



## Request for Quotation (RfQ)

Terms of Reference for requesting quotation for Materials of 55 shelter in Zindajan district Herat Province.

<b>RFQ No:</b> EM24-031 (JPF-ADRA)/01 – Herat	<b>Issue Date:</b> 25-june-2024
<b>RFQ Title:</b> Construction Materials for 55 shelters for Zindajan districts of Herat Province.	
<b>Deadline for Submission of Quotes:</b> 08-july- 2024 at 03:00 PM.	<b>Rounds of Delivery:</b> from the start of implementation of project – to end of project 16-july- 2024- 31 Oct 2024  <b>Location of Delivery:</b> Zindajan District Villages
<b>Condition of Submission:</b> Quotes must be submitted by suppliers only in sealed envelope on the address given below. <b>Address:</b> Street # 12, Qalai Fathullah road, Kabul Afghanistan. Time: 9:00AM- 3:00PM For Address Information: +93729005253	<b>Address:</b> Street # 12, Qalai Fathullah road, Kabul Afghanistan. For Address Information: +93729005253

**Important Note:** Quotation submitted in any other manner other than the above stated will be considered ineligible and the quote will not be considered for any further process (bid evaluation).

### 1. Organizational Brief:

ADRA humanitarian organization with a mission to deliver relief and development assistance to individuals regardless of their ethnicity, political affiliation, gender, or religious association.

ADRA Afghanistan belongs to the worldwide ADRA network, working in 5 core sectors: (1) Emergency, (2) Livelihoods, (3) Education and (4) Health and (5) Renewable Energy. ADRA Afghanistan a registered international NGO and active in Afghanistan since 2002, and has delivered numerous projects in various sub-sectors, specifically in Emergency relief including

winterization, Internally Displaced People (IDPs) and Refugees, Safe water drinking, Sanitation & Hygiene promotion, Health Care Institutions management, Capacity Development, Vocational skills training, Literacy (adult/child), Education Institutions Infrastructure, Economic and Income Development.

ADRA Afghanistan is currently, implementing shelter construction project for earthquake affected families project in Zindajan district of Herat province for the earthquake affected families. In total 55 shelter will be constructed for the earthquake affected families by end of October 2024.

## **2. Scope of Services:**

The supplier is required to provide construction materials for 55 transitional shelters according to the specifications outlined in the Bill of Quantities (BoQ) below. The delivery location is in the Zindajan district of Herat province. The selected supplier must ensure that all materials are delivered to the specified distribution location, with transportation costs included in the quote.

### **1. Provision of Materials:**

- The supplier shall supply all necessary construction materials for 55 transitional shelters as detailed in the BoQ.

### **2. Delivery Location:**

- Materials must be delivered to the specified distribution point in the Zindajan district of Herat province.

### **3. Transportation Costs:**

- The supplier must include all transportation costs in the quote, ensuring that materials are delivered on time and in good condition to the designated location.

### 3. Bill of Quantity:

ADRA Afghanistan is planning to deliver materials for 55 transitional shelters to support earthquake-affected families in Herat province. Each of the 55 families will receive materials for one shelter. The materials for each shelter shall be delivered to the specific location where the shelter is being constructed. The materials required for these shelters are listed below.

ADRA						
Detail Material Estimations for 55 Shelters						
Project Number				EM24-031		
Project Title				Shelter Construction and Community Based Disaster Risk Reduction Management program to the earthquake affected families		
Project Location				Zindajan, Herat Province		
This BoQ contains statements required in the offer documents and shall be signed by a duly authorized person. Any addition, deletion or alteration in the BoQ may result in rejection of the offer.						
No	Description of Items	Unit	Quantity	Unit Cost	Total Cost	Remark
1	Stone for Stone masonry with high strength large and small size Clean and without any organic ingredients for foundation including transportation. The volume of the stone will be calculated in the Foundation wall.  سنگ کوهی برای سنگ کاری محکم روی دار بدون مواد عضوی و شفاف دارای سایز کلان و خورد برای غرقه و کرسی همراه ترانسپورتیشن. حجم سنگ کاری در دیوال محاسبه میگردد.	Cu.m	1430			
2	Sand (Reg shosta) Clean for stone masonry, ring beam and brick masonry with size of (1_3) mm without any organic ingredients including Transportation  ریگ شسته شفاف بدون مواد عضوی و خاک داری سایز (1-3) ملی متر بخاطر سنگ کاری رینگ بیم و خشت کاری همراه با	Cu.m	1127.5			

	ترانسپورتیشن طبق هدایت انجینیری ادرا .					
3	Ordinary Portland fresh date Cement, 50kg/bag, (Ghori or equivalent) For stone masonry, pointing, Brick masonry and ring beam including transportation as per ADRA Engineer Direction. سمنت عادی پورتلند تازه تاریخ سمنت غوری یا معادل ان که هر خریطه ان 50 کیلوگرام باشد برای سنگ کاری، هنگاف کاری، خشت کاری و بیم ها معه ترانسپورت طبق هدایت انجنیر ادرا.	Bag	7370			
4	Survive Lime for outside and inside wall Painting best quality including transportation for pointing of stone masonry as directed by ADRA Engineer. چونه زنده برای رنگ نمودن دیوال ها بهترین کوالتی معه ترانسپورت طبق هدایت انجنیر ادرا.	Kg	990			
5	Sand for pointing with size of (0.5-1) mm Clean without and organic and ingredients and soil Transportation for pointing as per ADRA Engineer Direction. ریک میده بخاطر هنگاف کاری شفاف بدون مواد عضوی و غیره عضوی که سایز ان (0.5-1) ملی متر همراه با ترانسپورت طبق هدایت انجنیر ادرا.	Cu.m	34.1			
6	First Class brick first walls (200x100x65) cm They must emit a clear metallic ringing sound when struck one against another. They shall be free from flaws, cracks, chips, stones, and nodules of lime or canker. A First-Class Brick shall not absorb more than 1/6th of its weight of water after being. soaked for one hour Including transportation as per ADRA Engineer Direction. خشت درجه اول با سایز (200*100*65) سانتی متره هنگام برخورد با یکدیگر باید صدای زنگ فلزی شفاف بدهد، خشت باید بدون درز، سنگ های میده و بدون چونه باشد، جذب ان نه باید بیشتر از حد نسبت 1/6 باشد به مدت یک ساعت باشد، همراه با ترانسپورت طبق هدایت انجنیر ادرا.	Pcs	883575			

7	Plastic hose Pipe one inch with the length of 50m, (22kg/bundle) including transportation as directed by ADRA Engineer. پایپ پلاستیکی یک اینچ که وزن فی بسته یا بندل ان 22 کیلوگرام باشد که طول هر بسته یا بندل 50 متر باشد همراه با ترانسپورت ان طبق هدایت انجینیری ادرا.	Bundle	55			
8	I Beam for roof, L= 4m (H=14 cm, weight= 90 kg) Including transportation as per ADRA Engineer Direction. ای بیم با ابعاد (7*14) سانتی متر که وزن خاده 12 متر ان 90 کیلو گرام باشد همراه با ترانسپورت طبق هدایت انجینیر ادرا.	Pcs	660			
9	Wooden Plank from Russia wood (khar rosi) (200*20*2) cm for the roof work including transportation as Per ADRA Engineer Direction. تخته چوبی از چوب خار روسی با ابعاد (2*20*200) سانتی متر همراه با همراه ترانسپورت طبق هدایت انجینیر ادرا.	Pcs	6160			
10	Providing of Rush with Size of (1.5*1.5*) m Local including transportation as per ADRA Engineer Direction. بوریا برای پوشش سقف با سایز (1.5*1.5) متر همراه با ترانسپورت طبق هدایت انجینیر ادرا	Sq.m	2310			
11	Plastic sheet 20 mile or 0.5mm best quality for roofing under the straw mud plaster including transportation as per ADRA Engineer Direction. پلاستیک اعلی که ضخامت ان 0.5 ملی ملی برای پوشش سقف تحت گل که شامل ترانسپورت طبق هدایت وفرمایش انجینیر ادرا	Sq.m	2530			
12	GI gutter, section 12x8cm - gauge 18, Each piece of 1m length, according to the drawings. Including transportation and all related works as per ADRA Engineer Direction. ناوه از آهن چادر 18 گیج با سایز 120*8 سانتی متر توته ان یک متر باشد همراه با ترانسپورت طبق هدایت انجینیری ادرا.	L.m	385			

13	<p>Wooden corner brace (1.2*0.15*0.15) m according to the drawings and technical specification including transportation as per ADRA Engineer Direction.</p> <p>چوب قائمه برای کنج دیوار با ابعاد (1.2*0.15*0.15) متر نظر به دیزاین همراه با ترانسپورت طبق هدایت انجنیر ادرا .</p>	Each	440			
14	<p>Wooden windows from Russian wood (khar rosi) (1.5*1.5) m with glass of 4mm, two layer of oil Painting with all required accessories according to the drawing and technical specification including transportation as per Engineer ADRA Direction.</p> <p>کلکین چوبی از چوب خار روسی همراه با شیشه 4 میلی متر دست گیر قلف، چپراس همراه با دوه قشر رنگ روغنی مع تمام تجهیزات طبق نقشه و مشخصات تخنیکي که شامل ترانسپورت بوده طبق هدایت انجنیر ادرا</p>	Sq.m	247.5			
15	<p>Wooden windows from Russian wood (khar rosi) for kitchen (0.9*0.8) m with glass of 4mm, two layer of oil painting with all required accessories according to the drawing and technical specification including transportation as per Engineer ADRA Direction.</p> <p>کلکین ها از چوب خار روسی با سایز (0.9*0.8) متر برای آشپزخانه همراه با شیشه 4 میلی متر معه قفل، دست گیر، چپراس همراه رنگ نمودن دوه قشر رنگ روغنی معه تمام تجهیزات مطابق نقشه ها و مشخصات تخنیکي همچنان شامل ترانسپورت و فرمایش انجنیر ادرا</p>	Sq.m	39.6			
16	<p>Wooden Door from Russian wood (khar Rosi) with the size of (1*2.2) m two layer of oil Painting all required accessories according to the drawing and technical specification including transportation as per Engineer ADRA Direction.</p> <p>دروازه چوبی با سایز (2.2*1) متر که چوکات ان از چوب خار روسی ساخته میشود و پله ان از تخته لاسانی ۵ میلی متر ساخته میشود همرا با رنگ نمودن دوه قشر رنگ روغنی طبق نقشه و مشخصات ان با فرمایش انجنیر ادرا .</p>	Sq.m	242			
17	<p>External doors, size (1.0x2.20) m, and with metallic frame profile 30x60mm - gauge 18, iron sheet 0.7mm, with one coat of anti-rust paint and one coat of final paint, with handles, hinges, high quality lock.</p>	Sq.m	121			

	<p>Including transportation and all related works. (9 Kgs/6 meters) with all required accessories according to the drawing and technical specification including transportation as per Engineer ADRA Direction.</p> <p>دروازه خروجی با سایز (2.2*1) متر که چوکات ان از پروفیل (3*6) سانتی متر 18 کیج که پله ان از آهن چادر 0.7 مل متر ساخته میشود همراه با یک قشر ضد زنگ و رنگ روغنی همراه با دست گیر، چپراس تمام مواد از جنس مواد اعلی باشد طبق نقشه و مشخصات ان همراه با فرمایش هدایت انجنیر ادرا.</p>					
18	<p>Soil for (mud plaster, gypsum plaster, Ghora GIL, slope of roof) without any organic ingredients and for outside inside walls floor and roof including transportation as per ADRA Direction.</p> <p>خاک (بدون سنگ، گیاه مواد عضوی و غیرعضوی) بخاطر کاه گل دیوارهای داخلی، خارجی، سقف و فرش اطاق ها شامل ترانسپورت طبق هدایت انجنیر ادرا</p>	Cu.m	1677.5			
19	<p>Gypsum for inside walls ceiling concrete hollow blocks grounding (Iranian high quality, 40 kg/bag) Including transportation and all related works as per ADRA Engineer Direction</p> <p>گچ اعلی ایرانی برای پلستر دیوار های داخلی که هر خریطه ان 40 کیلوگرام باشد که شامل ترانسپورت و فرمایش انجنیر ادرا میشود</p>	Bag	1320			
20	<p>Best quality Straw for mud plaster as per ADRA Engineer Direction.</p> <p>کاه اعلی برای کاه گل دیوار و سقف نظر به فرمایش انجنیر ادرا</p>	Kg	3795			
21	<p>High-Quality Plastic Water Tank, the weight of each water tank should be 32kg with the Capacity of 2000 Liters as per ADRA Engineer Direction.</p> <p>ذخیر آب پلاستیکی با کیفیت اعلی که ظرفیت ان 2000 لیتر باشد که هر زون هر تانکی اب 32 کیلوگرام باشد همراه با ترانسپورتیشن مطابق فرمایش انجنیر ادرا</p>	No	55			

22	Gravel/aggregate with shape of angle for RCC and PCC Ring beam with the size of (120-180) mm including transportation as per ADRA Engineer Direction.  کروش که شکل زاویه دار باشد برای رینگ بیم و بیم ها که سایز ان (180*120) ملی متر باشد همراه با ترانسپورت طبق هدایت انجینیری ادرا.	Cu.m	286			
23	Steel bar 12 diameter 60 grade including transportation as per ADRA Engineer direction  سیخ 12 ملی متر که مقاومت ان 60 گرید باشد همراه با ترانسپورت طبق هدایت انجینیر ادرا.	No	1595			
24	steel bar 8 diameter 60 grade including transportation as per ADRA Engineer direction.  سیخ گول با قطر 8 ملی متر که مقاومت ان 60 گرید باشد همراه با ترانسپورت و طبق هدایت انجینیر ادرا	No	1870			
25	Binding wire 1mm including transportation as per ADRA Engineer direction.  سیم یک ملی متر همراه با ترانسپورت طبق هدایت انجینیر ادرا .	Kg	990			
<b>Total cost</b>						

**Note:**

1. All the prices should be inclusive of Transportation, visibility and other miscellaneous costs of any other activity the supplier foresees as cost related, please provide the description underneath for such activities and all materials should be provided as per ADRA Engineer direction
2. Please sign and stamp this page exclusively.
3. All eligible bidders must provide samples of the materials mentioned in the bill of quantity in Herat province, at a designated address upon request from 26<sup>th</sup> June to 8<sup>th</sup> July 2024.

#### **4. Instruction to the Bidder:**

- a. The bidder must deliver construction materials to various construction sites (each shelter location) in Zindajan district, Herat province, according to the work plan and under the direction of the ADRA engineer throughout the project period.
- b. Quotation cover letter must be signed by the supplier company's authorized person
- c. Bidders must complete the attached Bill of Quantities to submit their quotes. All prices shall be quoted in Afghanis only. RFQs received in any currency other than Afghanis will be considered invalid, and the bidder will be excluded from the bidding process.
- d. In case of price discrepancy between unit price and subtotal price, the unit price shall prevail.
- e. The rates quoted shall be for complete service inclusive of all taxes and all charges for service contingent to the work.
- f. ADRA Afghanistan reserves the right to award the contract to one or multiple vendors, or to none, depending on the project's needs.
- g. The Bidder shall have a valid business license to operate in Afghanistan and must submit the latest tax clearance document as evidence of no pending tax obligations with the Government.
- h. Some materials mentioned in the Bill of quantity may not be necessary, such as soil etc.
- i. The contractor is responsible for providing timely reports on the delivery of construction materials to the shelter locations.
- j. The bidder should visit the project location to obtain all necessary information for completing their offers. No claims for additional costs will be accepted.
- k. Shelter materials may be tested at any time at the request of the ADRA technical team/Engineer. These tests shall be carried out as directed by the Engineer or authorized representative at the specified location. The contractor shall provide the necessary assistance, materials, equipment, instruments, and labor required for such tests. The cost of carrying out these tests shall be borne by the contractor.
- l. Interested eligible bidders should provide samples for each item before the closing date of the RFQ. The samples should be brought to the ADRA Herat office. The office address is mentioned in the RFQ documents.
- m. The project completion date is 31<sup>st</sup> October 2024.

## **5. Government Contract Withholding Tax:**

Pursuant to Article 72 in the Afghanistan Tax Law effective May 2010, ADRA Afghanistan is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, ADRA Afghanistan shall withhold two percent (2%) tax from all gross invoices to subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, ADRA Afghanistan shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN.

Records of payments to the MoF shall be maintained on file with ADRA Afghanistan.

## **6. Confidentiality and Conflict of Interest:**

- I. It is a further condition of proposing that you will keep confidential the information disclosed to you in this invitation to bid and in connection with the invitation and your response to the invitation.
- II. A supplier/contractor will not be eligible for selection if any of its partners, directors or major shareholders is the staff of ADRA Afghanistan or closely related to it.
- III. A proposing contractor/supplier must declare, as part of the proposal, whether any partners, directors, major shareholders, senior staff, or the partners / spouses of any of these listed are:
  - a. Staff of ADRA Afghanistan or closely related to it.
- IV. Potential bidders should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.
- V. The supplier may report unethical, illegal, and corrupt practice to ADRA Afghanistan Office.

## **7. Submission Information for Bidder:**

To be considered, your bid submission must include the following information. Failure to provide such information, in the requested format where specified, will result in your proposal not being considered.

## 8. Pre-bid Meeting:

Bidders or their authorized representatives are invited to attend a pre-bid meeting on July 4, 2024, at 11:00 AM. The meeting will be held online. Interested participants can register by emailing [ProgramManager@adra-af.org](mailto:ProgramManager@adra-af.org). The purpose of the pre-bid meeting is to explain the proper procedures for bid preparation and submission, clarify any issues, and answer questions. Companies that do not attend the pre-bid meeting will not have the right to request clarifications after the bid-opening.

Bidding will be conducted through the ADRA procurement policies.

## 9. Bidding day

Bids must be submitted in a sealed envelope to the below address from **26<sup>th</sup> June 2024 till 8th July 2024, 03:00 PM (if this date is announced an official holiday, then bids must be submitted next working day at the same time and venue)**. Electronic bidding shall not be permitted. Late bids will be rejected.

**Address:** Street # 12, Qalai Fathullah road, Kabul Afghanistan.

Bid Procedure will be process according to the ADRA Procurement law

## 10. RFQ evaluation:

The RFQ will be evaluated using the following technical criteria. Proposals should address each question.

- I. Does the supplier company have a valid license? If yes, please provide us the copies.
- II. Has the supplier company had the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them. (Please provide the contact details with relevant position title)
- III. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.
- IV. Details of your company's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan.

### 10.1 Negotiation:

- I. It is anticipated that a 'Contract' will be awarded solely on the basis of the original offers received. However, ADRA 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.

- II. ADRA 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 ADRA, Bidders may be requested to conduct oral presentation.

## **10.2 Costs:**

All Costs must be provided in AFN. All the prices quoted in the bid documents must be inclusive of the relevant tax applicable as per the Afghanistan taxation law.

## **11. Payments:**

- I. Once the contract is signed with a supplier company all the payment will be processed through bank transfer or on agreed modality with the supplier, the company is not supposed to request ADRA for cash or cheque payment

Payment will be made in four stages or installments as per the purchase order.

- II. Additionally, the payment will be processed to partner supplier company's bank account officially introduced to ADRA not individual bank account.

## **12. Disclaimer:**

ADRA is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids. The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

## ANNEX - A

### COVER LETTER

[On company's Letterhead]

TO: ADRA Programs Unit

From:

We, the undersigned, provide the attached quotes in accordance RFQ No: EM24-031 (JPF-ADRA)/01 for Emergency Standard Shelter Construction and Community Based Disaster Risk Reduction Project, Herat-Afghanistan. I certify a validity period of one hundred ten (110) days for the prices provided in the attached Bill of Quantities. Our proposal shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to ADRA. We further agree to payment terms upon submission and acceptance of an invoice by the end of services delivered successfully. We understand that ADRA is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone: Email: