



Muslim Hands International Afghanistan

Request for Quotation (RFQ)

Procurement of Stationary for SOE Students

Issue Date: April-15-2024
Closing Date: April-21-2024

RFQ# RFQ-2024-MHI-09

1. Introduction

Muslim Hands International – MHI is an International Relief and Development NGO, established in the United Kingdom in 1993 with the objective of providing relief and emergency services and long-term sustainable development projects in a cultural, ethical, effective, efficient and transparent manner. Muslim Hands works both directly and with partners in over 50 countries worldwide carrying out short and long-term projects in emergency relief, Health, WASH, Education, Protection, shelter, safe water, and TVET programming and a particular intervention of Advocacy and Peace in Afghanistan only. Muslim Hands International has been awarded Investor in People (2000, 2004 & 2007) and also been accredited with Quality Management Systems Standard ISO 9001:2000. The organization is also a signatory to the International Federation of the Red Cross and Red Crescent Movement, and various NGOs in Disaster Relief and the main sources of funding of the organization are individual donors, trusts, institutions and DFID.

Muslim Hands International obtained formal registration from the Ministry of Economy in Afghanistan with registration No. 141 in 2005 and is now firmly established with its Headquarters in Kabul and is fully engaged in relief and development activities in different parts of the country. The work of Muslim Hands in Afghanistan involves, improving the lives of poor and vulnerable through the provision of education, health, WASH, Protection, Livelihood, advocacy, Agriculture and other specialized projects e.g., rehabilitation of the disabled, water purification and sanitation schemes, orphan sponsorship scheme, income generation activities and emergency aid / relief activities in Afghanistan. The Afghanistan head office operates in 21 provinces through head office in Kabul and regional and provincial offices in the respective regions and province of Afghanistan.

MUSLIM HANDS INTERNATIONAL wishes to commission the team member to render services in the aforementioned field due to the knowledge and experience of the Project.

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 (0) 786 250 533

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"MHA intends to procure Stationary for SOE Students in Kabul. If your company is interested and available to fulfill the procurement within the specified time, we kindly invite you to submit a quotation."

Rental Vehicle for SOE Orphan Students (Specification & Routes)

S. No	Specification	Unit	Quantity	Unit Cost AFN	Total Cost AFN	Remark
1	Notebook (URG 70 Gram Size Waziri 100 Pages Printed with MHI Logo and School Name)	Each	2560			
2	Pens (Printed with MHI Logo and School Name)	Each	1920			
3	Pencil Good Quality	Each	3840			
4	Geometry Box (Good Quality)	Each	320			
5	Sharpener (Good Quality)	Each	1			
6	Eraser (Good Quality)	Each	1			
7	Color Pencil (12 Pcs Per Pack Good Quality)	Each	1			
8	Bag (40/30 cm, with two Zips, 2 Packets printed with MHI Logo on Front)	Each	320			
Total						

Note: In the pre-bid meeting, MHA will provide the samples of required stationery.

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3. Minimum Eligibility Requirements for Vendors to be Considered for Further Consideration

1. It is mandatory for vendors/suppliers to attend the Pre-bid meetings on **18-April-2024 at MHI Main Office, starting at 11:00 AM**. During this meeting, a briefing will be provided regarding the announced RFQ, including specifications, quality, services, and delivery requirements. Failure to attend the Pre-bid Meeting will result in the rejection of the vendor's bids, and their bid will not be considered.
2. Submit their quotes as per deadline specified in RFQ.
3. If a public holiday is announced on the day of the bid opening, the bid opening will be rescheduled to the next working day.
4. Hold a valid business license and have valid business bank account in company name.
5. Accept all MHI-Afghanistan terms and conditions, including payment and delivery terms.
6. Please note that bid submitted on our Request for Quotation (RFQ) must be filled out using our designated company format. Any bid submitted in a different format will be rejected.

4. Conflict of Interest

1. MHI requires **every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to MHI 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
2. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of MHI staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.
3. The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to MHI's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.

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. RFQ should address each question.

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1. Does the supplier have a valid license? If yes, please provide us the scan copies.
2. Does the supplier have a quality control program to help ensure adherence to high professional standards?
3. Will the supplier be able to meet MHI's deadline? Does the number of days or the time period indicated by the supplier to complete the related tasks?
4. Does the supplier have the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
5. Does the RFQ 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. N/A

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, TA/DA.
- b. The quotation price should be given in AFN.

5.5. Payment:

- a. Once the contract is signed with a supplier all the payment will be processed through **Bank transfer**, the supplier is not supposed to request MHI for cash or cheque payment.
- b. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

6. Submission Procedure

- a. The Interested supplier should submit the hard sealed stamped RFQ through a official authorized representative in order to attend the bid opening event at MHI Office, House# 11-1, Street 2nd of Qali Fatullah, Kabul, Afghanistan by **11:00 AM, 21-April-2024**.
- b. Bid Opening Time/Date & Venue: **11:15 AM, 21 April 2024, MHI Meeting Room.**
- c. The bids received after the RFQ closure will be rejected except if the delay is determined by MHI to have been due to a valid reason.

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7. Question and Clarification:

- A. The Interested supplier/bidder can direct their queries to the operation unit of MHI via Nawazsharif.safi@af.mhworldwide.org
- B. Contact No: +93 786 250 533

8. Disclaimer

MHI is not bound contractually or in any other way to any Proponent to this request for RFQ/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 RFQ/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.

Please provide the following information:

1. Name of supplier/vendor	
2. Address of supplier	
3. Representative name	
4. Mobile number	
5. Email address	
6. Company registration number	
7. Year of company registration	
8. Please attach company registration documentation and bank account	

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