

REQUEST FOR QUOTATION (RFQ)

Provision of the Artificial Flower Raw Materials

REFERENCE: FGA-RFQ-2024-014	Date: July 18, 2024
<p>Kabul Office: House #7, 40 Otaqa Hamam road, Ayub khan mena, opposite passport directory road, Darulaman main road, Kabul, Afghanistan.</p> <p>Eastern Region: District # 2, Burge Barq#35, Qare Jane Shaheed Street, House#14, Nangarhar, Afghanistan.</p>	

SECTION 1: REQUEST FOR QUOTATION (RFQ)

FGA requests your quotation for the [Provision of the Artificial Flower Raw Materials](#), detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letters

Section 2: RFQ Instructions and Data

- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offers

Please be guided by the RFQ Instructions and Data when preparing your quotation.

Please note that quotations must be submitted using Annex 2:

Quotation Submission Form and Annex 3 Technical and Financial Offer by the method, date, and time indicated in Section 2. You are responsible for ensuring that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you, and we look forward to receiving your quotations. Issued by:

Procurement Department
FutureGenerationsAfghanistan

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by FGA.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by FGA. Due to this RFQ, FGA is not obligated to award a contract to any Bidder.</p> <p>FGA reserves the right to cancel the procurement process at any stage without any liability of any kind for FGA upon notice to the bidders or publication of cancellation notice.</p>
Deadline for Questions	<u>July 20, 2024, 4:00 PM</u>
Deadline for the Submission of Quotation	<u>July 24, 2024, 4:00 PM</u>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p>Bid submission address: Offers shall be submitted to the FGA following addresses:</p> <ul style="list-style-type: none"> ▪ Kabul Office: House #7, 40 Otaqa Hamam road, Ayub khan mena, opposite passport directory road, Darulaman main road, Kabul, Afghanistan. ▪ Eastern Region: District # 2, Burge Barq#35, Qare Jane Shaheed Street, House#14, Nangarhar, Afghanistan. ▪ Mandatory subject of the email: RFQ for <u>Provision of the Artificial Flower Raw Materials.</u> ▪ Place the quotation file along with other annexes in a sealed pocket. ▪ Offers submitted by email will not be accepted.
Cost of Preparation of Quotation	FGA shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption	<p>All prospective suppliers must read the FGA quotation form conditions and acknowledge that it provides the minimum standards expected of suppliers.</p> <p>Moreover, FGA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of FGA vendors, and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to FGA staff members, including recreational trips to sporting or cultural events, theme parks, or offers of holidays, transportation, or invitations to extravagant lunches, dinners, or similar. In pursuance of this policy, FGA (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for or in executing an FGA contract.
Conflict of Interest	<p>FGA requires every prospective Supplier to avoid and prevent conflicts of interest by disclosing to FGA if you, or any of your affiliates or personnel, were involved in preparing the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their interests and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>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 FGA staff involved in the procurement function of any Implementing Partner receiving goods and/or services under this RFQ.</p>
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract.
Commitment To the FGA Code of Conduct	The contractor should read & sign the FGA code of conduct and agrees to never engage in or tolerate any form of harassment, discrimination, physical or verbal abuse, intimidation, or favoritism in the workplace, including sexual and psychological harassment and abuse, respecting the rules that apply to me (especially Internal Rules) on these issues.
Eligibility	<p>A vendor who will be engaged by FGA may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization, the World Bank Group, or any other international Organization. Vendors are, therefore, required to disclose to FGA whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract, or PO subsequently issued to the vendor by FGA.</p> <p>The Bidder is responsible for ensuring that its employees, joint venture members, sub-contractors, service providers, suppliers, and/or employees meet the eligibility requirements established by FGA.</p>
Currency of Quotation	Quotations shall be quoted in AFN Currency
Duties and Taxes	<p>All quotations shall be submitted both gross and net of any direct BRT (Business Revenue Tax) taxes.</p> <p>2% for all eligible and valid license-holding vendors, and 7% for all non-valid license-holding or no license at all vendors.</p> <p>All prices must include duties, transportation, loading, and unloading costs.</p>

Language of Quotation	English Annexes shall be given in English. Supporting and standard registration documents can be submitted in English or Dari/Pashto.
Documents to be Submitted	Bidders shall include the following documents in their quotation: Annex 2: Quotation Submission Form duly completed and signed Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <ul style="list-style-type: none"> • Company Profile. • Registration certificate; • List and value of projects performed in related fields for the last 1 year plus client's contact details who may be contacted for further information; • List and value ongoing Projects and other national/multi-national organizations with clients' contact details. • Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of the Contract value in a similar field;
Quotation Validity Period	Quotations shall remain valid for 40 days from the deadline for submitting the Quotation.
Price Variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	Not Permitted
Payment Terms	After completing the successful delivery of all items, the technical team verification report for all items (100%), donor verification, and invoice receipt by FGA for the mentioned items.
Bid Guarantee/Security	A total of 10% of the total contract amount will be locked as a bid guarantee/security from the bidder in case of bid acceptance from FGA.

Contact Person for Correspondence, Notifications, and Clarifications	Please ask the question at the following contact number/email address: 0093 773593288 fga.procurement@future.edu
Evaluation Criteria	<ul style="list-style-type: none"> • The selection will be made based on the lowest price that meets the technical requirements. • Full compliance with all requirements as specified in Annex 1. • Full acceptance of the General Conditions of Contract. • Comprehensiveness of sales and support services. • Earliest Delivery /shortest lead time
Right not to accept any quotation	FGA is not bound to accept any quotation nor award a Contract Agreement or Purchase Order
Policies and procedures	This RFQ is conducted in accordance with the FGA Procurement Manual

ANNEX 1: SCHEDULE OF REQUIREMENTS

Under the terms of the project, the supplier shall be responsible for the supply of acceptable goods according to table specifications confirmed by necessary written references and certificates and arranging transportation of the mentioned items to all targeted districts of the Nangarhar province implementation areas and distribution points.

ADDITIONAL REQUIREMENTS

- The supplier is responsible for providing the Artificial Flower Raw Materials that meet the specified requirements and type.
- The Artificial Flower Raw Materials that do not meet the Minimal and Special Requirements above will be rejected by the Project consultant.
- The Artificial Flower Raw Materials will be checked and accepted/rejected by a project consultant.
- All chosen Artificial Flower Raw Materials must be checked/approved by a project consultant before being accepted for the project.
- The project will not be liable for any goods that will be damaged during delivery.
- The supplier shall take care of their Artificial Flower Raw Materials for damages or losses.

Delivery Requirements

Delivery Requirements	
Delivery Date and Time	The bidder is required to provide all the quoted items within 5 to 10 days after the contract is signed.
Delivery Locations	The <u>Artificial Flower Raw Materials</u> should be delivered to: Kot, Kuz Kunar, Behsud, and Rodat Districts of Nangarhar Province

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it, and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted, and no substitutions shall be accepted.

Company Profile

Item Description	Detail
Legal Name of the Company:	
Name of the Focal Point:	
Contact Details of the Focal Point:	
Email Address/ Website:	
Legal Address, City, Country:	
Year of Registration:	
Bank Information:	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted, and no substitutions shall be accepted.

Name of the Bidder:		
RFQ Reference:		Date:

Currency of the Quotation: AFN					
Total Price /AFN	Unite Price/AFN	Quantity	Unit	Description	Item No
د حرفوي زده كړو د سنټرونو لپاره كاري مواد					
1. د مصنوعي گلانو د جوړولو لپاره اړين توکي					
تولټال قيمت په افغانیو	فی واحد په افغانیو	مقدار	واحد	د جنس تفصیل	شماره
		1,000	کیلو گرام	کاتن گل یا کپړه گل	1
		250	کیلو گرام	شنه پانه بینج لرونکی	2
		30	کیلو گرام	ستار	3
		320	کیلو گرام	متوسطه جالی	4
		150	کیلو گرام	گل میخ	5
		170	کیلو گرام	پانی میخ	6
		170	کیلو گرام	پانی زیره	7
		170	کیلو گرام	د گل شنه مواد	8
		40,000	عدد	دولس گله لښته A بینج	9
2. د گل دانی اړوند ضروری مواد					
		مقدار	واحد	د جنس تفصیل	شماره
		140	عدد	د کارک تخته	1
		140	عدد	گوټکه کارک تخته	2
		105	عدد	غټه پانه چه په گلدانو کی استعمالیری	3
		1,268	عدد	شني شاخچی	4

		1,268	عدد	گل لرونکی شاخچه چه پنځه شاخه لری	5
		1,268	عدد	الوچی گل لرونکی شاخچه	6
		1,268	عدد	سیخ د گلدانونو لپاره	7
3. د اندازې له مخې قالب یا Daye چې دلرگی څخه جوړیږي په لاندې ډول دي.					
		مقدار	واحد	د جنس تفصیل	شماره
		15	عدد	وړوکی گلدان 20.2 ساتنی متر	1
		15	عدد	متوسط گلدان 30.3 ساتنی متر	2
		15	عدد	غټ گلدان 50.6 ساتنی متر	3
		15	عدد	پل سایز غټ گلدان 70.8 ساتنی متر	4
4. د گلدانی د جوړولو اړوند ضروري توکي					
		مقدار	واحد	د جنس تفصیل	شماره
		180	کواتر	رنگونه 6 قیسمه	1
		180	عدد	برسونه مختلف سایز	2
		150	بوجی	گچ 20 کیلویی	3
		105	فاکت	سلافن متوسط سایز	4
5. د هندی غاری گل (امیل)					
		مقدار	واحد	د جنس تفصیل	شماره
		200	درجن	د غاری فیته	1
		60	کیلو	گرده پانه	2
		75	کیلو	هندي گل فیته	3
		75	کیلو	گل سیخ	4
		70	کیلو	د پانی زیره	5
		70	کیلو	پاکتی مری	6
		4,000	عدد	قالب	7
		4,000	عدد	پلاستیکی بال او فوم بال	8
		120	کیلو	د گل تار	9
		120	کیلو	د مالی پیپ	10
		120	درجن	غټی سنتی	11

		75	درجن	فوم كړی	12
		75	درجن	مالي گل	13
		70	درجن	د زونډي گل	14
6. د لاس گل اړوند ضروری توکی					
		مقدار	واحد	د جنس تفصیل	شماره
		1,500	عدد	د لاس گل پلاستیک	1
		30	درجن	تیپ	2
		150	پاكت (10 دانې)	وړوکی بو	3
		75	عدد	قیچی	4
		75	عدد	کتر پلاس	5
Total Price with Tax - ټولټال قیمت په افغانیوسره د مالیې -					
Tax - مالیه په افغانیو -					
Total Price Without Tax - ټولټال قیمت په افغانیو غیر د مالیې -					