

REQUEST FOR QUOTATION (RFQ)

Provision of the Small Handy Tractors

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| REFERENCE: FGA-RFQ-2024-009 | Date: March 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 Small Handy Tractors, 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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| 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 21, 2024, 4:00 PM</u> |
| Deadline for the Submission of Quotation | <u>March 24, 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 the Small Handy Tractors.</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 |

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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. |
| 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> |

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| 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. |

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| 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 supplying 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 (Behsud, Kot, and Rodat) of Nangarhar province.**

ADDITIONAL REQUIREMENTS

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

Delivery Requirements

| Delivery Requirements | |
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| 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 six Small Handy Tractors should be delivered to the targeted districts of the Nangarhar 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 |
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| 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.

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

| Currency of the Quotation: AFN | | | | | |
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| No. | Description | Unit | Quantity | Unit Price AFN | Total Price AFN |
| 1 | <p>Small Handy Tractors</p> <p>Specification:</p> <ul style="list-style-type: none"> • Engine 15 HP-190F • Blade 40 No • Spar 1 • Row maker 1 • Oil Tank (5—6) litter • Made in China • Model 2023 or 2024 <p>Note: The supplier should deliver Small Handy Tractors to the distribution point of the targeted districts (Behsud, Kot, and Rodat) in Nangarhar province.</p> | Each | 6 | | |
| Total Price with Tax: | | | | | |
| Tax: | | | | | |
| Total Price Without Tax: | | | | | |