

# **Shining Star Educational Organization of Afghanistan**

## **Request for Quotation (RFQ)**

**RFQ-SSEOA-24-002**

### **Hygiene Kits**

**Issue Date: 23 March 2024**

**WARNING:** Prospective Offerors, who have received this document from a source other than SSEOA, should immediately contact us and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued to offerors via email.

**1. RFQ Details:**

Shining Star Educational Organization of Afghanistan (SSEOA) implementer of UNDP projects in Afghanistan, invites qualified vendors to submit quotations for Hygiene Kits.

1. RFQ No	RFQ-SSEOA-24-002
2. Issue Date	23 March 2024
3. Title	<b>Hygiene kits</b>
4. Submission	<p><b>To: SSEOA Procurement Department</b>  <b>Submit hard sealed copy with sign and stamp</b></p> <p>Add: House# 6, Street 7, Qala-e-Fatullah, Kabul, Afghanistan</p> <p><b>Quotations submitted through email will not be accepted</b></p> <p><b>Note:</b> While submitting the quotation, please make sure to sign the registration sheet. You can contact the below number for submitting the quotation:  +93 729070021</p>
5. Deadline for Submission of Quotation	<p><b>02:00 PM, Kabul local time on 04 April 2024.</b>  <b>RFQ submitted after deadline will not be considered</b></p>
6. Deadline for Submission of Questions	<p>Questions regarding this RFQ are due no later than <b>02:00 PM, Kabul local time on March 28, 2024</b>. Any communication in this regard should be made through below email only: <a href="mailto:procurement@sseo.af">procurement@sseo.af</a>  Questions received will be answered accordingly.</p> <p>The offerors are responsible for reading and fully understanding of this RFQ. The offerors are also responsible to check updated RFQ prior to submitting in order not to miss any modification or update to this RFQ.</p>
7. Anticipated Award Type	SSEOA anticipates issuing a Firm Fixed Price Purchase Order. Issuance of this RFQ in no way obligates SSEOA to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. Evaluation Criteria	<p>SSEOA will evaluate applications based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Company Capacity (Company profile, License, TIN #, Bank Details and other documents) : 20 Points</li> <li>• Past Experience: 30 Points</li> <li>• Best Value for Money (Lowest Cost): 50 Points</li> </ul>
9. Delivery Terms	Goods must be shipped to SSEOA office located at House# 6, Street 7, Qala-e-Fatullah, Kabul, Afghanistan.
10. Shipment & Transportation	The vendor shall be responsible for all shipment and transportation costs to the HQ office.

11. Expected delivery date	Within 30 days from the issuance of the Purchase Order (PO)
12. Currency of quotation	Afghani (AFN)
13. Tax and Tariff on Price Quotation	Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009. SSEOA is required to withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, SSEOA shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, SSEOA shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law.
14. After-sales service required	N/A
15. All documents shall be in this language	English
16. Payment Terms	The amount will be paid to the service provider after the successful completion of the services, the amount will be transferred to the bank account or through a cheque to the contractor.
17. Documents to be submitted and requirements	<p>Bidder must specify all the required parameters listed in the “Technical Specifications” section. Failure to do so may critically disadvantage the bid during evaluation.</p> <p>Offerors should submit all documents as outlined in the Proposal Checklist.</p> <p>In addition to meeting the Technical Specifications listed above, offerors are required to meet the significant non-cost factors listed below:</p> <ol style="list-style-type: none"> <li>I. Offerors must possess at minimum 2 of years of relevant in country experience or similar goods to other customers.</li> <li>II. Offerors must provide with sample of the Hygiene kit.</li> <li>III. The offerors should confirm they do not require any advance payment prior to the delivery of goods.</li> </ol>

**II. Technical Specification and Price Schedule:****Lot #1**

Offerors should bid on the below specified items:

No	Item	Description and Specifications
1	Shampoo	Royal NOVA Olive Turkey Company, 400 ml
2	Soap	Original Dettol ,Net Weight 125 gr
3	Face Cream	Original Hobby Hand & Body cream, Turkey, Net Weight 250 gr
4	Tooth Paste	Original Colgate Triple Action 100ml
5	Tooth Brush	Medium Size, Soft and good quality
6	Hair Brush	Medium Size, Good quality
7	Towel (روی پاک)	40cm x 65cm, 100% Cotton
8	Nail Cutter	Medium Size, Good quality

**III. Price Schedule:**

Please fill out the table below for the items you can provide. Offerors can bid on one, some, or all of the LOTS listed below:

**Lot# 1:**

No	Item	Description and Specifications	QTY	Unit	Unit Price AFN	Total Price AFN
1	Shampoo	Royal NOVA Olive Turkey Company, 400 ml	2,350	Pcs		
2	Soap	Original Dettol ,Net Weight 125 gr	9,400	Pcs		
3	Face Cream	Original Hobby Hand & Body cream, Turkey, Net Weight 250 gr	2,350	Pcs		
4	Tooth Paste	Original Colgate Triple Action 100ml	2,350	Pcs		
5	Tooth Brush	Medium Size, Soft and good quality	2,350	Pcs		
6	Hair Brush	Medium Size, Good quality	2,350	Pcs		
7	Towel	40cm x 65cm, 100% Cotton	2,350	Pcs		
8	Nail Cutter	Medium Size, Good quality	2,350	Pcs		
<b>GRAND TOTAL AFN:</b>						

**IV. Past Experience Form:**

#	Project	Description of project	Client	Price	Start and End Dates	Type of Agreement
1						
2						
3						
4						
5						
6						
7						

**V. Cover Letter:**

To: Shining Star Education Organization of Afghanistan (SSEOA)  
House#6, Street # 7, Qala-e-Fatullah, Kabul, Afghanistan

I, the undersigned, provide the attached proposal in accordance with the RFQ-SSEOA-24-002 (Hygiene Kits) issued on 23 March 2024.

I certify a validity period of 60 days for the prices provided in the attached proposal. Our proposal shall be binding upon us, subject to the modifications resulting from any discussions.

We understand that SSEOA is not bound to accept any proposal it receives.

Yours sincerely,

Signature:

Title:

Company Name:

Company Address:

Telephone:

Email:

## VI. Check List:

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

**The proposal should include:**

- Technical Specification
- Signed and Stamped Cover Letter
- Price Schedule
- Past Performance Form
- Copy of Valid Business License
- Copy of NID/Passport of President and Vice-President

**Incomplete proposal will not be evaluated. Please make sure the documents are provided as per the above checklist.**



## **VII. Reserved Rights:**

All responses become the property of SSEOA, who reserves the right in its sole discretion:

- a** To disqualify any offer based on offeror failure to follow solicitation instructions.
- b** To waive any deviations by offerors from the requirements of this solicitation that in SSEOA opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- c** To extend the time for submission of all RFQ responses after notification to all offerors.
- d** To terminate or modify the RFQ process at any time and re-issue the RFQ to whomever SSEOA deems appropriate.
- e** To issue an award based on the initial evaluation of offers without discussion.
- f** To increase or decrease quantities by 10%.
- g** To award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- h** To award a purchase agreement to more than one vendor for specific parts of the activities in the RFQ.
- i** SSEOA will not compensate vendors for preparation of their response to this RFQ.
- j** Issuing this RFQ is not a guarantee that SSEOA will award a purchase agreement.

## **VIII. Confidentiality:**

This RFQ or any part hereof, and all copies hereof shall be returned to SSEOA upon request. This RFQ is confidential and proprietary to SSEOA, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of SSEOA, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFQ, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFQ.

## **IX. Corrupt Practices:**

SSEOA has zero tolerance for fraud and corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by SSEOA as follow:

“Fraud” is a knowing misrepresentation of the truth or a concealment of a material fact to induce another to act to his or her detriment.

“Corruption” is the act of doing something with an intent to give an advantage inappropriate with official duties to obtain a benefit, to harm or to influence improperly the actions of another party.

Corruption includes bullying, discrimination, and harassment. SSEOA is committed to creating and maintaining a work environment in which all people are treated with dignity, fairness, and respect, and are free from harassment, discrimination and bullying. This policy applies to all SSEOA employees in their working relationship and the public. The policy also applies to persons employed under contract or other formal agreements with SSEOA or SSEOA grantees and sub-grantees.

Examples of fraud and corruption include, but are not limited to, the following actions:

- Forging documents, preparing false entries in SSEOA systems or making false statements to obtain a financial or other benefit for oneself or another/others;
- Collusion or other anti-competitive schemes between suppliers during a procurement process, including between SSEOA staff or SSEOA grantees and suppliers;

- Providing information in relation to any entitlement that the claimant knows to be false;
- Forging the signature of a SSEOA staff member or forging a document purporting to be from SSEOA to induce a party outside SSEOA to act;
- Using another's IT identity or password, or creating false identities/passwords, without consent or authority to manipulate SSEOA or implementing partner's processes or cause the approval or denial of actions;
- Accepting hospitality such as meals or entertainment from a vendor outside of what is allowed under SSEOA's employment policy, SOP's, conflict of interest policy, or any other similar policy developed by SSEOA from time to time, including those policies and practices proscribed herein;
- Misrepresenting SSEOA employment, volunteer, contractor, or grantee status to obtain a benefit from a government or private sector individual or entity;
- Failure of a SSEOA staff person, volunteer, contractor, grantee (including staff and volunteers of grantee), or contractors of grantees to disclose a financial or familial interest (within the degree of Family Member defined herein) in a business or outside party while participating in the award/management of a contract to the benefit of that business or outside party;
- Compensation of employees, contractors, or vendors at salary levels or compensation levels beyond fair market compensation or comparable salary/compensation for similar positions in organizations or entities of similar size, resources, and scope
- Employing Family Members in positions directly or indirectly reporting to a Family Member of the same family, as well as contracting with a Family Member or a business owned by a Family Member of the same family as an officer/director/key employee of a grantee without prior disclosure to SSEOA and prior approval by SSEOA and without an independent determination by the grantee that employment or contracting with the Family Member or business is fair, reasonable, and in the best-interest of SSEOA and the grantee.
- Favoring a Family Member for employment, contracting, or advancement over other more qualified non-family members or to confer a benefit above fair market value for actual services rendered by that Family Member.
- Claiming the cost of personal travel as part of an official travel;
- Making misrepresentations, including educational credentials or professional qualifications, on a personal history form in the context of a job application; and
- Falsifying documents, making false statements, preparing false entries in SSEOA systems, grantee falsifying of documents or financial disclosures, or other deceptive acts to the detriment of those someone seeks to disfavor, or to discredit a person or the Organization.

**X. Conflict of Interest:**

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of SSEOA and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any SSEOA contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify SSEOA immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of SSEOA, or cases in which any SSEOA official, employee or person under contract with SSEOA may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as SSEOA may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of SSEOA.