



Community-Based Agricultural Rural Development Program (CBARD)

Request for Quotation (RFQ)

RFQ-CBARD-2024-23

**Provision and delivery of Food Processing Kits in Kandahar, Farah and
Badghis Provinces.**

29 May 2024

WARNING: Prospective Offerors who have received this document from a source other than ROP/CBARD should immediately contact CBARD-procurement@rootsofpeace.org and provide their name and mailing address/email in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

Offerors submitting incomplete proposals may be disqualified.

1. Overview of the Request for Proposals

Roots of Peace (ROP), the implementer of the UNDP-funded CBARD projects, invites qualified vendors to submit quotations for Provision and delivery of Food Processing Kits in Kandahar, Farah and Badghis Provinces.

Description of Goods & Related Services	Provision and delivery of Food Processing Kits in Kandahar, Farah and Badghis Provinces.
Technical Proposal	Please refer to Annex 2
Cost Proposal	Please refer to Annex 5
Delivery Point(s) with exact quantities	Please refer to Annex 6.
RFQ #	RFQ-CBARD-2024-23
RFQ Issue Date:	May 29, 2024
Deadline for Questions: Date & Time	June 05, 2024
Submission Method:	For any questions/clarifications related to this RFQ, please contact via email to cbardquestions@rootsofpeace.org and mention the RFQ number in the subject line of your email. Please do not send your bid to the above email address. Any quotation sent to the above email address will not be considered for evaluation.
RFQ Closing Date & Time:	June 08 2024 4:00 PM Kabul Local Time.
Submission Method:	Offers should be submitted via email to CBARD-BIDS@rootsofpeace.org prior to the closing date and time above. Please send your bid documents as email attachments only. Online links to bid documents will be disqualified and will not be considered for evaluation.
Anticipated Award Type	ROP anticipates issuing a Firm Fixed Price Purchase Order . This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates ROP to award a subcontract or purchase order, and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	Lowest Price Technically Acceptable (LPTA)
Delivery Terms	The province location is provided in the Technical Specification section. The exact addresses will be provided upon award.
Expected delivery date	Vendors are requested to provide their realistic delivery time. Preference will be given to those vendors that can successfully make the delivery possible within the shortest period of time.
Documents to be submitted	The bidder must specify all the required parameters listed in the "Technical Specifications" section. Failure to do so may disadvantage the bid during the evaluation process. Offerors should submit all documents as outlined in the Proposal Checklist (Annex 7).

<p>Payment Terms</p>	<p>Supplier agrees to ROP payment terms: Payment will be made to the vendor's company account after receiving a correct invoice in response to the POA issued by the procurement department.</p> <p>The bidders are allowed to price in USD, however ROP/CBARD will pay vendors in Afghani at the exchange rate on the date of payment transfer. According to income Tax Law, ROP-CBARD will withhold a 2% tax of the gross amount from the vendor for purposes of tax remittances.</p>
<p>Tax</p>	<p>Any vendor contracted to supply Goods, Works or Services should hold an appropriate valid business license throughout implementation of a contract. Implementation meaning from the moment of the fully executed contract through to the delivery, installation, and acceptance of Goods, Works, or Services. If a vendor's license expires before implementing the award, a tax withholding of 7% shall be applied for the value of the entire award irrespective of when the business license expires. If a vendor does not hold a business license, then 7% tax withholding will apply automatically.</p> <p>A vendor will be offered the opportunity to renew the appropriate business license, and, in such cases, payments shall be withheld by ROP for a period of ten working days. However, if the vendor elects not to renew a license, or a period of ten has expired, ROP shall withhold 7% for tax purposes, and make payment.</p>

2. INFORMATION TO BIDDERS

1. Background

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities through a focus on sustainable, organic farming practices. Roots of Peace is implementing a Community-Based Agriculture Rural Development (CBARD) project to support the Production of Fruits and Vegetables as an alternative to poppy Cultivation and Trade in three high Cultivation provinces of Afghanistan.

Moreover, the ROP-CBARD project aims to create partnerships between existing ROP-CBARD communities to reach three key objectives: reducing opium poppy cultivation, creating alternative licit economic development for former poppy farmers and women in the community, and supporting more sustainable peace.

2. Reporting on Fraud, Anti-corruption, and exploitation

Any payment of a bribe or kickback is strictly prohibited by ROP-CBARD and will result in disqualification. If you are approached by anyone suggesting unlawful actions regarding this Request for Proposal (RFQ) or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the ROP office on CBARD.helpline@rootsofpeace.org. Confidentiality or anonymity can be guaranteed.

1. د درغلیو، فساد او رشوت ضد او ناوړه کټی اخیستلو په اړه راپور ورکول

د شرکت له طرفه چاته رشوت ورکول او هر ډول غیر قانونی تادیه د ROP لخوا په کلکه منع ده او پایله به یې د شرکت نا امله کړزول وي چه آینه کی بلی پروژی ته خپل کاغذونه نشي جمع کولی. که تاسو سره د هر چا لخوا تماس ونیول شو اوددی (RFQ) په اړه د غیرقانونی کړنو وړاندیز یا پیسو غوښتنه در څخه اوشوه یا کومه اندیښنه یا شک ولری که پیس ورنکړی نو ستاسو پروپوزل سره به په صداقت، او رویتیا سره سم چلند اونه کړای شي، مهرباني وکړئ د ROP دفتر سره په CBARD.helpline@rootsofpeace.org ادرس اړیکه ونیسئ. مونږ تاسی ته تضمین درکوو چي ستاسي دا ټولی خبری یا هویت به مونږ سره محرم وي او هیڅوک به تری نه خبریږي.

2 گزارش دهی در مورد تقلب، مبارزه با فساد و سوء استفاده

هرگونه پرداخت رشوه یا بازپرداخت، از طرف موسسه بنیاد صلح (ROP) به شدت ممنوع بوده و میتواند منجر به عدم واجد شرایط بودن شما در پروژه هذا و سایر پروژه ها گردد. اگر شما توسط کسی پیشنهاد برای اقدامات غیرقانونی در رابطه به این (RFQ) را دریافت کردید یا در مورد اینکه به پیشنهاد شما با صداقت و شفافیت رفتار نمیشود، نگرانی و شک دارید، لطفاً با دفتر ما از طریق این ایمیل ادرس CBARD.helpline@rootsofpeace.org

3. INSTRUCTION TO BIDDERS / Compliance Requirements

1. Submission of offers.	Submit signed, dated, and stamped Proposals in the format provided with your offers to the designated Procurement email mentioned on the cover page before the deadline specified in this solicitation. Late submissions will not be considered. The subject line must be RFQ No. (RFQ-CBARD-2024-23) ONLY.). Failure to adhere to this instruction will lead to the disqualification of a quotation from evaluation.
2. Responsibility Determination	<p>ROP will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. The Offeror should have a valid business license to operate in Afghanistan. Any formal business license issued by the Government of Afghanistan is considered acceptable. 2. The source, origin, and nationality of the goods are not from a Prohibited Country, nor have they been transported through such a country. 3. Having adequate financial resources to deliver goods. 4. Ability to comply with required or proposed delivery/performance schedules. 5. Have a satisfactory past performance record. 6. Be qualified and eligible to perform work under the laws and regulations of the Government of Afghanistan, UNDP, and/or ROP.
3. Geographic Code	<ul style="list-style-type: none"> • ROP must verify the source, nationality, and origin of goods and services and ensure (to the fullest extent possible) that ROP does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. ROP is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by ROP. • According to Section 889 of the FY2019 National Defense Authorization Act, the Provision of goods/services from the below Chinese listed companies are prohibited. <ul style="list-style-type: none"> • Huawei Technologies Company • ZTE Corporation • Hytera Communications Corporation • Hangzhou Hikvision Digital Technology Company • Dahua Technology Company (or any subsidiary or affiliate of such entities) <p>By submitting a proposal in response to this RFQ, Offerors confirm that they are not violating Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
4. Liquidated Damages	Except under the circumstances of Force Majeure, if the Contractor fails to deliver any or all the goods by the date(s) of delivery or perform the services tied to the delivery of goods within the period specified in the Contract, ROP may, without prejudice to any or all its other remedies under the Contract, deduct One-tenth percent (0.1%) of the fully executed contract amount per day. The maximum number of delays shall be: One Hundred (100) days, equating to Ten Percent of (10%) of the fully executed contract amount.

4. EVALUATION AND AWARD

The award will be based on the Lowest Price, Technically Acceptable source selection process (LPTA). The award will be issued to the responsible Offeror submitting the lowest evaluated price that follows the RFQ instructions and meets or exceeds the acceptability requirements and technical requirements described in this RFQ.

It is anticipated that an award will be made based on the original quotations received and physical inspection of kits quality and available volume. CBARD reserves the right to conduct discussions, negotiations, and/or request clarifications before awarding a contract.

ROP-CBARD will evaluate the following factors as PASS/FAIL:

- Technical specifications fully meet or exceed the requirements.
- At least two similar contracts successfully completed within the past five years (Please fill in the Past Performance form. Annex 4.). Copies of similar contracts must be provided along with the details (Organization, contact person's name, Contact number, and official email) for reference check.
- Business Information and a copy of valid Business License. (Annex 3).
- The bidder shall provide banking information - AFN Account under the Company's name.
- Delivery time: The bidder shall be expected to provide a realistic delivery plan/schedule to show the time taken for delivery and provision of the items. Bidders providing a realistic shorter delivery time shall be preferred for this solicitation.
- Financial Capabilities - The bidder must provide proof of liquid assets of not less than 25% of the total offeror's bid price. Acceptable proof would be a copy of the company's current bank statement for the last six months covering the RFQ's closing month to prove the availability of its assets. A letter of credit from the bank or a reputable money exchanger is also acceptable.

Vendors who pass the initial screening based upon the criteria above will proceed to the Lowest Price Technically Acceptable evaluation to determine the successful offer. ROP-CBARD reserves the right to conduct a sample check during the evaluation. All goods shall be high quality; low-quality products will not be accepted. ROP reserves the right to increase and/or decrease the requirement during the evaluation and or award stage

Annex 1: Quotation Cover Letter

[Firm's Letterhead]

<Insert date of submission>

To: Roots of Peace (ROP)
Community-Based Agriculture Rural Development (CBARD) Project

We, the undersigned, provide the attached proposal in accordance with the **RFQ-CBARD-2024-23**
- Provision and delivery of Food Processing Kits in Kandahar, Farah and Badghis Provinces..









I certify a **validity period of 90 days** for the prices provided in the attached proposal. Our proposal shall be binding upon us, subject to the modifications resulting from any discussions.
We understand that ROP is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp:

Annex 2: Technical Requirements:

No	Item name	Specification	Delivery location	Picture	Bidder Specifications
1	Cooking pot	Material: stainless Capacity: 18kg origin: any (except Iran) color: any	Kandahar, Badghis, Farah		
2	Gas Stove	Single hob, 50cm	Kandahar, Badghis, Farah		
3	Electric scale	Cap Power Supply: 110-220V(AC), Rechargeable Battery Display Type: LED Light/LCD Light Scale size: 300*355*95 mm Structure Material: ABS Function: Price Computing Counting scale Battery: 4V Recharge Battery disc: Stainless steel, can be optional add plastic plate. Unit: Kg Accuracy: 1g,2g,5g,10g	Kandahar, Badghis, Farah		
4	Manual food chopper	Material: Plastic Size: Large other specification: BPA-free durable plastic Two attachment	Kandahar, Badghis, Farah		
5	Hand Blander	Cup Capacity: 600ml Measuring Cup Blade Material: Stainless Steel Power: 600 Watts Switch: 2 Speed Switch Warranty: 1 Year Colour(s): Black Accessories Included: 600ml Measuring Cup with Lid	Kandahar, Badghis, Farah		
6	Cutting Board	Material: Plastic size: large origin: any (except Iran) colour: any	Kandahar, Badghis, Farah		
7	Bucket	Material: Plastic size: 50 L origin: any (except Iran) colour: any	Kandahar, Badghis, Farah		
8	Set of Knife	Material: stainless Piece: 6 origin: any (except Iran) colour: any	Kandahar, Badghis, Farah		

Annex 3: Business Information and License

Company Name as per Business	
License	
Company Address:	
Name of Company's Authorized Representative	
Authorized Representative's Email (If Available)	
Authorized Representative's Phone Number	
Banking and Payment Information. The bank account should be under company's name. (Bank and AFN Currency): <ul style="list-style-type: none">a. Bank name:b. Company name:c. Account number:d. Swift Code:e. Currency:	
Attach a Copy of the official registration or business license.	

Please attach your business license and a copy of the Tazkeria / Passport of the Company President.

Business References:

Please provide details of the companies you worked with, in the tables below.

Business Name (1)	
Name of Company's Authorized Representative	
Authorized Representative's Email (If Available)	
Authorized Representative's Cell Number	
Nature of Relationship	

Business Name (2)	
Name of Company's Authorized Representative	
Authorized Representative's Email (If Available)	
Authorized Representative's Cell Number	
Nature of Relationship	

Annex 5: Cost Proposal:

No	Item name	Specification	Unit	QTY	Unit Price (USD)	Total cost (USD)
1	Cooking pot	Material: stainless Capacity: 18kg origin: any (except Iran) color: any	PC	400		
2	Gas Stove	Single hob, 50cm	PC	400		
3	Electric scale	Cap Power Supply: 110-220V(AC), Rechargeable Battery Display Type: LED Light/LCD Light Scale size: 300*355*95 mm Structure Material: ABS Function: Price Computing Counting scale Battery: 4V Recharge Battery disc: Stainless steel, can be optional add plastic plate. Unit: Kg Accuracy: 1g,2g,5g,10g	PC	400		
4	Manual food chopper	Material: Plastic Size: Large other specification: BPA-free durable plastic Two attachment	PC	400		
5	Hand Blander	Cup Capacity: 600ml Measuring Cup Blade Material: Stainless Steel Power: 600 Watts Switch: 2 Speed Switch Warranty: 1 Year Color(s): Black Accessories Included: 600ml Measuring Cup with Lid	PC	400		
6	Cutting Board	Material: Plastic size: large origin: any (except Iran) colour: any	PC	400		
7	Bucket	Material: Plastic size: 50 L origin: any (except Iran) colour: any	PC	800		
8	Set of Knife	Material: stainless Piece: 6 origin: any (except Iran) colour: any	Set	400		
Total Cost (USD)						

Please Indicate fixed costs and total costs in the categories given, including delivery. **Please provide your financial offer on your company letterhead, signed, and stamped in the format provided in Annex 1.**

The delivery of Food processing Kits to the above-mentioned provinces is the responsibility of the contractor.

Offerors are welcome to submit photographs and product literature or technical documentation to support their Technical Proposals.

Annex 6: Delivery Schedule

- The vendor shall deliver the KITS to the centre of Kandahar, Farah and Badghis provinces and shall keep/store until the distribution of these KITS started, the delivery schedule will be provided to the winning bidder after the PO is signed.
- Vendor should utilize proper transportation methods and sources to avoid any damage to the KITS.
- Vendors are requested to provide their realistic delivery time. Preference will be given to those vendors that can deliver the KITS within the shortest time possible.
- Samples must be provided for inspection and the delivery should be 100% according to the samples.

Annex 7

Quotation Checklist

Name of Company: _____

Does your proposal include the following?

- Cost Proposal as per Annex 5
- Provision of separate attachment Technical Specifications (Annex 2) and sample pictures or other documentation you feel is important for the review committee (per attachment).
- Signed and Stamped Cover Letter on Company Letterhead
- Past Performance Table
- Copies of contracts
- Business Information and References
- Bank statement or letter of credit.
- Delivery timeline

Documents to determine responsibility, including:

- Copy of Valid business license
- Copy of Tazkira/passport of president and vice-president
- Copy of banking details (AFN Account only)

Any un-checked boxes may indicate that your quotation is incomplete. ROP / CBARD reserves the right to not evaluate any incomplete quotations.