

Request for Quotation
RFQ Reference no: AFKAB. 2024.July.001
Date: August 01, 2024.

From: ActionAid

Subject: Request for Bids/quotations – **Provision of Refreshment and Office Supplies**

Project location: Kabul, Afghanistan

Deadline for Submission: 12:00 pm (noon), Afghanistan times, August 07, 2024.

Bid submission Address: ActionAid, House no. 11, Street no. 11, Old Tamani, District 10, Kabul, Afghanistan.

- **Background:**

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 13 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Kabul, Bamiyan, Balkh, Jawzjan, Nangarhar, Samangan, Paktika, Khost, Laghman, Farah, Ghor, Herat and Kunduz Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country for the following scope of work.

- **Scope of Work/Goods Required for this proposal**

ActionAid is looking for eligible Logistic companies or stores who have the capacity to provide required items with the details and specifications written in bill of quantities (annexure A) enclosed along with this RFQ.

The Quantity of the materials may vary, and the exact quantity of materials will be determined after the vendor(s) are finalized and the vendor shall be mindful of this.

1. General Terms

- 1.1 The selected company is required to commence the delivery within 2 calendar days of receiving the purchase order or as per the schedule and request of ActionAid's technical team. It is mandatory to provide samples to the ActionAid country office, and should the samples prove unsatisfactory, ActionAid reserves the right to reject them and request higher/better quality replacements. If the vendor fails to meet the specified requirements, ActionAid reserves the right to switch to another vendor who meets the standards and quality criteria.
- 1.2 ActionAid is committed in providing top-notch services to communities and adhering strictly to project/deliverable standards as outlined in the technical agreements with the Donor. If materials fail to meet quality standards, ActionAid retains the right to reject them and request replacements to meet requirements. Additionally, ActionAid reserves the right to terminate the contract at any stage without compensation to the vendor if supplied materials do not meet standards. Any contractual changes must be mutually agreed upon in writing with ActionAid. Companies making the quotations should be able to deliver materials of the same specification and at the same price they have agreed.
- 1.3 ActionAid reserves the right to award all or part of the RFQ to a vendor or not to make the award at all.

- 1.4 ActionAid reserves the right to inspect and verify the quality of the items before any delivery.
- 1.5 Any modifications in specifications and quality of the items by the vendor are not acceptable.
- 1.6 More than one proposal by a single vendor for the same package will lead to rejection of both/all proposals.
- 1.7 Only ActionAid has the right to amend the project specifications or the project/contract completion date.
- 1.8 All transportation expenses are the vendor's responsibility, and ActionAid will not cover any additional costs. Therefore, all quoted prices must include transportation costs to the designated location.
- 1.9 The contractor will receive payment based on the signed Goods Received Notes, and under no circumstances will the vendor be compensated for a quantity exceeding the purchase order. Any increase in the quantity of materials must be mutually agreed upon in writing.

2. Vendor Selection Criteria

- 2.1 The ActionAid's Internal Procurement Committee (IPC) will be in charge of evaluation of bids and selection of the winning proposal.
- 2.2 Preference will be given to the most competitive bid that meets the requirements and demonstrated capacity of the vendor / vendors in the area.

3. Eligibility of Applicants

- 3.1 This RFQ is for Refreshment and Office Supplies, only logistic companies are eligible to apply for the bids other then will be automatically disqualified.
- 3.2 The vendors must have a valid and updated license from Ministry of Commerce or municipalities.
- 3.3 Bids must be signed, stamped, dated, and properly sealed otherwise may lead to disqualification of the bid.
- 3.4 Companies with similar experience might be preferred.

Applicants cannot apply for this proposal if they:

- 3.5 Are not registered companies of the Afghan Government or local authorities in Afghanistan.
- 3.6 Are bankrupt or in the process of going bankrupt.
- 3.7 Have been convicted for an offense concerning professional conduct.
- 3.8 have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- 3.9 Are guilty of serious misinterpretation in supplying information.
- 3.10 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.
- 3.11 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

4. Prices

- 4.1 Vendors must provide the most competitive price in Afghani currency, any bid other than Afghani will be automatically disqualified.
- 4.2 All quotations must abide the Government of Afghanistan Tax regulations. Offered prices must be inclusive of all relevant taxes and duties and other clearance costs. ActionAid will deduct taxes from each purchase order price as per the existing tax regulations of the Government of Afghanistan.
- 4.3 Prices for the quoted items should be valid for 30 days and the prices cannot be changed during the contract period. Please clearly indicate price validity in your offer. In case of validity is not specified, prices are considered valid for 30 days.

4.4 This will be a fixed price project and no changes in price will be acceptable once both parties have signed the contract.

5. Tax

The prices should be inclusive of taxes, 2% or 7% (based on nature of registration) tax will be withheld from the total price at source as per law of the land. There is no negotiation on this at any stage.

6. Contract Period

This contract shall be a fixed-price agreement and shall remain in effect for a duration of six (6) months from the date of execution. Any modifications to the price or duration of this contract must be mutually agreed upon in writing by both parties.

7. Delivery Address(s)

All the materials should be supplied and delivered to the ActionAid country office currently located at House no. 11, Street no. 11, Old Taimani, District 10, Kabul, Afghanistan, and exact quantity if the required items will be specified in each purchase order that the client may place during the contract period.

8. Conflict of Interest / Non-Collusion

Any bidder is required to confirm in writing if they feel they are not indulged of the follow....

- 8.1 That none of the directors or senior managers of the company are related to any of the directors and staff of ActionAid, which may affect the outcome of the selection process. If there are such connections the bidder is required to disclose all the details along with the bid document.
- 8.2 That it has not communicated to anyone other than ActionAid the amount or approximate amount of the tender.
- 8.3 That it has not and will not offer to pay or give any sum of money commission, gift, inducement, or another financial benefit directly or indirectly to any person for doing or omitting to do any act about the tender process. Any such attempt will result in the company being blacklisted by ActionAid Afghanistan.

9. Documents

- 9.1 The following documents must be submitted together with the bid:
 - 9.1.1 Copy of valid business license
 - 9.1.2 Copies of company president and vice president Tazkira (NID)
 - 9.1.3 Letter of reference for the authorized person for further contacts or negotiation if required.
 - 9.1.4 Tax Identification Certificate.
 - 9.1.5 Vendors' bank account details
- 9.2 The following documents will be requested from the vendor after the issuance of the purchase order and/or contract:
 - 9.2.1 Original Commercial Invoice
 - 9.2.2 Any other supporting documents if requested by AAA.

10. Payment Conditions

- 10.1 There will be no advance or instalment payments to the vendor unless ActionAid decides otherwise.
- 10.2 Payment will be made to the company through bank within 20 working days.
- 10.3 The payment will be made once the delivery for each purchase order has been completed 100% and the Goods Received Note and original invoice reached to Kabul office.
- 10.4 **Payment Method:** the payments will be made to the company's official bank account and there will be no cash or cheque payment.

11. Force Majeure

Force majeure is defined as a natural disaster, earthquake, landslide, flood, war, armed conflict, and pandemic. In the event of force majeure, the vendor shall inform the client within 24 hours. ActionAid and the vendor shall amicably decide further action after force majeure. Force majeure shall have an official declaration by the government.

12. Termination of Contract

The client may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Vendor at least 5 days written notice.

The client may terminate the Contract with immediate effect by giving written notice to the Vendor, and claim any losses (including all associated costs, liabilities, and expenses including legal costs) back from the Vendor at any time if the Vendor:

A. becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or

In the event of termination, all existing purchase orders must be completed.

13. Late Tenders

Tenders received via email, scan copy or after the closing date and time will not be considered.

In case ActionAid does not receive an adequate number of tenders for a competitive bid, it reserves the right to go for a negotiated process or re-announce the package.

14. Submission of Bids

ActionAid reserves the right to choose either one or multiple vendors to ensure value for money.

The sealed bids must be submitted in original hard copies to Country Office at the following address: ActionAid, House no. 11, Street no. 11, Old Taimani, District 10, Kabul, Afghanistan. All Bids must be signed and stamped. The ActionAid IPC reserves the right to cancel any proposal that is incomplete in any manner.

Deadline for the submission of the bids before 12:00 pm (noon), Afghanistan times, August 07, 2024. You can share your queries or concerns 24 hours before the closing date to procurement.kabul@actionaid.org with consideration of off days.

Only shortlisted vendors will be contacted for further negotiation, and any bidder who has not been awarded a contract will not be notified.

Note: Please sign and stamp all pages.

Vendor details

Company name:

Name of signatory:

Title:

Contact Number (s):

Email Address(s):

Date:

Sign and stamp: