



# Standard Procurement Documents



# **Request for Quotations – Goods**

1<sup>st</sup> Edition

December 2020



***Dutch Committee for Afghanistan –  
Livestock Programs***

**Request for Quotations - Goods**

for

*Procurement of solar system items.*

Ref No: 2000004372-009-Re

Issue date: March 11,2024



# Foreword

This bidding document has been prepared by *Dutch Committee for Afghanistan-Livestock Programs* and is based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement document governing requests for quotations - goods, available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of goods using shopping as procurement method in projects that are financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

# REQUEST FOR QUOTATIONS

Reference Number: 2000004372-009- Re

March 11, 2024

## ***Procurement of solar system items.***

Addressed to:

Company Name (Bidder/Supplier): \_\_\_\_\_

Contact Information: \_\_\_\_\_

1. The *Dutch Committee for Afghanistan* has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of *the Crises Response Initiative Facility- Afghanistan (CRI) project* (“the client” or “procuring entity”) and intends to apply part of this financing to the purchase for which this request for quotations (RFQ) is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with *the (CRI) project*

This procurement is based on the national/international shopping method as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement).

2. The bidder shall not have any actual, potential or reasonably perceived conflict of interest. A bidder with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A bidder, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the evaluation process and the execution of the contract, b) participates in more than one quotation under this procurement action, c) has a business or family relationship with a member of the purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this request for quotation, (ii) the selection process for this procurement, or (iii) execution of the contract. A bidder and the supplier have an ongoing obligation to promptly disclose any situation of actual, potential or reasonably perceived conflict of interest during the preparation of the quotation, the evaluation process or the contract execution. Failure to properly disclose any of said situations in a promptly manner may lead to appropriate actions, including the disqualification of the bidder, the termination of the contract

and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations<sup>1</sup>.

3. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") while competing for, or in executing, the contract.
  - a. If determined that a bidder or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and/or the latter's personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices as defined in IFAD's Anticorruption Policy or in sexual harassment, exploitation and abuse as defined in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>2</sup> in competing for, or in executing, the contract, the quotation may be rejected or the contract may be terminated by the purchaser.
  - b. In accordance with the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the international financial institutions signatories to the Agreement for Mutual Enforcement of Debarment Decisions.
  - c. Bidders and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and the latter's personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this bidding process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
  - d. Bidders have the ongoing obligation to disclose in their quotation and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for corrupt, fraudulent, collusive, coercive or obstructive practices, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this bidding process or the execution of the contract. Bidders must disclose the name

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<sup>1</sup> The policy is accessible at: [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

<sup>2</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the quotation or termination of the contract.

- e. Bidders shall keep all records and documents, including electronic records, relating to this bidding process available for a minimum of three (3) years after notification of completion of the process or, in case the bidder is awarded the Contract, execution of the contract.

4. The Fund requires that all beneficiaries of IFAD Funding or funds administered by IFAD, including the purchaser, any bidders, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>3</sup>

5. *Dutch Committee for Afghanistan* invites you to submit your price quotation in a pro forma invoice format for the supply of the items listed in **Annex 1** of this RFQ.

6. Your quotation in the required format should be addressed to:

*DCA's Procurement Department*

*Attn: Sayed Sarwar Maudodi, procurement officer.*

*House # 16, End Street of Kabul university, next to the Karwan University, Kabul, Afghanistan*

Tel: +93794484577

Fax:

E-mail: [sarwar.maudodi@dca-af.org](mailto:sarwar.maudodi@dca-af.org)

The quotation should be accompanied by:

- a. a copy of your business registration.
  - b. completed price and delivery schedule.
  - c. adequate technical documentation and catalogue(s) and any other pertinent information.
7. The deadline for receipt of your quotation is at 02:00 PM Kabul local Time on March 17,2024.
8. Quotations should be submitted in physical and sealed envelope before the deadline to the address stated above.

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<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

9. Bidders must quote all items in the RFQ. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.

**10. Evaluation.** The purchaser shall award the contract to the bidder in accordance with the award criteria: supplier offer has been determined to be the lowest priced quotation and is substantially responsive to the request for quotation and short delivery timeline provided further that the bidder is determined to be qualified to perform the contract satisfactorily and must successfully completed at least one similar contract.

DCA may request all custom clearance documents and ownership transformation documents from the supplier.

DCA may request for the certificates and clarifications prior award

DCA may cancel the RFQ at any time

DCA may award the partial of the RFQ items

DCA may decrease or increase the quantity of the items.

The purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors.

**(a) Delivery should take place as per DDP Incoterms 2010** The items are required to be delivered within the time as specified in the delivery schedule. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.

**(b) Deviation in payment schedule.** Bidders shall state their quoted price for the payment schedule in the payment terms below. Quotations shall be evaluated on the basis of this base price. Bidders requesting payment terms other than those stipulated in clause 10 below shall have their quotations treated as non-responsive.

**11. Prices.** Prices shall be in USD. Prices quoted in currencies other than *USD* will be evaluated after converting the currency into *USD* at the exchange rate prevailing at *www.dab.gov.af* on the date of the deadline of submission for quotations.

**12. Payment.** Payment will be made in full within 30 days after complete delivery, acceptance of goods and obtaining the invoice.

**13. Delivery Location.** PO items should be delivered to the *DCA main office, House # 16, end street of Kabul university, Next to the Karwan University, Kabul, Afghanistan* in accordance with DDP, INCOTERMS 2010.

**14. Delivery Schedule.** All items should be delivered *within seven days* after sign of the contract. Bidders must state an exact delivery time in the quotation.



15. **Warranty.** Items offered should be covered by at least 12 months' warranty from the date of delivery to the purchaser/procuring entity. Goods offered shall be new, unused and based on the manufacturer's current and most recent model.

16. **Origin. yes**

17. **Brand. yes**

18. **Validity.** Your quotation should be valid for a period of 90 days from the date of your quotation.

19. **Purchase Order.** The purchase order shall be issued by the *Dutch Committee for Afghanistan* before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation. The purchase order terms and conditions are attached in annex 2. Prior to the issuance of the purchase order and after the completion of the evaluation process, the purchaser/procuring entity reserves the right to increase or decrease the requested quantities under this RFQ. The maximum increase allowed to be done to the quotation prior to purchase order signature is +15% and the maximum decrease is -15%.

Yours sincerely,

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*Ali Raza Ahmadi, Operations Manager*

## Annex 1

### Schedule of Requirements

All specifications are stated in **minimum terms**, except where ranges, approximations, maximum levels or exactitudes are stated.

No	Description and Specifications	Unit of Measure	Quantity	Delivery Period <i>(Expressed in form of number of days following Purchase Order signature)</i>	Place of Delivery
1	Solar panel 150-Watt new brand	panel	30		<i>DCA main office House # 16, Kabul university Road, next to the Karwan  university Kabul, Afghanistan</i>
2	Battery 100-mAH gel type original new brand	each	30		
3	Refrigerator 157 litter TATA A grad or equivalent.	each	15		
4	Stand for the solar panel (adjustable)	each	15		
5	DC electric controller	each	15		
6	Power Cable 2.5 mm	meter	150		

## Annex I

No	Description	Unit	QTY	Delivery Timeline	Unit Cost USD	Total Cost USD
1	Solar panel 150-Watt new brand With at least 15 years warranty	panel	30			
2	Battery 100-mAH gel type original new brand with at least one year warranty	each	30			
3	Refrigerator 157 litter TATA A grad or equivalent. With at least one year warranty from all part of the refrigerator.	each	15			
4	Stand for the solar panel (adjustable)	each	15			
5	DC electric controller with at least one year warranty	each	15			
6	Power Cable 2.5 mm, original	meter	150			
<b>Total Amount should be inclusive USD:</b>						