

IFRC, Afshar-i- Selow, Street Qurgha, ARCS Compound
Kabul, Afghanistan
Office Tel: 0702051747

FACSIMILE COMMUNICATION

☒ URGENT

NORMAL

ROUTINE

To: Whom it may concern
Attention : All Suppliers
From: Supply Chain Management Department
cc: IFRC
Date: 14/04/2024
Closing Date: **22/04/2024, 15:00 hrs.**

Phone number: 0702051747
Our file ref.: **3975/LOG/AFCD/2024**
N° of pages including this page:20

Re: **Request for Quotation Ref #: 3975/LOG/AFCD/2024 – Framework Agreement (FWA) – Supply and Delivery of Diesel Fuel, L62/#1(D-1) Product of Turkmenistan, High Quality for Winter & Summer Seasons to be delivered DAP (INCOTERMS 2020) to IFRC Afghanistan Country Delegation, Afghanistan**

If you do not receive all pages, please contact us immediately. Thank you.

MESSAGE:

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REQUEST FOR QUOTATION (RFQ)

1. About the IFRC

The International Federation of Red Cross and Red Crescent Societies (IFRC) is one of the world's largest humanitarian organizations, providing assistance without discrimination as to nationality, race, religious beliefs, class, or political opinions.

The IFRC is assisting the Afghanistan Red Crescent Society (ARCS) in various response, recovery, preparedness, and rehabilitation operations.

2. Purpose of the RFQ:

The IFRC Afghanistan Country Delegation would like request potential suppliers to submit their best firm offer for the establishment of a One (1) Year Framework Agreement for the supply of Diesel Fuel as per specifications, terms, and conditions above.

3. About Framework Agreement:

The Framework Agreement will initially be for one year with possibility of extension for another one year based on the performance of the selected bidder(s) and or existing market conditions at the time of expiry.

The quantities will vary depending on the needs; however, it is projected that in a period of one (1) year

it will range from a Minimum 60,000 Liters of Fuel to Maximum 100,000 Liters. The IFRC is not bound by these estimates and nor will it be committed to this quantity as it may be less or more than the projection.

An IFRC Framework Agreement (FWA) is a Long-Term Commitment with suppliers, the purpose of which is to establish the terms and conditions governing Purchases and Contracts that may be awarded during a period of One (1) or Two (2) Year. The FWA sets out terms and conditions under which specific purchases will be made throughout the term of the agreement, usually two (2) years. Upon identifying a need, IFRC will prepare a Purchase Order (PO) based on the agreed price that will be contained in the Framework Agreement.

4. The Required Item

The IFRC intends to purchase the below Fuel item which will be delivered as per instructions of each individual Purchase Order and delivered as per the instructions in the table below.

The Fuel will be delivered in acceptable containers, without compromising the quality, and as may be advised from time to time upon issuance of a Purchase Order, during the entire period of the Framework Agreement.

As part of the evaluation process, Suppliers will be requested for Samples to be tested by an independent Laboratory in Kabul, Afghanistan (Afghan National Standard Authority ANSA). Upon certification, the fuel will then be delivered in a schedule to be given in each Purchase Order.

4.1. Item Requirement:

Sl. No.	Items	Quantity	Unit of Measure
1.	Diesel Fuel, L62/#1(D-1) Product of Turkmenistan, High Quality for Winter Season to be delivered DAP (INCOTERMS 2020) to IFRC Afghanistan Country Delegation, Afghanistan	25,000	Liters/Year
2	Diesel Fuel, L62/#1(D-1) Product of Turkmenistan, High Quality for Summer & Other Seasons to be delivered DAP (INCOTERMS 2020) to IFRC Afghanistan Country Delegation, Afghanistan	75,000	Liters/Year

4.2. General Requirements

The Fuel must be fit for Heating Purposes, Vehicle and Generator use, be of sound fair and marketable quality and fit for its intended use.

The fuel must adhere to the detailed specifications attached in Annex-II to this RFQ.

For each PO the supplier needs to perform quality laboratory testing and inspection with an independent competent authorized laboratory within the Region before the Fuel is accepted and used in its vehicles and generators.

Prospective suppliers are requested to attach their fuel quality certificates from their past and recent supply contracts to any organization. Delivery time and Location(s)

Once Purchase Order (PO) is issued, IFRC will require the requested full quantity of fuel is ready for delivery within 3 days. The IFRC reserves the right to conduct laboratory testing of the fuel consignment by a Federation - contracted independent inspection agency.

Upon receipt of the Laboratory Test, the fuel shall be delivered to the below address DAP Incoterms 2020 [Location]:

SL No.	Delivery Address/Location
1	IFRC Location 1 at Wazir Akbar Khan, Kabul, Afghanistan

2	IFRC Location 2 at ARCS Compound, Afshar-i-Selow, Qargha Road, Kabul, Afghanistan
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Figure 1: Supplier is responsible for delivering the full fuel on the Purchase Order at the 2 Locations listed above.

5. Quantity Variation

The quantities mentioned above may increase or decrease, depending on the actual needs at the time of placing the Purchase Order. Purchase Order Quantities may vary from time to time depending on the actual needs.

6. Required documents

6.1. List of Documents to be Provided by Suppliers.

Suppliers are required to submit the following documents together with their Bid Offers and or Quotation. Failure to provide these documents will result not considering the offer.

No.	Description	Confirm Attached (Yes/No)
1	IFRC General Terms and Conditions Annex I (to be Signed and Stamped)	
2	IFRC Supplier Registration Form in Annex IV (to be filled, Signed and Stamped)	
3	Legal business license/registration/certificates of the bidding company	
4	Updated/latest Tax clearance certificates for the years 1401&1402 for the bidding company	
5	Attach Completed contracts to other Aid Organizations (INGOs, UN, Red Cross & Red Crescent Societies) as evidence and experience for Supplying Fuel Products.	
6	Attach Bank Account details (bank solvency letter if possible) & Bank Statement(s),	
7	Attach Audited Financial statements for the last 3 years.	
8	Duly Filled IFRC Pricing Format/ Specification – Annex II (to be filled in signed and stamped)	
9	Provide a Bid bond/Guarantee of 2% in a form of Bank Guarantee for the value of total quantity of 100,000 liters with the Financial Bid Offer.	
10	Attach Declaration of Undertaking (duly filled, signed, and stamped, Annex V)	

6.2. FUEL ITEMS PRICING FORMAT

Suppliers are required to provide the following Information on Annex 04:

- Unit Price of each Fuel Product
- Net price after deduction of any discount
- Full specifications of Fuel products offered, with deviations being indicated clearly
- Country of origin of the Fuel products
- Capacity to Supply fuel products on a daily, weekly, and monthly basis.
- Storage capacity and stock availability in suppliers' Fuel Pump Stations/Reserves.
- Payment terms and discounts for prompt payment if you do not concur with IFRC standard payment terms.

6.3. Format

The Bidder's offer shall comprise of all the documents requested by IFRC, price and cost Schedules in the Pricing Matrix/Annex together with all supporting documents in sealed envelope, indicating the **reference #** (Number) above.

6.4. The Request for quotation (RFQ) consists of the following Annexes:

- Annex 1: IFRC General Terms and Conditions
- Annex II: Pricing Annex with Fuel Requirements - Both in AFN and in USD
- Annex III: Standard Acceptable Quality Limit & Penalties Plan
- Annex IV: Supplier Registration Form
- Annex V: Declaration of Undertaking

7. The following is the time schedule that IFRC seeks:

RFQ Launch Date	14 th April 2024
Deadline for seeking clarifications	21 st April 2024, 14:00 pm
Deadline for submission of sealed bid	22 nd April 2024, 15:00 pm

8. Partnership Conference

Selected Suppliers will be invited to IFRC Afghanistan Country Delegation Office inside the Afghan Red Crescent Society, ARCS Compound, Kabul, Afghanistan, to present their experience in the supply and delivery of similar fuel items in Afghanistan and or Region. This will be a good opportunity to present your capacity to undertake huge deliveries of fuel products at sometimes short timelines.

9. Clarifications

Suppliers are requested to read carefully the RFQ, Annexes and Requirements to ensure they respond fully to the IFRC Requirements. Failure to provide required information and or documentation and or adhere to the Terms and Conditions of this RFQ may result in disqualification from the Tendering process.

Prospective bidders may submit their Request for clarifications on this Tender Process through:

The Supply Chain Management Team

Email: afghanistan.procurement@ifrc.org

10. Sample Submission

Shortlisted Suppliers will be requested to submit sample sizes for the item below:

- a) **Diesel Fuel, L62/#1(D-1) Product of Turkmenistan, High Quality for Winter Season to be delivered DAP (INCOTERMS 2020) to IFRC Afghanistan Country Delegation, Afghanistan**
- b) **Diesel Fuel, L62/#1(D-1) Product of Turkmenistan, High Quality for Summer & Other Seasons to be delivered DAP (INCOTERMS 2020) to IFRC Afghanistan Country Delegation, Afghanistan.**

11. Estimated quantities range:

It is estimated that the Fuel Requirements will range from 60,000 to 100,000 Liters for the full duration of the Framework Agreement of One year.

The quantity is an estimate and do not in any way represent a commitment from IFRC. The exact quantities to be purchased shall depend on the actual requirements from IFRC's operations and funds available on individual Purchase Orders (PO).

Therefore, exact quantities may be higher or lower than the indicated quantity above. Other red cross and red crescent societies shall be entitled to the same price and terms as those contained in the offers of successful bidders, if they choose to use this process.

This RFQ does not commit the Federation to award a contract or to pay any costs incurred in the preparation or submission of offers, or those incurred in making necessary studies for the preparation thereof, or to procure or contract for preparation of the bid.

12. All or none clause:

The IFRC reserves the right to accept or reject any or all offers, and the lowest bid is not a guarantee for award. The IFRC reserves the right to cancel this tender Process all together, at any time without giving any reason to any bidder.

Failure to comply with any of the above requirements may lead to rejection of any bid. The Federation reserves the right to negotiate with any of the Suppliers or other Companies in any manner deemed to be in the best interest of the Federation. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this RFQ. It may combine as it may deem appropriate, at its sole discretion; modify or exclude any considerations, information, or requirements at any stage of procurement process, including during negotiations with Suppliers or bidders.

Suppliers must provide all required information, clearly and fully respond to all requirements contained in this RFQ. Offers that do not fully and comprehensively address the RFQ may be rejected. Bid documents should be fully prepared and organized according to the guidelines provided. All Pages and Papers forming the Bid Document must be Bound with Spiral Binding as one document. Loose papers and or documents are not encouraged.

The Federation's Standard Terms of Payment are Payment within 30 days upon satisfactory delivery, acceptance, Receipt and Signature of Delivery Note and or Goods Received Note, and presentation of an Original Invoice. Bidders are required to clearly specify in their offers, their preferred Terms of Payment, if different from those of IFRC.

13. Guidelines for Submission of offers

Suppliers and or Bidders are requested to submit their Bid Offers, together with all Annexes, Price Quotation and Business Licenses as well as documents listed under *Article 7* to the IFRC Afghanistan Country Delegation Office located in the below address.

The Complete Sealed Package of documents above must be addressed and delivered at the listed IFRC Address on or before the deadline of 22nd April 2024, at 15:00 hrs (Kabul, Afghanistan time):

Ref #: 3975/LOG/AECD/2024 – Framework Agreement – Supply and Delivery of Fuel Products to IFRC Afghanistan for One Year

The Local Committee of Contracts, LCoC
The International Federation of Red Cross and Red Crescent Society, IFRC Inside the Afghanistan Red Crescent
Society Compound
Afhsar-i-Selow, Qargha Road, P.O. Box 3039 Kabul, Afghanistan

Offers not addressed and referenced as above will not be accepted.

Any offers submitted after the deadline will be rejected. Submission of offers other than in the manner stated above will be rejected.

The Bid Offer must contain the date, signature, name, telephone, title, email, and mailing addresses of the bidding company.

The Bid Offer must include Terms of Payment including prompt payment discounts, if any.

All Bids must be submitted in English language only.

Bid Offers must be written on the bidding Company's Letter Head, clearly identifying your company with a Signature and Stamp.

The IFRC may at its discretion decide to extend the deadline for submission of bids, by notifying all prospective bidders simultaneously.

14. GENERAL CLAUSES:

Except where expressly varied, IFRC Terms and General Conditions attached hereto will apply (Annex 1).

Should your offer be accepted, you will be required to sign and return a formal agreement conforming your acceptance.

The IFRC reserves the right to conduct regular market assessments during the duration of the Framework Agreement to ensure it always receives the best and most competitive prices.

The supplier is encouraged to maintain accurate and correct records in connection with the Fuel Products to be supplied to the IFRC.

14.1. LIQUIDATED DAMAGES:

To ensure prompt implementation of its activities, IFRC will apply a penalty of 0.5% per day up to a maximum of 5 % of the DAP (INCOTERM 2020) value of each purchase order for delays in delivery to the specific locations mentioned above.

14.2. PURCHASE OF FUEL BY PARTIES OTHER THAN IFRC:

By submitting a bid, the supplier agrees to this Tender Process being used by other Partner National Societies based on the same Terms and Conditions as may be contained in the Framework Agreement.

14.3. PRICE VALIDITY

Your offer must remain valid for a period of **365 Days** from the date of opening of the quotation, before which a Framework Agreement /Order, if placed should be accepted by you.

14.4. PRICE CHANGES

During the 365 days period, there will be no changes in the prices of the Fuel Products under the Framework Agreement. Where there are adverse conditions to necessitate this, IFRC and the Supplier will agree on a considerable adjustment to the ensuing agreement after a market survey.

14.5. TRANSPORT COSTS

The quoted price should be inclusive of all costs arising with the loading, unloading, transportation, labor, storage (if any before delivery) up to the locations stated above.

14.6. TAXATION:

The supplier shall be responsible to clear all their tax obligations under the issued contract from the Afghanistan Government.

15. SELECTION OF MULTIPLE SUPPLIERS:

To meet IFRC operational requirements and quality fuel within stipulated timeline, IFRC reserves the right to contract one or more suppliers for the same fuel products.

16. FEDERATION GENERAL TERMS AND CONDITIONS

The IFRC General Terms and Conditions attached hereto as **Annex I**, will apply to this Tender Process and the

ensuing Framework Agreement. By submission, a bidder confirms acceptance of the general terms and conditions by the supplier.

16.1. The IFRC PAYMENT TERMS

The IFRC prefers Bank Transfer or cheque within 30 days after satisfactory receipt of Fuel Products and relevant shipping documents in good order. Bidders are encouraged to state their terms of payment.

16.2. TERMINATION

The IFRC reserves the right to terminate the Framework Agreement (FWA) without giving any reasons for doing so. The FWA can also terminate naturally upon expiry.

16.3. SUPPLIER REGISTRATION FORM:

Suppliers must be registered with IFRC. Please fill in the supplier registration form Annex IV and return it with your Bid offer.

16.4. DELIVERY AND TRANSPORTATION MEANS

Bidders should consider the quality of the means for delivery and transportation of the fuel products. The chosen delivery means, and system should be in line with the internationally accepted standard for transportation of oil and fuel-based products and the fire prevention measures that accompany this process.

16.5. DOCUMENTS

The following documents will be required at the time of Delivery of the Fuel Products:

- Commercial Invoice
- Delivery Order
- Delivery Note
- Goods Received Note (to be issued by IFRC)
- Positive lab test report (From the ANSA)
- Any other document as required in the relevant purchase order.

Distribution of documents will be confirmed in the Framework Agreement.

16.6. MARKINGS

- Marking shall be defined at each Purchase Order, if any.

17. QUARTERLY MARKET SURVEY

Upon signature of the Framework Agreement with the selected supplier(s), quarterly market surveys will be conducted. The market survey results will be used to inform any need for Amendments to the Framework Agreement, to be agreed by both parties. No supplier will impose new prices other than those stated in the Framework Agreement unless both parties agree to the adjustments.

18. BID EVALUATION

The bids shall be evaluated based on the submitted offers as well as supplier registration form and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to:

- a. Financial Capacity to Supply the Fuel Products. The Supplier should provide Bank Statements and any other information that may show transactions which can support evidence of capacity to supply the commodities – 10%
- b. The Supplier's Information on their Core business for the past 3 years. Suppliers are encouraged to provide their profiles and attach all past copies of Purchase Orders for similar fuel products – 10 %.
- c. Track record from references with other Relief Organizations, INGOs and the UN Agencies – 15 %
- d. Ability to respond quickly to needs, assessed on their stocked inventories and or partnerships with other Suppliers to provide the Fuel Products at short notice – 10%
- e. Timely delivery, assessed on whether Supplier will issue and or deliver the fuel products from their Petrol

Stations and or Provided Delivery Lead Times – 10%

- f. Compliance with the required IFRC specifications – As will be determined by an independent Fuel Quality testing Laboratory (ANSA) – 10%
- g. Unit cost Provided for each item against other bids. Lowest Bid will be used as a Basis to Evaluate the rest of the Bids – 5%
- h. Delivery capacity in Terms of Pipeline Stocks, Financial Backing and or Refinancing options available to the supplier – 20%
- i. Submission of required documentation as stated above. Non-provision of the documents will be grounds for removal from participating in further evaluation – 10%

19. QUALITY ASSURANCE

All Fuel products will be subject to inspection and testing by IFRC including pre-delivery laboratory testing, prior for final acceptance by IFRC. Such testing shall be done in accordance with SAQL (standard Acceptable quality limit) and penalties plan, **Annex III**.

The eligible fuel products should conform to quality standards imposed by the Afghanistan Government as per country regulation.

Acceptance of fuel quantities shall be subject to sampling and testing. The IFRC reserves the right to inspect, accept or reject acceptance of the Fuel Products, where they do not conform to the terms and conditions stipulated in the final Purchase Order.

Kindly include your quality assurance policies, if available, explaining how you will maintain quality of offered products.

20. NON-CONFORMING FUEL PRODUCTS

Once fuel Products have been received, IFRC reserves the right not to accept the batch, if any product and or particulars are found to be non-conforming during the inspection process. All costs associated with visual or laboratory inspections which are found to be non-compliant will be borne by the supplier including the associated penalties as a result of the non-compliant Fuel Products.

If any inspection or test is made of the Fuel Products at Supplier's premises, the seller shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Fuel Products shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the seller.

21. CODE OF CONDUCT CLAUSE:

Suppliers selected and contracted under the ensuing Framework Agreement will be required to read and sign the IFRC Code of Conduct. Any violations of the Code of Conduct during the FWA period will be grounds for discontinuation.

9. Integrity Line:



At any time during the bidding process, suppliers are encouraged to report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to speakup@ifrc.integrityline.org, or call ([Phone List](#)).

23. MODIFICATION AND WITHDRAWAL OF BIDS

No modification or withdrawal of any bid shall be allowed after submission and deadline date. Suppliers who decline to accept any contractual agreements upon notification of award will be removed from the list of suppliers to IFRC. This information may also be shared with other Red Cross Red Crescent Societies working in Afghanistan

and the Region.

Thank you and wish all the best in the bidding process.

The Supply Chain Management Department

Date: 14/04/2024

Place: Kabul, Afghanistan

Email: afghanistan.procurement@ifrc.org

Enclosures:

Annex - I / IFRC General Terms and Conditions for service

Annex - II/ Pricing format

Annex -III/ Standard Acceptable Quality Limit and Penalties Plan

Annex - IV / Supplier registration form

Annex - V/ Declaration of Undertaking Terms of Reference