**Request for Quotation (RFQ)
RFQ No: HSPO/2024/001**

Procurement of chicken packages including transportation to Brak-e-Brak district, Logar province

**Project Title:** Poultry program for 100 vulnerable families for people strengthen livelihood
**Type of procurement:** Local procurement

Issue date: May 27, 2024

End: date: June 9, 2024

Contact details

management@hspo.ngo or hspo.org1998@gmail.com

**About HSPO**

Humanitarian Social Partner Organization (HSPO) is a non-governmental organization established for supporting Afghan families and registered to Afghanistan Ministry of Economy.

HSPO is inviting interested venders to participate in the tender for procurement and supply of egg laying hens, roosters (poultry) in Barak-e-Barak district of Logar province. The interested companies are requested to submit their offers for the required items as outlined in Annex (2) via the email address of management@hspo.ngo and CC to hspo.org1998@gmail.com no later than . We are not willing to receive any hard print quotation.

The successful bidder will be notified shortly after the bid opening session for detailed quantity and technical specifications, please refer to Annex (2) and for tentative delivery and work plan please consult Annex (II).

Detailed Terms of Reference (ToR):

1. Terms of Reference (TOR); delivery and distribution plan locations of chicken (poultry) and chicken feeds are in Barak-e-Barak district of Logar province. Also, the details are described in Annex (3).
2. Delivery plan is mentioned in Annex (4) and bidders are compelled to comply with it.
3. The quotation prices must be given in US dollar currency including all taxation, transportation cost, quarantine or stay of chickens for rest to the field, plus loading and offloading charges. Offers without sign and stamp will not be considered.
4. All chicken (poultry) should be based on the given terms and conditions and HSPO’s technical specification mentioned in Annex (2).
5. 15 days’ rest should be given before the distribution in the targeted district prior to the distribution in a well quarantined and safe farm/hall. In addition to this, the chickens should be vaccinated and the vendor is responsible to provide the valid vaccinated certificate too. Any death/ mortality of chicken occurred during the quarantine is the whole responsibility of the vender.
6. The chickens should be distributed in disinfected plastic cages. The cages will be returned back to the vendor once the distribution process is completed.
7. Mortality occurs within two weeks (15 days) after distribution should be compensated by redistributing the chickens in according to the number of died chickens.
8. Quotations should be valid for 30 working days. The market inflation should be considered by the supplier and it is not a concern of HSPO.
9. HSPO poultry trainer and the mentioned district Department of Agriculture, Irrigation and Livestock (DAIL) extension officer will carry out inspection of all chicken before and after the delivery. Any item that is not conforming to the given specifications by HSPO in this RFQ, will not be acceptable by inspection committee and the low quality item will be rejected.
10. In case of delay without logical reasons in delivery of chicken 0.5% of total cost of undelivered item/quantity will be charged as a penalty for each day of delay.
11. 2% tax will be applied to the company with the valid business license and 7% tax will be applied to the company holding invalid business license or the individual(s) who don't own appropriate business license. The mentioned amount as withholding tax will be deducted by HSPO and we will clear the tax to the Ministry of Finance and a copy of document shall be given to the supplier.
12. The bid winner must issue 10% original bank guarantee, this would be contract performance guarantee before signing the contract and the mentioned amount is refundable after successful completion of the contract.
13. Payment will be made within 15 working days after the inspection and completion of the delivery process (After distribution).
14. The payment will be made via bank account or check that will be cited by vender.
15. The vendor will be responsible and accountable for the quantity/quality of supplied chicken as per the specification in Annex (2).
16. Award of the contract will be based on the price, quality, vendor capacity and potentiality of bidder and shorter time of delivery. The evaluation of bidder and the product will be carried out and HSPO reserves the right to make the decision of awarding contract based on the given criteria.
17. At least 5 years of relevant experience is mandatory, the original documents such as vendor license, experience letter will be physically checked.
18. The supplier is responsible and accountable until the completion of the distribution process.
19. HSPO will not be responsible for any changes occurred during the contract such as (increment in custom duties/taxes, exchange rates, market inflation and etc.)
20. The qualified vendor should sign the PSEA Code of Conduct (CoC) attached here as annex (1) and highly consider the contents.

**Request for clarification or contact**

The vendor requiring any clarification on this RFQ may notify HSPO in a written form. The HSPO team will reply your email at their earliest time. You may contact us via management@hspo.ngo for any clarification required before 18h of May-2024 the queries after the mentioned date will not receive any feedback.

**Offer Currencies/Offer Prices:**

Prices shall be offered in USD and HSPO preferred payment term is only through bank form within 15 working days after the completion of the delivery of the goods and infestation of the technical committee. The bidder shall receive the amount only through a specified bank account and will be transferred/Cheque/Deposit within 15 working days.

Yours Sincerely,

Humanitarian Social Partner Organization

Dated: May 14, 2024

**Annex (1) CoC for acknowledgment by vendor**

I, the undersigned, Mr/Mrs …….…………………………………………………… applied as a logistic company head for provision of poultry to HSPO, declares the acknowledgment of the documents of HSPO outlinedbelow: (1) Code of conduct; (2) Policy on Protection from Sexual Exploitation and Abuse (PSEA)

These documents are intended to assert HSPO’scommitment to a zero-tolerance policy with regard to Sexual Exploitation and Abuse. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin HSPO.

By signing this document, preceded by the mention **"Read and approved”**:

* I understand HSPO’s commitment to safeguarding the rights and dignity of children and adult beneficiaries and to protecting them from abuse and exploitation as defined in this Code of Conduct.
* I declare that I fully agree with the terms and conditions of the CoC and PSEA policy as outline below:

1. Carry out my duties competently and diligently.

2. Comply with this Code of Conduct and all applicable laws, regulations, and other requirements, including requirements to protect the health, safety and well-being of other personnel and beneficiaries being served.

3. Maintain a safe working environment and treat other people with respect, and not discriminate against specific groups such as women, children, and people with disabilities

4. Not engage in any form of sexual harassment, discrimination and abuse of Authority including unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature with other employees/ personnel or beneficiaries.

5. Not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

6. Not engage in Sexual Assault, which means sexual activity with another person who does not consent. It is a violation of bodily integrity and sexual autonomy and is broader than narrower conceptions of “rape”, especially because (a) it may be committed by other means than force or violence, and (b) it does not necessarily entail penetration.

7. Not engage in any form of sexual activity with individuals under the age of 18 years, which are deemed to be children according to the CRC and UNICEF definition of a child, or as allows by the National Legal Framework

8. Complete relevant training courses that will be provided related to the environmental and social aspects of the Contracts, including on health and safety matters, and Sexual Exploitation and Assault (Including online courses on SEA and SH)

9. Report violations of this **Code of Conduct**; and not retaliate against any person who reports violations of the **Code of Conduct**, whether to UNICEF or to the employer, or anyone who makes use of the Grievance mechanism for Contractor’s Personnel or the project’s Grievance Mechanism.

10. Not discriminate or exercise any unfair treatment or arbitrary distinction based on a person’s race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin, or another status.

I certify that I have read and understood the contents above and commit to always abide by this **Code of Conduct on PSEA/SH**

1. I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ head of company of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, preceded by the mention ***"Read and approved”***:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX (2) quotation format**

**Company’s general information**

Please fill out the format below and please double check the contents to ensure the accuracy of the information.

|  |  |
| --- | --- |
| RFQ # | HSPO/2024/001 |
| The company name |  |
| Year of establishment |  |
| License number |  |
| Date of issue  |  |
| Date of expiry |  |
| Total relevant experience |  |
| Company address  |  |
| Head of company name |  |
| National ID number  |  |
| Bank Account Number  |  |
| Bank Name  |  |
| Do you accept bank transfer/ cheque? | Yes [ ]  No[ ]   |
| The required documents such as company license, experience certificates and the owner’s Tazkira copy is attached along with this RFQ.  | Yes [ ]  No[ ]   |
| Phone number  |  |
| Email Address  |  |
| Website (optional) |  |

Technical quotation with clear specification and tax inclusion **RFQ No: HSPO/2024/001**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Item Name** | **Specification** | **Unit** | **QTY** | **Unit cost including 2%[[1]](#footnote-1) or 7% tax (USD)** | **Total cost including 2% or 7% tax (USD)** |
|  | Rooster | Mixed breed, 800 to 900 grams weight, 4 to 5 months old and 6 times vaccinated (NDV[[2]](#footnote-2) and Fowlpox[[3]](#footnote-3) vaccine on the field) | Pcs | 300 |  |  |
|  | Hen | Mixed breed, 800 to 900 grams weight, 4 to 5 months old, vaccinated 6 times, healthy beak (NDV and Fowlpox vaccine on the field) | Pcs | 2200 |  |  |
|  | Chicken food | 75 kg bag with the brand of feed layer | Kg | 7500 |  |  |
|  | Drinker | Plastic made with the best quality | Pcs | 200 |  |  |
|  | Feeder | Feeder, Steel and local made  | Pcs | 200 |  |  |
|  | Glucose  | From Vetserv Company[[4]](#footnote-4) | Gram | 4000 |  |  |
|  | Multi-Vitamin | From Vetserv Company |  Gram | 3000 |  |  |
|  | Transportation | Delivery to the project distribution site in Barak-e- Barak district  | time  | 1 |  |  |
|  | Labor/Services | Loading, offloading and distribution of chicken packages | Time | 1 |  |  |
|  | Chicken coop door  | An metallic door, size of 120 CM height and 80 CM width, 24 Gauge sheet and 0.9 mm L LARN , well light blue colored. | Door | 100 |  |  |
|  | Chicken coop window  | An metallic window with a size of 100CM width and 80CM height, 0.6 L LARN with light blue color and stable net fence on it. | Window  | 100 |  |  |
|  | 15 days quarantine  | The quarantine should be in safe/disinfected hall, including the hall rent, technical labor and other protection( the chicken food will be provided by HSPO during the quarantine) | Day | 15 |  |  |
|  | Light Biscuit | Biscuit Kunjidi Padida 800 gram, from Amini company-Herat Afghanistan | PCS | 200 |  |  |
|  | Light Juice  | SunIch 1 litter, from Aytwal company product, Afghanistan | PCS | 200 |  |  |

ANNEX (3) distribution plan

Work plan for RFQ No. **HSPO/2024/001**

Procurement of chicken packages and transportation to Barak-e-Barak district, Logar Province.

ANNEX (4) Delivery Plan

Please state the delivery date clearly and make sure you can present the goods as per below given date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Item Name** | **unit** | **District based Quantity** | **Work Plan for the month of June-2024** |
| **Baraki Barak district** | **Week 1** | **Week 2** | **Week 3** | **Week 4** |
| **1** | Rooster | Pcs | 300 |  |  |  |  |
| **2** | Hen | Pcs | 2200 |  |  |  |  |
| **3** | Chicken food | Kg | 7500 |  |  |  |  |
| **4** | Drinker | Pcs | 200 |  |  |  |  |
| **5** | Feeder | Pcs | 200 |  |  |  |  |
| **6** | Glucose  |  Gram | 4000 |  |  |  |  |
| **7** | Multi-Vitamin |  Gram | 3000 |  |  |  |  |
| **8** | Transportation | time  | 1 |  |  |  |  |
| **9** | Labor/Services | time | 1 |  |  |  |  |
| **10** | Chicken coop door  | Door | 100 |  |  |  |  |
| **11** | Chicken coop window  | Window  | 100 |  |  |  |  |
| **12** | 15 days quarantine  | Day | 15 |  |  |  |  |
| **13** | Refreshment for training participants | PCS | 400 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Service contract date** | **Delivery date** | **Delivery location and distribution place** |
| Immediately after HSPO’s final review and approval  |  | Delivery and distribution are in Barak-e-Barak District of Local province |

**Conclusion:**

Please make sure the send us the documents below no later than May 24, 2024 while applying to this bidding. Aplications received after the closing date, will not be considered:

1. Annex 1, Policy acknowledgment
2. Annex 2, Technical quotation
3. Annex 4, Delivery plan
4. Company license
5. Company owner Tazkira
6. Company owner TIN certificate
7. Company’s previous related experience

By signing the RFQ **HSPO/2024/001,** I assure that all the information is accurate and the documents are properly placed.

Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number and Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tax calculation will be made as per the D-Afghanistan Bank daily exchange rate and it will be deducted exactly when the final payment done. [↑](#footnote-ref-1)
2. https://veterinaryresearch.biomedcentral.com/articles/10.1186/s13567-022-01118-w [↑](#footnote-ref-2)
3. <https://edis.ifas.ufl.edu/publication/VM021> [↑](#footnote-ref-3)
4. <https://vetserv.co.za/> [↑](#footnote-ref-4)