

REQUEST FOR QUOTATION (RFQ)

Provision of Rice, DAP, and Urea Packages for Laghman Province

REFERENCE: FGA-RFQ-2024-008	Date: March 18, 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 Rice, DAP, and Urea Packages for Laghman Province

, 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

Introduction	<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>
Deadline for Questions	<u>March 20, 2024, 4:00 PM</u>
Deadline for the Submission of Quotation	<u>March 25, 2024, 4:00 PM</u>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p>Bid submission address: Offers shall be submitted to the FGA Eastern Region, Nangarhar Office, at the below-mentioned address before the deadline.</p> <p><u>Address: District # 2, Burge Barq#35, Qare Jane Shaheed Street, House#14, Nangarhar, Afghanistan.</u></p> <ul style="list-style-type: none"> ▪ Mandatory subject of the email: RFQ for <u>Provision of Rice, DAP, and Urea Packages for Laghman Province.</u> ▪ Place the quotation file along with other annexes in a sealed pocket. ▪ Offers submitted by email will not be accepted.
Cost of Preparation of Quotation	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.
Supplier Code of Conduct, Fraud, Corruption	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.
Gifts and Hospitality	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.
Conflict of Interest	<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>
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract.
Commitment To the FGA Code of Conduct	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.
Eligibility	<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>
Currency of Quotation	Quotations shall be quoted in AFN Currency
Duties and Taxes	<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>

Language of Quotation	English Annexes shall be given in English. Supporting and standard registration documents can be submitted in English or Dari/Pashto.
Documents to be Submitted	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"> • Company Profile. • Registration certificate; • 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; • List and value ongoing Projects and other national/multi-national organizations with clients' contact details. • Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of the Contract value in a similar field;
Quotation Validity Period	Quotations shall remain valid for 40 days from the deadline for submitting the Quotation.
Price Variation	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.
Partial Quotes	Not Permitted
Payment Terms	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.
Bid Guarantee/Security	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.

Contact Person for Correspondence, Notifications, and Clarifications	Please ask the question at the following contact number/email address: 0093 771409065 fga.procurement@future.edu
Evaluation Criteria	<ul style="list-style-type: none"> • The selection will be made based on the lowest price that meets the technical requirements. • Full compliance with all requirements as specified in Annex 1. • Full acceptance of the General Conditions of Contract. • Comprehensiveness of sales and support services. • Earliest Delivery /shortest lead time
Right not to accept any quotation	FGA is not bound to accept any quotation nor award a Contract Agreement or Purchase Order
Policies and procedures	This RFQ is conducted in accordance with the FGA Procurement Manual

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 Laghman province distribution points**.

ADDITIONAL REQUIREMENTS

- The supplier is responsible for providing Rice, DAP, and Urea Packages that meet the specified requirements and type.
- The Rice, DAP, and Urea Package items that do not meet the Minimal and Special Requirements above will be rejected by the Project consultant.
- The Rice, DAP, and Urea Packages items will be checked and accepted/rejected by a project consultant.
- All chosen Rice, DAP, and Urea Packages 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 Rice, DAP, and Urea Packages items for damages or losses.

Delivery Requirements

Delivery Requirements	
Delivery Date and Time	The bidder is required to provide all the quoted items within 10 to 15 days after the contract is signed.
Delivery Locations	A total of 100 Packages of <u>Rice, DAP, and Urea Packages</u> should be delivered to the targeted districts of the Laghman province distribution points.

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 the Company:	
Name of the Focal Point:	
Contact Details of the Focal Point:	
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: AFN					
No.	Description	Unit	Quantity	Unit Price AFN	Total Price AFN
1	<p>Rice, DAP & Urea Packages (Each package should have Rice Seeds 20 kg, DAP 50 kg, & Urea 50 kg)</p> <p>DAP Specification: -</p> <ul style="list-style-type: none"> • Formula: (NH₄)₂ HPO₄ • Minimum nitrogen: 18 % • Minimum neutral ammonium citrate soluble phosphate: 46 % • Maximum moisture content by weight 1.5 % • Weight: 50 KG per Bag • Fertilizer should have an origin and product certificate • Must be packed in polyethylene and plastic bags <p>Urea Specification: -</p> <ul style="list-style-type: none"> • Minimum nitrogen: 46 % • Minimum moisture: 0.5 % • Weight: 50 KG per Bag • It is produced in granular form • Must be packed in polyethylene and plastic bags <p>Rice Seed (Oryza Sativa) Specification: -</p> <ul style="list-style-type: none"> • Variety: Shesham Bagh 14 • Purity: (Oryza Sativa) 98% • Germination: 85 % • Certified Seed • The Rice seed (Oryza sativa) should be fresh and have been produced recently. • The Rice seed (Oryza sativa) should be free from pests and diseases. • Weight: 20 KG per Bag <p>Note: The supplier should be responsible for delivering DAP, Urea, and Rice Seeds to the distribution point of Mehtarlam, Laghman Province.</p>	Packages	100		
Total Price with Tax:					
Tax:					
Total Price Without Tax:					