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IFRC, ARCS compound, Qargha Road, Afshar, Kabul, Afghanistan  
Office Tel: +93702051747

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**FACSIMILE COMMUNICATION**

**URGENT**

**NORMAL**

**ROUTINE**

To: Whom it may concern

Attention:

Phone number:

+93702051747

From: IFRC Afghanistan Country Delegation  
Procurement Department

Our file ref: **3993/LOG/AFCD/2024**

N° of pages including this page:15

Issue Date: 21<sup>st</sup> of April 2024

Closing date: 30<sup>th</sup> of April 2024 14:00 hrs. Late offers will not be considered.

Re: Request for Quotation for Supply and delivery of Office Equipment Delivery DAP (Incoterms 2020) to IFRC warehouse in Kabul Afghanistan.

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

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**MESSAGE:**

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. The IFRC Afghanistan Country Delegation would like to request the dealers/suppliers to submit the best firm offer for the supply and delivery of Office Equipment as per terms and conditions mentioned in Annex II (Pricing format)

**Items details, specifications, and quantity:**

#	Item Name and Specifications	Quantity (Pcs)
1	Office Desk as per following specification: <b>Length: 170 cm</b> <b>Width: 70 cm</b> <b>Height: 75 cm</b>	4
2	Office Round Chair with elbow	4
3	Office Desk: as per following specification: <b>Length: 180 cm</b> <b>Width: 80 cm</b> <b>Height: 85 cm</b>	1
4	Office Cabinet: as per following specification: <b>Length: 120 cm</b> <b>Width: 40 cm</b> <b>Height 180</b>	2
5	Sofa (7 Person)	2

6	Carpet: <b>Height: 9 Meter</b> <b>Width: 7 Meter</b>	<b>9 Meters</b>
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**1. Items details Specifications and Quantity:** All goods MUST MEET the specifications provided in the Pricing Format Annex II attached and meet all quality features fit for their intended purpose or use. Any variance from the required specifications must be clearly stated in your Quotation/Offer:

**2. Delivery time and places details:**

The Items/ Equipment need to be supplied within possible short time within 15 calendar days of issuing Purchase Order to IFRC Warehouse in Kabul Afghanistan, as per the DAP Incoterms 2020. This is an indicative delivery time; however, you are requested to mention your required delivery time.

**3. Quantity Variation:** The quantities mentioned in the ANNEX II may increase or decrease depend on the actual needs and budget and delivery time.

**4. Required documents:** The following documents must be submitted with your quotation. Lacking documents from the below list may cause of disqualification.

No.	Description	Confirm attached
1	IFRC Supplier Registration Form in Annex. IV (to be filled in signed and stamped)	
2	Signed IFRC General Terms and Conditions. (to be signed and stamped)	
3	Legal business registration/certificates	
4	Updated/latest Tax clearance certificates.	
5	Attach completed contracts to other institutions as evidence of providing similar goods (Experience Certificates)	
6	Attach bank account details (bank solvency letter if possible)	
7	Signed Specifications and confirmation that your goods conform to the specifications. (Annex II)	
8	Accurately filled in IFRC Pricing Template Annex. II (to be filled in signed and stamped)	

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

- Annex I: IFRC terms and Conditions
- Annex II: Specifications, Quantity, Pricing Format.
- Annex III: Standard Acceptable Quality Limit & Penalties Plan.
- Annex IV: Supplier registration Form
- Annex V: Declaration of Undertaking

**6. The following is the time schedule that IFRC seeks:**

Event details	Date and deadlines
RFQ/Tender Launch Date	21 <sup>st</sup> of April 2024
Deadline for submission of bid in sealed envelop	30 <sup>th</sup> of April 2024, by 14:00 hrs

### **7. Important to note:**

IFRC reserves the right to invite shortlisted companies to present their company profile at IFRC Afghanistan Delegation Office in Kabul, Afghanistan for better understanding of the companies professional and financial background and capacity in providing the required goods or services.

a. We request to read carefully and thoroughly the RFQ and annexes, as failure to observe the information and conditions laid out here may result in disqualification from the evaluation process.

c. Note that your bids submissions are not to be sent in email address above, bids should be submitted in sealed envelope only to the following address:

**INTERNATIONAL FEDERATION OF RED CROSS AND REDCRESCENT SOCIETIES  
AFGHANISTAN COUNTRY DELEGATION,  
AFGHANISTAN RED CRESCENT SOCIETY COMPOUND,  
QARGHA ROAD, AFSHAR, KABUK, AFGHANISTAN.**

d. **Product readiness/Installation/Registration:** Supplier shall be responsible for all kinds of preparation of the equipment.

### **8. Sample submission:**

**Bidders must submit a full set of samples for each of the items mentioned in Annexure II.**

**Without samples, no bid (s) will be considered.**

### **9. Quantities:**

The quantity is an estimate and do not in any way represent a commitment from IFRC. The exact quantities/items/services to be purchased shall depend on the actual requirements from IFRC's operations and funds available on individual purchase orders. Therefore, exact quantities/items/services may be higher or lower than the ones indicated in Annexure II.

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

### **10. All or none clause:**

The IFRC reserves the right to accept or reject any or all offers, and the lowest bid need not be accepted without assigning any reason. Furthermore, the IFRC reserves the right to split any order including cancel the tender all together without assigning any reason, prior to the issuance of the purchase order/contract.

a. Failure to comply with any of the above requirements will justify rejection of the quotation. The Federation reserves the right to negotiate with any of the proposers or other firms 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 if any combination it may deem appropriate, in its sole discretion; modify or exclude any considerations, information or requirements at any stage of procurement process, including during negotiations with proposers/service providers.

b. Suppliers must provide all requisite information and clearly and concisely respond to all points set out in this RFQ. Please present your submission and quotation accordingly and

sequentially. Offers that do not fully and comprehensively address the RFQ may be rejected. Kindly note that unnecessary brochures not solicited for that provide beyond enough information are not encouraged. Proposals should be effectively prepared and organized according to the guidelines provided.

c. The normal terms of payment of the Federation are within 30 days of satisfactory delivery of goods or services and documents in apparent good order. Bidders must therefore clearly specify in their offers the payment terms being offered, if different from these.

## 11. Guidelines for Submission of offers:

- (i) Your offers should be sent in sealed envelope with all annexes.

**INTERNATIONAL FEDERATION OF RED CROSS AND REDCRESCENT SOCIETIES  
AFGHANISTAN COUNTRY DELEGATION,  
AFGHANISTAN RED CRESCENT SOCIETY COMPOUND,  
QARGHA ROAD, AFSHAR, KABUK, AFGHANISTAN.**

- (ii) **The offers must be sent within the time deadline of 30<sup>th</sup> of April 2024 within 14:00hrs (Kabul, Afghanistan time).**

- (iii) The bid in sealed envelope should be subject as follows.

**3993/LOG/AFCD/2024: Supply and delivery of Office Equipment Delivery DAP (Incoterms 2020) to IFRC Warehouse in Kabul Afghanistan.**

- The offers must be delivered before the time deadline to the address above.
- Any offers that are received after the deadline may be rejected.
- Offers not addressed and sent as such will not be considered.
- The offer must include the following: date, signature, name, telephone, title, email address of the authorised representative of the firm submitting the offer including the firms mailing address.
- Include terms of payment including early payment discounts, if any.
- All proposals must be submitted in English language.
- Any offers received after the stated closing date and time or those not completed may be rejected.
- Your offer should bear your official letterhead, clearly identifying your company and should be signed and stamped.
- IFRC may at its discretion decide to extend the deadline for submission of bids, by notifying all prospective bidders simultaneously.

## 12. GENERAL CLAUSES:

- Except where expressly varied in the contract, 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 confirming your acceptance.
- The IFRC reserves the right to make regular market comparisons of other suppliers to ascertain that we are receiving the best and most competitive price.
- The service provider/s shall maintain true & correct records in connection with the goods to be supplied to the IFRC.

**13. LIQUIDATED DAMAGES:**

Please be advised that a penalty of 0.5% per day up to a maximum of 5% of the DAP (INCOTERM 2010) value of each purchase order shall be charged for delivery after the agreed schedule which shall be clearly stipulated under each purchase order.

**14. DEFAULT:**

In case of default by the Seller, including but not limited to failure or refusal to make deliveries within the time limit specified, the Buyer may procure the goods or services from other sources and hold the Seller responsible for any excess costs occasioned thereby. Furthermore, the Buyer may, by written notice, terminate the right of the Seller to proceed with the deliveries, or such parts thereof as to which there has been default.

**16. PURCHASE OF GOODS BY PARTIES OTHER THAN IFRC:**

The seller agrees that the National Red Cross and Red Crescent Societies ("RC/RC"), International Committee of the Red Cross ("ICRC") as well as other humanitarian organizations, may benefit from the terms and conditions of the agreement. The seller agrees that no RC/RC member will pay less than the PO price for the same product. If for some reason, any of such occurs, the seller will reimburse buyer the difference with a **10% penalty** of the value of the purchase orders in question. Any violation of this term may be considered a material breach resulting in immediate termination of the agreement.

The ICRC and RC/RC may conclude Purchase orders with the seller for any non-reserved goods, on the same terms and conditions.

It is clearly understood by the parties that any purchases by the ICRC or RC/RC other than the buyer are not in any way the responsibilities of the buyer. Such purchases will be made directly by such party and be invoiced directly to them.

The seller agrees that the RCRC-National Societies, ICRC, and other humanitarian organizations may benefit from the terms and conditions of this agreement where IFRC acts as a purchasing agent for such parties. For such purchases, the Buyer shall issue the Purchase Order to the seller as purchasing agent on behalf of ICRC, RCRC & other humanitarian organization and the seller shall provide their acceptance to the buyer. The seller shall invoice such purchases directly to the Buyer; risk of goods shall pass from the seller to the National Society or other humanitarian organization in accordance with the INCOTERMS specified in the relevant Purchase Order.

The supplier should confirm that they have no objection for the buyer to conclude orders on behalf of other external organizations outside the RC & RC movement.

**17. PRICING:**

Please provide your prices in the attached **Annexure II** with the below clearly stated:

- Unit Price of each item
- Net price after deduction of any discount
- Full specifications of products offered.
- Full packaging details; type of packing, net and gross weight, dimensions, and volumes.
- Storage capacity and stock availability in suppliers' warehouse.
- Payment terms and discounts for early payment, if you do not concur with IFRC standard payment terms.
- Recommended shelf life of the offered products.

**18. PRICE VALIDITY:**

Your offer must remain valid until **90 days** from the date of opening of the quotation, before which a Purchase Contract/Order, if placed should be accepted by you.

**19. PRICE CHANGES:**

During the 90 days period, there will be no price changes in the prices of any items under the PO.

**20. TRANSPORT COSTS:**

The quoted price should be inclusive of all costs arising with the loading, unloading, transportation, labour, storing (any before delivery) up to delivery at the buyer's warehouses.

**21. TAXATION:**

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

**22. SELECTION OF MULTIPLE SUPPLIERS:**

In order to be in a position to meet IFRC operational requirements, IFRC may at its discretion contract two (2) or more sellers or service providers as primary &/or Secondary seller.

**23. GENERAL TERMS AND CONDITIONS:**

Acceptance of your offer entails waiving by the seller of its General Conditions of sales. All terms and conditions not mentioned herein shall be governed by the buyers "Terms and General Conditions" attached hereto as Annex 1 and being considered as an integral part of the PO. Submission of a bid confirms acceptance of the general terms and conditions by the supplier.

**24. PAYMENT TERMS:**

By bank transfer or cheque within 30 days after satisfactory receipt of goods and relevant shipping documents in good order. The invoice should indicate the PO number, total quantity of delivered items and the total amount to be paid in AFN/USD.

**25. TERMINATION:**

Any Purchase Order thereafter shall be terminated upon:

- a) Expiration of the term of the agreement as provided herein, or
- b) Execution of a written agreement or termination by the parties, or
- c) By the Federation providing 30 days prior written notice to the seller, or
- d) A breach of the terms of the order by the seller, or
- e) Dissolution, any admission of insolvency or the filing of a petition for appointment of a receiver, corporate reorganization, or bankruptcy of any party.

**26. SUPPLIER REGISTRATION FORM:**

Suppliers must be registered with IFRC. Please fill in the supplier registration form Annex IV and return the same with your offer, including an original statement from the bank, for the banking account to be used. Please note that documents should be in English.

## **27. PACKING:**

Please note that packing should be suitable for transport by sea, air and or road and must be able to withstand rough handling to destination.

## **28. DOCUMENTS:**

the following are the required documents with each delivery.

- Commercial Invoice
- Packing list
- Delivery note (Delivery Challan)
- Goods received note (to be issued by IFRC)
- Positive inspection certificate (to be issued by Concern Authority/IFRC)
- Any other document as required in the relevant purchase order.

Distribution of documents will be confirmed in Purchase Order.

## **29. MARKING:**

According to the commercial marking.

## **30. 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;

- Legal documents
- Financial standing
- Core business
- Track record
- Company capacity
- Ability to respond quickly to needs
- Timely delivery
- Compliance with the required IFRC specifications and certifications.
- Unit cost
- Delivery capacity
- Submission of required documentation.

## **31. PERTINENT INFORMATION:**

IFRC is not bound to select any of the company submitting bids and does not bind itself in any way to select the firm offering the lowest price. The contract will be awarded to the bid considered most responsive to the needs, as well as conforming to IFRC's general principles, including economy and efficiency and best value for money.

## **32. QUALITY ASSURANCE:**

Prior to and /or after signing the Purchase order, a supplier/factory/showroom evaluation may be done to determine that the factory meets acceptable standards. This may include but not limited to; standards such as social compliance in accordance with SA8000, technical competence and quality assurance according to Afghanistan Government. All products, parts, functions, oxygen generations as per specifications and requirements may be subject to inspection and testing by the buyer, user or its designated representatives, to the extent practicable at all times and places, prior to final acceptance by the Buyer. Such testing shall be done in accordance with SAQL (standard Acceptable quality limit) and penalties plan. Annex 5.

**The products should conform international standards and or standard compliance by Afghanistan Government.**

Acceptability of a lot shall be determined by the use of sampling plan/s as above. The buyer shall have a reasonable time (not more than 30 days from receipt of goods) after delivery, installation, and commissioning of the products at the final destination to inspect, accept or refuse acceptance of them as not conforming to the terms and conditions stipulated in the final Purchase Order.

Payment by the buyer does not imply acceptance of products nor of any related work or services provided pursuant to this agreement. Failure to inspect and accept products shall neither relieve the seller from responsibility for non-conforming goods nor impose liabilities on the buyer, therefore.

IFRC strives to deliver quality goods to its beneficiaries and constitutes the dignity, health, and safety of the beneficiaries at its topmost priority. As a rule, goods not compliant to the required specifications shall be straight away rejected. Therefore, to ensure that right goods are delivered by the supplier a penalty clause shall be stipulated in the Purchase Order to cover the concerns related to delivery of non-compliant goods.

In case of procurement funded by specific donors, the donor, if required, shall be able to conduct inspection of consignment or test at seller's premises. All inspection and tests on the premises of the seller shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the seller.

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

**33. NON-CONFORMING ITEMS:**

Once items have been received, installed commissioned and fully functional, IFRC reserves the right to not accept, if any item or particulars are found to be non-conforming during 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 products.

If any inspection or test is made on the premises of the seller, 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/or tests on the premises of the shelter shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the seller.

**34. PENALTY FOR NON-COMPLIANCE:**

In order to determine financial penalties, the buyer shall classify defects as Critical, Major or Minor and all discrepancies found shall be evaluated for such classification as below:

- (a) Critical defects: any defects which may harm a user or make it impossible to use the product properly is considered to be critical. No critical defect can be accepted.
- (b) Major defects: Any defect which makes the usage of the product less efficient than expected is considered to be major, Major defects may be accepted.
- (c) Minor defects: any discrepancies which do not have any influence on the performance of the product are considered to be minor. Minor defects are accepted.

Non-conformity may be penalized as below.

Deduction of 4% from the total contract amount for minor defects. Supplier is notified to improve and demonstrate quality improvement measures taken.



Deduction of 12% of the total contract amount for major defects. Supplier is warned regarding suspension from the IFRC supplier database in case of re-occurrence of non-conformity in subsequent orders.

Deduction of 18% of the total contract amount for critical defects. Supplier is suspended from the IFRC supplier's database until supplier has demonstrated proof that quality improvement measures have been implemented.

### **35. CODE OF CONDUCT CLAUSE:**

**Principles of Conduct Clause:** Suppliers seeking to work with the IFRC shall respect the following principles:

1. **Business Ethics:** Supplier is expected to maintain the highest degree of business ethics when working with the IFRC.
2. **Transparency of information provision:** Supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
3. **Fair competition:** Supplier shall not be involved in any corrupt, collusive or coercive practices.
4. **Officials not to benefit:** The Supplier represents and warrants that no official of the IFRC has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order/Contract.

If at any time during the registration or procurement process the IFRC determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier.

### **36. Integrity Line:**



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](mailto:speakup@ifrc.integrityline.org), or call ([Phone List](#)).

Yours sincerely

Head of Country Delegation

International Federation of Red Cross and Red Crescent Societies, Afghanistan.

Afghanistan Red Crescent Compound,  
Qargha road, Afshar, Kabul, Afghanistan.

Date: 21<sup>st</sup> of April 2024