



01 April 2019

FAO of the United Nations in Afghanistan - request for Expressions of Interest

Dear Sir/Madam,

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 191 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers’ groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

The FAO in Afghanistan intends to update its database of vendors – manufacturers of Animal Feed, and aims to register those to be invited for eventual procurement solicitations for supply of Animal Feed within the framework of FAO projects in Afghanistan.

The Food and Agriculture Organization of the United Nations requires assistance in connection with the updating of its list of Animal Feed Manufacturers and solicits Expression of Interest through this invitation from experienced companies/ firms.

You are hereby invited to submit your application in connection with the pre-qualification to be eligible to award.

The Registration is subject to the following procedures and conditions which you are deemed to have accepted by your application.

1. Procedures

- 1.1 All firms /companies which possess animal feed production facilities in Afghanistan are invited to submit application and this Organization intends, without having committed itself in any way to any of the firms it invites, to register the firms for potential supply of the mentioned goods, which it considers as having fulfilled all the criteria and met all the conditions.
- 1.2 In submitting your application you acknowledge that you have considered all aspects of this invitation and have analyzed all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your interest for application.

- 1.3 It is understood that all documents, information, etc. which may form part of your application will become the property of the Organization who will not be required to return them to your firm.
- 1.4 All costs incurred to prepare your documents for the application have to be borne by you; this Organization will not be liable to reimburse any or all of such costs.
- 1.5 The Organization reserves the right to publish the details of registration process and results; including company's name and country, its assets and resources.

2. **Documents Enclosed**

To facilitate preparing your application the following documents are enclosed:

- 2.1 The "Performa for Registration " document, to be used for providing relevant information;
- 2.2 Appendix A to the Expression of Interest, which provides the "Sample for Application".
- 2.3 Other forms to be completed by Applicant.

3. **Documents to be Submitted**

- 3.1 The duly completed "Formats" mentioned in Performa for Registration
- 3.2 **Mandatory Requirements:** Applicants should provide the information/documents listed below which are essential for the participation to the Registration process. **Failure to provide such information/evidence will result in the disqualification of the applicant from the assessment/evaluation process.**
 - 3.2.1 Proof of legal status, registration and certification as required by national and local authorities e.g;
 - 3.2.2 Registration is open ONLY to Manufacturer companies that possess (own) the animal feed manufacturing facilities in Afghanistan.
 - 3.2.3 Proof of supplying of particular goods (animal feed), comparable in value and nature of supply performed;
 - 3.2.4 List of goods, works or services dedicated to to be performed.
 - 3.2.5 Others as mentioned in Performa and Appendix.

4. **Completeness of Application**

Application will only be considered if it contains required information and documents as otherwise it will not be possible to evaluate them.

5. **Form of Submission and Closing Date**

- 5.1 Your Application should be submitted **on or before the closing date and time** as follows:
 - **By email to:** FAOAF-Procurement@fao.org
 - In an **envelope** which should be marked and addressed as follows:

CONFIDENTIAL
Not to be opened by Registry!
APPLICATION FOR EXPRESSION OF INTEREST No: 01/2019/EOI

FAO of the United Nations
Premises of Ministry of Agriculture, Irrigation and Livestock,
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan

Please note that this office is closed on Fridays & Saturdays

PLEASE NOTE THAT IF YOU SEND YOUR APPLICATION BY COURIER, THE ENTIRE ADDRESS AS SET FORTH ABOVE, SHOULD BE CLEARLY INDICATED ON THE FRONT OF THE COURIER ENVELOPE

- 5.2 Your Application should reach this Organization not later than on: 30 April 2019, -16:00 hours Afghanistan standard time.
- 5.3 We would appreciate your acknowledging receipt of this invitation and indicating your intention as to whether or not you will submit application by completing and returning the attached letter by email: FAOAF-Procurement@fao.org or hand delivery to FAO Office in Kabul.

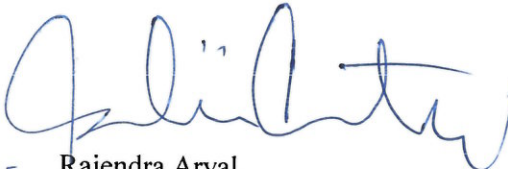
APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND/OR ANY OTHER ADDRESS WILL BE CONSIDERED INVALID

6. Communications Concerning this Application (Expression of Interest)

All communications (for enquiry) concerning this Application (Expression of Interest) should mention the reference number mentioned above and be submitted as soon as possible by email: FAOAF-Procurement@fao.org

May I take this opportunity of expressing my appreciation of your expression of interest in assisting the Organization in the implementation of its activities.

Yours Sincerely,


Rajendra Aryal,
FAO Representative/Country Director,
Kabul, Afghanistan

(TO BE TRANSCRIBED ON THE COMPANY'S OFFICIAL STATIONERY)

EOI No. 01/2019 EOI

Date:

Food and Agriculture Organization of the United Nations
Premises of Ministry of Agriculture, Irrigation and Livestock,
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan.

Dear Sir or Madam,

I acknowledge receipt of your invitation to submit a proposal for the above-mentioned EoI and should like to inform you that:

This firm will submit a proposal

This firm will not submit a proposal for the following reasons:

Yours faithfully,

.....
(Signature)

.....
(Name & Title)

.....
(Company Seal)

**FOOD & AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
AFGHANISTAN**

**Performa for Registration of Companies /Firms
for supply Animal Feed**

April 2019

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1.0 INTRODUCTION

1.1 Registration and the Purpose:

Registration is an assessment made by the Organization, of the appropriate level of experience and capacity of firms expressing interest to attend solicitations issued by the Organization. Registration of companies is very useful for the Organization (also to the companies) to carry out selection of firms for potential invitations to bid. The basic aim of the Registration is intended to eliminate, at early in procurement proceedings, companies that are not suitably qualified to perform the supply. Also, sometimes companies are reluctant to participate in procurement proceedings for high value contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable companies. Furthermore, the Registration is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders, who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- (iv) Help the bidders to evaluate and take stock of their capability;
- (v) Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- (vi) Help the bidders who are insufficiently qualified to avoid the expense of bidding.

Thus, the Registration specifically means pre-selection of competent companies/bidders prior to issuance of the potential invitations to bid.

1.2 Background:

The Food and Agriculture Organization of the United Nations (FAO) is an intergovernmental Organisation with more than 190 member countries. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers' group to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

2.0 SOLICITATION OF EXPRESSION OF INTEREST

1. FAO has been entrusted with the execution of projects which contain components related to supply of Animal Feed. Therefore, in order to streamline the works and identify capable and committed Manufacturer companies/ firms, Organization aims to register the qualified companies.
2. The FAO hereinafter the Organization intends to register companies for manufacturing and supply of Animal Feed.

3. Registration is open ONLY to Manufacturer companies which are registered in accordance with the relevant legislation of Islamic Republic of Afghanistan.
4. Your Application should be submitted **on or before the closing date and time as follows:**
 - **By email to:** FAOAF-Procurement@fao.org
 - In an **envelope** which should be marked and addressed as follows:

CONFIDENTIAL
Not to be opened by Registry!
APPLICATION FOR EXPRESSION OF INTEREST No: 01/2019/EOI

FAO of the United Nations
Premises of Ministry of Agriculture, Irrigation and Livestock,
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan

3.0 INSTRUCTIONS TO APPLICANTS

1. The applications shall be prepared in English language. Information in any other language shall be accomplished by its translation in English. Organization reserves the rights for rejection of applications in case of non-compliance of the above requirement.
2. The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in disqualification of the Applicant.
3. Clarifications, if required, may be asked by email communication means to FAO in Afghanistan at the following email address: FAOAF-Procurement@fao.org
4. Requests of clarifications shall reach FAO not later than: **24 April 2019, -16:00 hours**

4.0 QUALIFICATION CRITERIA

General

Registration will be based on all the criteria given in succeeding paragraphs 4.2 to 4.6 regarding the Applicant's general and particular Manufacturing capacity and location, experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the forms attached to this Performa. The Organization reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract.

4.1 Manufacturing capacity and location

Application from Firms/entities that possess (own) the animal feed manufacturing facilities in Afghanistan are accepted. The Applicant is required to provide information on the facility as per prescribed table in Appendix 2.

4.2 Experience

The Applicant shall meet the following minimum criteria:-

- Average annual turnover which is also termed as Income from contracting, Revenue and is defined as billing for supply in progress and completed over the last five years costing **USD 250 000 (US Dollars two hundred and fifty thousand)** or more.
- Successful experience as prime supplier/contractor in the execution of at least **three** projects of a nature and complexity comparable to the proposed contract(s) within the last five years. This experience should include minimum of **USD 100 000 (US Dollars one hundred thousand)** of supply of goods, works or services per year and value of executed contracts for supply of goods, works or services in the amount of minimum of USD 50 000 (**US Dollars fifty thousand**) per single Contract/Purchase Order within last three years.
- For newly established facilities, the above may not be applicable. Such entities may still submit the application provided the manufacturing capacity of the animal feed is not less than 40 MT per 24 hours

The Applicant is required to provide information on the work experiences as per prescribed table in Appendix 3.

4.3 Personnel Capabilities

The Applicant must have in his employment suitably qualified personnel to fill the key management and specialized positions within the area of supply specialization. The Applicant is required to provide information on the personnel as per prescribed table in Appendix 4.

4.4 Equipment Capabilities (for works only)

The Applicant should own or have assured access to (through rental, lease, purchase agreement or other means), the key items of equipment (limited to only major items of equipment) in full working order and must demonstrate that based on known commitments, these will be available for deployment on the proposed contract or works. The Applicant may also list alternative equipment which he would propose for the contract together with an explanation of the alternate proposal. The Applicant is required to provide information on the equipment capabilities as per prescribed table in Appendix 5.

4.5 Financial Position

The Applicant should demonstrate ability to access to, or have available liquid assets, un-encumbered real assets, lines of credit and other financial means qualify for this exercise of registration. Applicant's commitments for other ongoing contracts shall also be considered.

The audited balance sheets for the past two years (if available) shall demonstrate the soundness of the Applicant's financial position. Where necessary, the Organization may enquire with the Applicant's

bankers. The Applicant is required to provide information on the financial capability as per prescribed table in Appendix 6.

4.6 Litigation History

The Applicant shall provide accurate information on any litigation or arbitration resulting from contracts completed or under execution over the last five year as per prescribed table in Appendix-7.

4.7 Other Factors

4.10.1 Only firms that have been registered under this procedure shall be invited to potential business opportunities with FAO in Afghanistan.

4.10.2 The Organization reserves the right to:

- a) Reject or accept any application; and
- b) Cancel the registration process and reject all applications.

The Organization shall neither be liable for any such actions nor be under any obligation to inform Applicant of the ground for rejection, however, maybe debriefing is solicited.

5 EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para 4 along with other factors shall be considered for registration. History of contract arbitrations and litigation resulting in decision against them will be considered sufficient grounds for disqualification.

Sample of Application Letter

[Letterhead paper of the Applicant, including full postal address, telephone no. fax no., telex , cable and e-mail address]

Date:

Food and Agriculture Organization of the United Nations
Ministry of Agriculture, Irrigation and Livestock
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan.

Sir,

1. We have thoroughly reviewed and fully understood all the Registration information provided, and hereby apply to be registered as a potential supplier for supply of goods, works and services
2. Attached to this letter are copies of original documents defining:
 - a. The Applicant's legal status, registration
 - b. The principal place of business; and
 - c. The place of incorporation (for applicants who are corporation); or the place of government registration and the nationality of the owners (for applicants who are in partnership or individually owned firms).
 - d. Other completed formats as requested in Performa
3. Your Organization and its authorized representatives are hereby authorized to conduct any inquiry or verification to validate the statements, documents and information submitted in connection with this application, and to seek clarification regarding any financial and technical aspects. This **Application** will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this **application, or with regard to the resources, experience and competence of our firm.**
4. We confirm that we are enclosing required valid photocopy of registration, Audited & Balance Sheet for past two years, performance certificates, work orders of works in hand, Affidavit confirmation not blacklisted on any work, no going litigation, and registration with other departments if any.
5. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every details to the best of our knowledge.

| | |
|---------------------------------------------|----------------------------------------------------------------------------------|
| Signed | Signed |
| Name | Name |
| For and on behalf of (name of applicant) | For and on behalf of (name and signature of other partners if applicable) |

Note: Please place your company's seal.

Brief Profile of Company /Firm

1. Name of Manufacturer :
2. Address :
3. Contact Address : (email, telephone #)
4. Year of Establishment :
5. Company Registration # :
6. Type of Company : (Manufacturer)
7. No of Staff (present) : (Specify-Manager, engineers, technicians, non-skilled etc)
8. Possession of equipment :(.
/instruments
10. No / type of projects completed :(major projects within last 5 years only)

11. PRODUCTION / MANUFACTURING CAPACITY: _____MT per hour

Work Experience
(Within last five years only)

| S.N. | Name of Project | Location | Client Name | Nate of client's business | Total Contract amount in USD | Contract time (month and year) | Remarks |
|------|-----------------|----------|-------------|---------------------------|------------------------------|--------------------------------|---------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
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| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |

Human Resources (Personnel) Capability

| Position | Availability Yes/No | Years of Experience if yes | Remarks (any other information that qualifies the statement) |
|-----------------|--------------------------------|-------------------------------------------|---------------------------------------------------------------------------|
| | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| | | | |

Please also include the CVs of key personnel

Equipment Capability

| Sr. No. | Equipment type and Characteristics | Number the company possess at present | Can avail by means of rent, lease, hire etc | Remarks |
|---------|------------------------------------|---------------------------------------|---------------------------------------------|---------|
| 1. | | | | |
| | | | | |

Financial Capability

A. Bank Information

| | |
|--------|--------------------------------------------------|
| Banker | Name of Banker: |
| | Address of Banker |
| | Telephone #: |
| | Contact Name & Title: |
| | Fax #: Telex: |

Note: Each applicant must fill-in this form to provide financial information to demonstrate that they meet the requirement for registration t. A copy of the audited balance sheets should be attached.

B. Assets & Liabilities:

| Financial Information in USD. Or equivalent | Actual: Previous Five Years | | | | | Projected: Next Two Years | |
|---------------------------------------------|--------------------------------|---|---|---|---|------------------------------|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. Total assets | | | | | | | |
| 2. Current assets | | | | | | | |
| 3. Total liabilities | | | | | | | |
| 4. Current liabilities | | | | | | | |
| 5. Profits before taxes | | | | | | | |
| 6. Profits after taxes ** | | | | | | | |

Note: Summarize actual assets and liabilities in USD (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in USD equivalent for the next two years.

C. Possible Source of Financing

| Source of Financing | Amount (USD) |
|----------------------------|-------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

Note: Attach audited financial statements for the **Last Two Years**. Firm's owned by individuals, and partnerships, may submit their balance sheets certified by a **Registered Accountant**, and supported by copies of **Tax Returns**, if audits are not required by the laws.

**D. Current Contract Commitments /
Works/Services/Purchase Orders in Progress**

| Name of Contract | Value of Outstanding Work (equivalent USD) | Estimated Completion Date |
|-------------------------|-------------------------------------------------------|--------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

Litigation History

| Year | Award FOR or AGAINST Applicant | Name of Client, cause of litigation, and matter in dispute | Disputed amount (current value USD) |
|------|--------------------------------|------------------------------------------------------------|-------------------------------------|
| | | | |
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Note: Applicants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.