

**Agency for Assistance & Development of Afghanistan (AADA)**

**Invitation to Bid (ITB)**

|  |  |
| --- | --- |
| **Project Name:** | **RMNCH Humanitarian & GBV in Faryab, Herat, Ghor, Nangrahar, Laghman, Kundar, Zabul, Ghazni, Paktia, Takhtar and Mazar**  |
| **Donor Name:** | **UNFPA**  |
| **ITB Reference #:** | **ITB-AADA-UNFPA -2023-003** |
| **ITB Description:** | **Rental Vehicles** |
| **ITB Location:** | **Kabul** |

**Planned Timetable**

|  |  |
| --- | --- |
| **Issue Request for Bid**  | *January 17, 2023*  |
| **Questions from Suppliers due date** | *January 23, 2023*  |
| **Answers to Suppliers questions due date** | *January 24, 2023*  |
| **Suppliers return signed Intent to Bid forms due date** | *January 29, 2023*  |
| **Bid submission due date** | *January 29, 2023*  |
| **Bid Opening and Evaluation date** | *January 30, 2023*  |
| **Award of Business** | *January 30, 2023*  |
| **Contract start** | *February 1, 2023*  |

**Table of Content**

 **Pages**

[A. INTRODUCTION 3](#_Toc120110525)

[1. The Agency for Assistance and Development of Afghanistan 3](#_Toc120110526)

[2. The Purpose of this Invitation to Bid (ITB) 3](#_Toc120110527)

[3. Cost of Bidding 3](#_Toc120110528)

[B. THE BIDDING DOCUMENTS: 3](#_Toc120110529)

[4. The Bidding Documents 3](#_Toc120110530)

[5. Clarification of Bidding Documents 4](#_Toc120110531)

[C. PREPARATION OF BIDS: 4](#_Toc120110532)

[6. Language of Bid 4](#_Toc120110533)

[7. Documents Comprising the Bid 4](#_Toc120110534)

[9. Bid Currencies 5](#_Toc120110535)

[10. Document Establishing Goods Eligibility and Conformity to Bidding Documents 5](#_Toc120110536)

[11. Bid Security 5](#_Toc120110537)

[12. Period of Validity of Bids 5](#_Toc120110538)

[13. Format and Signing 6](#_Toc120110539)

[D. SUBMISSION OF BIDS 6](#_Toc120110540)

[14. Submission and Marking of Bids: 6](#_Toc120110541)

[15. Modification and Withdrawal of Bids 7](#_Toc120110542)

[E. BID OPENING AND EVALUATION 7](#_Toc120110543)

[16. Preliminary Examination 7](#_Toc120110544)

[17. Evaluation and Comparison of Bids 7](#_Toc120110545)

[18. Contacting the Purchaser 8](#_Toc120110546)

[19. Notification of Award 8](#_Toc120110547)

[F. CONTRACTING 8](#_Toc120110548)

[20. Contract award and notification 8](#_Toc120110549)

[21. Warranty 8](#_Toc120110550)

[22. Inspection 8](#_Toc120110551)

[23. Price Schedules and Location 9](#_Toc120110552)

[24. Service or consultant agreements 10](#_Toc120110553)

[25. Disclaimer 10](#_Toc120110554)

[G. ETHICAL OPERATING STANDARDS 10](#_Toc120110555)

[1. Bidder Non-Collusion Statement 11](#_Toc120110556)

# INTRODUCTION

### The Agency for Assistance and Development of Afghanistan

The Agency for Assistance & Development of Afghanistan, hereinafter referred to as “the AADA”, is a non-profit, and independent organization. AADA is registered with the Ministry of Economy of Afghanistan and works within the country’s constitution. AADA was founded in 2005 with the main aim of providing quality health and social services, professional capacity building, and promotion of equal access of communities to developmental and humanitarian services.

### The Purpose of this Invitation to Bid (ITB)

It is the intent of this ITB to secure competitive bids to select Supplier(s) for the Agency for Assistance & Development of Afghanistan, Rental Vehicles attached in exhibit A of this ITB. All qualified and interested Suppliers are invited to submit their bids.

The winning Bidder(s) will enter into a onetime Purchase Order. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Afghanistan). Bidders shall be regular tax-payers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year (2022/2023). Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and AADA hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#####

# THE BIDDING DOCUMENTS:

### The Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

|  |
| --- |
| *The Bidding documents shall include the following documents:** *The ITB –(this document);*
* *The categories of goods*
* *Specifications of each item attached*
* *Price offering sheet (space provided on the list) See exhibit A of this ITB*
* *Vendor Information Form*
* *Conflict of Interest Form and Vendors/Contractors Code of Conduct*
* *Intent To Bid*
 |

### Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at tender@aada.org.af. The request for clarification must reach the purchaser not later than **January 23, 2023**. The Purchaser will respond by issuing and publishing a formal clarification and responses to each question on this ITB and bidding document on **January 24, 2023.** Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry will be send back through email and communicated to all prospective Vendors/Contractors, who had submitted questions in response to this ITB.

# PREPARATION OF BIDS:

### Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (English)**.** Any printed literature furnished by the Bidder and written in another language shall be accompanied by English Language translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

### Documents Comprising the Bid

The submitted bid must include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

|  |
| --- |
| * *A cover letter explaining the Bidder’s interest in supplying Rental Vehicles to in mentioned provinces as per Price list.*
* *Delivery Timeline with clear dates to the AADAs fields office,*
* *Profile of the company. (If Available)*
* *A Bid detailing Rental Vehicles and their unit prices only in the sheet given for the purpose.*
* *A Certificate of Business Registration or Trading License in (Afghanistan)*
* *Taxpayers’ documents in (Afghanistan) for last quarter of fiscal year.*
* *List of ongoing and completed projects with evidence/documents. (at least one of the competed project value shall not be less than 50,000 US$ in last three years)*
* *Completion of 3 similar projects Rental Vehicles with indication of evidence/documents.*
* *Provide a comprehensive work plan / time schedule for implementation of the intended project.*
* *Offerror must submit details of the available technical equipment and machinery. If ay*
* *Offerror must submit suitable qualified technical staff’s certificate and CV.*
* *The Offerror must submit updated original bank statement which should show source of the support project.*
* *Three (3) official references from current or past clients (at least in the last one year)*
* *Other important documents which Bidder attaches to support its bid.*
 |

1. ***Bid Prices.***

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the ITB response shall be agreed to be in effect for a minimum of 2 months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company’s seal where feasible.

### Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **Afghanis (AFN).**

Note: Local currency prices will be converted and locked based on De Afghanistan Bank exchange rate (USD as main rate mechanism) from the day bids are opened by AADA bid evaluation committee. However, suppliers/providers will be paid in local currency (AFA) with the day rate of De Afghanistan bank at the time they submit AADA with invoice each time after completing deliverables. AADA will ensure to pay the supplier within maximum 30 days period from the date they submit their final invoice and delivery report or work complete certification.

### Document Establishing Goods Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods and services’ conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

* A detailed description of the goods’ essential technical and performance characteristics.
* A clause-by-clause commentary on the Purchaser’s Technical Specifications demonstrating the goods and services’ substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser’s satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

### Bid Security

For the Purpose of this Tender Process, Bid Security will be 2% of the total contract. The bid security will be deposited to AADA bank account and AADA will return after the completion of the project.

### Period of Validity of Bids

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

### Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial Quotation pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder’s company seal.

Interlineations, erasures, annotation, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future AADA tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.*

# SUBMISSION OF BIDS

### Submission and Marking of Bids:

Bidders submitting their bids shall submit **one sealed envelope properly marked with the project code Ref No: ITB-AADA-UNFPA -2023-003** The Bids are to be submitted in sealed envelopes to the following AADA’s office

**No later than** *January 29, 2023***, at 04:00PM Box No. 01**

**AADA’s Kabul Head Office**

*Agency for Assistance & Development of Afghanistan (AADA),*

Attn: Operation Department,

Main Office in Kabul

tender@aada.org.af

**Add**: Kart-e-Parwan 2nd part, Ghazi Ayob Khan School Street,

 District 4, Kabul, Afghanistan, House#3

Mobile# for exact address: +93 788784844

All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the ITB, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the AADA office indicating their company name, telephone number, and date of submission.

The Bidder’s bid shall comprise of This ITB and the requested document.

### Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

# BID OPENING AND EVALUATION

### Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

### Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the AADA Procurement Committee and based on lowest delivery timeline and with below scoring criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Evaluation criteria** | **Description** | **Weight (%)** |
| **1** | Financial Quotation. | Price is reasonable, competitive, government withholding tax is considered. Value for Money  | 10% |
| 2 | Payment Term. | Supplier accepts 100% payment after full deliveries are made per month and through official bank account/ issuing cheque within 30 days. | 10% |
| **3** | Delivery -time  | - Supplier confirmed supplies delivery within 5 calendar days after placing order to provinces Availability: Suppliers confirm the availability of items in the stock. If any. | 10% |
| **4** | Quoted Product meets specification and or requirement. | Is quote for the right quality with specific specs and sample photos are provided? | 10% |
| 5 | Eligibility  | - Registration documents (Business License) -Taxpayer documents for the last quarter of fiscal year | 10% |
| 6 | Work experience | List of ongoing and completed projects with evidence/documents. (At least one of the competed project value shall not be less than 50,000 US$ in last three years). | 10% |
| 7 | Similar project | Completion of 3 similar projects (Rental Vehicles) with indication of evidence/documents | 10% |
| 8 | Vehicles Statues | Statues of Vehicles, New, Good and old.  | 10% |
| 9 | Technical staff | Suitable qualified technical staff’s certificate and CV. | 10% |
| 10 | Expiry Date. If any | The items should not be with short expiry date. If any. | 10% |
|  |  |  | **100%** |

### Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier is announced.

### Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for PO for the specific goods and/or services. At this stage AADA may also choose to negotiate with the selected bidder to finalize the offer.

# CONTRACTING

### Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Blank/Master Purchase Agreement and perform its obligations satisfactorily.

### Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser’s specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by (Afghanistan) Law if any.

### Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension n of time except at the Purchaser’s sole discretion.

### Price Schedules and Location

Vendors interested in the provision of vehicles to AADA Country offices should NOTE that all categories apply to all AADA Offices.

All vehicle listed in this ITB to be delivered to mentioned provinces of Afghanistan and delivery of the vehicles will remain supplier responsibilities.

**Exhibit A – Bill of Quantity (The price to be in Unit Price AFN Including Afghan Gov. Tax.**

The Price sheet is attached in a separate excel sheet.

**Note: AADA has the right to increase or decrease the quantity of vehicles during the project as per the project activities and requirements.**

**INFORMATION Table to be filled by Vendors/Contractors – Mandatory otherwise bid will be rejected.**

|  |  |
| --- | --- |
| Delivery –time- Supplier confirmed supplies delivery within 5 calendar days after placing order to mentioned provinces.-Supplier to confirm Availability of items in the stock. If any | (Mention number of days) (Mention the stock with yes or no and attach pictures)  |
| Payment Term  | (30 days after delivery) please mention here the days agreed to  |
| Quoted Product meets specification and or requirementSupplier past similar experience with other NGOs  | Mention here and attach pictures Mention here (Attached hard copies of document at least one Purchase Order or Contract) |
| Eligibility: Updated license Taxpayer document provided for the last quarter of fiscal year | Attach the hard copy with quotation and mentioned it here)Attach the hard copy with quotation and mentioned it here) |
| How long it takes the vendor to delivery to provinces? | (Mention number of days)  |
| Quotation validity period to be confirmed | (Mention here the months agreed to) |
| List of ongoing and completed projects with evidence/documents. (At least one of the competed project value shall not be less than 20,000 US$ in last three years). | Attach the hard copy with quotation and mentioned it here) |
| Completion of 3 similar projects (Rental Vehicles) with indication of evidence/documents | Attach the hard copy with quotation and mentioned it here) |
| Vehicles Statues | Statues of Vehicles, New, Good and old.  |
| Suitable qualified technical staff’s certificate and CV. | Attach the hard copy with quotation and mentioned it here) |
| The items should not be with short expiry date. If any | Attach the hard copy with quotation and mentioned it here) |

**FOR AADA USE**

**Following documents have been supplied:**

|  |  |
| --- | --- |
| Business registration or license |  |
| Articles of incorporation or similar document  |  |
| Business and other NGO references  |  |
| ID cards of business owners/board of directors |  |
| Audited Financial Statement/Financial statement/ (if available) |  |
| Vendors/Contractors Tax Identification Number (TIN) |  |
| ID care of Business Partner/Sub contractor owners/board of directors and entity full title  |  |
| Intend to Quotation Form  |  |

### Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

### Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any quotation.

# ETHICAL OPERATING STANDARDS

### Bidder Non-Collusion Statement

AADA prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

1. Members of the same family submit separate bids for the same tender
2. Separate companies owned by the same person submit separate bids for the same tender
3. Employees of a bidding company submitting separate bids through companies they own for the same tender
4. Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to AADA disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, AADA may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

**Agency for Assistance & Development of Afghanistan**

**Vendor Information Form**

***The information provided will be used to evaluate the Company before contracting with the AADA***

***Please complete all fields.***

 **Fields marked (\*) are mandatory.**

**Vendor Information**

|  |  |
| --- | --- |
| \*Company Name\*For individual vendors, provide legal first and last name |  |
| \*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any |  |
| \*Previous names of the company |  |
| \*Address |  |
| \*Website |  |
| \*Phone/Fax Numbers | Phone: Fax: |
| \*Primary Contact | First Name: Last Name:Phone Number: Email Address: |
| \*Number of Staff |  |
|  Number of Locations |  |
| \*Name(s) of Company Owner(s) or Board of Directors or CEO |  |
| \*Parent companies, if any |  |
| \*Subsidiary or affiliate companies, if any |  |

**Financial Information**

|  |  |
| --- | --- |
| \*Bank Name and Address |  |
| \*Name under which company is registered at bank | This field is mandatory if Wire Transfer is the selected payment method |
| \*Specify Standard Payment Terms (Net, 15, 30, 90 days etc.) |  |
| \*Payment Method (select all that applies) | Payment By: Check Yes | No Wire Transfer Yes | No Cash Yes | No |
| \*Name under which company is registered at bank |  |
| \*Bank account number | This field is to be completed upon notification of awarding of order\contract |
| Routing Number  | This field is to be completed upon notification of awarding of order\contract |
| Swift code (if applicable) | This field is to be completed upon notification of awarding of order\contract |

**Documentations as applicable:**

|  |  |
| --- | --- |
| \*Registration  | Provided \_\_\_\_Not provided: \_\_\_\_\_ Reasons: \_\_\_\_\_ |
| \*Tax ID (Tax Clearance/TIN certificate. etc.) | Provided \_\_\_\_ |

**References (optional)**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Vendor Self-Certification of Eligibility**

Company certifies that:

**1.**They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g., USAID, UNICEF, WHO, WFP, World Bank UN agencies, and etc.) competitive bid opportunities.

**2.** They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

**3.** They have not been convicted of an offense concerning their professional conduct*.*

**4.** They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

**5.** They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

**6.** They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

**7.** They maintain high ethical and social operating standards, including:

* Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

**8.** Company warrants that, to the best of its knowledge, no AADA employee, officer, consultant or other party related to AADA has a financial interest in the Company’s business activities, nor is any AADA employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company’s Authorized Vendor status and disqualification of Company from participation in future AADA procurement.

**9.** Vendor hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to AADA.

**10.** Vendor herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

**Integrity - At AADA, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

* We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
* We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
* Throughout our work, AADA respects the dignity, values, history, religion, and culture of those we serve.
* We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
* We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
* We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
* We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
* AADA recognizes its obligation of care for all AADA staff and assumes their loyalty and cooperation.

**Service - At AADA, our primary responsibility is to the people we serve.**

* As a guiding principle of our work, AADA encourages self–reliance and supports the right of people to fully participate in decisions that affect their lives.
* We create durable solutions and conditions that foster peace, stability and social, economic, and development in communities where we work.
* We design programs to respond to beneficiaries’ needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
* We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.

**Accountability - At AADA, we are accountable – individually and collectively – for our behaviors, actions and results.**

* We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
* We strive to comply with the laws of the governing institutions where we work.
* We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
* We are responsible stewards of funds entrusted to our use.
* We integrate individual accountability of staff through the use of performance evaluations.
* We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
* We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

* Vendor hereby warrants that, to the best of its knowledge, no AADA employee, officer, consultant or other party related to AADA has a financial interest in the Vendor’s business activities.
* Vendor hereby warrants that, to the best of its knowledge, no AADA employee, officer, consultant or other party related to AADA has a family relationship with the vendor’s owners.
* Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future AADA activities.
* Vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to AADA.
* Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.

**Vendor hereby agrees to maintain high ethical and social standards:**

* Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and AADA’s beneficiaries; prohibition of trafficking in persons.
* Environmental aspects: Provision of goods and services with the least negative impact on the environment.
* Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
* Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

By signing this statement vendor acknowledges any violation of the above AADA policies will result in immediate termination of any agreement in place and disqualification from participation in future AADA activities.

|  |
| --- |
| Vendor Name: |
| Signature: |
| Title: |
| Print Name: |
| Date: |

**Agency for Assistance & Development of Afghanistan**

**Annex C- Intent to Bid**

**Ref No: ITB-AADA-UNFPA-2023-003**

Company Name:

(Please indicate #1 or #2 below)

1. It is the intent of this company to submit a response to the (ITB-AADA-UNFPA-2023-003) Invitation to Bid.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this ITB:

Name:

Phone:

Email:

Signature:

Title of Person Signing:

Date:

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

1. This company DOES NOT intend to participate in this ITB.

Name:

Phone:

Email:

Signature:

Title of Person Signing:

Date: