

Standard Request for Quotations for Procurement of works/Goods and Non-Consultancy
ServicesAfghanistan Cricket Board



AFGHANISTAN CRICKET BOARD

REQUEST FOR QUOTATIONS (RFQ)

FOR

PROCUREMENT OF

***Installation of Flax with Billboards Frame including lighting gallery in
Afghanistan Cricket Board Main Office***

January 2024

Instructions to Users

This instruction notes have been prepared to assist a Procuring Entity/user in the preparation of the Standard Request for Quotations (SRFQ) for procurement of Goods and non-consultancy services. The Procuring Entity/user should also refer to the procurement manual date 2017 Of ACB.

The use of SRFQ applies when a Procuring Entity/user (the Employer) wishes to select a Bidder/Company for the procurement of Goods and non-consultancy services as per procurement manual

The Procuring Entity **SHALL NOT** require any bid security and retention because of the nature of the procurement method only performance security will be taken from the winner company in value of 10% of the total contract price.

The confirmation of the Award should be in the form of a Contract, prepared by the Procuring Entity, attached and following BOQ to which will be the Conditions of Purchase or Work. The contract will be signed by both the Procuring Entity and the Bidder/Company and will be treated as contract. Signing of a separate contract is not required.

Prior to the detailed evaluation of Quotations, the Contract 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

Evaluation of Quotations

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents.

To evaluate a Quotation, the Employer 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) item prices shall be feasible;
- (c) price adjustment for correction of arithmetic errors;
- (d) price adjustment due to discounts offered;
- (e) Adjustments due to the application of a margin of preference, if applicable.

If a Quotation is not substantially responsive, it shall be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder.

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.

**Request for Quotation for the
Installation of Flax with Billboards Frame including lighting gallery in
Afghanistan Cricket Board Main Office**

Reference: *ACB/ICC/PRO/W/2024/Marketing/AFG/RFQ-01*

Issue Date: *Jan 15, 2024*

Closing Date: Jan 21, 2024

Name of the Bidder/Company: _____

Address of the Bidder/Company: _____

Contact No: _____

Email Add: _____

Valid Business License #: _____

1. The Afghanistan Cricket Board has a budget allocation for the mentioned works or goods; and is applying some of that allocation for the **Installation of Flax with Billboards Frame including lighting gallery in Afghanistan Cricket Board Main Office** for which this Request for Quotation is issued.
2. Payments made against any Contract arising from this Request for Quotation will only be made in AFN. The Unit Rate(s) offered by the Bidder/Company, if accepted, shall remain fixed for the duration of the contract.
3. The payment will be made by ACB after completion of the work through bank/cheque

Your sealed quotation must be submitted to ACB Procurement department of the undersigned ON *Jan 21, 2024* at 10:00am Kabul time. Any quotation received later than the scheduled time will be rejected and returned unopened. The sealed envelope containing the quotation must be clearly marked **Installation of Flax with Billboards Frame including lighting gallery in Afghanistan Cricket Board Main Office** and do not open before *Jan 21, 2024-10:00am*.

4. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
 1. The quotation shall be completed and all pages shall be signed or stamp by an authorized representative of the Bidder/Company.
 2. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent contract.
 3. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the contract.
 4. There will be no public opening of quotations; the Employer 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.
 5. Bidder/Company with valid business license taxable at rate of 2% and Bidder/Company without valid business license at rate of 7%.

Price Sheet including Installation and Delivery to the ACB main office

| S.No | Work Descriptions | Unit | Qty | Unit Price AFN | Total Price AFN |
|---|---|-------------|-----------|-------------------|--------------------|
| 1 | <p>Flax Frame 400 x 300 cm:</p> <ol style="list-style-type: none"> 1. Metal bar 50 x 50, 20 x 20 and 40 x 25 for hanging Flax (Flax Box) 2. CNC plates and laser Cutting – 240 x 120 cm (3 PCs) 3. Flax 12 Meter (580 gram) 4. Wooden bar (Chuftee) for Flax 250 x 250 cm 5. LED Lights 450 PCs 6. Plastic Film (240 x 10 cm) x 4 PCs for LED lights on CNC plates | Each | 17 | | |
| Total Price including Delivery and Installation in AFN | | | | | |

Documentation Required with the Submission of the Quotation

The Bidder/Company shall attach the following documents to its quotation:

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in AFN;
- (b) a valid Trade License;
- (c) a valid Business Bank Account
- (d) Similar experience document (proffered)
- (e) Demonstrable experience, financial capacity and staff capability to achieve the project objectives.
- (f) A financial proposal (quotation) in AFN are deemed valid for 1 months, and cost estimates must be inclusive of all taxes.
- (g) List of projects undertaken by company (Similar contract only). Proffered
- (h) Resumes of the technical team who will be involved in the projects (optional)
- (i) Details and profile of the company firm and Evidence/copies of required certifications, licenses and credentials of company

Note:

- a) **The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the RFQ and entering into BOQ sheet or in contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense. Interested bidders must visit ACB main office on **Jan 20, 2024 at 10:00AM** Kabul time.**
- b) The duration of the project is expected to be 40 days right from the issuing of Notice to Proceed or award of contract
- c) The items must be in good and new condition with original brand and accepted to ACB's Engineering team.

- d) All pages of this RFQ shall be signed and stamped by the Bidder/Company.
- e) Electrical quotation via email will not be accepted

Correction of Errors

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

The amount stated in the Quotation shall be adjusted by the Employer 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.

Payments:

The following payment terms shall be applied for the contract:

- All payments shall be subjected to Afghanistan income tax law.
- Payment will be made to selected Bidder/Company through:
- International Business Bank Account if available
- Business Bank account (National)

Interested applicants are requested to collect and fill out the RFQ computerized and must submit bids in sealed envelopes to the following address:

Afghanistan Cricket Board
Near Chamane-e Huzori- Khan Abdul Ghani Khan Watt (ACB Procurement Department)
Phone: +93 (0) 796165830

Questions or clarifications can be submitted via email to: hamid.rashidy@afghancricket.af or procurement.manager@afghancricket.af