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| <b>Title:</b>  | Provision of Supply pullets & Poultry Farm Materials   |
| <b>RFQ No:</b>   | RFQ-AFG-OSDRA-031924   |
| <b>Issue Date:</b>                                     | March/20/2024  |
| <b>Deadline for Questions:</b>                         | April/10/2024  |
| <b>Closing Date:</b>                                   | April/10/2024  |
| <b>Date &amp; Address of Submission for Questions:</b> | For further clarifications and questions, kindly refer to the OSDRA Inbox: <a href="mailto:procurement@osdra.org">procurement@osdra.org</a> through the timeline: April/10/2024 to April/10/2024 |
| <b>Quotations Submission Address:</b>                  | Interested Bidder(s) are requested to submit their finest offer through the below email: <a href="mailto:procurement@osdra.org">procurement@osdra.org</a>  |
| <b>Offer Validity:</b>                                 | 60 Days  |
| <b>Submission Method:</b>                              | Interested Bidder(s) are requested to submit their offer electronically through the address provided.  |
| <b>Type of Award:</b>                                  | One Time Firm Fixed Price Purchase Order   |

### Invitation

Organization for Sustainable Development & Research of Afghanistan (OSDRA) requests quotations from eligible registered vendor, who have the required experience and capabilities for providing the required services “Supply of Poultry and Poultry Farm Materials”.

### Organization Background:

Organization for Sustainable Development & Research of Afghanistan “OSDRA” is a Humanitarian, Research, Non-Profit and Non-Governmental Organization, Registered with the Ministry of Economy in 2017 [1396]. With the aim of providing easy, reliable and secure services to government institutions and development partners.

### Purpose, Objectives of Obtaining Quote:

The main purpose of this quotes announced to increase the quality of required Goods/Services and transparency with collecting different proposal from different vendors and to find the best supplier with offering best Goods/Services quote with high quality based on attached list and required specification with reasonable & acceptable prices.

## Project Background:

OSDRA needs poultry and poultry farm materials, an UNDP funded Project which is going to be implemented at Logar Provinces Kharwar District for the Duration of 6 Months ending at 30 Jun 2024. Interested Bidder(s) are requested to submit their finest offer considering the following thematic areas of their responsibilities, if awarded with the contract;

- Delivery and distribution locations of Poultry and Poultry Farm Materials is in Logar Kharwar District.
- If the poultry delivered from other provinces, at least 10 days' rest should be given in each Province before distribution in a well quarantined and safe farm/hall.
- The Poultry should be distributed in dis-infected plastic cages. The cages will be returned back to the contractor.
- If the chickens are delivered from other provinces, at least 7 days rest should be given in Faryab Province before distribution in a well quarantined and safe farm.
- OSDRA will carry out inspections of all Poultry and Poultry Farm Materials before & after delivery and will reject any items that do not conform to the given specifications and OSDRA requirements.
- The contractor is responsible for the quantity/ quality of supplied Poultry and Poultry Farm Materials as per the OSDRA specification, OSDRA Technical Team will carry out the inspection before and after the delivery to the targeted destinations.
- Award of the contract will be based on the price, quality, capacity & potentiality of bidder. The evaluation of bidder and their product will be carried out and OSDRA reserves the right to make the decision of awarding contract.
- The supplier is responsible till end of distribution process.

**Note: Priority of awarding the contract will be given to relevant business companies.**

**Financial Offer:** Suppliers are requested to submit their offers in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from the evaluation:

| <b>Budget Breakdown &amp; Technical Specification</b>  |                           |   |             |            |  |   |
|--|---------------------------|---|-------------|------------|--|---|
| Supply of Poultry and Poultry Farm Materials for UNDP Funded Project in Logar Provinces:       |                           |   |             |            |  |   |
| <b>S:NO</b>  | <b>Item Name</b>          | <b>Specification</b>                              | <b>Unit</b> | <b>QTY</b> | <b>Unit Cost including 2% or 7% Government Tax (USD)</b> | <b>Total Cost Including 2% or 7% Government Tax (USD)</b> |
| 1  | Pullets                   | (4 months old, 700-800gr)                         | Chick       | 18,00      |  |   |
| 2  | Cockerel                  | (4 months old, 700-800gr)                         | Chick       | 200        |  |   |
| 3  | Chick Feed No. 13         | Concentrate Feed 50KG per Bag                     | Bag         | 200        |  |   |
| 4  | Feeder                    | (Made of Plastic, Large Size, without any defect) | No          | 200        |  |   |
| 5  | Drinker                   | (Made of Plastic, Large Size, without any defect) | No          | 200        |  |   |
| 6  | Required Vaccine          | Any of this (NDV, MDV, IBV, IBDV)                 | Dose        | 2000       |  |   |
| 7  | Medicines                 | (l, e Oxytetracycline) 2 Pocket                   | Pocket      | 100        |  |   |
| 8  | Dicalcium Phosphate (DCP) | Dicalcium Phosphate (DCP) 1 Kg                    | Pocket      | 100        |  |   |
| 9  | Multivitamin Powder       | Any one which is available in market              | Pocket      | 100        |  |   |
| <b>Transportation and Distribution Cost to all Provinces as Per the distribution plan: USD</b> |                           |   |             |            |  |   |
| <b>Grand Total USD:</b>  |                           |   |             |            |  |   |

## Tentative Delivery and Distribution Plan

Supply of Poultry and Poultry Farm Materials for UNDP Funded Project in Logar Provinces:

| S:NO | Item Name                 | Specification                                     | Unit   | Quantity Based on Locations<br>Logar province Kharwar District |
|------|---------------------------|---|--------|--|
|      |                           |   |        | Total QTY  |
| 1    | Pullets                   | (4 months old, 750-800g)                          | Chick  | 18,00  |
| 2    | Cockerel                  | (4 months old, 700-800gr)                         | Chick  | 200  |
| 3    | Chick Feed No. 13         | Concentrate Feed 50KG per Bag                     | Bag    | 200  |
| 4    | Feeder                    | (Made of Plastic, Large Size, without any defect) | No     | 200  |
| 5    | Drinker                   | (Made of Plastic, Large Size, without any defect) | No     | 200  |
| 6    | Required Vaccine          | Any of this (NDV, MDV, IBV, IBDV)                 | Dose   | 2,000  |
| 7    | Medicines                 | (l, e Oxytetracycline) 2 Pocket                   | Pocket | 100  |
| 8    | Dicalcium Phosphate (DCP) | Dicalcium Phosphate (DCP) 1 Kg                    | Pocket | 100  |
| 9    | Multivitamin Powder       | Any one which is available in market              | Pocket | 100  |

| Start of Contract                          | Delivery Date   | Delivery and Distribution Place |
|--|-----------------|---------------------------------|
| Starts After OSDRA Contract Final Approval | According to PO | Which is Mention in PO          |

Supplier Information:

Company Registered Name: \_\_\_\_\_

License No: \_\_\_\_\_

Establishment Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below, I certify all information provided above is true and correct to the best of my knowledge: Business Name: Authorized Representative Name and Signature:

Authorized Representative Name and Sign/Signature \_\_\_\_\_ Date: \_\_\_\_\_

OSDRA reserves the right to accept or reject any Quotation, and also to cancel any Quotation and the procurement process at any time. In addition, OSDRA can reject all the Quotations/ cancel the Purchase Order (PO) or Contract.

## GENERAL INSTRUCTION TO SUPPLIERS (GIS)

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OSDRA After collecting quotes and analyzing by technical bid Evaluation committee, those vendors will be selected who meet the given criteria, after final review of product and quality, price and other required things which mentioned in RFQ will call to the Winner competitors and will sign contract or directly order for purchasing & receiving required goods or services from winner vendor.

### Project Description:

This RFQ is developed and announced to facilitate the procurement of Service “Supply of Poultry and Poultry Farm Materials”, through a fair/Competitive procurement Process and OSDRA request prospective suppliers to submit Quotation.

### Corrupt, Fraudulent, and Coercive Practices

OSDRA requires that all OSDRA staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. OSDRA shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, OSDRA defines for purposes of this paragraph the terms.

#### Set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

In the case of OSDRA personnel involved in procurement activities, this translates into an obligation to maintain an unimpeachable standard of integrity in all business relationships, both inside and outside OSDRA. The highest ethical conduct must be followed in all dealings with OSDRA partners, donors, governments, beneficiaries and the general public. Procurement officials must never use their authority or office for personal gain and must seek to uphold and enhance the standing of OSDRA.

### Cost of Preparing the Quotation

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and OSDRA will not in any case be responsible and liable for the costs incurred.

### OSDRA's Right to Accept any Quotation and to Reject any and all Quotations.

OSDRA reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for OSDRA's action.

## **Documents to submit:**

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- A) Valid Business License.
- B) Company Profile, Along with TIN.
- C) Detailed Relevant Work Experience in procurement of poultry.
- D) Proposed Brief and Comprehensive Methodological Approach for the overall procurement.

## **Purchase Order Standard Terms & Conditions**

### **1. Agreement**

This Purchase Order (PO) becomes the exclusive agreement between OSDRA and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier 's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b) furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by OSDRA. Until so accepted, OSDRA reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless OSDRA agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

### **2. PO Identification**

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

### **3. Delivery**

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, OSDRA reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred as a result of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.

### **4. Payment**

Supplier shall invoice OSDRA upon delivery of the service/goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

### **5. Packaging**

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to OSDRA will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. OSDRA reserves the right to reject any shipment that is deemed not to have been packaged adequately.

## 5. Inspection and Acceptance

- a) OSDRA or its representative shall have the right to inspect and/or test the goods at no extra cost to OSDRA at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections and provide required assistance.
- b) OSDRA shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, OSDRA may reject the entire delivery. OSDRA may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by OSDRA for disposition at Supplier's risk and expense. Supplier agrees that OSDRA's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. OSDRA's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by OSDRA prior to delivery.
- c) The Supplier agrees that any acceptance by OSDRA does not release the Supplier from any warranty or other obligations under this Contract.
- d) Title to the goods shall pass when they are delivered and accepted by OSDRA. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to OSDRA.

I understand I am duty bound to report any concerns relating to actual or possible abuse or exploitation of a child or vulnerable adult or risk of such, and to notify relevant OSDRA personnel as described in the reporting procedures of any actual or possible breaches of this code of conduct.

### On Behalf of OSDRA

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Sign/Stamp: \_\_\_\_\_

### On Behalf of Supplier

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Sign/Stamp: \_\_\_\_\_