

Administration and Service Directorate

Ariana Procurement unit



Document Name	Electronic procurement-Standard bidding Documents-SBD
Description of services	Procurement of Aircraft part
SBD Number	002-459-Y-12-E Aircraft Parts
SBD Announcement Date	31-May-2020
SBD Closing Date	06-Jun-2020 10-Jun-2020
SBD Closing Time	08:30 AM Local Time

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1- Preamble:

- 1-1- This document is divided into four sections.
- 1-2- The first section (A) gives interested parties an overview of the process and explains in detail as to how they should submit their bids and how their bids will be evaluated by Ariana Afghan Airline.
- 1-3- The second section (B) contains general terms and conditions which shall form the basis of the Sale/purchase agreement between Ariana Afghan Airline and the successful bidder.
- 1-4- The third section (C) covers the details of Ariana Afghan Airline requirement in terms of the aircraft parts.
- 1-5- The fourth section (D) provides the interested bidders with an overview of Ariana Afghan Airline evaluation process to maintain complete transparency and criteria to determine the best suited offer.

SECTION A - Instructions to Bidders:

2- Scope of Bid:

- 2-1- Ariana Afghan Airline invites electronic bidding from interested parties for the Aircraft spares on framework Agreement basis. List of the parts are available in the section C

3- Parties qualified to apply:

- 3-1- All companies holding valued licenses and certifications of IOSA can attend the electronic bidding but they should provide link for the evidence of the certificate.

4- Cost of Bidding:

- 4-1- The bidder shall bear all costs associated with the preparation and submission of its bid and Ariana Afghan Airlines will in no case be responsible or liable for those costs.

5- Bidding Documents:

5-1 Bidding documents include the following documents.

- A- Invitation for Bids
- B- Instructions to Bidders-(Section A)
- C- General Conditions of Contract-(Section B)
- D- Special Conditions of Contract-(Section C)
- E- Evaluation of Bids-(Section D)

5-2-The bidders are expected to examine the above prior to submission of their bids. The 'Instructions to Bidders' will not be part of Contract and will cease to have effect once the Contract is signed.

6- Clarification on Bidding Documents:

6-1-A prospective bidder requiring any clarification(s) in respect of the Bidding Document shall notify Ariana Afghan Airline in writing. Ariana Afghan Airline will respond to any request for clarification which it receives earlier than five (5) days prior to the deadline for the submission of bid.

7- Extension in Submission Dates:

7-1-At any time earlier than five (2) days prior to the deadline for the submission of bid, Ariana Afghan Airline may, for any reason extend the deadline for submission of bids.

8- Offers for Aircraft spares:

8-1-Bidders may submit bids for any number of Aircraft Spares parts but award of the contracts will be based on the lowest responsive evaluated bid.

9- Submission of Bid:

9-1-Interested bidders will have to submit their offer to the quotation-box@flyariana.com.

9-2-Keep the following points in mind when making suggestions.

9-3-Each offer should be clearly marked as "Bid for "SBD xxx.

9-4-Any quotation received later than the scheduled time will be rejected.

9-5-The quotation must send with complete requested information.

9-6-All quotations must be valid for a period of thirty (50) days from the closing date.

9-7-The quotation shall be completed and signed by an authorised representative of the vendor.

9-8-Depending on the final requirement, the quantities shown may increase or decrease and this shall be reflected in the Purchase Order.

9-9-The Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

9-10- The bidder should provide A brief company profile highlighting portfolios and customer details

10-Bid Related Details:

10-1- Below information should be noted while preparing and submitting the bids.

10-2- **Currency of Bid:** All the prices provided in the bid shall be in US Dollars (US\$).

10-3- **Bid Validity:** The bid shall have to be valid for a period of 50 days from closing date of tender. The validity of the bid would be extended for further period of 10 days, if needed, with the consent of the bidder.

10-4- **Language of Bids:** The bids prepared by the bidder and all correspondence and documents relating to the bid, exchanged between the bidder and Ariana Afghan Airline shall be

written in the English language. If a document is other than English language then bidder shall provide a true copy of that document in English.

10-5- **Signing of Bids:** The bidding documents shall signed and stamped by the Authorized Representative of the bidder.

10-6- **Deadline for Submission of Bids:**
Bidder must be send their offer to Ariana Afghan Airline to the specified address before closing date.

11-Late Bids:

11-1- Any bid received by Ariana Afghan Airline after the bid submission deadline, for any reason whatsoever, shall be rejected.

12-Opening of Bids:

12-1- Ariana Afghan Airline will open the bids (Quotation box) as soon as after closing date at Ariana Afghan Airlines Head Office, Kabul.

13-Bid Read Out:

13-1- Following forms shall be fulfilled by bid opening committee members during the bid opening meeting and after the fulfilment and signing of the forms it should be part of the bidding documents:

- A- Form # (1): List of Participants or Submissions
- B- Form # (2): Opened Quotation/ Tender's Information
- C- Form # (3) Bid Opening committee Report

14-Preliminary Examination of Bids:

14-1- Prior to the detailed evaluation of the bids Ariana Afghan Airline will examine the bids to determine whether they are completed or not and will classified the documents. Ariana Afghan Airlines will examine the Bids to determine whether.

- A- Is the Bid completed and does not deviate from the scope.
- B- Is any computational errors have been made.
- C- Is the documents have been properly signed.
- D- Is the Bid valid till required period?
- E- Is The Bidder/Manufacturer is eligible to Bid and possesses the requisite skill and experience in aircraft Spare parts sale and their management.
- F- Is The Bid does not deviate from basic technical requirements and The Bids are generally in order.

14-2- A bid is likely not to be considered if it is materially and substantially different from the Conditions/Specifications of the Bidding Documents.

15- Qualification:

15-1- In addition to the above, Ariana Afghan Airlines will examine whether bidders, whose bids meet the requirements of Bidding Documents, are qualified to satisfactorily perform the contract or not and will take the following into account :

- A- Documentary evidence submitted by the bidder should be check on the Link (http://www.sae.org/?PORTAL_CODE=IAQG) or equivalent link which will provide by the vendor
- B- The Supplier must ensure quality management system (QMS) requirements by submitting of copy of up to date certificate and quality manual

16- Deliberations with Bidders:

16-1- No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

16-2- Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.

17- Correction in Bids:

17-1- In case any arithmetic error is found in the bid, it shall be rectified as follows:

A- If there is a discrepancy between the unit price and total price or between subtotals and total price that is obtained by multiplying the unit price and quantity, the unit or subtotal price shall prevail and the total price shall be corrected.

B- If there is a discrepancy between the words and figures the amount in words shall prevail.

C- If the bidder does not accept the corrected amount of bid as determined above, the bid shall be rejected.

18- Incoming Inspection of the part:

18-1- A team from Ariana Afghan Airline would carry out physical inspection of parts and related tractability documents of the parts.

18-2- In case the parts are not found suitable after the inspection, the bidder shall be given the opportunity to rectify the inspection observations.

18-3- If the bidder fails to rectify such observations, the part will be rejected and the freight cost will pay by supplier.

19- Unsuccessful Bidders:

19-1- Bidders whose offers have been rejected and being substantially nonresponsive or those that do not meet the Requirements shall be informed accordingly.

20- Ranking of Bids:

20-1- Responsive offers are graded based on the prices offered, and the lowest responsive offer will be in the first issue of the grading table.

21- Award of the contract:

21-1- The PO of electronic procurement system which is a notification as award of the Contract will be issued to the bidder who's offered lowest price with good quality.

22- Ariana Afghan Airline Right:

22-1- Ariana Afghan Airline reserves the right to reject all bids and to annul the bidding process at any time prior to award of Contract.

23- Signing of Agreement:

23-1- Within seven (7) days from the Award of Contract, the successful bidder would be required to send a copy of the Agreement.

24- Section B – General Conditions of Contract:

- 24-1- Following terms and conditions shall be an integral part of the framework Agreement to be signed between Ariana Afghan Airlines and the successful bidder to whom the contract has been awarded.
- 24-2- The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract:
- 24-3- the Supplier shall not be required to submit a bid security;
- 24-4- The supply of the goods shall be completed within the Lead Time which is quoted and starting from the date of acceptance of the Purchase Order.
- 24-5- The Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order and suspend the contract for further investigation , in whole or in part at any time for its convenience:
 - (a) - if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order; or
 - (b) if the Supplier fails to perform any other obligation(s) under the Purchase Order; or
 - (c) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or
 - (d) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
- 24-6- The Supplier shall provide the warranty, for the goods to be supplied and confirm that if any defaults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the default or replace the goods as the case may be.

25- Scope of Agreement:

- 25-1- The nature of the contract is an advance commitment for the procurement of goods in "on call basis" in the fixed price confirmed in the contract.
- 25-2- The main purpose of the framework Agreement is to make suitable environment for transparent and High quality "ON CALL" standard Service
- 25-3- The main terms of the contract is**
 - A) - The actual quantity and specific time of delivery of the parts cannot be determined in advance.
 - B) There is no obligation from Ariana to purchase all parts which covered by this agreement
 - C) All items will request ON CALL Basis by issuance of system PO.
 - D) Payments will only made for the actual quantity delivered to Ariana Afghan Airline.
 - E) The quantity of the goods in the contract is not the fixed quantity of the goods and the parties in advance have committed to provide the required quantity at a certain time against the price stated in the contract.
 - F) The parties in advance have committed and guaranteed that, the price of the goods cannot be changed and can be validated and implemented for one year
- 25-4- The offered price should be valid for one year.
- 25-5- The supplier is obligated to supply the part with the same price during the contract period no excuse will be acceptable without force major condition.
- 25-6- The supplier should provide 10 % performance guaranty from the total amount of the contract value before signing of the contract.

25-7- The total amount of the contract will be extracted from the maximum quantities prices of the offer

26- Governing Law:

26-1- Governing Law of the Agreement shall be agreed mutually between Ariana Afghan Airline and the supplier. However, it should not be in conflict with the laws of Afghanistan.

27- Disputes:

27-1- Any dispute between the parties shall be resolved under International Chamber of Commerce - Amicable Dispute Resolution (ICC ADR) Rules, failing which the parties shall try to resolve these differences through ICC Arbitration which should not be in conflict with the laws of Afghanistan.

28- Payment Terms:

28-1- **- Currency of Payment:** throughout the term of contract, all the payments between the two parties shall be in US Dollars.

28-2- After completion of the supply of the goods, the Supplier shall submit an E Invoice to the billing address which reflected on the PO, and two (2) copies of custom invoice with the shipment for custom clearance of the shipment.

28-3- payment of the Invoice shall be arranged by the Purchaser by using the following methods of the payment

Method A : 20 Days Credit Bases

Method B : Letter of Credit

Method C: Escrow Account

28-4- payment process of the Invoice shall be arranged by the Purchaser as well as Ariana Payable Team and pay by Finance Department as per payment method reflected on article (c)

29- Taxes:

29-1- In order to consider the laws of the respective countries, the parties are obliged to pay the taxes of their respective countries on their own behalf, and neither party is obliged to pay the taxes of the other countries.

30- Notices:

30-1- All the notices during the contract period to be exchanged between Ariana Afghan Airlines and Supplier shall be in writing and sent by courier, fax or email.

31- Indemnities:

31-1- The Agreement shall have appropriate coverage to provide indemnity for Ariana Afghan Airline and supplier as per the normal aviation market practice.

32- Force Majeure:

32-1- Both parties shall agree to appropriate incidents to define Force Majeure and its implications on the performance of the Agreement by either party.

33- Section – C- List of the parts:

Number	Part Number	Description	QTY		Unit of Measure	Condition	Trace	EXW Location & Name	Currency DSD/ Unit Price For Minimum QTY	Currency DSD/ Total Price For Minimum QTY
			Minimum	Maximum						
BK001	FJ26-70	Taxi Light Bulb	20	40	EA	New/NS	OEM			
BK002	XHD-1	Taxi Light	6	12	EA	New/NS	OEM			
BK003	ZCD-2	Cabin Light	10	20	EA	New/NS	OEM			
BK004	FJ28-0.17	Cabin Light Bulb	20	40	EA	New/NS	OEM			
BK005	ZCD-11(white)	Instrument Panel Light	15	30	EA	New/NS	OEM			
BK006	FJ28-0.06A	Instrument Panel Bulb	20	40	EA	New/NS	OEM			
BK007	DD-1	Ceiling Light	30	60	EA	New/NS	OEM			
BK008	FJ28-5	Ceiling Bulb	20	40	EA	New/NS	OEM			
BK009	FJ28-0.06	Pedestal Light	20	40	EA	New/NS	OEM			
BK010	FJ28-0.06	Pedestal Bulb	20	40	EA	New/NS	OEM			
BK011	GE4553	Landing Light	4	8	EA	New/NS	OEM			
BK014	A7512.24	NAV Light Wing	6	12	EA	New/NS	OEM			
BK016	1683	Navigation light (white) Bulb	10	20	EA	New/NS	OEM			
BK018	A7079B-24	Anti - Collision Bulb (Top)	16	32	EA	New/NS	OEM			
BK020	A7079B-24	bottom anti-collision Bulb	10	20	EA	New/NS	OEM			
BK021	ZSD-1 (green)	receptacle and indicating light	4	8	EA	New/NS	OEM			
BK022	FJ28-0.17	receptacle and indicating Bulb	10	20	EA	New/NS	OEM			
BK023	ZCD-11(white)	instrument panel light	4	8	EA	New/NS	OEM			
BK024	FJ28-0.06A	Instrument Panel Bulb	10	20	EA	New/NS	OEM			
BK025	DD-1	cockpit ceiling light	4	8	EA	New/NS	OEM			
BK026	FJ28-5	cockpit ceiling Bulb	10	20	EA	New/NS	OEM			
BK028	715×240-305IV	Main Tyre	14	28	EA	New/NS	OEM			

BK029	LS-124B	Main Wheel Assy	4	8	EA	New/NS	OEM			
BK030	LW-6	Nose Wheel Assy	4	8	EA	New/NS	OEM			
BK031	480x200	Nose Tyre	14	28	EA	New/NS	OEM			
BK032	480x200-III	Nose Tyre Tube	10	20	EA	New/NS	OEM			
BK033	4078-5	Battery	1	2	EA	New/NS	OEM			
BK035	LY-14A	Tyre pressure gauge	1	2	EA	New/NS	OEM			
BK036	QJD-1	Wheel jack	2	4	EA	New/NS	OEM			
BK037	Y11T-9804-2	Wheel jack adapter	1	2	EA	New/NS	OEM			
BK038	Y11T-9942-0B	Wheel axle puller for nose landing	1	2	EA	New/NS	OEM			
BK039	YL31A	Fuel Filter	6	12	EA	New/NS	OEM			
BK040	YL-7C	hydraulic Filter	6	12	EA	New/NS	OEM			
BK041	Y11T-5810-30	Hydraulic reservoir filter	6	12	EA	New/NS	OEM			
BK042	Y11T-5810-25	Ring	10	20	EA	New/NS	OEM			
BK044	HB4-57J1-16	Rubber ring	5	10	EA	New/NS	OEM			
BK045	HB4-57J1-12	Rubber ring	5	10	EA	New/NS	OEM			
BK047	HB4-57J1-14	Rubber ring	5	10	EA	New/NS	OEM			
BK048	7023	Grease	5	10	KG	New/NS	OEM			
BK049	7008-1	Grease	5	10	KG	New/NS	OEM			
BK052	YH-10 (LGs s/s), (SHO 358-92)	Hydraulic Fluid	20	40	LT	New/NS	OEM			
BK054	792845-1	Air conditioner Oil	5	10	LT	New/NS	OEM			
BK057	MIL-PRF-23699F Class STD (Mobil Jet Engine Oil II	Oil for general purpose	240	480	CAN	New/NS	OEM			

34- SECTION D –EVALUATION OF BIDS

34-1- Evaluation of Bids:

- 34-2-** All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents.
- 34-3-** For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified on that day.
- 34-4-** The evaluated will be done for item or lots to determine the “Lowest Evaluated Bid”
- 34-5-** Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation:
- a- meets the eligibility criteria;
 - b- has been properly signed;
 - c- Is substantially responsive to the requirements of the Request for Quotations Documents.
- 34-6-** A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Standard bidding documents (SBD).
- 34-7-** To evaluate a Quotation, the Purchaser shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:
- a- evaluation will be done for Items or Lots;
 - b- price adjustment for correction of arithmetic errors;
 - c- price adjustment due to discounts offered;
 - d- adjustments due to the application of other evaluation criteria as follows: factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;
 - e- Adjustments due to the application of a margin of preference, if applicable.
 - f- The Purchaser’s evaluation of a Quotation will exclude and not take into account:
 - g- In the case of Goods manufactured in the Islamic Republic of Afghanistan, sales and other similar taxes, which will be payable on the goods if the Purchase Order is sent to the Bidder;
 - h- in the case of Goods manufactured outside the Islamic Republic of Afghanistan, already imported or to be imported, customs duties and other import taxes levied on the imported Goods, sales and other similar taxes, which will be payable on the Goods if the Purchase Order is sent to the Bidder;
 - i- If a Quotation is not substantially responsive, it shall be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
 - j- No negotiation shall be held with the lowest or any other Bidder.
 - k- A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

35- Correction of Errors:

- 35-1-** Quotations determined to be substantially responsive shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:
- a- where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
 - b- 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, unless in

the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

35-2- The amount stated in the Quotation shall be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder.

36- Bidder Profile:

36-1- Bidder/s should provide the following detail on their company letter head.

Name of the Company: _____

Head Office Address: _____

Local Office Address (If any) _____
_____ *(Address in Afghanistan Or Dubai OR Istanbul)*

36-2- Contact / Focal Person:

Name: _____

Designation: _____

Telephone: _____

Fax: _____

Email: _____

36-3- Type of company

Type of company	Public	Private	Other

36-4- Company Ownership Proof:

(Detail of major shareholders of company)

26-5- List of Customer Airlines:

(List of current / previous aircraft should be attached herewith)

Signature: _____ Title: _____
Name: _____
Date: _____ Company Stamp