

## REQUEST FOR QUOTATION (RFQ)

### Provision of the Honey Bees

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| REFERENCE: FGA-RFQ-2024-006  | Date: February 22, 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 Honey Bees](#), 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

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**

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| <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 25, 2024, 4:00 PM</u></b>  |
| <b>Deadline for the Submission of Quotation</b>    | <b><u>March 4, 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 before 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 Honey Bees.</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   |

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|  | 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>   |

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| <b>Language of Quotation</b>     | English<br><br>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:<br>Annex 2: Quotation Submission Form duly completed and signed<br>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.   |

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| <b>Contact Person for Correspondence, Notifications, and Clarifications</b> | Please ask the question at the following contact number/email address:<br>0093 773593288<br><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 for arranging transportation of the mentioned items to the targeted districts of the **Nangarhar** province.

### ADDITIONAL REQUIREMENTS

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

### Delivery Requirements

| Delivery Requirements         |  |
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| <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>     | A total of 40 Packages of Honey Bees should be delivered to the Shaga, Kuz Kunar district of Nangarhar province: |

**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:<br>Bank Address:<br>IBAN:<br>SWIFT/BIC:<br>Account Currency:<br>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.

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| Name of the Bidder: |  |       |
| RFQ Reference:      |  | Date: |

| Currency of the Quotation: <b>AFN</b> |  |      |          |                   |                    |
|---------------------------------------|--|------|----------|-------------------|--------------------|
| No.                                   | Description  | Unit | Quantity | Unit Price<br>AFN | Total Price<br>AFN |
|                                       | <p><b>Honey Bees Specifications</b><br/>Total 40 Packages; each package should have the following specifications:</p> <ol style="list-style-type: none"> <li>1. species of bee: Apis mellifera</li> <li>2. Bee colony covering all the 7-8 frames of the colony with adult bees</li> <li>3. Beehives most have 6 to 7 frames of bee which contain eggs, larva, pupa, and adult bee</li> <li>4. About 80% of the combs should contain closed and open brood, and 20% of the combs should be with honey and pollen</li> <li>5. Pupae will be ringed in 5-6 frames per bee colony</li> <li>6. Contain healthy and fertile queen</li> <li>7. Combs shall not be old, broken, or tarnished</li> <li>8. Bee should be free from any WOAHP notifiable diseases</li> <li>9. Bee hives shall be delivered already treated against Varro, and the density of Varro on adult bees shall be less than 1%</li> <li>10. All frames will easily fit with the box</li> <li>11. The wax of the frame will not be more than two years old</li> <li>12. Each colony will have a new feeder</li> <li>13. The wooden box will have no cracks and paint with quality paint to protect them from sun and rain and will be a new box</li> </ol> <p><b>Honey Bees with ten boxes; each box should have (7000-8000) honey bees.</b></p> <ol style="list-style-type: none"> <li>1. Wooden beehive box (langstroth style)</li> <li>2. Length of box 20 inches</li> <li>1. Height 11 inches</li> <li>2. Width 17 inches</li> <li>3. Each box has ten wired frames</li> <li>4. Thickness of wooden long will not be less than 1 inches</li> <li>5. One new plastic feeder should be present in each empty box</li> </ol> <p><b>Empty Bees ten boxes with wired frames and feeder</b><br/><b>Bees Cloth Feeder</b></p> <ol style="list-style-type: none"> <li>1. Complete protected suits that have Gloves, Shoes, Cap and dress. Made of strong cotton materials white in color (friendly for bees to minimize unnecessary attacks and easy to monitor cleanliness). Gloves skin should be soft and flexible to operate well offering maximum protection.</li> <li>2. Shoes heavy plastic gumboots, black color, and the best</li> </ol> |      |          |                   |                    |

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| 1 | <p>quality.</p> <p><b>Honey Extractor:</b><br/>Made from galvanized GI sheet</p> <ol style="list-style-type: none"> <li>1. Should have four metallic frame places for honey frames</li> <li>2. The handle should be fitted with baring to turn the extractor</li> <li>3. Height should be 28 inches</li> <li>4. Width –volume 60 cm</li> <li>5. The metallic handle is tightening with nuts</li> <li>6. Screen fitted inside extractor with four frames paces</li> <li>7. GI sheet fitted with metallic belt (upper and lower)</li> <li>8. Should have three metallic stands supported by three metallic supportors</li> <li>9. The height of the screen frame is 48cm, and its width should be 25cm</li> <li>10. The length of the stand is 47cm, its width 5cm, and its thickness is 4cm</li> <li>11. The length of the supporter is 33cm</li> <li>12. Width 4cm, and its thickness 3mm</li> <li>13. The lid will be present on the upper side of the machine</li> <li>14. Supplier to provide a sample for approval for locally made machines</li> </ol> <p><b>Bee brush 1</b></p> <ol style="list-style-type: none"> <li>1. Brush with natural horse hair or synthetic bristle</li> <li>2. Wooden plat handles solid 40 cm</li> <li>3. 100% pure soft bristle 6-7 cm long</li> </ol> <p><b>Packaging Plastic bottles (500gm) 12= 1 dozen</b></p> <ol style="list-style-type: none"> <li>1. Size: 500gram</li> <li>2. Color: Transparent</li> <li>3. Pattern: Plain</li> <li>4. Cap type: Screw</li> <li>5. Food grade</li> </ol> <p><b>Packaging Plastic bottles (1000gm) 12= 1 dozen</b></p> <ol style="list-style-type: none"> <li>1. Size: 1000gram</li> <li>2. Color: Transparent</li> <li>3. Pattern: Plain</li> <li>4. Cap type: Screw</li> <li>5. Food grade</li> </ol> <p><b>Plastic Can (50 L)</b></p> <ol style="list-style-type: none"> <li>1. Food grade</li> <li>2. Made of HDPE</li> <li>3. Capacity: 45-50 litter</li> <li>4. Color: white</li> <li>5. Usage: Honey</li> </ol> <p><b>Bee Veil Large Size</b></p> <ol style="list-style-type: none"> <li>1. Mesh is strong (fabric dense cotton)</li> <li>2. White or lightly colored provided with a grid around to allow to good visibility</li> <li>3. Mesh dimeter of the veil: 380mm (Acceptable difference circa 20 %)</li> <li>4. Weight: 200g (Acceptable difference circa 20 %)</li> <li>5. Other color is also acceptable</li> </ol> <p><b>The Hive brand smoker</b></p> <ol style="list-style-type: none"> <li>1. Stainless /inbox steel. bellows made of artificial leather</li> <li>2. Expectable dimension. 250*105*250mm (Acceptable difference circa 20 %)</li> </ol> | Package | 40 |  |  |
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| <p>3. Case diameter: 100-120mm (Acceptable difference circa 20 %)</p> <p>4. Expectable weight: 1.0-1.3Kg (Acceptable difference circa 20 %)</p> <p><b>Uncapping knife 1</b></p> <p>1. Material: Stainless steel. In-box-Steel knife</p> <p>2. Length: 230mm usually (250-300mm)</p> <p>3. Expectable weight of knife: 4-8cm</p> <p>4. Plastic or wooden handle</p> <p><b>Hammer 1 pcs</b></p> <p><b>Foundation wax sheet 2 kg /HH</b></p> <p><b>Bee Medication Package (Fluvalinate strip, Oxalic acid) with Sulphur powder</b></p> <p><b>Free from any pests and diseases. If the honey bees are affected by any diseases, they should be returned to the supplier</b></p> <p><b>Note:</b> Delivery of Honey Bees boxes to the distribution point should be done by the supplier. The supplier will be responsible for ensuring the on-time availability of the Kuz Kunar districts.</p> |  |  |  |  |
| Total Price with Tax:   |  |  |  |  |
| Tax:  |  |  |  |  |
| Total Price Without Tax:  |  |  |  |  |