

Tuesday, 02 June 2020

Addendum No.001
ITB# N_83_2020_AFG, IDLO Vehicle Insurance Service

Dear Bidders,

Reference is made to IDLO Procurement Exercise, Invitation TO BID (ITB) No. N_83_2020_AFG issued on 20/May/2020 for IDLO Vehicle Insurance Service through IDLO tenders page, ACBAR and ACCI website.

This letter serves as addendum to the ITB No. N_83_2020_AFG response to questions raised by bidders (attached as Annex-A of this addendum) and minor revision on page 3 (point 2) which is under Required Attachments To The BID, and minor revision under IDLO Special Condition of Contract(Annex-D).

IDLO would accept offers to reflect the ITB document and in compliance with the above revision made and issued under this addendum 001. The offer shall be duly signed by the bidder's authorized representative and must be submitted to the following email address afg-tenders@idlo.int no later than 16:30hrs Kabul Time, 4th of June 2020.

All other terms and conditions of the ITB remain unchanged and remain applicable in full force. We appreciate your continuous interest with IDLO and looking forward to receiving your valued offer.

Procurement Unit
IDLO Afghanistan

Annex A
Addendum No. 001
Questions and Answers

Questions	Answers
On page 3 (point 2) says 'if required'?	Required attachment to the Bid: "Required", All requirement which has been requested under this ITB qualification requirement, are needed.
Would IDLO need quarterly premium option?	Yes, IDLO need quarterly premium option. <i>Annex-D, IDLO Special Condition of Contract under payment terms.</i>
Will the payment be made in full at the inception only?	No, Payment won't be made in full at the inception.

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Revised Instruction to the Bidders, and IDLO Special Conditions of Contract IDLO Vehicle Insurance Service

Instructions to Bidders:

Qualification Requirements	<p>Bidders are required to submit the following documents to ascertain their qualification:</p> <ul style="list-style-type: none">(a) Valid Tax Compliance Certificate.(b) Valid Business licence.(c) Authorized Representation in Afghanistan(d) Corporate Bank Account.(e) Copy of National Identity Card (NIC) and valid passport for vetting purposes.(f) Proof of 2 similar previous experiences proven (copy of Contract/recommendation letter) in provision and delivery of similar services in the last 2 to 3 years.(g) Submit physical address and contact details of office branches.(h) Annexes B & C duly filled, signed and stamped <p>Failure to submit the required documentation above will result in disqualification from the bidding process</p>
Determination of Bids Responsiveness	<p>Prior to the detailed evaluation of bids, IDLO shall determine whether each bid</p> <ul style="list-style-type: none">a) has been properly signed;b) is substantially responsive to the requirements.
Bid Errors & correction	<p>Bids determined to be substantially responsive shall be checked by the IDLO for any arithmetic errors. Errors shall be corrected by the IDLO as follows:</p> <ul style="list-style-type: none">a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; andb) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern.c) The amount stated in the bid shall be adjusted by IDLO in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. <p>Bidders may revise their bids up to the closing date and time, revised bids should be clearly marked with "revised bid". No changes to bids will be accepted after the bid has closed, this includes any price revision.</p>
Evaluation Criteria	<p>Evaluation of bids will be done according to:</p> <ul style="list-style-type: none">1. Full submission of pre-qualification documents2. Required Annexes duly completed and signed3. Technical responsiveness of the bid4. Qualification of the bidder (if applicable)5. Price

Award of Contract	IDLO shall award the Contract(s) to the Bidder(s) whose offer are been determined to be the lowest evaluated bidder(s) substantially responsive to the ITB. IDLO reserves the right to accept or reject any bid and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder or Bidders of the grounds for the IDLO's decision.
Late Bid Submission	Late bids or bids received through another channel than the one mentioned in this ITB will be automatically disqualified.
Partial bids	Partial bids are not permitted.
Validity of bids	90 days from deadline for submission of bids.
Currency of bids	USD.
Required attachments to the bid	The bid will consist of: <ul style="list-style-type: none"> - Annexes B and C duly completed - Documents referred to under Qualification Requirements (required) - Any other supporting documents that bidder considers relevant

This Invitation to Bid is not construed in any way as an offer and/or commitment to contract with

any company.

Annex D - IDLO Special Conditions of Contract

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of Services. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of Services.

Place of delivery	IDLO Kabul Office, located at The Baron Kabul, near KIAA/RS Abbey Gate, Hawa-e-Shanasi Road, Khawaja Rawash, Kabul, Afghanistan
Delivery date	The service contract will be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor. IDLO will review the quality of services and deliverables after 12 months. Subject to satisfactory performance and agreement by both parties the service contract may be extended for another 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation.
Payment terms	<i>Payment will be made on quarterly basis, and will be processed within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.</i>