

Organization for Humanitarian Assistance & Development (OHAD)

REQUEST FOR QUOTATION

**Reference #: OHAD-LVG-24-01**

**Project Title:**

Provision of lifesaving psychosocial counselling support services to the women and girls in Chawki and Sarkani districts of

Kunar province

Issue Date: Feb, 14, 2024

Closing Date: 20 Feb, 2024

# Introduction

* 1. Background

## Organization for Humanitarian Assistance & Development (OHAD) Background

Organization for Humanitarian Assistance and Development - OHAD), established in 2018 by an Afghan team volunteers, is a non- profit and non-governmental, non-political organization, formally registered with the Ministry of Economy by number 5029, on November 21, 2020, of the Islamic Republic of Afghanistan. OHAD was started with the aim of providing humanitarian assistance to Afghan vulnerable communities. Of the OHAD has shifted over the years to include promotion of livelihood, of local community including legal outreach, legal assistance and access to justice, GBV, education, environmental, social economic improvements, agriculture, and food security development of education, capacity building and vocational trainings development of agriculture, livestock, and natural resources community development, specially men, women, youths, disables, returnees IDPs, and gender mainstreaming. OHAD is also to facilitate educational opportunities for children (boys/girls) and responding to emergencies assistance Shelter & NFIS. The organization envisions to work as an effective reliable, innovative and a pioneer organization in the field of community development and reduction of vulnerability with its organizational mission being to empower individuals and communities, in joint efforts with social and civic society. OHAD's main target groups are rural communities across in Afghanistan with a distinct focus on vulnerable populations and in particular, children, men, women, and poor persons with disabilities .OHAD also takes pride in working with most major national and international organizations, to name a few. Over the years, to ensure conservation and sustainability of our work OHAD built strong. The civil society organizations in all regions of Afghanistan to help them through capacity building grants to assess their community needs and to develop and implement projects to fulfill those needs, a lot of families have so far benefited from OHAD's projects implemented by OHAD has also helped thousands of men, women especially to school children. Independently to support their families, as a result, today thousands of families have permanent sources of income in the areas of good government and eliminating corruption. OHAD has closely coordination with both public organizations and civil society to build their capacity to monitor public servants and hold them accountable in cases of misuse of their authority.

## Mission

To bring about positive change in communities by enhancing their coping mechanism, Advocating for policy and institutional changes to transform their lives.

## Vision

OHAD envision a Developed prosperous, and non-Discriminative Afghanistan Mission

# 3. Project Details

* 1. Project Location

The project will be implemented in Chawki & Sarkani districts of Kunar Province, Afghanistan, focusing on identified communities where vulnerable families are in need of Dignity support.

## Target Beneficiaries

The primary beneficiaries of this project are women & girls in Chawki & Sarkani districts of Kunar Province, who are particularly vulnerable to health-related challenges. The project aims to empower these communities by addressing their immediate Dignity needs.

## Dignity Kit Specifications

The Dignity kits must adhere to international standards to ensure the safety, effectiveness, and quality of the provided items. The goods should meet the following specifications:

1. **Materials:** All materials used in the dignity kits must be safe, non-toxic, and in compliance with international health and safety standards.
2. **Quality Standards:** The dignity kits must meet recognized quality standards, and suppliers are expected to provide details of quality assurance measures in their quotations.
3. **Packaging:** The packaging of the Dignity kits should be in line with international norms and standards. It should ensure the integrity of the items during transportation and storage.
4. **Durability:** The Dignity kits should be durable and able to withstand normal usage conditions. Technical specifications should include details on the durability of materials used.
5. **Cultural and Religious Considerations:** The Dignity kits should be culturally sensitive and respect any religious considerations. Suppliers should provide information on how the kits address these aspects.
6. **International Norms:** The Dignity kits must align with international norms for humanitarian aid, taking into account guidelines provided by relevant organizations and agencies.

# Bill of Quantities (BoQ)

## Detailed BoQ

Suppliers are required to review the BoQ carefully and provide detailed pricing information accordingly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sno** | **Items**  | **Quantity** | **Unit** | **Unit price USD**  | **Total price USD** |
|  | **Purchasing of supplies, Commodities, Materials (Dignity Kits)** |
| 1 | Female Underwear (Panty) - Size large | 2 | Pcs |  |  |
| 2 | Sanitary paid  | 2 | Pack of 10 |  |  |
| 3 | Bath Soap | 3 | Pcs |  |  |
| 4 | Tooth paste | 2 | Pcs |  |  |
| 5 | Tooth brush (packed in oriented polypropylene) | 2 | Each |  |  |
| 6 | Comb  | 1 | pcs |  |  |
| 7 | Washing powder 1 KG  | 1 | KG |  |  |
| 8 | Torch Flash light (Self Power) | 1 | Each |  |  |
| 9 | Bath Towels  | 2 | Each |  |  |
| 10 | Shampo  | 2 | Each |  |  |
| 11 | Nail Clipper  | 1 | Each |  |  |
| 12 | Women Socks  | 2 | Pair  |  |  |
| 13 | Petroleum Jelly  | 1 | Each |  |  |
| 14 | Cloths bag with OHAD logo for the kit | 1 | PC |  |  |
| **Total for Family Hygiene Kits** |  |  |  |  |

**Price schedule for 800 kits**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Item** | **Quantity** | **Unite Price**  | **Total Cost in USD** |
| 1 | 800 dignity kits | 800 |  |  |

## Unit Prices

Suppliers must provide unit prices for each item listed in the BoQ. Clear breakdowns of costs, including packaging and transportation, should be included.

## Total Cost Calculation

The total cost of the quotation should be calculated based on the unit prices and quantities outlined in the BoQ. Any applicable taxes or additional charges should be clearly indicated.

## Currency and Payment Terms

Payment terms will be made upon the receipt of the goods, at the OHAD Warehouse in Kunar province of Afghanistan, and the currency of the bid is USD

## Validity of Quotation

Quotations shall remain valid for a minimum of 60 Days, starting from the submission deadline. This ensures that the provided prices remain binding for a reasonable period.

# Eligibility Criteria

## 5. Submission Instructions

* 1. Deadline for Submission:
1. The deadline for submitting quotations is 20 February 2024 – 4:00 PM.
2. Late submissions will not be considered.

## Submission Address:

1. Quotations must be submitted and clearly marked with the RFQ number and project title.
2. The quotations must be submitted via email to procurement@ohadafg.org

## Late Submissions:

1. Late submissions will not be considered. It is the responsibility of the vendors to ensure that their quotations are submitted by the specified deadline.

## Evaluation Criteria

* 1. Technical Evaluation:
		+ Quotations will be evaluated based on compliance with specifications, suitability of the Dignity kits, and alignment with project goals.
		+ Technical expertise and the proposed approach to project implementation will be considered.

## Financial Evaluation:

* + - The financial evaluation will focus on the competitiveness of prices, the clarity of cost breakdowns, and overall value for money.

## Award Criteria:

* + - The final award decision will be based on a balanced assessment of technical quality and cost-effectiveness.
		- OHAD reserves the right to prioritize quality and impact over the lowest cost.

## Clarifications and Additional Information:

* + - Suppliers may seek clarifications or provide additional information during the evaluation process.
		- Any such requests should be directed to procurement@ohadafg.org by [Feb, 18 2024].

## Terms and Conditions

* 1. **General Terms:**
		+ All suppliers must adhere to the terms and conditions outlined in this RFQ document.
		+ OHAD reserves the right to reject any or all quotations without assigning a reason.

## Contractual Obligations:

* + - Upon successful award of the contract, the selected supplier is obliged to fulfill all contractual obligations, including timely delivery and adherence to specifications.

## Confidentiality:

* + - All information provided during the procurement process is considered confidential and must not be disclosed to third parties without explicit consent.

## Right to Reject Bids:

* + - OHAD retains the right to reject any or all bids received if the organization deems it necessary in the interest of fairness, transparency, or project success.

# Submission Instructions

## Deadline for Submission

The deadline for submitting quotations is 20 February 2024 – 4:00 PM. Late submissions will not be considered.

## Submission Address

Quotations must be submitted by email through: procurement@ohadafg.org

* 1. **Late Submissions**

Late submissions will not be considered. It is the responsibility of the suppliers to ensure that their quotations are submitted by the specified deadline.

# Evaluation Criteria

OHAD employs a comprehensive evaluation process to assess vendor submissions for the "Provision and Delivery of Dignity Kits to 800 person" project. The following detailed criteria will be used for the evaluation:

* 1. Technical Evaluation:

## Compliance with Specifications:

* + - 1. Vendors will be assessed based on the extent to which their quotations comply with the specified requirements and specifications for the Dignity kits.

## Suitability of Dignity Kits:

* + - 1. The suitability of the proposed Dignity kits in meeting the needs of the target beneficiaries, considering cultural and religious considerations, will be thoroughly evaluated.

## Alignment with Project Goals:

* + - 1. The extent to which the vendor's proposed approach aligns with the overarching goals of the "Provision and Delivery of Dignity Kits to 800 person " project will be considered.

## Technical Expertise:

* + - 1. Vendors are encouraged to showcase their technical expertise in providing Dignity kits, emphasizing relevant experience, capabilities, and innovative solutions.

## Distribution Plan:

* + - 1. The robustness and effectiveness of the vendor's distribution plan, ensuring equitable coverage and timely delivery to identified communities, will be a key factor in the evaluation.

## Financial Evaluation:

* + 1. **Competitiveness of Prices:**
			1. The competitiveness of the quoted prices for the Dignity kits will be evaluated in relation to market rates and industry standards.

## Clarity of Cost Breakdowns:

* + - 1. Vendors must provide a clear breakdown of costs, including itemized pricing, packaging, and transportation, facilitating a transparent assessment of financial proposals.

## Overall Value for Money:

* + - 1. The evaluation will consider the overall value for money offered by each vendor, taking into account both the technical quality and financial aspects of the quotations.
	1. Award Criteria:

## Balanced Assessment:

* + - 1. The final award decision will be based on a balanced assessment of technical quality and cost-effectiveness, ensuring a holistic evaluation of vendor proposals.

## Quality and Impact Prioritization:

* + - 1. OHAD reserves the right to prioritize proposals that demonstrate superior quality and potential for positive impact over those solely based on the lowest cost.
	1. Clarifications and Additional Information:

## Timely Response:

* + - 1. The timeliness and completeness of responses to clarifications or requests for additional information will be considered in the evaluation.

# Terms and Conditions

* 1. General Terms:

## Acceptance of Quotations:

* + Submission of a quotation implies acceptance of all terms and conditions outlined in this RFQ document.
	+ OHAD reserves the right to accept or reject any or all quotations without assigning any reason.

## Validity of Quotations:

* + Quotations must remain valid for a minimum of [40 days], starting from the submission deadline.

## Currency and Taxes:

* + All quotations should be submitted in [USD].
	+ The quoted prices should include all applicable taxes and duties.
	1. Contractual Obligations:

## Contract Award:

* + The award of the contract is contingent upon the successful evaluation of quotations.
	+ The selected supplier must sign the contract within 3 working days after receiving the award notification.

## Timely Delivery:

* + The selected supplier is obliged to adhere to the agreed-upon delivery schedule.
	+ Delays must be communicated promptly, and alternative arrangements made, subject to OHAD's approval.

## Adherence to Specifications:

* + All delivered items must conform to the specified technical standards and Dignity kit specifications outlined in the RFQ document.

## Quality Assurance:

* + The supplier is responsible for maintaining the quality and safety of the provided items, meeting international quality standards.
	1. Confidentiality:

## Non-Disclosure Agreement:

* + All information obtained during the procurement process, including but not limited to vendor submissions, shall be treated as confidential.
	+ Suppliers are prohibited from disclosing any confidential information to third parties without explicit written consent from OHAD.
	1. Dispute Resolution:

## Resolution Mechanism:

* + Any disputes arising during the procurement process or contract execution will be resolved through negotiation and mediation.
	1. Right to Reject Bids:

## Fairness and Transparency:

* + OHAD retains the right to reject any or all bids received if it is deemed necessary in the interest of fairness, transparency, or project success.
	+ Rejection may occur if the bids do not meet the specified requirements or if there are concerns about the vendor's capacity to fulfill the contract.

## Cancellation of RFQ:

* + OHAD may, at its discretion, cancel the RFQ at any stage without incurring any liability towards the bidders.

OHAD retains the right to reject any or all bids received if the organization deems it necessary in the interest of fairness, transparency, or project success.

# Declaration Letter

[Vendor's Company Letterhead] [Vendor's Name and Address] [Date]

Organization for Humanitarian Assistance & Development (OHAD), Kunar , Afghanistan

## Subject: Declaration of Compliance with RFQ Requirements

I, [Vendor's Full Name], representing [Vendor's Company], hereby declare and confirm that:

1. Our submission in response to RFQ Number for the "Provision and Delivery of Dignity Kits to (800) Persons" fully complies with the specifications, terms, and conditions outlined in the RFQ document.
2. All information provided in our quotation is accurate, complete, and in accordance with the eligibility criteria mentioned in the RFQ.
3. We acknowledge the right of the Organization for Humanitarian Assistance & Development (OHAD) to reject any or all quotations without assigning a reason.
4. We commit to abide by the terms and conditions specified in the RFQ document, including the contractual obligations upon successful award of the contract.
5. Our organization is fully aware of the confidentiality requirements related to the procurement process, and we undertake not to disclose any information to third parties without explicit consent.
6. In the event of any dispute, we agree to resolve it through the mechanism outlined in the RFQ document.

This declaration is made in good faith and with the understanding that any false information or deviation from the stated commitments may result in the rejection of our quotation.

Thank you for considering our submission. Sincerely,

[Vendor's Full Name] [Vendor's Position] [Vendor's Company] [Vendor's Signature] [Vendor's Stamp/Seal]

# Vendor registration form:

|  |  |
| --- | --- |
| **Vendor Information** | **Details** |
| **Company Name:** |  |
| **Business Registration Number:** |  |
| **Tax Identification Number (TIN):** |  |
| **Registered Address:** |  |
| **Contact Person:** |  |
| **Contact Email:** |  |
| **Contact Phone Number:** |  |
| **UNGM Registration Number:** |  |
| **Declaration of Eligibility:** | [ ] We confirm that our organization meets all eligibility criteriaas outlined in the RFQ document. |
| **Declaration of Compliance:** | [ ] We confirm our commitment to comply with the terms andConditions specified in the RFQ document. |
| **Acknowledgment of****Confidentiality:** | [ ] We acknowledge and agree to maintain the confidentiality ofInformation shared during the procurement process. |

## Declaration:

I, [ Full Name], hereby declare that the information provided in this registration form is true, accurate, and complete. I understand that any false information may lead to the rejection of our vendor registration.

## Signature:

**Date:**

[Vendor's Stamp/Seal]

Vendor checklist:

|  |  |  |
| --- | --- | --- |
| **#** | **Document/Information** | **Submission** |
| 1 | Business License: | [ ] |
| 2 | Tax Identification Number (TIN): | [ ] |
| 3 | Company profile: | [ ] |
| 4 | Similar Experience (Last 3 years): | [ ] |
| 5 | Reference (2 references): | [ ] |
| 6 | Dignity Kits Specification: | [ ] |
| 7 | Quotation (sign/stamp): | [ ] |
| 8 | Legal Compliance: | [ ] |
| 9 | Financial Stability (Bank Statement): | [ ] |