**Education Services and Reform Organization**

**د تعلیمي خدماتو او اصلاحاتو مؤسسه**

**Request for Quotation (RFQ)**

**Term of Reference (TOR) for Obtaining Quotation for Food Items packages**

|  |  |
| --- | --- |
| **RFQ No:** RFQ-ESRO – LVG 001 | **Issue Date:** 14-05-2024 |
| **RFQ Title:** Food Items Package (50 kg flour, 5liter Cooking Oil, 1 kg Tea, 3.5 kg Sugar, 1 Pack Salt, 2 Kg Beans and 2Kg Dal.) for two Districts Surkh Rod and Bihsud) of Nangarhar Province. | **Point of Contact:** Sanaullah Ghorzang  **Email:** [procurement.esro@gmail.com](mailto:procurement.esro@gmail.com)  **Phone:** +93 (0) 78 570 740 7 |
| **Deadline for Submission RFQ:** 19-05-2024 till 4:00PM | **Type of Order:** 6 Months |

1. **Introduction:**

Education Services and Reform Organization is registered as a non-political and non-profit organization with the Ministry of Economy of Afghanistan with registration number 5911 dated 22/11/2023. The main purpose of its establishment is to provide volunteer humanitarian services to people in need in the community without any political, ethnic, racial, linguistic, or other biases. The organization is committed to making it possible for children and youth to have access to basic education, to protect children, to empower youths and increase their ability, to provide food to people in need and provide them with health services, to establish and strengthen the concept of volunteerism for environmental protection.

ESRO is currently partner of UNDP, the proposed project aims at 60 people in two districts () will be directly benefited, and every month food aid including (flour, oil, tea, sugar, salt, beans and dal) will be distributed to one household

1. **Requirements and Specifications**

The supplier shall provide the food items packages for the two districts (Surkh Rod and Bihsud) of Nangarhar province. One package of food items includes Seven items which are 50 kg flour, 5liter Cooking Oil, 1 kg Tea, 3.5 kg Sugar, 1 Pack Salt, 2 Kg Beans and 2Kg Dal. The supplier shall deliver the 30 food items packages to the Bihsud district, 30 food items packages to Surkh Rod district of Nangarhar province. The supplier should supply and deliver these food items packages in every month in above districts for six months.

**Offer Documents:**

**4.1. Clarification of RFQ Documents:**

The bidder requiring any clarification on the Request for Quotation may notify ESRO in a written form. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for questions. Clarification may be sought in writing through authorized representative email: [esroprocurement@gmail.com](mailto:esroprocurement@gmail.com) for clarifications only no later than March 14, 2024, before 12:00 AM. For submittal of bids please see the instructions set forth.

**4.2. Amendments of Request for Quotation:**

Prior to the Deadline for Submission of Offers, ESRO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may amend this Request for Quotation. In order to afford prospective bidder reasonable time in which to take the amendments into account in preparing their offers, ESRO may, at its discretion, extend the Deadline for the Submission of Offers. Any amendments will be published in the same manner as the present RFQ for which the bidders are required to keep an eye on the advertised RFQ till its deadline, for any amendment made there.

1. **Preparation of Offers:**

**5.1. Language of the Offer:**

The Offer prepared by the bidder and all correspondence and documents relating to the Offer exchanged by the company and ESRO shall be in English Language only.

**5.2. Offer Currencies/Offer Prices:**

Prices shall be offered in USD and ESRO’s preferred payment term is only through bank form in a minimum of 30 days’ net. The bidder shall receive the amount only through a specified bank account and will be transferred/Cheque/Deposit in minimum of 30 days after the service delivery. Bidders may request a different payment term, though it remains an evaluation factor.

**5.3. Period of Validity of Offers:**

The Offer shall remain valid for **10 days** after the closing date prescribed by ESRO. An Offer valid for a shorter period may be rejected as non-responsive

1. **Opening and Evaluation Criteria:**

To assist in the examination, evaluation, and comparison of Offers, ESRO may at its discretion ask the bidder for clarification of their Offers. The following criteria will be applied for the evaluation and scoring of bids.

**6.1. Cost-Effectiveness:**

ESRO’s procurement department and the technical committee for evaluation of the offers shall have the right to take the decision on Cost-Effectiveness for the shortlisted bids as per and according to ESRO, Donor and international standards allocated for the specified items with cost-effectiveness.

Although the Lowest cost is technically acceptable, the bids should meet at least the identified standards for items as per technical specification. (60 points).

**6.2. Relevant Experience:**

According to organization policy, bidders should have the capacity and experience of at least 2 contracts implemented in past 5 years. Copies of the contracts should be part of the offer and will receive score. (30 points).

**6.3. Bank Statement:**

According to organization’s policy, bidders should have the financial capacity to conduct the work without hindrance. The required closing balance at the bank account in the supplier’s name should be 30% of the given estimated cost during RFQ announcement. (10 points).

**7. Preliminary Examination:**

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Offer will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

An offer determined as not substantially responsive will be rejected by ESRO and may not subsequently be made responsive by the bidder by correction of the non-conformity.

**8. Evaluation of Offer:**

Determination of compliance with the RFQ is based on the content of the Offer itself without recourse to extrinsic evidence.

1. **Evaluation and Basis for Award**

A Contract will be executed with the Bidder whose quotation is determined to be responsive to this RFQ document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to the organization.

That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated below.

* 1. Cost-Effectiveness
  2. Relevant Experience
  3. Bank Statement

ESRO reserves the right to reject any and all bids at its sole discretion for any reason whatsoever. The quantity requested in this RFQ does not create liability for ESRO and that ESRO may determine to reduce or increase the quantiSSty cited in this RFQ at the order stage.

**10. Negotiations**

It is anticipated that an ‘Contract’ will be awarded solely on the basis of the original offers received. However, ESRO reserves the right to negotiate the price and the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation. Furthermore, ESRO reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of ESRO, Bidders may be requested to conduct oral presentation.

**11. Certifications and Compliance**

Bidders shall be expected to comply with the following policies and regulations. The bidder must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, ESRO withholds 2% tax from the total value contract where the supplier is registered with the government of Afghanistan, while the withholding tax rate for non-registered companies/individuals is 7%. ESRO releases the tax to the account of MoF and provides confirmation to the respective bidder. This tax is a sole responsibility of ESRO and therefore, it should be included in the final price that will be Offered to ESRO in response to this solicitation.

1. **Pertinent Information**
   1. The ESRO shall have the right to reject the offer if it does not conform to the requirements of the RFQ.
   2. The ESRO reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to organization.
   3. Please be informed that the actual required work may differ (increase or decrease) depending on operational needs and hence the ESRO should not be held responsible for any such changes.
   4. Failure to comply with the ESRO requirement will justify the rejection of your offer.
   5. Within the contractual period any changes of the price will not be allowed and any approaches from the contractor requesting for a price increase or expertise unavailability will be considered as non-performance and thus the contract will be void.
   6. If not clear in any specification, please communicate and confirm before submitting the offer.
2. **Offer Documents.**

**Your offer package should include the following essential documents.**

* 1. Signed and stamped copy of this RFQ document
  2. Returnable Bid Forms (include BoQs).
  3. Work plan
  4. Legal business registration/certificates.
  5. Copy of the bank statement where the name of the firm/company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
  6. Past performance evidence (list of previous contracts, name and contact details of clients).
  7. Bank account USD and AFN.

**In addition, your offer should be submitted with information as following.**

* Your offer should be hard, closed in an envelope and it must be stamped on cover and must be clear written project name bidder name and address of Company and submitted to ESRO office before 18-May-2024
* Subject line of the email should be **‘Ref#: #: UNDP - ESRO**. Offers not addressed and sent as such will not be considered.
* Your offer should be clear and legible, (in the English language preferable)
* Your offer should state the offer issuing date.
* Your offer should be numbered.
* Your offer should be specific on the offer validity date.
  + Price should be Offered in **USD,** however, the organization may consider currency change to AFN as per the procurement regulations.
  + Your offer should be duly signed and stamped.
  + Complete bank details, as all payments will be made only through bank transfer.
  + The bidder firm is responsible for all costs/expertise involved in preparing the offer, and ESRO bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

1. **Project Duration and Penalty for Late Work:**

The projected duration is 10 days after award of contract, the procurement penalty of 0.05% will be applied per working day after project end date (10 calendar days).

**15. Payment Terms:**

Payment will be made in six installments,

Each installment will be implemented after receiving the monthly food packages in the specified districts with the signature of the ESRO team

Payment will be made to the contractor within the 30 days once invoice is received and work is attested by the ESRO staff, considering the banking regulations i.e. no liabilities will be incurred to ESRO if banking system restricts the payments due to unforeseen circumstances and the 30 days’ period exceeds. The payment is subjected to tax as per Afghan Tax Law, which will be deducted from payment to the contractor.

**16. Offer Submission Guidelines: (Open Bidding)**

Bidders shall submit the offers through this Adress#: Jalalabad City, First Zone, House Number 20, third Floor. ESRO Office the RFQ number must be on the Cover of your offer.

Contacts numbers (0785707407/0782304002).

**17. Returnable Bid Forms**

This BoQ contains statements required in the Offer documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration in the BoQ may result in rejection of the Offer.

**18. Quotation Form:**

The kits content of the following items:

**18.1. 60** food items packages **Quotation Form:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Food Items Packages** | | | | | | | |
|
| **S#.** | **Item** | **Description** | **Unite** | **Qty** | **Price $** | **Total $** | **Remark** |
| 1 | flour | 5o Kg White flour | Pack | 60 |  |  |  |
| 2 | Cooking Oil | 5liter Cooking Oil | Bottle | 60 |  |  |  |
| 3 | Tea | 1Kg Green Tea | Pack | 60 |  |  |  |
| 4 | Sugar | 3.5Kg Sugar | Pack | 60 |  |  |  |
| 5 | Salt | 1 Pack Salt | Pack | 60 |  |  |  |
| 6 | Beans | 3.5Kg Beans | Pack | 60 |  |  |  |
| 7 | Dal | 3.5Kg Dal | Pack | 60 |  |  |  |
| **Total Cost in USD** | | | | | |  |  |

**18.2. Summary sheet for 60 food items packages in Nangarhar province**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cod #** | | **Description** | **Unit** | **Qty** | **Unit Price $** | | | **Total Price $** |
| 1 | | food items packages | **Pack** | **60** |  | | |  |
| 2 | |  |  |  |  | | |  |
| Total estimation cost for 60 food items packages in Nangarhar Province.  **USD** | | | | | | | | |
|  |  |  |  |  | |  |  |  |  |

**Essential Note for BoQs**

|  |  |
| --- | --- |
| **1** | RFQ must submit a Quotation for all of the goods and services (this includes materials plus transportation to mentioned provinces and districts with safe delivery) |
| **2** | Prices and lead times, presented in the quotation, should be firm and valid for the whole duration of the agreement from the date of its signature by both Parties. |
| **3** | The price proposal should be submitted according to the template of abovementioned Quotation form on page# 07 and 08. |
| **4** | Your basic offer shall be strictly in accordance with the technical specifications specified in abovementioned Quotation form on page# 07 and 08. |

**19.Bidder information**

Persons authorized to sign bids, offers and contracts

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Email | Telephone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PSEA Acknowledgment:**

Take all necessary efforts to prohibit and stop sexual exploitation and abuse (SEA) by its employees, vendors, or any other individuals it has recruited and is in control of to perform activities hereunder (hence, "other personnel"). SEA includes for the purposes of this Agreement:

1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favors or activities, including humiliating or degrading treatment of a sexual nature; abusinga position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
2. Engaging in sexual activity with a person under the age of 18 (“child”), even the child is legally allowed to the concerned employee, venders or other personnel and is over the age of majority or consent both in the child’s country of citizenship and in the country of citizenship of the concerned employee or other personnel.
3. ESRO strongly discourage its employees, Venders or other personnel having sexual relationships or involvement in any PSEA related activities.
4. Report timely to ESRO any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.
5. The above warranties survive to the expiration or termination of this Agreement

**Banking Information:**

Payment shall be made only through bidder’s specified bank account, please provide your banking information as requested below. Considering the banking restrictions, no other than FMFB bank account in the supplier’s name is the ESRO able to make payment to the supplier. This in good faith the supplier is required to comply with, failure to meet with this specific requirement will justify the rejection of your offer by ESRO, however, ***if currently holding no account at Bank the bidder may commit to open the account in case of contract award.***

Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWIFT Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sign and Stamp of the Bidder Firm**