

### Tender Document

Tendering Location: SCA Kabul Management Office (KMO)	Tender №:KMO-PU-2018-13
Project : Special education material	Announce Date: 04/04/2018
Project Delivery Location: CIF Kabul Airport	Closing Date: 19/04/2018

### General Conditions for Tender

**1. Scope:** SCA Procurement invites tenders for the good described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the tender documents. The Procurement unit and SCA reserve the right to vary the amount of good (**Special education material**) specified in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

**2. Language:** As determined by SCA, the working language of this tender is English, Pashto and Dari.

Other languages will not be accepted.

**3. Source of Financing:** The program and project are financed by SIDA the Investor is considered SCA for contracting purposes.

**4. Qualifying and Conditions:** The main criteria for admission to the tender are as follows:

- Must be registered firm (Copy of business license must be attached with offer)
- Must have recognized company bank account (SCA will make all payments in bank checks or through bank transfers to the name of the company).
- Interested Local firms must have Tax Identification Number (TIN).
- Bidders must not be currently black-listed by SCA and/or Afghan Government (NPA)

**Proof of the above (a-c) must be provided in a sealed envelope or attached with offer while submitting bid either via hard copy or electronically.**

### 5. Tender Basis:

- Bidders are requested to fill the section 1 (Qualification Information Form) which has been provided below. Failure to do so may result in disqualification
- None of the parts of the contracts is allowed for subcontracting to third party (ies)
- All pages of the tender document shall be stamped by the bidder. Declaration of eligibility form shall be filled, signed, and stamped. Failure to do so will result in disqualification. Unless supplier proposes an alternative solution, supplier stamp declares supplier's acceptance for all the terms mentioned in any certain page.
- All bids shall be made in accordance with the Tender Documents including technical specification, bill of quantities, and/or activity schedule and the draft of the contract intended to sign with the successful applicant.
- All Applicants will receive identical documents: No applicant should add, omit, or change any specification, term or condition on original papers.

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- If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid. Each bid shall be valid for the period of 45 days from its date of submission.
- Bids shall be made in writing calculated in USD only and clearly stated on the appropriate forms.
- All prices must include all taxes, compulsory payments, levies and duties.
- Clarifications regarding the specification, quality, delivery, timing that are not addressed in tender documents must be raised in writing to the SCA. The answer to any question raised in writing by any applicant will be issued to that applicant by letter. However, it is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing and signed by the Procurement Manager or designated representative.
- Packaging, appropriately tagging (issuing shipping notes), delivering to SCA is the responsibility of the contractor (further guidance could be sought from SCA Procurement unit on this upon successful contract award).
- The period of performance and delivery of **(Special education material ) will be 30** calendar days starting from the day the supplier confirms Purchase Order; each working day delay may be deducted @0.05% from the total of the contract amount (One week = 5 working days).

**6. Payments:** SCA will process the payment in USD currency and in one instalment after successful delivery of Special education materials to Kabul Airport.

**7. Performance Standards:** The services must be undertaken in accordance with all relevant rules, regulations, statutes and highest standards currently in force in Afghanistan.

**8. Eligibility of Applicants:** Applicants cannot apply if they:

- Are not registered companies.
- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in SCA).
- Were declared at serious fault of implementation owing to a breach of their contractual obligations

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- Are on any list of debarred firms issued by the SCA and/or Government of Afghanistan (NPA).

**9. Bid Opening:** The bids will be opened only in the presence of the Procurement Committee, at the date specified by the committee. Public bid opening is not applicable.

**10. Bid Evaluation:** The committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors and that the documents as well as criteria outlined in the tender documents are provided by the tendering or offering party. This process will be called preliminary evaluation. All bids will be initially reviewed as per the criteria outlined in Clause 4 of General Conditions for Tender. Bidders who fail the preliminary evaluation will be automatically disqualified.

**Technical Evaluation:** Only bidders who pass the preliminary evaluation will be qualified for technical evaluation. The offers will be evaluated on technical merits including minimum specification requirement. Each item will be evaluated separately. Only those items which pass the technical specification will be presented for financial comparison.

**Financial Evaluation:** The financial evaluation is based on the cost given for each item. SCA may carry item wise selection if it is in best interest of SCA. Suppliers will be informed of their total winning items and amount. SCA reserves the right to award multiple purchase orders.

**11. Selection of Tender:** Selection can be item-wise. Selection of the bidders can be based on their total winning items. Items which fail the specification check will not be considered for financial comparison.

**12. Acceptance of Successful Tender:** Taking into consideration the recommendation of the Committee, SCA will make the final choice of the awarded firm. SCA may then send a letter of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the contract for the stated amount. Any amendment to the awarded tender will be documented as an “Annex” to the contract and will be determined by SCA.

**13. Bid Security:** Not applicable.

**14. Performance Security:** Not applicable.

**15. Retention Money:** Not Applicable

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**16. Delivery Location:** all special education item will be delivered to CIF Kabul Airport Afghanistan. All transportation will be the responsibility of Supplier. Suppliers are required to calculate total freight charge and include it in their offer.

**17. Delivery time and Penalty:** The period of performance and delivery for this procurement will be 30 calendar days starting from the day supplier confirms the Purchase Order. In case of late supply, each working day delay may be deducted @0.05% from the contract total amount (Week = 5 working days).

**18. Tax Deduction:** Considering article 72 of Afghanistan Tax Law, SCA will deduct all applicable taxes (2% from local firms who have AISA or Trade License and 7% from all international suppliers). Bidders must consider all applicable taxes in their unit price before submitting final offer. SCA will not be accountable for taxes required in participating bidder country. While submitting offer, it is the responsibility of bidders to consider their home country tax as well as Afghan government tax which is 7 % for international firms.

**19. Seeking Clarification:** If there is a need for clarification regarding this tender, please raise your concern to SCA Procurement Unit via [Bids@sca.org.af](mailto:Bids@sca.org.af) at least 3 days before the bid submission deadline. Please make sure the tender number is quoted in the subject line of your email. Kindly refrain from any telephonic or face to face communications.

**20. Offer Submission:** Your quotation shall be addressed and submitted at the below specified address or email address, no later than 19 April 2018 at 4:00 PM (Kabul Time):

Attn.: Procurement Unit; Mr. Milad Ahmadi Procurement Manager

Postal Address: Swedish Committee for Afghanistan  
Kabul-Jalalabad High way, Paktia Kot  
PO Box 5017  
Kabul Afghanistan

Email for electronic submission: [bids@sca.org.af](mailto:bids@sca.org.af)

Kindly mention the Tender No (**KMO-PU-2018-13**) in the subject line of your email or envelope

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## Section 1

## QUALIFICATION INFORMATION FORM

## General Information

1. Name of Bidder:
2. Street Address: Postal Code:
3. P.O. Box and Mailing Address:
4. Telephone Number:
5. Fax Number:
6. E-mail address:
7. www Address:
- 8a. Contact Name:
- 8b. Contact Title:
- 8c. Contact Mobile:
9. Type of Business:
10. Year Established:
11. Number of staff employed:

Location:	CIF Kabul Airport	Tender No.	KMO-PU-2018-13
Project:	Special Education Material	Date:	3/4/2018
Account Code:		Closing Date	19/4/2018

### BILL OF QUANTITIES

Item	Item Description	specification	Unit	Quantity	Unit Price	Total Price
					USD	USD
1	Speech therapy Software	Version 3.0	CD	2		
2	Jawz Support software	Pashtu/Dari version 17	CD	2		
3	DBT software	DBT WIN version 12.2 SR1	CD	1		
4	Braille Graphic Software	Irit -at 2017	CD	1		
5	Jawz Support software	Navid 1 & 2	CD	2		
6	SARA text reader software	Dari/Pashtu version 9.0	CD	2		
7	Braille Meter	Tape measure with tactile dots: 1 metre long	No	40		
8	Hand Talking Watch	Made in Swiss: Digital; with leather straps.	No	76		
9	Slate	A4 size with eraser: Six Braille cells; Depressions of 0.75mm; 1.5mm diameter; Horizontal and vertical spacing 2.5mm: Distance between adjacent cells 4mm made in india or equivalent	No	215		
10	Styless	Standard: 2.5 inches, blue gray and black made in india or equivalent	No	215		
11	Hearing Aid	Digital Eikon Hearing Aids: BTE Brown colour Made in India or equivalent	No	94		
12	Standard Ear Molds	Standard BTE Earmolds: Recover Mold for Body Aid. Made in or equivalent	No	92		
13	Braille Ruler	12 Inch Braille ruler with Braille numerals	No	96		
14	Thermaform Paper	(Brailon plastic paper) Yellow in colour: A4 size: 8.5in X11in In rims made in india or equivalent	Rams	23		
15	Braille Boards /Braille system	TACK- TILES plastic braille system	Box	110		
16	Blind Stick	Collapsible 46.25in. Aluminium construction. Light weight. Reflective shaft with white, red for visibility: wrsit strap.	No	188		
17	Geomatry shapes	Blocks of different sizes, shapes and colours: Triangular, squares, rectangular, and spherical, 10cm X 6cm X 3cm made of plastic 3D Geometrical shapes in sets of 10: Measurement 10 x 6 x 3 cm	Box	14		
18	Geometry Box (for Blind)	For embossing of Geometry shaps	Box	30		
19	Talors fram with tips	Iron with tips - Height 12in: Width 7.5in: Diameter 0.0625in made in India or equivalent	No	105		
20	Braille Lado	Embossedand with braille writing, size: 70 CMx 80 CM	No	60		
21	Abacas	Counting Frame Plastic Abacus 8in X 6in; 10 calculation rows made in India or equivalent	No	95		
22	Magnifires	Hand Held Madium size	No	42		
23	CP Balls	85 CM Anti blast with grasping handles	No	20		
24	Cricket Balls for blind	Ringng plastic hard balls	No	50		
25	ED croft Teaching package (Kit for children with intellectual and developmental abilities)	For group of children Group : Pre primary to pre vocational, Pre- Primary to Vocational, Primary to pre-vocational, Primary to Vocational, Pre- Primary to Secondary, self help skills	Bag	130		
26	Color Wax	Blue, Green, Red colours 200gm each packe made in India or equivalent	Box	40		

27	Dazay Player	Disy recorder is bigger than a tape recorder. It is like a radio where you can listen as well record. Operations are also different and sound output is also different. Disy recorder has a much clearer sound output than a tape recorder.	No	7		
28	Braille Embosser with 10 box braille paper	Basic DV 5	No	1		
29	Braille Display	40 Braille characters	No	1		
30	Foot Balls for Blind	Ringin Normal footballs	No	20		
31	Brail watches for male	made in Swiss: Digital; with leather straps medium size .	PCs	3		
32	Brail watches for female	made in Swiss: Digital; with leather straps smal size .	PCs	3		
33	perkins brailler machine	large cell perkins brailler - made in USA: Dot height 0.5mm,dot diameter 1.4 mm, dot spacing 2.3mm,character spacing 6mm;line spacing 10 mm	PCs	1		
34	puzzle of different sizes and colours	ED craft 3D puzzles made in india:Animal,body parts,school and home related puzzles.they are usually assorted . Measurement :10cm length : 6cm height:3cm width	PCs	6		
35	talking calculators	electronic talking calculators LS&S : Digital : made in india	PCs	5		
36	Braille erasers	wooden made in india	PCs	5		
37	Hand Talking Watch for male	Made in Swiss : Digital with illumination	PCs	5		
38	Hand Talking Watch for female	Made in Swiss : Digital with illumination	PCs	5		
39	Block shapes in different colors and sizes in sets	Indian 3D ED Craft Wood blocks of different sizes, shapes and colours: Triangular, squares, rectangular, and spherical: Not in a box. 10cm X 6cm X 3cm	PCs	20		
40	Braille Boards	Othello Tactile Wooden Braille Boards with tips made in India: 6in by 5 1/2 by 1 1/4	PCs	10		
Grand Total (Tax Inclusive USD)						
Discounts (If any)						
Air-Freight Charges (CIF Kabul Airport)						
Total Price (Tax Inclusive USD)						

Proposed Payment Terms (If Any):

Supplier Proposed Delivery time:

**Important note for bidders:**

1: Reference to article 72 of Afghanistan Tax Law, please include all applicable taxes in your unit price. International suppliers need to consider 7% taxes payable to Afghan government

2: Bidders are requested to submit Catalogue for all quoted items along with their offer

3: Air-Freight charges may differ depending on supplier total winning items. Bidders are required to include overall cost, and once the selection is finalized they will be informed to revise their freight charges according to their winning items.

**Compiled by:**

Name	
Position	
Date	

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