

# REQUEST FOR QUOTATION (RFQ)

## Provision of the Flip Books (Flip Charts)

REFERENCE: FGA-RFQ-2024-004	Date: February 19, 2024
District # 2, Burge Barq#35, Qare Jane Shaheed Street, House#14, Nangarhar, Afghanistan.	

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

FGA requests your quotation for the [Provision of the Flip Books \(Flip Charts\)](#), 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
- Annex 4: Picture of the sample of the Plastic Cover & Metal Ring

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, date, and time indicated in Section 2. You are responsible for ensuring 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**

<b>Introduction</b>	<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. Due to this RFQ, FGA is not obligated to award a contract to any Bidder.</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>
<b>Deadline for Questions</b>	<b><u>February 21, 2024, 4:00 PM</u></b>
<b>Deadline for the Submission of Quotation</b>	<b><u>February 29, 2024, 4:00 PM</u></b>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p>Bid submission address: <b>Offers shall be submitted to the FGA Eastern Region, Nangarhar office at the below-mentioned address by the deadline.</b></p> <p><u>Add: District # 2, Burge Barq#35, Qare Jane Shaheed Street, House#14, Nangarhar, Afghanistan.</u></p> <ul style="list-style-type: none"> <li>▪ Mandatory subject of the email: <b>RFQ for <u>Provision of the Flip Books (Flip Charts)</u>.</b></li> <li>▪ <b>Place the quotation file along with other annexes in a sealed pocket.</b></li> <li>▪ <b>Offers submitted by email will not be accepted.</b></li> </ul>
<b>Cost of Preparation of Quotation</b>	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.
<b>Supplier Code of Conduct, Fraud, Corruption</b>	All prospective suppliers must read the FGA quotation form conditions and acknowledge that it provides the minimum standards expected of suppliers. 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.
<b>Gifts and Hospitality</b>	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

	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.
<b>Conflict of Interest</b>	<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 preparing the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their 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 function of any Implementing Partner receiving goods and/or services under this RFQ.</p>
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract.
<b>Commitment To the FGA Code of Conduct</b>	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.
<b>Eligibility</b>	<p>A vendor who will be engaged by FGA may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization, 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>The Bidder is responsible for ensuring that its employees, joint venture members, sub-contractors, service providers, suppliers, and/or employees meet the eligibility requirements established by FGA.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <a href="#">AFN Currency</a>
<b>Duties and Taxes</b>	<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 include duties, transportation, loading, and unloading costs.</p>

<b>Language of Quotation</b>	English  Annexes shall be given in English. Supporting and standard registration documents can be submitted in English or Dari/Pashto.
<b>Documents to be Submitted</b>	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"> <li>• Company Profile.</li> <li>• Registration certificate;</li> <li>• 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;</li> <li>• List and value ongoing Projects and other national/multi-national organizations with clients' contact details.</li> <li>• Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of the Contract value in a similar field;</li> </ul>
<b>Quotation Validity Period</b>	Quotations shall remain valid for 40 days from the deadline for submitting the Quotation.
<b>Price Variation</b>	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.
<b>Partial Quotes</b>	Not Permitted
<b>Payment Terms</b>	After completing the successful delivery of all Flipbooks (Flip charts) items, the technical team verification report for all items (100%), donor verification, and invoice receipt by FGA for the mentioned items.
<b>Bid Guarantee/Security</b>	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.

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

## ANNEX 1: SCHEDULE OF REQUIREMENTS

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 to eight districts of the **Nangarhar** province.

### ADDITIONAL REQUIREMENTS

- The supplier will be responsible for supplying the Flip Books (Flip Charts) with all items with the requirements and type per specifications laid out within this document.
- The Flip Books (Flip Charts) items that do not meet the Minimal and Special Requirements above will be rejected by the Project consultant.
- The Flip Books (Flip Charts) items will be checked and accepted/rejected by a project consultant.
- All chosen Flip Books (Flip Charts) items 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 Flip Books (Flip Charts) items for any damages or losses.

### Delivery Requirements

Delivery Requirements	
<b>Delivery Date and Time</b>	The bidder is required to provide all the quoted items within 10 to 15 days after the contract is signed.
<b>Delivery Locations</b>	<p>Total 162,650 Flip Books for 500 Schools (Governments &amp; Community-Based Schools) in 8 targeted districts:</p> <ul style="list-style-type: none"> <li>• Batikot – 27000 Flip Books in 47 Schools</li> <li>• Goshta – 8000 Flip Books in 24 Schools</li> <li>• Ghani Khil – 22700 Flip Books in 177 Schools</li> <li>• Momandara – 22000 Flip Books in 70 Schools</li> <li>• Achin - 20000 Flip Books in 128 Schools</li> <li>• Behsood – 40000 Flip Books in 79 Schools</li> <li>• Laalpora - 5300 Flip Books in 62 Schools</li> <li>• Chaparhar - 17650 Flip Books in 94 Schools</li> </ul> <p>of Nangarhar province.</p> <p>Note: The number of Flip Books for each district may change (Increase/decrease) due to the school students' actual head count verification. The exact number of Flip Books will be written in the contract.</p>

**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: <b>AFN</b>							
No.	Description			Unit	Quantity	Unit Price AFN	Total Price AFN
1	<b>Flip Books (Flip Charts) Specifications</b> Total 162,650 Flip Books and each Flip Book should have the following specifications:			No	162,650		
	1	Paper	Art Card 300gr				
	2	Print	Multiple Colors with Pictures				
	3	Size	9.5*7 Inches				
	4	Cover	Plastic Cover & Metal Ring				
	5	Page	26 Pages, One Side				
Total Price with Tax:							
Tax:							
Total Price Without Tax:							

**Annex 4: Picture of the sample of the Plastic Cover & Metal Ring for Flip Book**

