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**Women and Children Legal Research Foundation**

**Invitation to Tender (ITT)**

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| **Date:** | 13-10-2024 |
| **Reference No.:** | NCB/G/001/2024 |
| **Package Name:** | Essential tools, equipment, and materials for selected SMEs |
| **Deadline for Bids Submission:** | Date: 22-Oct-2024, Time: 02:00 PM |

**Background:**

The Women and Children Legal Research Foundation herein referred to as “Client” invites sealed bids from eligible bidders for the procurement of Essential tools, equipment, and materials for selected SMEs.

National Competitive Bidding (**NCB**) will be conducted and is open to all Bidders who meet the qualifications, specifications, delivery requirements, and other terms and conditions reflected in the Bidding Documents.

Eligible bidders with the following key qualifications should participate in this bidding:

**Qualification Criteria:**

| **No.** | **Item** | **Criteria** |
| --- | --- | --- |
| 1 | Valid Business License | The bidders shall have a valid business license |
| 2 | Financial capability bank statement or submission of a line of credit | Qualifications criteria:  -Bank statement/line of credit, not be less than AFN 1,400,000/- or equivalent in USD. |
| 3 | Delivery time | The WCLRF requires the delivery of the Essential tools, equipment, and materials for selected SMEs as soon as possible. Such delivery shall take place within 10 to 15 calendar days effective from the contract issuance. |
| 4 | Lowest Price | The WCLRF shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents. |

**Note:** Should any of the information data submitted by the bidder in the documents be unclear and not substantiated by supporting documents, such information shall not be considered for evaluation.

To obtain further information and inspect the bidding documents, bidders should contact:

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| **Attention:** | **Mohammad Sadiq Nazari** **Position:** **Procurement Officer** |
| **Address:** | House #20, Street #5, Dehnaw, Dehbori, PD 3, Kabul, Afghanistan |
| **Email:** | [sadiq.nazari@wclrf.org](mailto:sadiq.nazari@wclrf.org) and copy to: info@wclrf.org |

Interested eligible bidders can obtain a complete set of bidding documents in English in a flash drive from the WCLRF office at the address mentioned above.

**Delivery of Bids:** Completed documents sealed in an envelope clearly marked as “**Essential tools, equipment, and materials for selected SMEs**” with the reference number **NCB/G/001/2024**.

**Important notes:**

1. Bids shall be submitted in hard copy at the location and address as described in the bidding document. Electronic submission of the bids **will NOT** be accepted.
2. Bidders are required to submit bids in person on or before the deadline: **22-Oct-2024 at 02:00 PM.**
3. The bids will be opened on **22-Oct-2024 at 02:00 PM** in the presence of the bidders’ designated representatives who choose to attend.
4. The Client will NOT consider any bids that arrive after the deadline for submission of bids. Any bids received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the bidder.
5. The Client will not be responsible for any cost or expenses incurred by Bidders in connection with the preparation and delivery of their bids.