

REQUEST FOR QUOTATION (RFQ)

Provision of the Rug (Carpet) Weaving Kit-2nd Cycle

REFERENCE: FGA-RFQ-2024-003	Date: January 14, 2024
District # 2, Burge Barq#35, Qare Jane Shaheed Street , House#14, Nangarhar, Afghanistan.	

SECTION 1: REQUEST FOR QUOTATION (RFQ)

FGA kindly requests your quotation for the **Provision of the Rug (Carpet) Weaving Kit-2nd Cycle**, detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section /1: This request letters

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial

Offers

Please be guided by the RFQ Instructions and Data when preparing your quotation. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer by the method and date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations. Issued by:

Procurement Department
FutureGenerationsAfghanistan

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by FGA.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by FGA. FGA is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>FGA reserves the right to cancel the procurement process at any stage without any liability of any kind for FGA upon notice to the bidders or publication of cancellation notice.</p>
Deadline for Questions:	January 16, 2024, 4:00 PM
Deadline for the Submission of Quotation:	January 24, 2024, 4:00 PM
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p>Bid submission address: Offers shall be submitted to the FGA Eastern Region, Nangarhar office at the below-mentioned address by the deadline.</p> <p>Add: District # 2, Burge Barq#35, Qare Jane Shaheed Street , House#14, Nangarhar, Afghanistan.</p> <ul style="list-style-type: none"> ▪ Mandatory subject of the email: RFQ for Provision of the Rug (Carpet) Weaving Kit-2nd Cycle. ▪ Place the quotation file along with other annexes in a sealed pocket. ▪ Offers submitted by email will not be accepted.
Cost of preparation of quotation	FGA shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the FGA quotation form conditions and acknowledge that it provides the minimum standards expected of suppliers.</p> <p>Moreover, FGA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of FGA vendors, and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to FGA staff members, including recreational trips to sporting or cultural events, theme parks, or offers of holidays, transportation, or invitations to extravagant lunches, dinners, or similar. In pursuance of this policy, FGA: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing an FGA contract.
Conflict of Interest	<p>FGA requires every prospective Supplier to avoid and prevent conflicts of interest by disclosing to FGA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders of the bidding entity or key personnel who are family members of FGA staff involved in the procurement functions any Implementing Partner receiving goods and/or services under this RFQ.</p>
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract.
Commitment To the FGA Code of Conduct	The contractor should read & sign the FGA code of conduct and agrees to never engage in or tolerate any form of harassment, discrimination, physical or verbal abuse, intimidation, or favoritism in the workplace, including sexual and psychological harassment and abuse, respecting the rules that apply to me (especially Internal Rules) on these issues.
Currency of Quotation	Quotations shall be quoted in <u>AFN Currency</u>
Duties and taxes	<p>All quotations shall be submitted both gross and net of any direct BRT (Business Revenue Tax) taxes.</p> <p>2% for all eligible and valid license holding vendors, and 7% for all non-valid license holding or no license at all vendors.</p> <p>All prices must also include all duties, transportation, loading and unloading costs.</p>
Eligibility	<p>A vendor who will be engaged by FGA may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to FGA whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by FGA.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by FGA.</p>

Language of quotation	English Annexes shall be given in English. Supporting documents and standard registration documents can be submitted in English or Dari/Pashto.
Documents to be submitted	Bidders shall include the following documents in their quotation: Annex 2: Quotation Submission Form duly completed and signed Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <ul style="list-style-type: none"> • Company Profile. • Registration certificate; • List and value of projects performed in related fields for the last 1 year plus client's contact details who may be contacted for further information; • List and value of ongoing Projects and other national/multi-national organizations with contact details of clients. • Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of the Contract value in a similar field;
Quotation validity period	Quotations shall remain valid for 40 days from the deadline for the Submission of the Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	Not Permitted
Payment Terms	After completing the successful delivery of all Rug (Carpet) Weaving Kits, technical team verification report for all items (100%), donor verification, and invoice receipt by FGA for the mentioned items.
Bid Guarantee/Security	A total of 10% of the total contract amount will be locked as a bid guarantee/security from the bidder in case of bid acceptance from FGA.

Contact Person for correspondence, notifications and clarifications	Please ask the question on the following contact number/email address: 0093 773593288 fga.procurement@future.edu
Evaluation Criteria	<ul style="list-style-type: none"> • The selection will be made based on the lowest price that meets the technical requirements. • Full compliance with all requirements as specified in Annex 1. • Full acceptance of the General Conditions of Contract. • Comprehensiveness of sales and support services. • Earliest Delivery /shortest lead time
Right not to accept any quotation	FGA is not bound to accept any quotation nor award a contract or Purchase Order
Policies and procedures	This RFQ is conducted in accordance with the FGA Procurement Manual

ANNEX 1: SCHEDULE OF REQUIREMENTS

The project aims to provide immediate support to people through immediate short-term support for VST students to selected beneficiaries. Under the terms of the project, the supplier shall be responsible for the supply of acceptable goods according to table specifications confirmed by necessary written references and certificates and arranging transportation of the mentioned items in the Wardak province.

ADDITIONAL REQUIREMENTS

- The supplier will be responsible for supplying the Carpet Weaving kit with the requirements and type per specifications laid out within this document.
- The Carpet Weaving kit that does not meet the Minimal and Special Requirements above will be rejected by the Project consultant.
- The Carpet Weaving kit will be checked and accepted/rejected by a project consultant.
- All chosen Carpet Weaving kits must be approved by a project consultant before being accepted for the project.
- The project will not be liable for any goods that will be damaged during delivery.
- The supplier shall take care of their carpet weaving kits for any damages or losses.

Delivery Requirements

Delivery Requirements	
Delivery Date and Time	Bidder shall provide the Rug (Carpet) Weaving Kits within 5-10 days after the contract agreement signature.
Delivery Locations	16 kits to Kot district, 16 Kits to Kuz Kunar district, 8Kits to Behsud district, and 16 Kits to the Rodat distract of the Nangarhar Province.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it, and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted, and no substitutions shall be accepted.

Company Profile

Item Description	Detail
Legal Name of Bidder:	
Contact Details:	
Email Address/ Website:	
Legal Address, City, Country:	
Year of Registration:	
Bank Information:	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted, and no substitutions shall be accepted.

Name of the Bidder:		
RFQ Reference #:		Date:

Currency of the Quotation: AFN					
Item No	Description	Unit	Quantity	Unit Price AFN	Total Price AFN
1	Rug (Carpet) Weaving Frame with Complete Set (کارگاه) (Frame 230 cm, Round Double Pipe 250 cm, Steal Pipe 230 cm, Double Metal, Aluminum Pipe 70 cm, Double Nuts 16 number, Flat Washers 16 number, Wooden board length 260 cm, 5 cm, (Stand 5*230, Steal Gadder 4*240). 3 کاک تخته mm, Length 240,10cm (لاټانی)), Best Quality (With delivery/transportation to districts and its installation)	Each	56		
2	Knife/Churi (چنگک), Best Quality (With delivery/transportation to districts and its installation)	Each	330		
3	Leveling Comb (شانه), Best Quality (With delivery/transportation to districts and its installation)	Each	112		
4	Screw Range (سکورینج), 15 Number, Best Quality (With delivery/transportation to districts and its installation)	Each	56		
5	Sensor (فینچی), Best Quality (With delivery/transportation to districts and its installation)	Each	56		
6	Color Thread (رنگه وری تار), Best Quality Color Thread (With delivery/transportation to districts and its installation)	Kg	5,040		
7	Cotton Thread (تنه سته), Best Quality Faisal Abad Cotton Thread (With delivery/transportation to districts and its installation)	Kg	980		
8	Cotton Thread (پخته), Best Quality Faisal Abad Cotton Thread (With delivery/transportation to districts and its installation)	Kg	980		

9	Cotton Thread (فیت تار), Best Quality Faisal Abad Cotton Thread (With delivery/transportation to districts and its installation)	Kg	820		
10	Map/Design, Best Quality Rug (Carpet) Design Map (With delivery/transportation to districts and its installation)	Each	168		
11	Meter (5m), Best Quality Double (With delivery/transportation to districts and its installation)	Each	56		
Total Price with Tax:					
Tax:					
Total Price Without Tax:					