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Request for Quotations (RFQ 3073)

Issuance Date: July 22, 2024

Closing Date: Aug 04, 2024

Jhpiego is seeking for qualified vendors to obtain quotation(s) for procurement of Refreshments with delivery & service to the **training in different locations in Kabul city**. The contract duration will be for 12 months from Oct 1, 2024, to Sep 30, 2025.

Annex A: Vendor registration form

Annex B: Items specifications & price

Applicant Illegibility:

- The potential vendors must be registered with the government of Afghanistan and have a valid AISA or Business license. A Vendor's current, valid AISA or Ministry of Commerce Business License must be attached with its quotation.
- The potential vendors must attach Official Bank Account information with the same name as it is stated in the Vendor's AISA or business license and must confirm acceptance of payments through bank transfer.
- The potential vendors must accept tax withholding based on Afghanistan Tax Law.
- All the costs should be stated in Local currency (AFN) any quotations submitted in other currencies will automatically be disqualified.
- The Potential vendors must submit a copy of their Tax Identification Number (TIN) letter.

Important Note: If the above-mentioned conditions are not met and the documents are not submitted along with the quotation, the quotation will be disqualified and will not be further evaluated.

Selection Criteria:

LPTA: The selection will be made based on the lowest price and best quality products offered. A final determination will be made after vendor's relevant experience, capacity to deliver, and supply chain are assessed.

The selected vendor will be awarded a fixed-price blanket purchase order (BPO) with a duration of 12 months resulting from this solicitation to the responsible Vendor/s whose quotation conforms to this solicitation will be most advantageous to the project, price, and other factors considered.

Jhpiego anticipates that this RFQ will result in a single award to a single Vendor; however, Jhpiego reserves the right to make multiple awards, if it is in the best interest of the project.

Penalty Charges: Jhpiego will add a clause to the purchase order as the result of this RFQ and may deduct a sum up to 2% of the task Order total value for each day of delay beyond the agreed delivery time until the actual goods/services are received.

Payment: Jhpiego will only make payment to the selected vendor's-maintained Bank Account after the delivery and acceptance of the required Goods/Services by Jhpiego.

Quotation Submission in Hard Copy:

Vendors are requested to submit their complete quotation to the Jhpiego office in hard copy by no later than **Aug 04, 2024, (4:00 p.m. Kabul, Afghanistan local time)**. To Jhpiego office located in Wazir Akbar Khan Street 15 roundabout, next to the Grill restaurant, in front of AWCC office.

Note: Quotations received through email or any other means than as stated above, and after the RFQ deadline will not be considered and evaluated.

for inquiries and questions only, you can reach us at: Af.procurement@jhpiego.org

Disclaimer: Issuance of this RFQ does not constitute an award commitment on the part of Jhpiego or any other organization/associated agency, nor is it a commitment to pay for any cost(s)/liability (ies)/loss (es) incurred in the preparation or submission of response. The organization reserves the right to reject, with or without assigning any reason, any or all response(s), if such action is considered to be in the best interest of the project/organization.

No employee is authorized to negotiate or promise work on behalf of Jhpiego. Selected vendors will have an official Purchase Order with Jhpiego with authorized signatures.

Note: Two percent (2%) will be withheld if the contractor has/submits a business license. The withheld tax per the law will be remitted to the Tax Office in the name of the company and if the Vendor’s License during the life of the contract expires and the vendor fails to renew in time Jhpiego will withhold 7% in taxes.

Yours Sincerely,

Jhpiego Afghanistan
Urban Health Initiative Project
Chief of Party

Stig Hansen

VENDOR

Company name: _____

Representative name: _____

Signature & Stamp _____

Date: _____

Jul 21 2024

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Annex B: Items specifications & Price List:

Vendor/s are requested to review the minimum required specifications listed below and offer their best and final offer price accordingly.

Refreshment List for Training/Workshop					
NO	Item description	Unit	Quantity	Unit price	Total Price
1	Cake (good Quality)	Kg	1000		
2	Cookies (good Quality)	Kg	1000		
3	Juice (pack)	liter	385		
4	Juice (Can) (Rani)	Can	11000		
5	Samosas	each	11000		
6	Apple (good quality)	Kg	600		
7	Banana (good quality)	Kg	600		
8	Orange (good quality)	Kg	600		
9	Chocolate (good quality)	Kg	250		
10	Water (small bottle)	Bottle	11000		
11	Green Tea (50 x Pack)	Pack	400		
12	Black Tea (50 x Pack)	Pack	400		
13	Sugar (good quality)	bottle	300		
14	Disposable Cup (good quality)	Each	11000		
15	Disposable Plates (good quality)	Each	11000		
16	Disposable Spoon (good quality)	Each	11000		
17	Tissue Paper (1x200 Play) (good quality)	Box	900		
18	Face Mask (50 x box) (good quality)	Box	700		
19	Hand Sanitizer (500ml) (good quality)	bottle	600		
20	Water (19.5 Liter)	Bottle	450		
21	Coffee (small bottle)	Bottle	300		
22	Coffee-mate (bottle)	Bottle	300		
23	Date palm (450 gr) (good quality)	Pack	3500		
24	Soap	Each	250		
25	Toilet paper (1 Pack 10 Pcs)	Pack	300		
26	Hand liquid washing soap (500ml)	bottle	300		
Total amount					

Note:

- 1.Jhpiego will not order all the above refreshments at once. Jhpiego will sign a blanket purchase order with the successful bidder and will issue task order for refreshment as per its needs during the life of the contract.
- 2.Jhpiego will inform the vendor 24 hours in advance of any refreshment needs.
- 3.The successful vendor must provide and deliver the refreshments to the event locations mostly distract number of (9-10-11-12-13&15) in Kabul city.
- 4.The prices given by the vendor in their quotation are fixed and prices are locked up until the end of the contract. also, the vendor includes the transportation cost & government tax in their quotation.

Delivery time: _____

Please mention above the delivery time in calendar days after receipt of the task order by Jhpiego



Saving lives. Improving health.
Transforming futures.

Vendor Information/Pre-qualification Form

This Pre-qualification Form is to be completed by prospective Vendors/Service Providers desirous of providing goods/services to Jhpiego. Prospective Vendors must complete this Form accurately and in its entirety. Prospective Vendors understand and accept that completion of this Form does not constitute prequalification, nor does it guarantee an award of contract.

Company Information

Company /Vendor Name:		
Please list any Affiliates, Subsidiaries, etc (if applicable):		
Office Address:		
Are you a service provider, an agent, wholesaler or manufacturer		
If service provider, agent/wholesaler: store or service location		
If manufacturer: factory location		
Name of Contact Person:		
Phone Number (s)		
Company Email Address(s)		
Website Add (if any)		

Business Profile

Year company formed	
Trade License Number/ Commercial Registration Number	
Country/ City of Registration	

PIN No		VAT No	
Name of Bank			
Bank Branch			
Bank Account Name			
Bank Account Number			
IBAN Number			
SWIFT/ BIC			

Business Activities

What are the main business activities of your company? Please include any specialized services/goods offered.

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How many staff does your company have?

What geographical location(s) you operate?

Does your company / products offered possess any international approved quality certification (ISO, EQM etc)

Do you offer delivery of goods to the buyer's designated location? (Yes/No)

Business Experience

Please provide your company's work experience relevant to provision of goods/services.(Year in business and main customers)

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Vendor Information Form

Vendors Conflict of Interest Statement

I/We,hereby certify that:
(Name of Vendor)

a) I/We will not offer, promise or provide to any Jhpiego employee or family member a bribe, favor, cash, gratuity, entertainment or anything of value to obtain favorable treatment, business or contract from Jhpiego. I/We also understand that Jhpiego employees are similarly prohibited from soliciting such favors from vendors.

Any gifts provided by vendors will be addressed to Jhpiego and benefit shared among all staff members or at the discretion of the Country Director or his designee.

b) I/We will not enter into a financial or any other relationship with a Jhpiego employee that creates any actual or potential conflict of interest for Jhpiego. I understand that a conflict of interest arises when the material personal interests of the Jhpiego employee are inconsistent with the responsibilities of his/her position with Jhpiego. All such conflicts must be disclosed and corrected.

c) I/We will declare the name of any relative or friend holding a management position such as director, officer or employee working with Jhpiego.

Name: _____ Sign:

Title: _____ Date: _____

Kindly attach copies of the Registration documents, Pin certificate, VAT certificate, Business card if any.

For finance and administrative use only

Has a sentinel check for the vendor been done: Yes No

If No give reason _____

Vendor addition requested by: _____

Sign:

Date: _____

Vendor addition approved by: _____

Sign:

Date: _____

This addendum supplements the Jhpiego Vendor Information Form

Vendors Commitment to Refund VAT Funds to Jhpiego

I/We, hereby certify that:
(Name of Vendor)

I/We understand that Jhpiego will pay my/our invoice(s) inclusive of VAT and apply for a waiver of the VAT by submitting a DA1 form to the Commissioner of Value Added Tax. On receipt of the duly approved DA1 form, I/We undertake to refund the relevant VAT amount to Jhpiego and/or allow Jhpiego to offset the VAT amount against any pending invoices and/or payments due to us.

Name: Sign: _____

Title: Date: