|  |  |
| --- | --- |
| **RFQ (Request for Quotation)** | |
| **RFQ Summary:** | |
| RFQ Title: | Procurement of agriculture products caning kits |
| RFQ Number: | RFQ-P01-0080001 |
| Date of Issue: | 15-Apr-2024 |
| Deadline for Questions: | 20-Apr-2024 |
| Deadline for Submission: | 22-Apr-2024 |
| Question/Clarification: | [Procurement@wadan.org.af](mailto:Procurement@wadan.org.af) |
| Submission Address: | House #10, Street #2, Opposite to Al-Khyr Hostpital, Shahid Square of Dehbori Area, PD #3, Kabul, Afghanistan |
| **Background:** | |
| WADAN ORGANIZATION FOR DEVELOPMENT (WOD) has been founded in 2017 as a social, nongovernmental, non-political & non-profitable organization, registered with Ministry of Economy of Afghanistan. The organization is mainly focuses to facilitated community development, improve primary community-based education, empowerment, emergency humanitarian assistance & health and physical rehabilitation services for the most vulnerable, destitute and war-affected inhabitant in Afghanistan. | |
| **Instruction to bidders:** | |
| 1. **Scope of Works:**   The goods/services required by the Contracting Authority are described in the Technical Specifications in Annex 2.  The Companies bears sole liability for examining with appropriate care the RFQ, including those documents available for inspection, and for obtaining reliable information with respect to any and all conditions and obligations that may in any way affect the amount or nature of the quotation/proposal or the execution of the Works. In the event that the Companies is successful, no claim for alteration of the quotation/proposal amount will be entertained on the grounds of errors or omissions in the obligations of the Companies described above.   1. **Cost of Proposal:**   The Companies shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.   1. **Contractual Conditions:**   The terms and conditions of the Contract which will be entered into between the Contracting Authority and the selected Companies will be those contained in the Contract together with the General Terms and Conditions for Works Contracts attached as annexes to this Request for Quotation.   1. **Eligibility and Qualification Requirements:**     1. The vendors must be duly registered with a valid license from AISA or the Ministry of Commerce.    2. The vendors must submit signed, stamped, dated, and sealed quotation    3. The vendors with similar experience might be preferred.    4. The vendors must not be convicted for an offense concerning professional conduct.    5. The vendors must not be in the situations of conflict of interest    6. The vendors should comply with the Code of Conduct for vendors. 2. **Late Offer:**   Quotations submitted after the deadline will not be accepted.   1. **Validity:**   The quotation should be valid for at least 60 calendar days after the closing date.   1. **Contractor withholding Tax:**   Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, WOD is required to withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, WOD 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, seven percent 7% “contractor” tax will be withheld as per current Afghanistan Tax law.   1. **Submission of Quotation:**   All quotation must be submitted in hardcopies in a single sealed envelope clearly marked with the RFQ title and number to the address mentioned above. Quotations should be submitted before the deadline specified above.   1. **Payment:**   The payment will be made to vendor through bank transfer within 30 days after the delivery/acceptance of goods/services, and receipt of the vendor invoice.   1. **Duration:**   The goods should be delivered in 15 days once the contract has been signed by both parties.   1. **Performance Guarantee:**   Not Applicable   1. **Cancellation for Convenience:**   The Contracting Authority reserves the right to accept any proposal or reject any or all proposals at any time prior to the award of the Contract, without thereby incurring any liability to the companies. The Contracting Authority reserves the right to initiate a new invitation to submit a proposal.   1. **Award Criteria:**   The Contracting Authority will award the Contract to the Companies who appears to have the capability and resources to carry out the Contract effectively, which has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.   1. **Documents to be Submitted:**   The following documents must be submitted with quotation:   * 1. RFQ Document (signed and stamped)   2. Annex-01 Vendor Information Form   3. Annex-02 Quotation Submission Form   4. Annex-03 Vendor Registration Form   5. Annex-04 Code of Conduct for Vendors   6. Copy of valid business license   7. Vendors’ bank account details (at the company name)   8. Vendors TIN (Tax Identification Number)   9. Copies of company president and vice president Tazkira (NID) | |
| **Important Note:**  Please do not change alter and change the formats, just fill out where requested! | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ANNEX-01 VENDOR INFORMATION FORM** | | | | | | | |
| **Name of the Vendor:** | | | | | | | |
| **RFQ Reference No:** RFQ-P01-0080001 | | | | | **Date:** | | |
| **Vendor Information:** | | | | | | | |
| Name of the Company: | |  | | | | | |
| Abbreviation: | |  | | | | | |
| Establishment Date: | |  | | | | | |
| License No: | |  | | | | | |
| Country of Registration: | |  | | | | | |
| Legal status of company: | |  | | | | | |
| TIN Number: | |  | | | | | |
| Director Name: | |  | | | | | |
| Addresses: | | Address:  Email:  Phone:  Website: | | | | | |
| Goods/Services Offering: | |  | | | | | |
| Authorized Representative: | | Name:  Position:  Email:  Phone: | | | | | |
| Bank Account Details: | | Bank Name:  Bank Address:  Account Name:  Account Number:  Account Currency:  Swift Code: | | | | | |
| **Authorized Signature**: | | | | | | | |
| Name and Title of Signatory:  Name of Firm:  Address:  Telephone:  Email:  Signature/Stamp: ------------------------------------------------------------------------ | | | | | | | |
| **ANNEX-02 QUOTATION SUBMISSION FORM** | | | | | | | | |
| **Name of the Vendor:** | | | | | | | | |
| **RFQ Reference No:** RFQ-P01-0080001 | | | | **Date:** | | | | |
| **No** | **Item Description** | | **Unit** | **Quantity** | | **Unit Cost**  **(USD)** | **Total Cost**  **(USD)** | |
| **1** | Pressure Canners 20 litters | | Each | 1 | |  |  | |
| **2** | Stainless steel ladle | | Each | 1 | |  |  | |
| **3** | Wide Mouth Funnel | | Each | 1 | |  |  | |
| **4** | Jars in capacity 500ml with lid and bonds (12 Number Pers Set) | | Set | 1 | |  |  | |
| **5** | Small scale (Tarazo) | | Each | 1 | |  |  | |
| **6** | Water bath canner with 5 jars capacity | | Each | 1 | |  |  | |
| **7** | Vegetable slicer | | Each | 1 | |  |  | |
| **Total Cost in (USD) for One Kit** | | | | | | |  | |
| **Number of Kits** | | | | | | | **150** | |
| **Grant Total (USD) for 150 Kits** | | | | | | |  | |
| **Authorized Signature**: | | | | | | | | |
| Name and Title of Signatory:  Name of Firm:  Address:  Telephone:  Email:  Signature/Stamp: ------------------------------------------------------------------------ | | | | | | | | |