



**Request for Quotation (RFQ)  
For Provision of Food Items to Vulnerable Families in Kabul Province**

Issue Date: 18 Mar 2024

RFQ# ORCDG/2024/006

Closing Date: 27 Mar 2024

**RFQ Validity: 60 Days**

**1. Introduction**

Organization for Research and Community Development Global (ORCDG) is USA based NGO founded in 2018 and registered with the Ministry of Economy registration 460 as non-profit organization in the view of the NGO Law of Afghanistan.

It has implemented around 12 projects since its establishment and has 5 ongoing projects in more than 5 provinces of the country achieving 100% success rate with unmodified opinions of audits by all external audits whether hired by ORCDG or its donors.

ORCDG is implementing a Food distribution project funded by AFH RAMADAN 2024 Food and Nutrition Items in Kabul province.

**Titled: Provision of Ramadan Baskets to Vulnerable Families in Kabul Province.**

**2. Scope of Services**

ORCDG intends to distribute Food items at least to be sufficient for the Vulnerable families to a total of 367 Households in Kabul Province, during the whole project period in Kabul province of Afghanistan as per the below table, if your company is interested and is available during the time & location frame.

Province	Number of Kits to be delivered	Delivery Address
Kabul	345 HH	Kabul province
<b>Total</b>	<b>345 HH</b>	



**Bill of Quantity for food items.**

S.No	Description	Specification	Unit	Number of Units	Unit Cost USD	Total USD
1	Rice	High quality (Sela Awal)	Kg	2415		
2	Beans	Watani with a very good quality	Kg	1035		
3	Sugar	Watani with a very good quality	Kg	690		
4	Green Tea	with a very good quality	Kg	172.5		
5	Cooking Oil	Sun Flower) 5 Liter/Bot with a very good quality	5 Liter/Bot	690		
6	Flour Qazaqi (50Kg)	with a very good quality	Sack	345		
7	Packing & Shipment	with a very good quality	Set	345		
<b>Total USD</b>						

**3. Short listing and evaluation**

In evaluating proposal bids submitted, consideration will be given to not only on the basis of low price but also to quality, relevant experience, references and reputation.

The first Evaluation Stage contains the following:

*(To be decided and filled by ORCDG)*

First Evaluation (Prequalification stage) Stage			
SN	Pass/Fail Criteria	Pass	Fail
1	Submission of a valid business license, registered with the Ministry of Commerce/other relevant government department		
2	Bid properly sealed with all technical and financial bids submitted without correction in a sealed envelope with contact number & Company Official Email address clearly written on top of the envelope		



3	All submitted bid documents including supporting documents and annexures properly completed, signed, and stamped.		
4	Financial Bids provided in ORCD RFQ template only		
5	A bid security amount of up to <b>USD 1100</b> provided (through an official letter from one of the legal banks in Afghanistan)		
If a vendor fails to meet any of the above criterion, their bid will be eliminated, and the bidder will be disqualified from the process.			

#### 4. Confidentiality and Conflicts of Interest

- ✓ It is a further condition of proposing that you will keep confidential the information disclosed to you in this invitation to proposal and in connection with the invitation and your response to the invitation. You must also return to ORCDG any information disclosed (and any copies you have made of this) if requested and must only use such information for the purposes of making the proposal.
- ✓ In the same manner, any information received relating to the proposing company will be treated in the strictest of confidence by the ORCDG.
- ✓ A company will not be eligible for appointment if any of its partners, directors or major shareholders is a member of the ORCDG Board or the staff of ORCDG.
- ✓ Companies must declare, as part of the proposal, whether any partners, directors, major shareholders, senior staff, or the partners / spouses of any of these listed are:
  - Members of ORCDG Board or related to any such member.
  - An employee of ORCDG or related to any such employee.
- ✓ Companies should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

#### 5. Form of proposal – information to be provided.

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

##### 5.1. The RFQ will be evaluated using the following technical criteria. Proposals should address each question.

1. Does the company have a valid license? If yes, please provide us the scan copies.



2. Does the company have a quality control program to help ensure adherence to high professional standards?
3. Does the proposal fully respond to the needs of ORCDG about this Food Items assistance program?
4. Will the company be able to meet ORCDG deadline? Does the number of days or the time period indicated by the company to complete the related tasks?
5. Has the company had the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
6. Does the proposal adequately describe in a clear concise, and understandable manner the work to be performed including sampling techniques and analytical procedures to be used?

**5.2. Information about your company:**

- a. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.

**5.3. Experience:**

- a. Details of your firm's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan.

**5.4. Costs:**

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, [www.mof.af](http://www.mof.af), TA/DA.
- b. The quotation price should be given in USD.

**5.5. Payment:**

- a. Once the contract is signed with a company and complete the supply, all the payment will be processed through bank transfer after receiving fund from donor, the company is not supposed to request ORCDG for cash or cheque payment.
- b. Additionally, the payment will be processed to the partner company's bank account not individual bank account.



## 6. Submission Procedure

- ✓ Please submit the one hard sealed stamp copy of RFQ and send it to ORCDG Office House# 28, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project Kabul, Afghanistan by **01:00 PM, 27 Mar 2024** or before the deadline.
- ✓ Should you have any questions until closing date, please feel free to contact us via [tender@orcdglobal.org](mailto:tender@orcdglobal.org)
- ✓ No proposal will be considered if received after the deadline set out above.

## 7. Disclaimer

ORCDG is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

Sincerely,

Procurement & Logistic Department  
ORCDG Afghanistan