



Organization of Fast Relief and Development (OFRD)

بخش عملیاتی و تدارکات

Operation & Procurement Management Department

خریداری کوچک داخلی

National Shopping

درخواست برای نرخ دهی

Request for Quotation (RFQ)

For

Procurement of Supply of Goods and Services

Tailoring Kits and Tailoring Training Material/Equipment and Hiring
Rental Vehicle

RFQ: OFRD-OP-001-24

Issued on dated: January 23, 2024





TO:.....

Organization of Fast Relief and Development (OFRD) is an independent, humanitarian non-governmental organization working to help and rebuild Afghanistan after decades of war and destruction. OFRD is a registered NGO with “NGO’s Department” Ministry of Economy of Government of Afghanistan. Our program activities are concentrated on seven core activities as following:

- 1) Combating Trafficking in Persons (CTIP)
- 2) Humanitarian Assistance Program (HAP)
- 3) Afghanistan Education Program (AEP)
- 4) Natural Resources & Environment (NRE)
- 5) Protection & Women/Youth Empowerment (PWYE)
- 6) IDPs/Returnees & Livelihood (IRL)
- 7) Access to Health Services (AHS)

Our Mission:

OFRD provides humanitarian assistance to crises and natural disasters affected people and refugees/internally displaced persons (IDPs). Fighting against poverty, illiteracy, diseases and violence to lead the rehabilitation and socioeconomic development at a national level.

Our Vision:

OFRD seek a country of social justice, hope, prosperity and tolerance, where poverty has been overcome; people lives in development, peace and to have equal access to economic resources to achieve the SDGs.

1.1 Procurement of 60 Tailoring Kit:

- 1.1.1 All above kits should be in a good quality, while detail specifications are given on page # 3.
- 1.1.2 The SUPPLIER should provide the required kits in Logar (Khoshi and Baraki Barak districts) tailoring centers assigned by Purchaser.
- 1.1.3 Transportation of above mentioned packages will be responsibility of SUPPLIER, therefore, please consider your transportation cost.

1.2 Rental Vehicle in Logar province. Specification of rental vehicle are as following:

- 1.2.1 The vehicle should be in good and safe condition with Petrol engine as well as with complete registration documents from MOI and as per Afghanistan law provisions. Vehicle should have Air Condition Standard Interior Condition and heater. The SUPPLIER will provide driver, maintenance, fuel and food for driver. Rental fees remain stable throughout the whole rental agreement period. OFRD reserves the right to inspect the vehicle before putting it into service under the terms of the agreement, or at any other time during the term of the agreement.
- 1.2.2 The one rental vehicle will be rented in Logar (Khoshi and Baraki Barak districts). The vehicle model must be 1997 and monthly km coverage will be between 1,000 to 2,000 km. The vehicle



Procurement of tailoring kits and tailoring training material/equipment and hiring rental vehicle

need to be available 6 days a week (7am to 5pm) and some time will need to provide services on weekend if required for the project need.



- 1.2.3 The SUPPLIER/Service provider will be responsible for staff pick & drop, meetings, and field travel for project implementation.
- 1.2.4 Payment shall be made monthly basis on the submission of an invoice at the end of the service delivery by the provider/firm or company. Payment shall be made within 30 working days from the day of receipt of the Invoice. Payment will be made in US\$ or in Afghani using the monthly exchange rate.
- 1.2.5 All applicable taxes will be charge to the contract agreement.
- 1.2.6 The Supplier shall be fully responsible for the operation of the vehicles and ensure that the driver operates the vehicle in accordance with applicable law, driver must know how to drive professional, safe driving and adhere the minimum safe driving requirement.
- 1.2.7 The vehicle will be operating for 6 months and contract agreement will be signed for 6 months.



1. You are requested to submit your sealed the quotation for the supply and provision of services for following items (lot 1, and 2).

Lot # 1 Tailoring Kit and Tailoring Training Material/Equipment with following specifications:

| S/n | Technical Descriptions | Unit | Quantity | Unite Prices – US\$ | Total Prices – US\$ |
|-----|---|---------------|----------|------------------------|------------------------|
| 1 | Tailoring Kit with below specification and items/materials mentioned specifications: 1) Tailoring Sewing Machine with cover. Cloth or tailoring sewing machine set complete to be durable and good quality; 2) Tailoring table: Wooden made table, 80 cm Length, 40 cm wide and 30 cm high with one drawer. 3) Tailoring Scissor: Tailoring Scissor (10") good quality 4) 2 Rulers for tailoring measurement: Best quality for measurement of cloths (1 piece' ruler locally known metr-e-khayati and 1 piece of ruler locally known khat kash-e-khayati) 5) 2 small bottles oil for machine: Best quality for sewing machine 6) 2 packets of needles: for tailoring sewing machine use 7) Gas Iron: Manually use by gas stove 8) Gas cylinder: each gas cylinder of 5 kg 9) 2 small packets of Chalk or locally known as Tabashir | Per Kit | 60 | | |
| 2 | 3,000 meters of Female Cloth Fabric: Female cloth fabric durable good quality female fabric used for tailoring purposes (Locally known as rakht-e-zanana). | Meter | 3,000 | | |
| 3 | 3,000 meters of Male Cloth Fabric: Durable good quality male fabric used for embroidery (Locally known as rakht-e-mardana). | Meter | 3,000 | | |
| 4 | Furniture Set (1 office chair, 1 white board, 25 meter square carpet) | Furniture Set | 4 | | |
| 5 | 4 pieces of Big table for iron: Best quality wooden made table, 1.5 m length, 85 cm wide and 90 cm high | Piece | 4 | | |
| 6 | 100 Kg gas for ironing use | Kg | 100 | | |

| | | | | | |
|--|--|-------|-----|--|--|
| 7 | 300 meters Bukram locally known as bukram or lye as good quality | Meter | 300 | | |
| Total in US\$ قیمت مجموعی به دالری | | | | | |
| Note: All Goods should be Delivered safely and without delay. All the items should be approved by Technical Departments. | | | | | |

Lot # 2 Hiring Rental Vehicle:

| S/n | Technical Descriptions | Unit | Quantity | Unite Prices – US\$ | Total Prices – US\$ for 6 months |
|--|--|--------------------------|----------|---------------------|----------------------------------|
| 1 | Hiring of Rental Vehicle Corolla 1997 or above for 6 months in Logar province. Afghanistan hand. | Per Vehicle Monthly rent | 1 | | |
| Total in US\$ قیمت مجموعی به دالری | | | | | |
| Note: All Vehicles should be good condition Delivered safely and without delay. Before approval, the vehicles should be checked and approved by Technical Departments. | | | | | |



Please quote for the goods and services mentioned under this RFQ. Your quotation will be evaluated based on the lots and order will be awarded to the firm/companies that meets the technical specifications and other requirements set forth in the RFQ and offered the lowest evaluated bid.

لطفاً نرخهای تانرا به خدمات / جنس داده شده در جدول فوق مطابق مشخصات داده شده ترتیب نمایید و همچنان نرخهای تان طبق مشخصات متذکره ارزیابی خواهد شد و قرارداد یا موافقتنامه خریداری به آن کمپنی داده خواهد شد که نازلترین نرخ را برای جنس / خدمات فوق الذکر تهیه کرده باشد، لطفاً کتلاک و یا معلومات کافی برای مدل و یا خدمات که نرخهای تانرا تهیه کرده اید ضمیمه و ارسال نمایید.

Brand Name: Please be informed that the brand names, if any, mentioned in the specifications are only for the reference purposes. The bidder has the option to quote any other brand equivalent to the mentioned specifications. (If applicable).

اسم کمپنی: متوجه باشید اگر اسم کمپنی به جای ذکر شده باشد (در مشخصات) صرف برای معلومات و نوعیت جنس میباشد. کمپنی ها میتوانند به هر مدل و یا ساخت کمپنی که مطابق مشخصات داده شده است نرخ های شان را تهیه نمایند.

Bidding will be conducted through shopping procedures specified in the OFRD Guidelines:

پروسه خریداری مطابق قوانین موسسه امداد و انکشاف سریع پیشبرده میشود.

Interested eligible bidders may obtain further information from Operation section, Organization of Fast Relief and Development from the address mentioned bellow from 9:00 hrs to 14:00 hrs on any working day from Saturday to Thursday.

کمپنی های ذیعلاقه میتوانند جهت دریافت معلومات مزید به بخش عملیاتی موسسه امداد و انکشاف سریع از ادرس ذیل در ساعت کاری از 9:00 صبح الی 2:00 بعد از ظهر بدست بیاورند

Operation Department:

Address: OFRD Kabul Office, House # 12, Near to Embassy of Uzbekistan, District # 6, Kabul, Afghanistan

Contact# +93 (0) 784700724

DEADLINE: The deadline for receipt of your quotation by the Purchaser at the address indicated in paragraph above is **January 30, 2024** at 10:00-hr AM. Moreover when you submit your quotation, please put the date, sign and stamp of your company in the last page of the quotation. Any quotation without date, sign and stamp will be considered as a nonresponsive bid."



آخرین تاریخ تسلیمی آفرها **January 30, 2024** الی ساعت **10:00** قبل بعد از ظهر میباشد، همچنان هنگام تسلیمی آفر لطفاً در ورق اخیر آفرخویش تاریخ را درج نموده، امضا و تاپه نماید در غیر آن صورت آفرها مسترد گردیده و قابل پذیرش نمیشود. البته ناگفته نماند که آفرهای سربسته تان را به ادرس فوق الذکر تسلیم نمایید.

DELIVERY: The supplier shall deliver the services to the following address Kabul headquarter. The delivery of supply, services and goods will be according to the schedule.

انتقالات: قراردادی مکلف است برای انتقال محفوظ، بارکردن و پائین کردن اموال بیدون کدام خساره را مطابق تقسیم اوقات تسلیم دهی دهد.

TAXES: The price shall include all applicable local taxes, in case the bidder is registered and will submit their license. No tax deduction will be made for the amount less than USD\$ 10,000 (AFN 500,000). BRT will be deducted from gross billed amount while making payment. For more information visit www.mof.gov.af.

تکسها: مطابق قوانین تادیات مالی از مقدار پول که قراردادی دریافت مینماید مالیه نیز وضع میشود، البته مالیه مطابق شرایط ذیل وضع میگردد:
ب: مالیه از آنعه قراردادهایکه جواز تجارتي داشته باشند.
ج: مالیات از پرداخت مجموعی هر بل که خریدار از طرف قراردادی دریافت مینماید وضع میشود.

ذ: مالیه از مقدار پول که کمتر از 10000 دالر امریکائی و یا 500000 افغانی باشد وضع نميگردد.
برای معلومات بیشتر از این ویب سایب استفاده نمایند www.mof.gov.af.

Registered Companies: Bidders shall be registered companies/firms with / Ministry of Commerce (MoC) and will submit copy of their valid registration with the bid.

کمپنی های راجستر شده: کمپنی ها باید راجستر شده وزارت تجارت یا اداره سرمایه گذاری خصوصی باشند و در وقت تسلیم شدن نرخ یک کاپی جواز که مدار اعتبار باشد ضمیمه نمایند.

PRICES: The prices should be quoted in the US\$ currency. DDP (Delivered Duties Paid), the seller delivers the goods and facilitation services to the purchaser, cleared for import, and not unloaded from any arriving means of transport at the named place of destination. The seller has to bear all the costs and risks involved in bringing the goods and facilitation services there to including, where applicable, any "duty" (which term includes the responsibility for and the risks of the carrying out of customs formalities, and the payment of formalities, custom duties, taxes, and other charges) for import in the country of destination. The type of contract envisaged is Fixed-Priced contract.



نرخها: تمام نرخها باید به دالری داده شود و شامل تمام مصارف و مالیات محلی باشد . فروشنده باید تمام اجناس را با تمام مصارف از قبیل تکس ، سکوک، بارگیری و رساندن به محل تعیین شده به خریدار بسپارد و این قرار داد قرار داد مشخص میباشد.

EVALUATION AND AWARD OF PURCHASE ORDER: Offers determined to be substantially responsive to the technical specifications given above schedule of this RFQ will be evaluated by comparison of their prices. The award will be made to the vendor offering the lowest evaluated price of any lot, and that meet the required standards of technical and delivery requirements.

ارزیابی و اعطای قرارداد: نرخهای که مطابق خواست و مشخصات داده شده جدول فوق بوده باشند باهم مقایسه شده و پایینترین آن به حیث برنده اول انتخاب میگردد(برنده کمپنی انتخاب خواهد شد که نازل ترین نرخ خود را ارائه نماید) و بعد از مشاهده نمودن توانایی تخنیکی کمپنی انتخاب شده ایشان از صورت حال برنده شدن شان آگاه ساخته میشوند و به ایشان قرارداد فرستاده خواهد شد.

VALIDITY OF THE OFFER: Your quotation should be valid for a period of 90 days from the closing date of RFQ.

مدت اعتبار نرخها: نرخهای تان باید به مدت 90 روز از تاریخ تسلیمی آفرهای تان مدار اعتبار باشد.



Submission of Quotations: The suppliers must submit the quotations themselves to the OFRD Operation Section; the supplier will be guided to the Operation by receptionist of OFRD sitting in the entrance of the office and the quotations must be sealed in the envelope; clearly indicating the RFQ number and the good or services applied for.

تسلیمی آفرها: نرخها باید توسط قرارداددی به پروژه OFRD-Operation به دفتر هماهنگ کننده موسسه امداد و انکشاف سریع. نمبر RFQ و مضمون آنرا در عقب پاکت نوشته کنید.

Duration and Services Location:

The duration of the contract is for 6 month or till 15 July 2024, starting from the date of the signature of the contract.

| Supplier Information | |
|----------------------|-------|
| Company Name: | Seal: |
| Name of Signatory: | |
| Designation: | |
| Signature: | |
| Date: | |
| Email: | |

