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## Request for Quotations (RFQ 3065)

**Issuance Date: Aug 06, 2024**

**Closing Date: Aug 19, 2024**

Jhpiego is seeking qualified vendors to obtain quotation(s) for the procurement of mobile top-up cards with delivery to the Jhpiego UHI project. For more details please see Annex B below.

Annex A: Vendor registration form

Annex B: Items specifications & price

### **Applicant Ineligibility:**

- The potential vendors must be registered with the government of Afghanistan and have a valid Business license. A Vendor's current and valid Business License must be attached to 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 the vendor's relevant experience, capacity to deliver, and supply chain are assessed.

The selected vendor will be awarded a fixed price blanket purchase order with a duration of 12 months resulting from this solicitation to the responsible Vendor/s whose quotation conforms to this solicitation and will be most 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 of up to 2% of the task Order's 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 must submit their complete quotation to the Jhpiego office in hard copy by no later than **Aug 19, 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](mailto: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.***

**Important Note:** Two percent (2%) will be withheld if the contractor has/submits a valid 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 it in time, Jhpiego will withhold 7% in taxes. Business Licenses issued by municipalities with the names of individuals rather than companies with TINs in individuals' names will also be subject to 7% tax withholding.

Yours Sincerely,

**Jhpiego Afghanistan**  
Urban Health Initiative Project  
COP/DCOP

*Stig Hansen*

Aug 06 2024

**VENDOR**

Company name: \_\_\_\_\_

Representative name: \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

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

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**Annex (B)**  
**Description and Price Schedule**

Vendors shall use this Annex as a template or their organization's commercial letterhead to submit their price quotation.

<b>NO</b>	<b>Items &amp; Specifications Required</b>	<b>Item and Specifications Offered (if same write "same")</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price (AFN)</b>	<b>Total Price (AFN)</b>
<b>1</b>	ROSHAN mobile Top-up cards <b>500AFN.</b>		<b>Each</b>	<b>230</b>		
	ROSHAN mobile Top-up cards <b>250AFN.</b>		<b>Each</b>	<b>1416</b>		
<b>2</b>	AWCC mobile Top-up cards <b>500AFN.</b>		<b>Each</b>	<b>180</b>		
	AWCC mobile Top-up cards <b>250AFN.</b>		<b>Each</b>	<b>360</b>		
<b>3</b>	Etisalat mobile Top-up cards <b>500AFN.</b>		<b>Each</b>	<b>844</b>		
	Etisalat mobile Top-up cards <b>250AFN</b>		<b>Each</b>	<b>1464</b>		
<b>4</b>	MTN mobile Top-up cards <b>500AFN.</b>		<b>Each</b>	<b>270</b>		
	MTN mobile Top-up cards <b>250AFN.</b>		<b>Each</b>	<b>816</b>		
<b>5</b>	Salaam mobile Top-up cards <b>500AFN.</b>		<b>Each</b>	<b>232</b>		
	Salaam mobile Top-up cards <b>250AFN.</b>		<b>Each</b>	<b>216</b>		
<b>The Total Amount in AFN</b>						

Delivery period (how long will take you to deliver the Top-up card) after receipt of the task order: \_\_\_\_\_ In calendar days.

- 1- Jhpiego will not order all the above top-up cards at once. Jhpiego will sign a blanket purchase order with the successful bidder and will issue a task order for each delivery as per its needs during the life of the contract.
- 2- Jhpiego will inform the vendor 24 hours in advance.
- 3- The successful vendor must provide and deliver the liquid gas to Jhpiego main office Wazir Akbar Khan.
- 4- Price should be inclusive of government tax and transportation costs.

Vendor's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature and Stamp: \_\_\_\_\_



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: