



Invitation of tender (OTM) for CBE and ALP Stationary Procurement.

Reference no and date	BRAC /Procurement 00019 /2023 30.08.2023
Project Name	BRAC Afghanistan GAC-AGE–project.
Tender Name	CBE and ALP Stationary Quantity: As per tender documents and specifications. Bid security: 300,000. Three hundred thousand AFN Note: Only bank Bid Security is acceptable
Time of delivery/tentative	25 <sup>th</sup> September 2023
Date and time of distribution of tender documents	Tender documents will be available on the ACBAR website from 30.08.2023 to 12.09.2023 between 9.00 AM to 3.00 PM, and if anyone like to collect the hard copy please visit our office and the address is as below: BRAC Afghanistan Procurement Department, Baharestan Karte e Parwan Butcher street Lane 04. House 04 Kabul Afghanistan
Tender documents dropping place, date & time	BRAC Afghanistan Procurement Department, Baharestan Karte e Parwan Butcher street Lane 04. House 04 Kabul Afghanistan before 10:00 AM at date of 11.09.2023
Tender opening place, date and Time	Meeting room Country Office 12.09.2023 10:30 AM, BRAC Afghanistan, Country office Kabul.

**BRAC, Afghanistan Country Office Baharestan Karte e Parwan Butcher street lane 04 . Kabul Afghanistan.  
Mob: 0700094774**

## **BRAC Afghanistan**

Tender documents (Open Tendering Method) for the CBE and ALP Stationary procurement for the GAC-AGE project of BRAC Afghanistan.

### **Background**

BRAC Afghanistan was registered in May 2002 as an International NGO to assist in the development process after a year of war conflict in Afghanistan, BRAC works with the Government, donor agencies, and the people of Afghanistan to bring positive change to the poor women, men, and children through its various development programs like education, health, NSP, CDP, etc. BRAC has been one of the major implementation partners of Afghanistan's Ministry of public health for providing basic health care services since 2004. BRAC has partnered with the National Tuberculosis Control Program as one of the principal recipients of the global fund for AIDS, Tuberculosis, and Malaria (GFATM), covering 34 provinces. Since May 2016, under the leadership of UNDP, BRAC Afghanistan has started a Malaria control program in three provinces as a sub-recipient work towards combating malaria in Afghanistan. effective from 01 July 2017 to 30 June 2021 BRAC Afghanistan has started BPHS project implementation in Helmand province. We also doing a programme Integrated Community Resilience and Recovery (ICRAR) under the UNDP since June 2022.

### **Tender Details:**

**Tender Package no:** BRAC Afghanistan/procurement /0019 /2023

### **Distribution of Tender Documents:**

Tender documents will be distributed from 30.08.2023 to 11.09 .2023 ((9 AM to 3 PM) from the following address of BRAC Afghanistan: Butcher Street Baharestan Kart e Parwan lane # 04. House 04 Kabul Afghanistan.

### **Terms and conditions:**

#### **A. Qualification Criteria**

1. The Tenderer will have to have a valid AISA/MOC license for running the related business. Any company blacklisted by the Government of Afghanistan through the Ministry of Finance, any government legal office, or any other relevant authority should not submit the tender. If any black-listed company submits the tender, it will be rejected at the time of evaluation. If it is found that any company is blacklisted but got the job hiding that information, BRAC will terminate the contract at any stage of the job.
2. The Tenderer shall possess the necessary professional and technical qualifications and competence, financial resources, production capability with equipment and other physical facilities, managerial capability, specific experience in the procurement object, reputation, and the personnel to perform the contract.

3. The Tenderer shall have a minimum of three years of experience with a valid AISA/MOC license in the provision of similar services. Other kinds of license holders shall not be considered eligible to attend this tender.
4. BRAC Afghanistan will respond in writing to any request for clarification received from the tenderers no later than 05 days prior to the deadline for submission of tender.
- .
5. The tenderers shall provide a bank guarantee as bid security for an amount of 300,000. AFN (three hundred thousand AFN).
- 6, Quotation for all items shall have to be submitted, partial quotation will not be accepted.

## **B. Eligible Tenderers**

The Tenderer shall not be insolvent, in receivership, bankrupt, or being wound up. Its business activities shall not be suspended and it shall not be subject to legal proceedings for any of the foregoing.

## **C. Tenderer's Financial Capacity**

The Tenderer shall have the availability of minimum liquid assets or working capital or credit facilities from a Bank to ensure the supply of the product.

## **D. Tender Preparation**

1. The tender, as well as related documents shall be written in English. If any document is in any other language, a true copy translated into English and stamped by the company will have to submit.
2. Followings documents should be attached with the quotation and these documents are mandatory for the prerequisite.

- Copy of valid AISA/MOC license.
- Copy of bank details
- Bank statement (at least last twelve (12) months)
- Bank Guarantee/Bid Security
- TIN Certificate

The tenderers will have to submit Bank Guarantee for the amount of 300,000. AFN (three hundred thousand AFN) as bid security. For the bid winner, the bank guarantee will be treated as performance security and will be retained to complete the tasks

(supply all CBE and ALP Stationary procurement). Other bidders shall get back the bid security within a week or seven working days from the date of the bid opening.

3. The quotation must be on company letterhead and Afghani Currency (AFN)
4. All offers in the quotation must have 3 months of validity.

#### **E. Submission of Tenders**

1. Tender documents shall have submitted to the Tender Box at the following address of BRAC Afghanistan Procurement Department before 10:00 AM 12.09.2023

Butcher Street lane # 04, house 04 Baharestan Kart e Parwan Kabul Afghanistan.

2. The tender documents should be submitted in a sealed envelope and the item's name and tenderer's name should be mentioned on the top of the envelope.

#### **F. Opening of Tender**

The tender will be opened with the presence of procurement committee members and authorized representatives from the tenderers. Representatives of the tenderers shall be requested to be present at the opening ceremony.

The opening ceremony will be held at 10:30 AM 12.09.2023 at Butcher street lane # 04, House 04 Baharestan Kart e Parwan BRAC Afghanistan Country office Kabul Afghanistan.

#### **G. Evaluation of Tender**

Evaluation will be based on quality, exact specification (as per attachment), sample of stationery, price, the capacity of the vendors, delivery schedule, and experience of the related business.

BRAC Afghanistan reserves the right to accept or reject any or all quotations without showing any reason.

#### **H. Award of contract**

BRAC Afghanistan will issue a work order and contract letter to the selected supplier for this procurement. The supplier should follow the purchase order before supplying any quantity of the mentioned items.

## **I. Specifications**

Lot#1: As per the attached specification of the CBE and ALP Stationary procurement

For details, please see the specification attached to these tender documents, and the supplier/ can quote all items of Lots (1) .

The tender winner company will have to follow the specifications of BRAC Afghanistan. If the winning company is unable to fulfill the terms and conditions then BRAC Afghanistan will not accept the CBE and ALP Stationary procurement Computers and will not be liable for payment of any cost.

## **J. Corrupt, Fraudulent, Collusive, or Coercive Practices**

Tenderers shall observe the highest standard of ethics during the implementation of procurement procedures and the execution of contracts.

## **K. Place of procuring**

As a valid importer, the supplier can import the CBE and ALP stationery As per BRAC Afghanistan Specifications and tender documents.

## **L. Delivery of the products**

1. The delivery date of the mentioned goods/materials will be mentioned in the work order/purchase Order
2. The supplier will bear the carrying cost from the shop to the 10 BRAC Afghanistan provincial office at its own risk and cost. BRAC Afghanistan will not be liable and will not bear any cost for happening any kind of accident/damage on the road/during delivery time.
3. No transportation cost will be paid for the mentioned order, and no damaged stationery will be accepted
4. Delivery time should be mentioned in the quotation.

## **M. Payment of Invoice**

1. After receiving delivery of all CBE and ALP Stationary procurement as per specification, BRAC will pay the bill as per the schedule of fund release from (GAC-AGE) Payment will be made via bank transfer to the company bank account.
2. According to the tax law of the Government of Emirates Islamic of Afghanistan, BRAC will deduct tax from the payment.
3. Payment on the partial delivery of goods will not be considered for this procurement.
4. Advance and partial payment will not be considered for this procurement.

**O. Other terms and conditions**

1. BRAC Afghanistan will not bear any amount for submitting any issues related to tender submission.
2. Vendor will be responsible for any kind of accident/damages for sending the CBE and ALP Stationary procurement to the BRAC Country Office. The vendor will deliver the Stationary at its own cost and risk from Shop to the BRAC Afghanistan Country office, BRAC Afghanistan will not be liable for any kind of accident and also will not pay for any kind of demerge
3. BRAC Afghanistan authority reserves the right to reject or cancel any tender documents without showing any reason.
4. Suppliers/Vendors/Service providers should follow the BRAC Child Protection and Safeguarding Policy.

I have read and agreed to the terms and conditions.

Signature:

Name of the authorized person of the tenderers:

Company stamp:

Mobile number:

Email of the company:

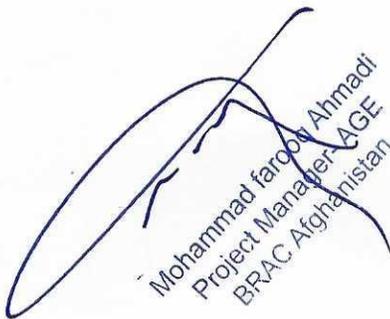
**AGE Project**  
**CBE & ALP Classes Needed Materials Specifications for Procurement**

S#	Item Name	Specification	Quantity
1	Wooden pencil	Graphite Type: HB Shape: Hexagonal Eraser: Yes, located at the end top Origin: Made in China	210,000
2	Color pencil	Product: Set of 12 Assorted Colored Pencils Lead Hardness: HB Length: Approximately 7 inches Origin: Made in China Quality: Best quality	30,000
3	Eraser	Product: Pelikan White Erasers Dimensions: 38 x 16 x 10 mm	120,000
4	Calligraphy pen	Product: Hollowed-out Bamboo Piece Size: 15 cm Quality: Good	90,000
5	Ink Calligraphy pen	Plastic cover, at least 30 ml capacity, good quality, blue color	60,000
6	Sharpener	Product: Dual-Hole Pencil Sharpener Blade Material: Metal Cover: plastic cover body with rubber in both sides Durability: Durable Quality: best Quality Origin: Made in China	90,000

Sample should be provided with quotation

Yazdanpanah Ahmadi

Material Development Manager

Mohammad Farooq Ahmadi  
 Project Manager - AGE  
 BRAC Afghanistan