item on the day of bid opening for technical evaluation of Items.
- The Supplier is responsible to dispatch the packages in WSTA warehouse in Center of Bamyan province, and Khedir, Neli, Sang-e-Takht and Eshtarly districts of Daykundi province WSTA is not responsible to any transport charges.
- WSTA is not responsible for any damage during the dispatch of Items from Kabul to Center of Bamyan province, and Khedir, Neli, Sang-e-Takht and Eshtarly districts of Daykundi province

Government Contract Withholding Tax:

Pursuant to Article 72 in the Afghanistan Tax Law effective May 2010, WSTA is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, WSTA shall withhold two percent (2%) tax from all gross invoices to subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, WSTA shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with WSTA.

Termination of Agreement:

WSTA shall have the right to terminate this Agreement at any time by a written notice to the Contractor whenever such termination is determined by WSTA management to be in the best interest of WSTA, or whenever the Contractor fails to properly perform the work and services undertaken hereunder in a manner satisfactory to WSTA.

Conflict of Interest Declaration:

The following steps outline WSTA's Contracts selection process and should be understood by all Bidders to ensure the transparency of awards and avoid conflict of interest.

- All Invitation to Quotations (ITBs) are announced on acbar.org, and Quotations are only acceptable with delivery of Hard copy to WSTA Office.
- Once the Quotations are received, Cost offers are evaluated for reasonableness, accuracy, and completeness.

- The best value offer is selected based on a combination of the technical score and the cost.
- No activity can be started until vetting and other formalities are completed and both WSTA and the awardee have signed a formal contract.
- At no time is it appropriate or legal for contractors or beneficiaries to offer any WSTA staff member commissions, kickbacks, or gifts of any kind. If a WSTA employee is found taking commissions, kickbacks, gifts or engaging in fraud of any kind their employment contract with WSTA will be immediately terminated and their actions will be reported to UNOCHA, the offer of the bidder will be also rejected.
- The Offeror may report unethical, illegal, and corrupt practice to WSTA directorate.

Information to bidders:

- Currency of offer should preferably in USD, but in case local currency is offered, the comparison of offers will be based on the prevailing Afghan GOV rate of exchange.
- Payment will be made to the supplier through bank transfer within 30 days from receipt by WSTA of all documents mentioned in purchase order.
- WSTA will not be responsible for any bank service charges.
- Inspection (at buyer's expense) may be applicable and will be advised at time of purchase order and arranged by WSTA.
- WSTA does not undertake to pay by letter of credit or in advance of delivery.
- WSTA reserves the right to accept the whole or part of your offer.
- Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.

Guarantee against anti-personnel mines:

WSTA has decided to support an international ban on anti-personnel mines. Anti-personnel mines have killed and maimed and continue to kill and maim many refugees. A high proportion of these innocent victims are women and children. These mines pose a serious obstacle to the return of millions of refugees and displaced people around the world. Therefore WSTA not knowingly buy products from companies that sell or manufacture antipersonnel mines or their components. If you submit a Quotation based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company sell or manufactures anti-personnel mines or their components. A contract clause confirming this will be included in an eventual purchase order based on this request.

Environmental policy: WSTA's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WSTA evaluation and selection criteria.

END

ANNEX - A

COVER LETTER

[On company's Letterhead]

TO: WSTA Procurement Department
From:

We, the undersigned, provide the attached quotes in accordance ITB#: ITB -WSTA-AHF-005 – Standard NFI Packages for 1500 affected households

I certify a validity period of sixty (60) days for the prices provided in the attached Bill of Quantities. Our proposal 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 WSTA. We further agree to payment terms upon submission and acceptance of an invoice by end each month.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone: Email: Company

Seal/Stamp:

ANNEX-B

Bill of Quantity

Essential Items						
S.NO	Items	Specifications	Unit	Pieces	Unit Price (USD)	Total (USD)
1	Cooking pot	Aluminum nonstick cookware, with two handles, 6 liters	each	1		
2	Pressure Cooker	10 liter, Net Weight 4Kg+ including lid, handle and rubber, Thickness 1cm, Made in Afghanistan	each	1		
3	Tea Pot/Kettle	Capacity:3 litre, Heavy Aluminum, Weight:830g - 840g	each	1		
4	Kitchen Knife	Stainless steel, medium size, strong enough for all sort of kitchen use with cover	each	1		
5	Serving spoon	Stainless steel, large size, with strong handle	each	1		
6	Stainless Steel Mugs	For drinking water, Stainless steel, 65 - 75 gr	each	6		
7	Plates	stainless steel, medium size, round, 22-24 cm, 160-170 gr.	each	6		
8	Table size spoon	stainless steel, table size, 20-30 gr.	each	6		
9	Plastic food cover (plastic box for keeping food)	Plastic box with two handles and two side opening lid	each	1		
10	Steel Bowl	Size 25cm Diameter, weight 160g-170g, material: stainless steel	each	6		
11	Hand Soap Bar	Multipurpose regular Soap Bars, 250 gr (+-) with minimum 2 years expiry date	each	6		
12	Laundry Soap	Ordinary Soap, 200 (+-) gr	each	6		
13	Gas Cylinder with an attached Stove	5 kg, empty, of the best quality, with robust single burner	each	1		
14	Plastic Sheet/Tarpaulin	4mx6m, 250 microns. For more details spec refer to (Detail Specs Annex Available)	each	1		
15	Solar Table Lamp and Solar Flood Lamp	<p>Plastic Table Lamp: High efficiency integrated polycrystalline solar panel, Easily replaceable, high performance Ni-MH battery, two brightness settings, (standard, High), weather resistant for sun and rain, Solar or AC charging options</p> <p>Solar Flood Lamp: Bright light and mobile charging in one device, Four brightness setting (Low, Medium, High, Bed), High efficiency, weather resistant solar panel, Rain resistant housing, Charge indicator showing the level of battery charge, Robust circuitry for long-life performance, Deep discharge & overcharge protection to preserve battery life</p>	each	2		
16	Metallic/Stainless Bucket	Metallic/Stainless steel bucket, Durable handle, Thickness 0.4mm, Weight 536(g) Diameter 28 (cm) Height 24.5 (cm), Approx. 10 +- Liter	each	1		
17	MEDIUM/HIGH THERMAL FLEECE BLANKET WIDTH X LENGTH: 150 x 200 cm +- 1% WEIGHT:Min. 400 - max. 700 gsm / Min. 500 - max. 1000 gsm MATERIAL: 100% virgin polyester	Single Size =5 or double size= 3	Each	5		
					Grand Total	