

Request for Quotation (RFQ)



Project No.:	-
Donor:	JPF/NICCO
Delivery Location	Kandahar Province

To: (Company Name)		Vendor fax number:	
From:	Razi Social Development Organization (RSDO)	Buyer fax number:	-
Contact Person:	Nazir Akbari, Procurement & Logistics Manager	Tel.:	+93(0) 797488008
Date:	7-Apr-24	Email:	akbari@rsdo.af , Procurement@rsdo.af
		No. of pages including this page:	2

RFQ reference No.:	RSDO-JPF/NICCO-24-03
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Contract Title:	Provision of hygiene kits for the Promotion of hygiene education and sanitation of the local community at Kandahar province.
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Date:	7-Apr-24
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The office of RSDO invites your esteemed company to make a firm offer for the items detailed in the Technical Specifications (Annex 1) of this Request for Quotation. to the RSDO Sub office in Kandahar province, Ayno Mina, 11th District, Ayno-mine 25- House Number# 813, Afghanistan no later than 18.Apr.2024. The supplier is responsible for all delivery, Storage, and transportation costs (loading & Offloading, packaging and labeling, Storage in a safe warehouse before and during the distribution process). The delivery addresses will be specified later during the project implementation process and contract.

Sample Check Process:

After receiving suppliers' Tender Dossier, the Procurement unite will evaluate the initial RFQs administration part and offer Financial Offers to meet the RSDO requirement and meet the RSDO budget, after the initial Suppliers' evaluations the top Ranked Supplier will be found eligible and will call to submit the sample for a quality check as per the determined technical specs, the sample quality inspection will be based on PASS or FALLS, the quality inspection the accepted sample will remain to the RSDO Procurement until the last delivery of these items.

Manner of Submission

Bids to be submitted by fax/Email to:	The Bids (Tender Dossier) shall be submitted in Hard copies. The Contracting Authorities will not consider the Soft copies received via Email or any other manner.	
or delivered to the following address:	RSDO Sub office in Kandahar province, Ayno Mina, 11th District, Ayno-mine 25- House Number# 813, Afghanistan	
Closing deadline:	18-Apr-24	4:00 PM local time (Kabul: 04:30 UTC)

Note:

Offers transmitted in any other manner than those indicated above will not be considered. It shall remain your responsibility to ensure that your quotation will reach the mentioned above RSDO address before the deadline. Quotations that are received by RSDO after the deadline indicated above, for whatever reason, shall not be considered for evaluation

Requirements:

Delivery Terms (Incoterms 2010):	Delivered At Place (DAP)
Customs Clearance, if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple):	kandahar Province and all surrounding areas including 2 districts of Kandahar including (Daman and Spin Boldak Districts).
Distribution of shipping documents (if using freight forwarder):	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by RSDO):	5, May, 2024
Delivery Schedule:	Not Required
Packing Requirements:	Please refer to the Technical Specifications (Annex 1)
Mode of Transport:	Air <input type="checkbox"/> Sea <input type="checkbox"/> Land <input checked="" type="checkbox"/> Other <input type="checkbox"/> <i>specify</i>
Preferred Currency of Quotation:	Afghani (AFN)
Value Added Tax on Price Quotation:	
After-sales services required:	N/A
Deadline for the Submission of Quotation:	<Thursday>, < 18. Apr. 2024> by <04:00 PM> (Kabul: 04:30 UTC)
All documentations, including catalogs, instructions and operating manuals, shall be in this language:	English
Documents to be submitted:	A Firm offer of Requested Items on your company's official head letter/invoice, in accordance with the technical specifications Detailed in Annex 1 Signed Declaration for Candidates and Tenderers Signed RSDO Code of Conduct for Contractors [...] add documents (e.g. business registration, financial statements etc.)
Period of validity of quotes starting the submission date:	30 days
Partial quotes:	N/A
Payment terms:	The payment will be made in upon completion delivery of 100% of Ordered items. The amount will be transferred to the supplier-provided bank account upon delivery of goods at a satisfactory level to the aforementioned Delivery addresses in Kandahar province. Payment made by the Contracting Authority does not imply any acceptance of supplies.

Liquidated damages:	Subject to force majeure, if the Seller fails to deliver any of the Goods or to perform any of the services within the time period specified in the Contract, the Contracting Authority may, without prejudice to any other rights and remedies, deduct from the total price stipulated in the Contract an amount of 2.5% of the price of such goods for each commenced week of delay. However, if the ceiling of these penalties is 10% of the total Contract price, the contract will be terminated .
Evaluation criteria [check as many as applicable]:	Technical responsiveness/Full compliance to requirements and lowest price Full acceptance of the RSDO General Terms and Conditions for Supply Contracts Quality inspection acceptances as per the RSDO quality requirement
Contract Award:	The RSDO reserve the right to accept or reject the part or full offer(s) based on the best value for money, these Items will be contracted with eligible and potential supplier whom meet all RSDO requirements
Type of Contract to be Signed:	Purchase Order / Supply Contract (in two Lots)
Special conditions of Contract:	The RSDO reserve the right to Cancel the signed PO/Contract if the Contractor does not fulfill the Contract terms and conditions below: - If the agreed delivery time exceeds and is delayed for 10 days. - If the delivered Items found in poor quality and not meet the accepted Sample - If the supplier requesting for increasing the price which was agreed on contracted price. - Any other supplier responsibility and accountability mentioned on the Contract.
Annexes to this RFQ:	<u>Below annexes are attached with this Request For Quotation (RFQ)</u> Annex 1: Technical Specification Annex 2: Financial Offer Form Annex 3: RFQ Instruction Annex 4: Confirmation of Compliance Annex 5: RSDO General Terms and Conditions for Supply Contracts Annex 6: RSDO Code of Conduct for Contractors Annex 7: Declaration of Impartiality and confidentiality for contractors
Contact Person for Inquiries (Written inquiries only):	For any inquiry related to this RFQ, officially reach to Nazir Akbari, Procurement & Logistics manager with below contact details: +93(0) 79748 8008, Akbari@rsdo.af procurement@rsdo.af

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of RSDO requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be arithmetically corrected by RSDO. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on RSDO's arithmetical correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by RSDO after it has received the quotation. At the time of award of Contract or Purchase Order, RSDO reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto.

RSDO is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

RSDO encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to RSDO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

RSDO implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against RSDO, as well as third parties involved in RSDO activities. RSDO expects its suppliers to adhere to the RSDO Supplier Code of Conduct.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

[Signature]

Nazir Akbari, Procurement Manager