



## **CRS REQUEST FOR QUOTE**

**Issuing Date:** Sep 3, 2024

**Closing Date:** Sep 17, 2024

## Cover Letter

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Dear Sir/Madam,

### Subject: Request for Quotation

CRS requests quotations for PE pipes, PE fittings, GI pipes, GI fittings, Cements, water meters, and steel bars as detailed in the attached RFQ (Annex 1) from production companies capable of providing the requested materials.

1. Companies or organizations must be legally able to conduct business in Afghanistan and have the ability to provide quality pipes and fittings in Afghanistan upon award of the contract.
2. Must have not declared or are in the process of declaring bankruptcy
3. Have not been convicted for an offense concerning professional conduct
4. Have fulfilled obligations related to payment of government taxes
5. Are not in situations of conflict of interest (e.g. with primary relationship to family or business relationship to parties on tender committee or any person in CRS)
6. Have the capacity, operational personnel, and capital to provide the required materials
7. Have work experience with International NGOs or UN organizations
8. Has sufficient financial capability that can afford the supply cost
9. Able to provide 15% of the total order value as security deposit in the form Bank Guarantee Letter until the delivery is successfully over.

The offer must be submitted in sealed envelope and submission should be made by **Sep 17, 2024, 4:00 pm local time** to the following address:

**CRS Office in Kabul:** House # 14, Radio Kilid Street, Kolola Pushta, District 4, Kabul Afghanistan.

**CRS Office in Herat:** Telecommunication Road, near Rafa Wedding Hall, Herat city, Afghanistan.

**CRS office in Bamyan:** Sari Asiab I, 1<sup>st</sup> Area, Gozar3, house#125, Bamyan City.

***Bid received after the indicated time and date will be rejected.***

***The Bid opening will take place in CRS office in Bamiyan.***

This letter should not be construed in any way as an offer to contract with your firm.

Sincerely,

Procurement Section

## II. INSTRUCTIONS TO BIDDERS

**2.1 Description:** Refer to the attached Excel sheet (Annex 1). The materials should be delivered to the CRS office in the center of Bamyan province, as stated in the Annex file (Annex 1).

**2.2 Cost of Providing Quotes:** The bidder shall bear all costs associated with the preparation and submission of bid in response to this solicitation.

## III. Solicitation Documents

### 3.1 Clarification of Solicitation Documents:

Vendors requiring any clarification regarding this RFQ may notify CRS in writing. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for question. Clarification can be sought in writing through CRS Email: [procurement.afg@crs.org](mailto:procurement.afg@crs.org), but not later than Sep 17, 2024.

**3.2 Amendments of Request for Quotation:** Prior to the Deadline for Submission of Quotes, CRS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier/vendor, amend the Request for Quotation. In order to afford prospective suppliers/vendors reasonable time in which to take the amendments into account in preparing their offers, CRS may, at its discretion, extend the deadline for the Submission of Quotes. Any amendments will be published in the same manner as the present tender.

### 4.1 Cover Letter:

The Bidder's cover letter shall include the following information:

- Name of the company or organization
- Type of company or organization
- Address
- Telephone
- E-mail
- Full names of members of the Board of Directors and Legal Representative (as appropriate).

Supporting documents:

- Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Bidder is registered.
- Copy of tax clearance report for the past fiscal year
- References for the most recent three contracts with INGOs or UN

**4.2 Language of the Quote:** The quote prepared by the supplier/vendor and all correspondence and documents relating to the quote exchanged by the supplier/vendor and CRS shall be in English.

**4.3. Offer Currencies/Offer Prices:** All prices can be quoted in **AFN**.

**4.4 Period of Validity of Quotes:** The quote shall remain valid for 30 days after the closing date prescribed by CRS. A quote valid for a shorter period may be rejected as non-responsive.

## **V. Opening and Evaluation of Quotes**

### **5.1 Clarification of Quotes:**

To assist in the examination, evaluation and comparison of Quotes, CRS may at its discretion ask the bidder for clarification of its Quote.

**5.2 Samples:** Sample is required for inspection after the PE pipe production as per the attached (see Annex 1) technical list. All materials are subject to technical inspection and CRS will only accept the items which meet the specifications set forth in the order.

### **5.3 Delivery:**

The delivery should be made to the locations stated under point 2.1.

## **VI. Preliminary Examination:**

**6.1** Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Quote will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

**6.2** A Quote determined as not substantially responsive will be rejected by CRS and may not subsequently be made responsive by the Supplier/Vendor by correction of the non-conformity.

**6.3** Evaluation of Quote: Determination of compliance with the RFQ is based on the content of the quote itself without recourse to extrinsic evidence.

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## **VII. Evaluation and Basis for Award**

A Purchase Order will be executed with the Bidder whose quotation is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to CRS.

That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

- Cost-efficiency and economy
- Quality
- Delivery lead-time
- Payment term
- Professional competence of the executing company

CRS/Afghanistan reserves the right to reject any and all bids at its sole discretion for any reason whatsoever. The locations requested in this RFQ for service delivery does not create liability for CRS and that CRS may determine to reduce or increase as deemed necessary by the agency at the order stage.

### **VIII. Negotiations**

It is anticipated that an order will be awarded solely on the basis of the original offers received. However, CRS reserves the right to negotiate the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation.

Furthermore, CRS reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of CRS, Bidders may be requested to conduct oral presentation and provide submit in writing.

### **VII. CERTIFICATIONS AND COMPLIANCE**

Bidders shall be expected to comply with the following policies and regulations.

The company must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, CRS withholds 2% tax from the total value contract where the supplier is registered with government of Afghanistan, while the withholding tax rate for non-registered company/individual is 7%. CRS releases the tax to the account of MoF and provide confirmation to the respective supplier. This tax is a sole responsibility of supplier and therefore, it should not be included on the final price that will be quoted to CRS in response to this solicitation.

If the selected vendor is not on CRS approved supplier list, then it will be required to undergo the due diligence process that will be conducted by CRS designated staff. The supplier would be also required to sign CRS supplier code of conduct as part of the DD process, which can be found through the following link.

### **X. CRS TERMS AND CONDITIONS**

For CRS supplier code of conduct please refer to annex B attached herewith.