



Request for Quotation (RFQ)

Procurement and Distribution of Bread in PD#17

Issue Date: July-04-2024

RFQ# RFQ-2024-MHI-17

Closing Date: July-11-2024

1. Introduction

Muslim Hands International – MHI is an International Relief and Development NGO, established in the United Kingdom in 1993 with the objective of providing relief and emergency services and long-term sustainable development projects in a cultural, ethical, effective, efficient and transparent manner. Muslim Hands works both directly and with partners in over 50 countries worldwide carrying out short and long-term projects in Emergency Relief, Health, WASH, Education, Protection, Shelter, Safe Water, and TVET programming and a particular intervention of Advocacy and Peace in Afghanistan only. Muslim Hands International has been awarded Investor in People (2000, 2004 & 2007) and been accredited with Quality Management Systems Standard ISO 9001:2000. The organization is also a signatory to the International Federation of the Red Cross and Red Crescent Movement, and various NGOs in Disaster Relief and the main sources of funding of the organization are individual donors, trusts, institutions, and DFID.

Muslim Hands International obtained formal registration from the Ministry of Economy in Afghanistan with registration No. 141 in 2005 and is now firmly established with its Headquarters in Kabul and is fully engaged in relief and development activities in different parts of the country. The work of Muslim Hands in Afghanistan involves, improving the lives of poor and vulnerable through the provision of education, health, WASH, Protection, Livelihood, advocacy, Agriculture, and other specialized projects e.g., rehabilitation of the disabled, water purification and sanitation schemes, orphan sponsorship scheme, income generation activities and emergency aid / relief activities in Afghanistan. The Afghanistan head office operates in 21 provinces through head office in Kabul and regional and provincial offices in the respective regions and province of Afghanistan.

MUSLIM HANDS INTERNATIONAL wishes to commission the team member to render services in the aforementioned fields due to the knowledge and experience of the Project.

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533

148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

www.muslimhands.org.uk



2. Scope of Services

We are requesting quotations for the supply of cooked bread (150 grams) to serve 350 beneficiaries per day for a period of 160 consecutive days. Each beneficiary will receive 10 loaves of bread per day. The bread will be provided by two baker shops in PD#17 in two different points. If you are interested and available within the specified time and location, please submit your bid.

یادداشت:

- 1) در این مزایده خبازی‌ها و شرکت‌های لوژستیکی که از ظرفیت‌های لازم برخوردار باشند می‌توانند اشتراک کنند.
- 2) شرکت‌های که در این مزایده اشتراک می‌کنند باید داری، نمبر تشخیصیه مالیه دهنده (TIN) و حساب بانکی در یکی از بانک‌های دولتی یا خصوصی داشته باشند.
- 3) شرکت‌های لوژستیکی که در این مزایده اشتراک می‌کنند باید دارای جواز فعالیت برحال، سند تصفیه مالیاتی بوده و از تجارب کافی در تطبیق پروژه‌های مشابه باید برخوردار باشند.

شرایط کیفی:

- 4) جانب قراردادی مکلف است برای تهیه نان از آرد سبوس‌دار اعلی (نه آرد غنی‌شده) استفاده کرده و نان مورد نظر را به روش نان طاقه‌یی مزاری یا کماچی تهیه کند.
- 5) جانب قراردادی مکلف است برای تهیه نان از همان آرد‌های باکیفیت استفاده کند که خبازی‌ها در سطح شهر کابل برای تهیه نان خاصه استفاده می‌کنند.
- 6) جانب قراردادی مکلف است همانند خبازی‌های سطح شهر، خمیر را با مخلوط کردن 2 تا 3 آرد با نام‌های تجارتي ابدالی، المنی، طوفان، جسمین، خان و غیره (به شرط تضمین کیفیت آرد)، تهیه کند تا نان از همان کیفیت برخوردار باشد که خبازی‌ها روزمره به مشتریان شان از روی پرچال عرضه می‌کنند.

روش نظارت از روند تهیه و توزیع نان:

مسئولین پروژه و بخش نظارت و ارزیابی مؤسسه مسلم هندز طور دوامدار از کیفیت آرد، روند تهیه خمیر، چگونه‌گی پخت، وزن نان، رعایت نظافت در جریان خمیر و تهیه نان، نظافت کارکنان خبازی، روند توزیع، طرز برخورد کارکنان خبازی و شرکت برنده با مستفیدشونده‌گان پروژه (مردم) و سایر موارد مرتبط به پروژه نظارت خواهد داشت. جانب قراردادی مکلف است تمامی شرایط لازم برای این نظارت را فراهم سازد.



S. No	Description	Unit	No of Beneficiary	Bread/Per day	Total Days	Unit Cost AFN	Total AFN
1	Flat bread cooked from wholegrain flour weighing (150 Grams) each loave. The requested number of breads to be distributed to 350 households through 2 distribution points (bakeries) in PD#17. Each beneficiary will receive 10 loaves of bread per day, over the period of 160 consecutive days.	Loave	350	10	160		
Total cost AFN							

3. Minimum Eligibility Requirements for Vendors to be Considered for Further Consideration

1. It is mandatory for vendors/suppliers to attend the Pre-bid meetings on 09-July-2024 at MHI Main Office, starting at 10:00 AM. During this meeting, a briefing will be provided regarding the announced RFQ, including specifications, quality, services, and delivery requirements. Failure to attend the Pre-bid Meeting will result in the rejection of the vendor's bids, and their bid will not be considered.
2. Submit their quotes as per deadline specified in RFQ.
3. Hold a valid business license and have valid business bank account in company name.
4. Accept all MHA terms and conditions, including payment and delivery terms.
5. If a public holiday is announced on the day of the bid opening, the bid opening will be rescheduled to the next working day.
6. A bid security in Favor of "Muslim Hands Afghanistan" with a total amount of 300,000/-AFN, equivalent to the bid amount, must accompany the bid as a tender guarantee. Please note that the bid guarantee must be provided through a bank and cash will not be accepted. Once the contract has been awarded to the successful bidder his/her bid security will be converted into a performance guarantee. If any selected bidder refuses to accept the order for the offered packages or refuses to sign the contract, Muslim Hands Afghanistan reserves the right to forfeit the bid security of the bidder. Bids received without the bid guarantee will be rejected.



7. To be eligible to apply for this bid, the company must have at least one similar contract with a total amount of 4-5 million AFN or its equivalent.
8. Please note that bid submitted on our Request for Quotation (RFQ) must be filled out using our designated company format. Any bid submitted in a different format will be rejected.

3. Location: PD#17

4. Short listing and evaluation

- In evaluating RFQ submitted, consideration will be given only based on relevant experience.

5. Conflict of Interest

6. MHA requires **every prospective Supplier** to avoid and prevent conflicts of interest, by disclosing to MHA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
7. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of MHI staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.
8. The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to MHI's further evaluation and review of various factors such as being registered, operated, and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate, and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.

5. Form of proposal – information to be provided.

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

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

1. Does the supplier have a valid license? If yes, please provide us with the scan copies.
2. Does the supplier have quality control documents to help ensure adherence to high professional standards? N/A



3. Will the supplier be able to meet MHI's deadline? Does the number of days or the time indicated by the supplier to complete the related tasks?
4. Does the supplier have the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
5. Does the RFQ adequately describe in a clear concise, and understandable manner the work to be performed including **sampling** techniques and analytical procedures to be used?

5.2. Information about your company:

- a. 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. N/A

5.3. Experience:

Details of your firm's experience of providing similar Goods supplied contract, and in particular experience of working with similar organization's funded projects in Afghanistan is preferred.

5.4. Costs:

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af, TA/DA.
- b. The quotation price must be given in AFN currency and will be valid for at least 90 days.

5.5. Payment:

- i. Once the contract is signed with a supplier, payment will be processed at the end of each month through bank transfer. The supplier is not supposed to request cash payment from MHA.
- ii. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

6. Question and Clarification:

- A. The Interested supplier/bidder can direct their queries to the operation unit of MHA via nawazsharif.safi@mhworldwide.org
- B. Contact No: +93 786 250 533

7. Submission Procedure

- a. The Interested supplier should submit the hard sealed stamped RFQ through a official authorized representative in order to attend the bid opening event at MHA Office, House# 11-1, Street second of Qali Fatullah, Kabul, Afghanistan by **10:00 AM, 11 July 2024**.
- b. Bid Opening Time/Date & Venue: **10:10 AM, 11-July 2024, MHI Meeting Room.**
House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533
148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222
www.muslimhands.org.uk



- c. The bids received after the RFQ closure will be rejected except if the delay is determined by MHI to have been due to a valid reason.

8. Disclaimer

MHA is not bound contractually or in any other way to any Proponent to this request for RFQ/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 the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for RFQ/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.

9. SUPPLIER QUESTIONNAIRE

The information provided in response to this questionnaire will be held confidential by MHI for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Representative name	
4. Mobile number	
5. Email address	
6. Company registration number	
7. Year of company registration	
8. Please attach company registration documentation	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with MHA. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to MHA in writing immediately.