

**INVITATION TO TENDER - PROCUREMENT OF GOODS**

**Wheelchairs for disabled children for Mission East office in Dushanbe/ Tajikistan**

**Tender Reference:** **TAJ-EUA-029/2024-002**

**Date of Invitation: 07/11/2024**

Mission East is an international relief and development organisation founded in Denmark. We aim to empower people and communities to lift themselves out of crisis, poverty and marginalisation.

Within the **project "Accountability-Capacity-Transformation (ACT)- supporting Civil Society Organizations in Tajikistan’s good governance for inclusive growth”** financed by European Union, Mission East invites tenders for Goods in Tajikistan as detailed in this invitation.

**Detailed description of the Goods:**

Supply of Wheelchairs for disabled children for Mission East Tajikistan office in accordance with the attached BoQ. Details provided in Annex 2.

Delivery Locations:

Pushkin str. 16/5, apt. 5, Dushanbe, Tajikistan

**Specific requirements for tenders**

**Prices should be given in** Tajik Somoni

ℹ️ We inform you that any goods (works, services) purchased using funds from the EUA-029 project are exempt from VAT.

📰 Exemption from VAT on supplies of goods (works, services) is carried out on the basis of an application submitted to the supplier in the form provided in the appendix. The signed original document with a seal will be given to suppliers, who will submit it to the tax department at their place of registration in order to avoid paying VAT.

**Offers must be valid for**: at least 4 months

**Instructions for submitting tenders**

**Deadline:** Tenders must be submitted no later than **22.11.2024 1200 hours**. Tenders submitted after this time will not be considered.

**Where and how to submit tenders:**

* Bidders should submit one sealed envelope with the company stamp and title “Tender” and the tender reference: **TAJ-EU-029/2024-002**, delivered in person or by post to the following address: Pushkin 16/5 str, apt. 5, Dushanbe, Tajikistan.

**Language of tenders:** The tenders must be in Tajik or English. Supporting documents can be provided by the bidder in local language.

**The submitted tender package must include:**

* + Part 1 of the Supplier Due Diligence Form – completed, signed and stamped, confirming that the supplier does not match any of the exclusion criteria (Annex 1)
	+ The complete offer with total prices and relevant details, including quality details, transport cost, period of validity of the bid, VAT, etc., by completing the Annex 2 Bill of Quantities, which lists all items and detailed requirements.
	+ The completed, signed and stamped Declaration of Undertaking (Annex 3)
	+ At least three relevant references for contracts of a similar nature or size
	+ A copy of the company’s registration document

Tenders which are incomplete or not submitted as described above will be excluded. Suppliers are requested to present their best offer in their initial tender. Mission East will not negotiate with suppliers on the price of the tenders received.

If you have questions about the invitation to tender requirements, please send these in writing to procurement.tajikistan@missioneast.org. Please do **not** send tenders to this address. It is forbidden to discuss price with this contact person and this person will not be involved in the decision-making for this contract.

**Selection Criteria**

Mission East selects suppliers to be awarded for a contract based on value for money, according to requirements and principles of humanitarian aid. For this tender, the following criteria will be considered:

1. ***Cost:*** *cost of the items and transport, including all taxes*
2. ***Quality & technical requirements:*** *do the items meet the quality requirements and technical specifications?*
3. ***Timing:*** *realistic and efficient delivery of the items to the destination*
4. ***Evidence of capacity and reliability:*** *based on Mission East’s past positive experience with the supplier, references from other humanitarian organisations, evidence of similar contracts in the past, and/or a possible inspection visit by members of the tender committee.*

The final decision regarding tenders will be made by Mission East’s headquarters.

**Exclusion Criteria**

If any of the following are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with Mission East. The bidder may also be blacklisted for participation in future Mission East procurements.

**Violations of sanctions & support for terrorism**

1. *The company, organisation or an individual associated with the tender are listed in the sanction and embargo list of the UN Security Council, the European Union or EU Member States,* *United States (OFAC) or United Kingdom (OFSI).*
2. *They have provided support (material or other) or any resource to any individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or to anyone who acts as an agent for such an individual or entity;*
3. *They have association with a designated terrorist entity or their ownership, control, or influence;*
4. *They are not compliant with laws and regulations stipulated by the UN Security Council Counter Terrorism and Sanctions policies, as well as those stipulated by the European Union and its member states, the United Kingdom, or the United States of America.*

**Unacceptable interaction with Mission East**

1. *They have engaged in corrupt, fraudulent, collusive or coercive practices in their interactions with Mission East or its partners in relation to the current procurement process or any time in the past;*
2. *They are subject to a conflict of interest. If there is any personal or business relationship between the bidder and Mission East staff, its partners or its donors, the bidder must state this at the time of tendering, and this may result in exclusion of the bidder;*
3. *Following another procurement procedure or grant award procedure with Mission East, its partners, or financed by the European Union, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;*
4. *They are guilty of misrepresenting the information required by Mission East as part of the procurement procedure or fail to supply this information.*

**Unethical practices by the bidder**

1. *They are engaged in the exploitation of child labour or other forms of trafficking in human beings;*
2. *They do not respect their employees’ basic social rights and working conditions as per international labour standards;*
3. *They are actively supporting a conflict or are engaged in the manufacture of arms and/or landmines, or the sale of such to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.*
4. *They are involved in unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones, and rare earths.*
5. *They are engaged in activities which directly cause harm to the population that Mission East is aiming to assist, including environmental harm to their communities.*

**Unacceptable legal situation of the bidder**

1. *They are bankrupt, subject to insolvency, or being wound up, are having their affairs administered by the courts, have entered into an arrangement 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;*
2. *It has been established by a court’s final judgment or by any means that Mission East can justify that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence.*
3. *They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws;*
4. *They have been the subject of a court’s final judgement for acts of fraud, corruption, involvement in a criminal organisation, money laundering, hiding unlawfully obtained financial benefits, or any other illegal activity detrimental to Mission East or its donors’ financial interests;*

Bidders must complete and sign the ‘Supplier Due Diligence Form’ and submit this together with their tender documents to confirm that that they are not in one of the situations listed above. Even if such confirmation is given by a bidder, Mission East will investigate any of the situations listed above if it has reasonable grounds to doubt the contents of such confirmation.

#### **Anti-Fraud Policy**

Mission East has a zero-tolerance approach towards corruption and fraud in all its forms. Mission East aims to prevent fraudulent activities and to respond to any allegations or potential fraud swiftly and effectively. In line with Mission East’s Anti-Fraud Policy, which can be viewed on the [Mission East website](https://missioneast.org/sites/default/files/2020-04/Mission_East_Anti-fraud_policy.pdf), Mission East requires the supplier to report any suspected fraud, waste, theft or abuse to Mission East. Any reports of such misconduct can be reported to Mission East headquarters through contact details on the website.

#### **How will Mission East decide who wins the contract?**

Mission East has a Tender Committee made up of at least 3 members who will open and evaluate all tenders received. We will first check that all tenders are complete and submitted on time. Incomplete or late tenders will be rejected. We will then evaluate the tenders against the Selection Criteria listed above and select the supplier which offers the lowest price *and* best matches all the other Selection Criteria. Any supplier who matches one of the Exclusion Criteria will be rejected.

**Donor’s Clause**

1. The European Commission reserves the right to exercise its powers of control, on documents and on the spot, over all contractors and sub-contractors who have received Community funds, in order to verify the conformity of Mission East’s rules and procedures on procurement and its implementation.

Successful bidders therefore must agree to allow access to the European Commission to their premises and to documents relating to this tender and a possible resulting contract.

1. Mission East has received a grant from the European Commission for the implementation of the humanitarian aid operation entitled [Project Title] and intends to apply a portion of that grant to payments under this contract. The European Commission will establish the final amount of the grant and will liquidate it to Mission East on completion of the operation on the basis of the expenses presented and declared eligible. No party other than Mission East shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the Commission entertain any request for indemnity or payment directly submitted by the humanitarian organisation’s contractors.

**Payment**

* Bidders should be aware that if they are selected for this contract, payment will be made on the following terms:
* 100%: at 100% of delivery of goods & reception of waybill/ delivery note

Please note that the contract will include agreed delivery dates and penalties may be applied for late delivery.

**Annexes**

* Supplier Due Diligence Form, Part 1 (Annex 1)
* Bill of Quantities (Annex 2)

Signature Mission East:

Date:

Mission East stamp: