



<b>Title:</b>	Provision of Supply Refreshment Box for Rays of Hope Polio Awareness Project.
<b>RFQ No:</b>	RFQ-AFG-OSDRA-20240722-03
<b>Issue Date:</b>	July/23/2024
<b>Deadline for Questions:</b>	July/28/2024
<b>Closing Date:</b>	July/29/2024
<b>Date &amp; Address of Submission for Questions:</b>	<b>For further clarifications and questions, kindly refer to the OSDRA Inbox: <a href="mailto:procurement@osdra.org">procurement@osdra.org</a> through the timeline: July/23/2024 to July/28/2024</b>
<b>Quotations Submission Address:</b>	<b>Interested Bidder(s) are requested to submit their finest offer through the below email: <a href="mailto:procurement@osdra.org">procurement@osdra.org</a></b>
<b>Offer Validity:</b>	60 Days
<b>Submission Method:</b>	Interested Bidder(s) are requested to submit their offer electronically through the address provided.
<b>Type of Award:</b>	One Time Firm Fixed Price Purchase Order

### Invitation

Organization for Sustainable Development & Research of Afghanistan (OSDRA) requests quotations from eligible registered vendor, who have the required experience and capabilities for providing the required services “Provision of Supply Lunch Box for livestock Training”.

### Organization Background:

Organization for Sustainable Development & Research of Afghanistan “OSDRA” is a Humanitarian, Research, Non-Profit and Non-Governmental Organization, Registered with the Ministry of Economy of Afghanistan in 2017 [1396]. With the aim of providing easy, reliable, and secure services to government institutions and development partners.

### Purpose, Objectives of Obtaining Quote:

The main purpose of this quotes announced to increase the quality of required Goods/Services and transparency with collecting different proposal from different vendors and to find the best supplier

with offering best Goods/Services quote with high quality based on attached list and required specification with reasonable & acceptable prices.

**Project Background:**

As Part of the Rays of Hope - community engagement and demand generation for polio vaccine through Radios listening club. Which is Funded by United UNICEF, For Seven Month, the project will cover 19 provinces in Afghanistan. The “Rays of Hope” listening club will be conducted in East region (Nangarhar, Laghman, Kunar and Nuristan), Southeast (Paktia, Paktika, Ghanzi, Khost), South (Kandahar, Helmand, Zabul, Urozgan), North & northeast (Kunduz, Balkh, Baghlan, Takhar), West (Herat, Farah), Central (Kabul) within 174 districts. There will be 10 listening clubs in each district according to the project's execution plan, and each listening club will be conducting two sessions each month.

This tender announcement seeks proposals from qualified suppliers who can provide Refreshments Box for listening club participants in the field level.I

OSDRA invite you to submit your proposals for the above Seven Month Project, detailing your experience, capabilities, and competitive pricing. OSDRA looks forward to establishing a productive partnership with a Logistic Services provider that shares our commitment to humanitarian excellence.

**Eligibility Criteria.**

No.	Qualification/Eligibility Criteria	Points	Compliance Status	
			Yes, we comply	No, we do not
1	<b>Company Profile</b> Detailed Description of the Company showcasing organizational structure, past performance, addresses and etc	10 Points	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Business Registration Certificate</b> Valid Business License with clear details of the intellectual property validity and description	15 Points	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Financial Capacity</b> Audited Financial Statement, Bank Statement, 150,000 USD Line of Credit, Clear details of the company’s last three (3) years of financial data.	35 Points	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Past Performance</b> List of the company’s last three (3) years of performance indicating the similar exposure of	40 Points	<input type="checkbox"/>	<input type="checkbox"/>

	the company with similar assignments and evidence of the listed performance with proper documentation.			
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**Mandatory Documents**

- Valid Business License
- 2% Bank Guarantee of Total Value
- Bank Account on Company Name
- TIN
- Tazkira of President/VP
- Geographic Coverage

**Sample Check**

**Qualified Bidders will be asked for the submission of Samples to OSDRA Office.**

**Technical- 50%**

**Financial- 30%**

**Sample – 20%**



**Financial Offer:** Suppliers are requested to submit their offers in accordance with the instructions and requirements described in this RFQ.

<b>Budget Breakdown &amp; Technical Specification</b>						
<b>Provision of Supply Refreshment Box for Rays of Hope Radio Listening Clubs, Funded by UNICEF</b>						
<b>S:NO</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit</b>	<b>QTY</b>	<b>Unit Cost including 2% or 7% Government Tax (AFN)</b>	<b>Total Cost Including 2% or 7% Government Tax (AFN)</b>
1	Juice (250 ml)	Good Quality, any available in the market	Bottle	243,600		
2	Cake	Good Quality, any available in the market	Packet	243,600		
3	Biscuit	Good Quality, Any available in the Market	Packet	243,600		
<b>Transportation and Distribution Cost to all Provinces and District as Per the distribution plan: AFN</b>						
<b>Grand Total AFN:</b>						



Supplier Information:

Company Registered Name: \_\_\_\_\_

License No: \_\_\_\_\_

Establishment Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below, I certify all information provided above is true and correct to the best of my knowledge: Business Name: Authorized Representative Name and Signature:

Authorized Representative Name and Sign/Signature \_\_\_\_\_ Date: \_\_\_\_\_

OSDRA reserves the right to accept or reject any Quotation, and also to cancel any Quotation and the procurement process at any time. In addition, OSDRA can reject all the Quotations/ cancel the Purchase Order (PO) or Contract.

## Delivery

This project includes organizing 20 awareness sessions monthly across all districts. The selected supplier will be responsible for the timely delivery of Refreshment Boxes to each session venue as specified OSDRA Provincial M&E Officer.

### Delivery Details:

- **Number of Awareness Sessions:** 20 per district, monthly.

Region	province	No: Districts	Names Of Districts	No: Villages
East Region	Jalalabaad	22	Achin	10
			Batikot	10
			Behsud	10
			Jalalabad	10
			Lalpora	10
			Momandara	10
			Shinwar	10
			Surkhrod	10
			Chaparhar	10
			DariNoor	10
			Dehbala	10
			Durbaba	10
			Goshta	10
			Hesarak	10
			Kama	10
			Khogeyani	10
			Kot	10
			Koz-Kunar (Khewa)	10
			Nazeyan	10
			Pachiragam	10
			Rodat	10
			Shirzad	10
	Laghman	6	Alishang	10
			Alingar	10

			Badpakh	10	
			Dawlatshah	10	
			Mehterlam	10	
			Qarghaee	10	
	Kunar	15	Asadabad	10	
			Chapa Dara	10	
			Marawara	10	
			Peach	10	
			Shigal	10	
			Dangam	10	
			Watapor	10	
			Asmar / Barkunar	10	
			Chawkey	10	
			Khas Kunar	10	
			Ghazi abad	10	
			Naari	10	
			Narang	10	
			Noorgal	10	
			Sar Kani	10	
	Nuristan	8	Bargimetal	10	
			Dwab	10	
			Paroon	10	
			Kamdish	10	
			Mandol	10	
			Noorgram	10	
			Wama	10	
			Want Wayegal	10	
	Southeast	Paktia	5	Gardez	10
				SAYEDKARAM	10
				AHMAD ABA	10
				Zurmat	10
Zadran				10	
Paktika		10	Sharan	10	
			Matakhan	10	
			Yosufkhel	10	
			Sarrawzah	10	
			Zarghunshahr	10	
			Yahyakhel	10	
			Omna	10	
			Gomal	10	
			Sarobi	10	
			Urgun	10	

	Ghazni	5	Jaghuri	10
			Khwajaumari	10
			Walimhammad-e- Shahid	10
			Waghaz	10
			Andar	10
	Khost	8	Sabari	10
			Musakhel	10
			Nadirshah Kot	10
			Mandozayi	10
			Tani	10
			Gurbuz	10
			Terezayi	10
			Qalandar	10
South Region	Kandahar	18	Kandahar city	10
			Arghandab	10
			Zheri	10
			Panjwae	10
			Daman	10
			ShahWalikot	10
			Khakrez	10
			Maiwand	10
			Reg	10
			Shorawak	10
			Spinboldak	10
			Arghistan	10
			Mianeshin	10
			Ghorak	10
			Takhtapol	10
			Nesh	10
			Dand	10
			Maroof	10
	Helmand	13	Bust	10
			Nahre-Siraj	10
			Nade-Ali/Marja	10
			Nawa Barezai	10
			Sarban Qala (Sangeen)	10
			Musa Qala	10
			Kajaki	10
Reg			10	
Baghran/Baghni			10	
Washir			10	
Deshu	10			



	Zabul	12	Nawzad	10
			Garamsir	10
			Arghandab (Zabul)	10
			Atghar	10
			Daychopan	10
			Kakar (Khaki Afghan)	10
			Mizan	10
			Nawbahar	10
			Qalat	10
			Shahjoy	10
			Shinkay	10
			Seuri	10
	Shomulzay	10		
	Tarnak Wa Jaldak	10		
	Urozgan	6	Chora	10
			Dehrawud	10
			Khasuruzgan	10
			Shahid-e-Hassas	10
Tirinkot			10	
Gizab			10	
North & Northeast	Baghlan	2	Baghlan e Jadid	10
			Pul e Khumri	10
	Takhar	2	Takhar City	10
			Farkhar	10
	Kunduz	7	Khan Abad	10
			Imam Sahib	10
			Archi	10
			Ali Abad	10
			Qali Zal	10
			Chardara	10
			Kunduz city	10
	Balkh	7	Balkh	10
			Dawlat Abad	10
			Zari	10
Shortepa			10	
Mazari Sharif			10	
Chahi			10	
Nahri Shahi			10	
West Region	Herat	10	Herat city	10
			Enjel	10
			Adraskan	10
			Chesht Shariff	10

			Farsi	10
			Ghurain	10
			Shindand	10
			Zanda Jan	10
			K.Rabat Sangi	10
			Karukh	10
	Farah	12	Farah City	10
			Bakwa	10
			Gulistan	10
			Khakesafied	10
			Balabolok	10
			Poshtroad	10
			Purchaman	10
			Poshta Koh/Qalika	10
			lashjoin	10
			Shebikoh	10
			Farah Road /Bala Bulook	10
			Anaar Darah	10
Central Region	Kabul	6	PD7	10
			PD8	10
			PD12	10
			PD16	10
			Bagrami	10
			Chahar Asiab	10

## GENERAL INSTRUCTION TO SUPPLIERS (GIS)

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OSDRA After collecting quotes and analyzing by technical bid Evaluation committee, those vendors will be selected who meet the given criteria, after final review of product and quality, price and other required things which mentioned in RFQ will call to the Winner competitors and will sign contract or directly order for purchasing & receiving required goods or services from winner vendor.

### Project Description:

This RFQ is developed and announced to facilitate the procurement of Service “Provision of Supply Refreshment Items”, through a fair/Competitive procurement Process and OSDRA request prospective suppliers to submit Quotation.

### Corrupt, Fraudulent, and Coercive Practices

OSDRA requires that all OSDRA staff, manufacturers, suppliers, or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. OSDRA shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive, or coercive practices. In pursuance of this policy, OSDRA defines for purposes of this paragraph the terms.

#### Set forth below as follows:

- Corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

In the case of OSDRA personnel involved in procurement activities, this translates into an obligation to maintain an unimpeachable standard of integrity in all business relationships, both inside and outside OSDRA. The highest ethical conduct must be followed in all dealings with OSDRA partners, donors, governments, beneficiaries, and the public. Procurement officials must never use their authority or office for personal gain and must seek to uphold and enhance the standing of OSDRA.

### Cost of Preparing the Quotation

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and OSDRA will not in any case be responsible and liable for the costs incurred.

### OSDRA's Right to Accept any Quotation and to Reject all Quotations.

OSDRA reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for OSDRA's action

### Contract Performance Guarantee

The winner of the tender must deposit 5% amount of total contract value to OSDRA bank account as contract performance guarantee before signing the contract and the mentioned amount is refundable after successful completion of the contract.

Note: All deposits (Bid security / contract performance Guarantee) will be refunded. The deposit (bid security / contract performance guarantee) will not be refunded if the supplier /bidder withdraws or quits form the process.

### Documents to submit:

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- A) Valid Business License.
- B) Company Profile, Along with TIN.
- C) Detailed Relevant Work Experience in Event Management.
- D) 1401 Financial Year Tax Calarence Letter

### Purchase Order Standard Terms & Conditions

#### 1. Agreement

This Purchase Order (PO) becomes the exclusive agreement between OSDRA and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier 's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b) furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by OSDRA. Until so accepted, OSDRA reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless OSDRA agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

#### 2. PO Identification

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

#### 3. Delivery

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, OSDRA reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred because of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.

#### **4. Payment**

Supplier shall invoice OSDRA upon delivery of the service/goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

#### **5. Packaging**

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to OSDRA will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. OSDRA reserves the right to reject any shipment that is deemed not to have been packaged adequately.

#### **5. Inspection and Acceptance**

- a) OSDRA or its representative shall have the right to inspect and/or test the goods at no extra cost to OSDRA at the premises of the Supplier, at the point of delivery or at the destination. The Supplier shall facilitate such inspections and provide required assistance.
- b) OSDRA shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, OSDRA may reject the entire delivery. OSDRA may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by OSDRA for disposition at Supplier's risk and expense. Supplier agrees that OSDRA's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. OSDRA's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by OSDRA prior to delivery.
- c) The Supplier agrees that any acceptance by OSDRA does not release the Supplier from any warranty or other obligations under this Contract.
- d) Title to the goods shall pass when they are delivered and accepted by OSDRA. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to OSDRA.

I understand I am duty bound to report any concerns relating to actual or possible abuse or exploitation of a child or vulnerable adult or risk of such, and to notify relevant OSDRA personnel as described in the reporting procedures of any actual or possible breaches of this code of conduct.

**On Behalf of OSDRA**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Sign/Stamp: \_\_\_\_\_

**On Behalf of Supplier**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Sign/Stamp: \_\_\_\_\_