



**Organization for Coordination of Humanitarian Relief-OCHR**

**Request For Quotation**

**Cash Distribution Services for Emergency Assistance to earthquake affected people in Ghoryan District of Herat province**

**Ref#: Cash Distribution /OCHR/04/2024**

**Issue Date: 04 February 2024**

**Closing Date: 12 February 2024, 03:00 pm**

Contact details

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## 1. About OCHR:

Organization for Coordination of Humanitarian Relief (OCHR) is a national non-governmental organization established in Afghanistan in 2015 to play a vital role in humanitarian and development settings, and to contribute towards the peace building in the country where the people can live in amity and harmony.

In humanitarian situations emerging as result of conflict or natural disasters, natural, the response encompasses the provision of tools and resources i.e., to reduces the suffering and increase self-sufficiency.

Our approach includes sustainable development, focusing on ultra-poor communities of Afghanistan. The endeavours focus on social and economic development of the people dwelling in remotes parts of the country.

Through peacebuilding efforts, we envision Afghanistan a socially inclusive society where peace and prosperity remains a fate for every individual living in this territory. Promote the social cohesion, curtailing extremism in all forms, inclusiveness of peace processes where children, women and marginalized groups have a voice.

## 2. Description:

OCHR through this RFQ is requesting eligible Money Service Providers-MSPs (Registered with DAB or other legal entity operating in the country) to provide cash distribution services for 145 HHs (As per the OCHR planned schedule) to the specific locations in Ghoryan district of Herat province.as directed by OCHR office after the contract is awarded, and in line with the requirements set forth in this document. The distribution of multi-purpose cash will be distributed to earthquake affected families with focus on women and children will take place in aforementioned locations to 145 HHs total amount of \$340/HHs as directed by OCHR

The overall project objective is providing multi-purpose cash to earthquake affected families with focus on women and children in Ghoryan district of Herat province.

## 3. Scope of Work:

Supply, Delivery and Distribution of multi-purpose cash (Hawala Services) to 145 HHs to earthquake affected families with focus on women and children in Ghoryan districts of Herat province.

The Cash distribution will take place in two phases in Ghoryan districts of Heart province according to OCHR project Schedule.

The MSP is required to deliver the Cash as per the project plan to the specific distribution points identified by the provincial project team in Ghoryan districts of Herat province.

MSPs will be informed by the OCHR project team least 2-3 days before the distribution, the project team will coordinate with the MSPs about the exact date and distribution point and Exchange rate (Cash sell) as per DAB one day before Distribution. The tentative date for distribution shall around **one** month after award of contract.

The number of beneficiary household may vary during the actual implementation stage. The MSP agrees to accept any increase/decrease in number beneficiary house.

## 4. OCHR responsibilities

In executing this task,

1. Provide the final approved list of the selected HHs for designed cash assistance to the MSP.
2. For beneficiary identification and cross-checking, OCHR will ensure that beneficiary hold Tazkira(or other ID) and cash receipt tokens indicating details of beneficiary and the amount to be received.
3. Mobilize the beneficiaries to distribution points where cash distribution will take place.
4. Distribution points will be selected in coordination with community members and line departments.
5. OCHR field staff will supervise and monitor the cash distribution process.
6. OCHR takes no responsibilities for cash handling (i.e., included but not limited to transportation and distribution)

7. OCHR takes no responsibility for cash related risks such as theft, loss and/or misuse.
8. OCHR will establish complaint desk at the distribution sites to register the relevant complaints.

#### **5. MSP Responsibilities:**

The MSP hereby commits to:

1. Use means/methods of beneficiary identification stated above to verify and cross-check the beneficiaries.
2. Pay beneficiaries the amount as stated on the voucher upon successful identification and verification i.e. as per the final approved list of beneficiaries provided by OCHR.
3. Ensure beneficiaries sign for receiving the money paid and collect the cash receipt tokens upon payment to each beneficiary.
4. That each beneficiary in the list is duly paid and where practical closely coordinate with OCHR team for any extended stay to ensure fulfillment of the payment.
5. When needed or warranted, ensure there is sufficient security at the distribution centers
6. Issue a completion report to OCHR upon successful distribution to beneficiaries.
7. Adhere to any detailed terms of reference and other annexures that OCHR shall issue in relation to this cash distribution tasks.
8. Return cash receipt tokens to OCHR and or its partners for final verification.
9. All other terms and conditions of the original contract remain unchanged.
10. All cash handling related activities such as transportation and distribution will be the responsibility of the MSP.
11. All cash related risks including theft, lost or misuse will merely be the responsibility of the MSP. The MSP is eligible to receive payments from OCHR only when the money is safely transferred to beneficiaries.
12. The supplier (MSP) has to ensure enough staff deployed at the distribution day i.e., no unnecessary delays occur during the day of distribution.

#### **6. General:**

1. Acceptable beneficiaries' payment method will be physical cash distribution.
2. Cash disbursement is made at distribution point which specific by OCHR.
3. OCHR is not paying any cash in advance for distribution.
4. The MSPs must present a payment claim or invoice after the completion of all distribution.
5. The reimbursement for distributed cash will be account to account transfer and through bank cheque.
6. The MSPs /FSPs must have a valid bank account, essentially in The Afghanistan International Bank (AIB).
7. OCHR is going to be responsible for monitoring the process, taking each recipient's signature and Thumb, and also maintaining all other required records.
8. OCHR motivates all applicants for this contract to disburse the cash in advance and then claim for reimbursement of the principal amount with the %age of commission.
9. OCHR cannot guarantee the safety and security of service provider's staff and cash during the transportation, distribution, returning, or any other possible situations.
10. Please give your quotation in percentage (%) not in fixed Afghani or USD amount.
11. Please specify the announcement number and name of your organization on top of the envelope and unknown costing and application received after the deadline will not be considered.
12. OCHR together with its partners in the region shall also ensure coordination with local authorities
13. Display visibility materials including complaints.

#### **7. Project Location:**

Ghoryan District of Herat province.

## **8. Project Duration and Penalty for Late Work:**

The projected duration around one month after award of contract, the procurement penalty/delay penalty (1% total commission charges cost) will be applied per each calendar day, if the MSP is not able to provide Service as per project schedule which will email to MSP during project implementation before each distribution. The Max penalty is 10% over all the total commission charges cost (will be deducted from his invoice due to delay or late work and the contract will be terminated and the MSP will not be entitled for his performance security or guaranty as well. In special cases, where the contractor is found not fully complying with the project work plan and/or consistent low-quality work is reported by the project team the contract shall be terminated on immediate bases, along with the rest of the above-mentioned penalties applicable.

## **9. Cost of Providing Offers:**

The bidder shall bear all costs associated with the preparation and submission of bid in response to this solicitation/RFQ.

## **10. Closing date**

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

## **11. Cancellation for convenience:**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

## **12. Offer Documents:**

### **12.1. Clarification of Solicitation Documents:**

The bidder requiring any clarification on the Request for Quotation may notify OCHR in a written form. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for questions. Clarification may be sought in writing through authorized representative email: [procurement@ochr.org.af](mailto:procurement@ochr.org.af) for clarifications only no later than 2 days before close in date of RFQ, no bids are to be submitted through this or any other emails. For submittal of bids please see the instructions set forth.

### **12.2. Amendments of Request for Quotation:**

Prior to the Deadline for Submission of Offers, OCHR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may amend this Request for Quotation. In order to afford prospective bidder reasonable time in which to take the amendments into account in preparing their offers, OCHR may, at its discretion, extend the Deadline for the Submission of Offers. Any amendments will be published in the same manner as the present RFQ for which the bidders are required to keep an eye on the advertised RFQ till its deadline, for any amendment made there.

## **13. Preparation of Offers:**

### **13.1. Language of the Offer:**

The Offer prepared by the bidder and all correspondence and documents relating to the Offer exchanged by the company and OCHR shall be in English Language only.

### **13.2. Offer Currencies/Offer Prices USD:**

The Cash distribution service (commission) charges shall be offered in percentage (%) not in figure. remains an evaluation factor.

### **13.3. Period of Validity of Offers:**

The Offer shall remain valid for 60 days after the closing date prescribed by OCHR. An Offer valid for a shorter period may be rejected as non-responsive.

### **13.4. Taxes:**

The bidder shall include taxes in its percentage of commission which will be withheld by OCHR as per the article/clause xxxx of the tax law of government of Afghanistan.

#### 14. Opening and Evaluation Criteria:

To assist in the examination, evaluation, and comparison of Offers, OCHR may at its discretion ask the bidder for clarification of their Offers. The following criteria will be applied for the evaluation and scoring of bids.

##### 14.1. Bid Security:

As per the organization's procurement policy and procedures, the bidder is required to submit a bid security of **\$800** (eight hundred USD, or equal in AFN) to OCHR along with the offer. The bid security can be submitted through bank form from the bidder's specified account with a clear indication of the **Cash Distribution Services for Emergency Assistance to earthquake affected people in Ghoryan District of Herat province Ref#: Cash Distribution /OCHR/04/2024** and subject to OCHR name on it. (No specific marking, as bid security comprises an essential part of the offer, supplier's offers lacking the bid security will essentially be counted as non-responsive and offer will be considered rejected by the procurement committee.

##### 14.2. Cost-Effectiveness (80 point):

- Offer with lowest cash distribution services charges (%) in compliance with donor or OCHR procurement policy will be considered eligible for award of contract.
- The price must be technically acceptable which means the quoted price should be realistic and should be based on current market price analysis. OCHR reserves the right to reject any and all bids at its sole discretion for any reason. The quantity requested in this RFQ does not create liability for OCHR and that OCHR may determine to reduce or increase the quantity cited in this RFQ at the contract awarding stage.

##### 14.3. Relevant Experience:

According to organization policy, bidders should have the capacity and experience of at least two contracts implemented in past 5 years. Copies of the contracts should be part of the offer and will receive score. **(10 points)**.

##### 14.4. Security and safety plan:

In cash-based program handling of money is the main concern. Therefore, the bidder should submit the safety and security plan for cash transferring to the distribution points and distribution to the beneficiaries. **(necessary05)**

##### 14.5. Cash distribution mechanism or implementation arrangement:

To ensure a smooth and transparent distribution of the planned cash assistance, the bidder should develop a clear implementation mechanism for cash distribution services in the targeted districts. **(necessary05)**.

#### 15. Preliminary Examination:

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the MSPs /FSPs /Vendor does not accept the correction of errors, its Offer will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

An offer determined as not substantially responsive will be rejected by OCHR and may not subsequently be made responsive by the bidder by correction of the non-conformity.

#### 16. Evaluation of Offer:

Determination of compliance with the RFQ is based on the content of the Offer itself without recourse to extrinsic evidence.

#### 17. Evaluation and Basis for Award:

A Contract will be executed with the Bidder whose quotation is determined to be responsive to this RFQ document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to the organization.

That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated below.

- ✓ Cost-Effectiveness/ Lowest Cash Distribution service charges (commission)
- ✓ Relevant Experience
- ✓ Security and safety plan
- ✓ Cash distribution mechanism or implementation arrangement

OCHR reserves the right to reject any and all bids at its sole discretion for any reason whatsoever. The quantity requested in this RFQ does not create liability for OCHR and that OCHR may determine to reduce or increase the quantity cited in this RFQ at the order stage.

#### **18. Negotiations:**

It is anticipated that a 'Contract' will be awarded solely on the basis of the original offers received. However, OCHR reserves the right to negotiate the price and the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation. Furthermore, OCHR reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of OCHR bidders may be requested to conduct oral presentation.

#### **19. Payment Terms:**

OCHR's preferred payment term is through bank form in a minimum of 45 days net. They bidder shall receive the amount through a specified bank account which will be processed within a minimum of 45 days as per project circumstance. The contractor may request a different payment term, though it remains an evaluation factor.

Payment will be made in one/two installment or as per project circumstance and request of project manager After Cash of Distribution verified by OCHR provincial assigned team and official hand over the project to the related stakeholders.

Payment will be made to the MSP within 45 days once the invoice is received, and work is attested by the organization provincial staff, considering the banking regulations i.e., no liabilities will be incurred to the organization if the banking system restricts the payments due to unforeseen circumstances including delay in payment by the donor and the 45 days period exceeds. The payment is subjected to tax as per Afghan Tax Law, which will be deducted from the payment to the MSP.

Note: the payment proceed only through AIB bank ,if the contractor/Supplier/Service provider don't; have an active account in AIB bank, the bank transfer charges will be deducted from contractor/Supplier/Service invoices .

#### **20. Certifications and Compliance:**

Bidders shall be expected to comply with the following policies and regulations. The bidder must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, OCHR withholds 4% tax from the total value contract where the supplier is registered with the government of Afghanistan, OCHR releases the tax to the account of MoF and provides confirmation to the respective bidder. This tax is a sole responsibility of OCHR and therefore, it should be included in the final price that will be Offered to OCHR in response to this solicitation.

#### **21. Pertinent Information:**

- The OCHR shall have the right to reject the offer if it does not conform to the requirements of the RFQ.
- The OCHR reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to organization.
- Considering administrative restrictions bids will be received in bid box at specified bid box at OCHR HQ. A designated technical committee ensuring OCHR procurement policy and procedures will evaluate the offer documents
- Please be informed that the actual required work may differ (increase or decrease) depending on operational needs and hence the OCHR should not be held responsible for any such changes.



- Failure to comply with the OCHR requirement will justify the rejection of your offer.
- Within the contractual period any changes of the price will not be allowed and any approaches from the MSPs requesting for a price increase or expertise unavailability will be considered as non-performance and thus the contract will be void
- If not clear in any specification, please communicate and confirm before submitting the offer.

## 22. Offer Documents:

**Your offer package should include the following essential documents.**

- Signed and stamped copy of this RFQ document.
- Returnable Bid Forms (include BoQs other required documents).
- Bid Security as specified in Section xx evaluation criteria above.
- MSPs with Legal business registration/certificates of Sarafi Services With Da Afghanistan Bank.
- Past performance evidence (list of previous contracts, name and contact details of clients).
- Security and safety plan
- Cash distribution mechanism or implementation arrangement
- Bank account from AIB.
- Firm/Company Profile.

**In addition, your offer should be submitted with information as following.**

- Your offer should be submitted in Sealed Envelope and submitted in the bids box before closing date of offer on at the OCHR Head Office Reception; Offers submitted in other places will not be considered.
- Mark the envelope RFQ Cash Distribution Services for Emergency Assistance to earthquake affected people in Ghoryan District of Herat province Ref#: Cash Distribution /OCHR/04/2024 , Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.
- When submitting the offer, the bidder should sign the bids submission logbook sheet.
- The envelope should be properly marked with the bidder's company name, date, and time of submission, and RFQ reference number
- Your offer should be clear and legible, (in the English language preferable)
- Your offer should state the offer issuing date.
- Your offer should be numbered.
- Your offer should be specific on the offer validity date.
- Hawala charges should be Offered in USD; however, the organization may consider currency change to AFN as per the procurement regulations.
- Your offer should be duly signed and stamped.
- Complete bank details, as all payments will be made only through bank transfer only.
- The bidder firm is responsible for all costs/expertise involved in preparing the offer, and OCHR bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

## 23. Offer Submission Guidelines:

(Open Bidding not held): With reference to the information provided in the 'Offer Documents' section above, sealed envelopes are expected to be delivered at the address. Your offer should be submitted in Sealed Envelope and submitted in the bids box the OCHR Head Office Reception; Offers submitted in other places will not be considered. Bids received later than mentioned date and time will not be accepted. OCHR Head Office: House#37, Street#3, District 5, adjacent to Dawat University, Khushal Area, Kabul Afghanistan.

## 24. Performance Security:

As per the organization's policy and procedures, awarded firm/Contractor required to submit a performance security of (10) % total commission charges value to OCHR after award of contract. The performance security can be submitted through bank form the contractor specified account with a clear indication of **Cash Distribution Services for Emergency Assistance to earthquake affected**

**people in Ghoryan District of Herat province Ref#: Cash Distribution /OCHR/02/2024** and subject to OCHR name on it. OR Through Sarfi to finance department of the OCHR.

**25. Returnable Bid Forms:**

This BoQ contains statements required in the Offer documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration in the BoQ may result in rejection of the Offer.

**26. Exchange Rate:**

This The Exchange rate should Must be adjusted according to the DAB Afghanistan Bank (Cash sell) to AFN one day before Distribution plan in Each distribution. will be statements required in the Offer documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration in the BoQ may result in rejection of the Offer.

## 27. Summary Sheet or BOQ

BoQ for Supply, delivery and Cash distribution Service for 310HHs in **Ghoryan District of Herat province.**

S #	Description	District	# of HHs received Cash o	Unit USD per HH	Time s	Total Amount USD	Total Distribution amount in USD	Commissio n %	Total Charges amount include all Tax in USD	Remark
1	Multi-Purpose Cash - Unconditional Winterization support to women and childer affected by earthquake.  . For 145 HHs 340USD /HHs in Ghoryan district of Herat province	Ghoryan	145	340	1	49,300	49,300	%	-	This The Exchange rate should Must be adjusted (Cash in Sell) according to the DAB Afghanistan Bank one day before to Distribution plan in Each distribution to AFN
Total commission charges for overall project Including all Tax (transportation, security, distribution.)										

## 28. Bidder information

Persons authorized to sign bids, offers and contracts

Name	Title	Email	Telephone

**Banking Information:** Payment shall be made through bidder's specified bank account, please provide your banking information as requested below. Considering the banking restrictions, no other AIB account in the MSPs /FSPs 's name is the OCHR able to make payment to the MSPs /FSPs. This in good faith the MSPs is required to comply with, failure to meet with this specific requirement will justify the rejection of your offer by OCHR, however, **if currently holding no account at AIB the bidder may commit to open the account in case of contract award.**

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ SWIFT Code: \_\_\_\_\_

**Sign and Stamp of the Bidder Firm**

**OCHR Head Office:** House#37, Street#3, District 5, adjacent to Dawat University, Khushal Area, Kabul Afghanistan