



Green Afghanistan Agriculture and Livestock Organization - GAALO
Administration Division | Operations Department

Request for Quotation (RFQ)

RFQ No.

RFQ-In-kind Food-0018

Title:

Provision of Food Items and Transportation for Sheberghan & Khanaqa
Districts of Jazwzjan Province for AHF Project

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Section 1 | Glossary

1.1. Explanation of Important Terms

Below is the alphabetical list of important terms, phrases, names, and abbreviations – with their brief definitions – which are frequently used in the Request for Quote (RFQ) document:

Afghani (AFN)

The standard unit of money and official currency of the Government of Afghanistan.

Service Agreement

GAALO through this RFQ will select the most qualified supplier/service provider and enter into a service agreement for the provision of Emergency In-kind Food Assistance to IPC Phase 3+ Food Insecure People in Jawzjan Province of Afghanistan for the AHF Project.

Blanket Purchase Agreement (BPA)

A Blanket Purchase Agreement (BPA) will be issued for the 4-month period to the winning bidder/s based on the lowest price technically acceptable. The primary purpose of this BPA is to establish pricing, terms, and conditions for the procurement of In Kind Food Packages for the Jawzjan Province. The GAALO AHF project will request the services on an as-needed basis—at the fixed prices in the BPA.

Department

An individual unit of a division at GAALO dealing with a particular area of work. For instance, 'Operations' is a department under 'Administration Division'.

Division

A functional part of GAALO dealing with a major area of work. For example, the 'Administration Division' covers all activities related to human resources, finance, procurement, logistics, etc. at GAALO.

Offeror

An individual or company willing to submit an official quote in response to the requirements of the Request for Quotation (RFQ) document.

Operations Department

A functional department under 'The Administration Division is responsible for providing operational and logistical support to all divisions and their departments; conducting local and international procurements; maintaining all furniture, fixtures, and equipment; and managing the inventories and records of all tangible assets at GAALO.

GAALO

Green Afghanistan Agriculture and Livestock Organization (hereinafter "GAALO") is the organization (based in Kabul, Afghanistan) seeking quotes from the most qualified offerors through this Request for Quotation (RFQ) document.

Purchase Order (PO)

A type of contract issued by GAALO under the Blanket Purchase Agreement (BPA), authorizing the service provider to deliver the required services by the quantities, prices, payment terms, delivery date and location, and any other associated terms and conditions as outlined in the Purchase Order (PO).

Request for Quote (RFQ)

An official document issued by GAALO to receive quotes from the most qualified offerors in Afghanistan or abroad for the provision of required services.

Service Provider

An individual or company selected to provide the required services to GAALO by the terms and conditions of the Blanket Purchase Agreement (BPA) and its subsequent Purchase Orders (POs).

Services

The intangible products and/or works provided by the service provider to GAALO under the Blanket Purchase Agreement (BPA).

US Dollar (USD)

The standard unit of money and the official currency of the United States of America.

Section 2 | Introductions

2.1. About GAALO

A national non-government, non-political, and not-for-profit organization established and registered with the Ministry of Economy since 2009 committed to identifying new and innovative approaches to meet the needs of its target groups. GAALO’s work focuses on identifying the most critical and challenging problems, developing successful strategies, building effective institutions, and creating efficient delivery mechanisms. We base our programs on facts and data, not mere assumptions.

Since its inception, GAALO has gone to both rural and urban communities and implemented 70-plus programs and projects in the thematic areas of Agriculture, Livestock, Environment Protection, Research, Survey, Capacity Building and Development, Humanitarian Relief, and food security. For details, please visit www.gaalo.org

Section 3 | About the RFQ

3.1. RFQ Summary

Acquisition Type	Procurement Services
RFQ No.	RFQ-In-kind Food -0018
Title	Procurement of Food Items.
RFQ Issuance Date	September 12, 2024
Deadline for Questions	September 18, 2024 – 04:00PM, Afghanistan Local Time (AFT)
Deadline for Quotes Submission	September 20, 2024 – 04:00PM, Afghanistan Local Time (AFT)
Award Mechanism	Procurement Service Agreement (BPA)

3.2. Purpose

The purpose of this RFQ is to receive quotes from qualified offerors based in Afghanistan for the provision of required procurement services to GAALO by the Scope of Services as outlined in Section 3.3. Under a procurement service agreement.

3.3. Scope of Services

GAALO is one of the national Afghan NGOs engaged in emergency responses in Afghanistan, providing the most vulnerable people with cash and non-cash assistance to meet their basic needs. We are looking for suppliers to procure food items that include wheat flour, vegetable oil, pulse, and salt under the supervision of GAALO. Given the urgent situation of the people we assist; it is important that the in-kind food is procured as quickly and timely to the people.

GAALO provides and helps vulnerable communities in underserved areas of Jawzjan province by meeting their immediate food security needs and preventing further deterioration of their situation.

GAALO will provide 4 months' in-kind food assistance (@ 25% of ration size as per FSAC) to 2500 most vulnerable IPC 3 and 4 HHs (17500 people) in Shibarghan and Khanaqa districts of Jawzjan province to support them in improving their food consumption and complement their depleted food stocks.

In-kind food items:

In-kind response food items shall include 50 kg wheat flour, 4 kg Pulses Chickpea, 4 liters oil, and 0.5 kg salt to provide 2100 kcal/person/day. This package provides enough amount of protein, micronutrients, and fat for a household of 7 members for a month.

As per the counter-singed grant agreement, the following in-kind food package which is equivalent to 100% of FSAC food basket monthly, and four rounds in total:

No	Item Description	Unit	Quantity	Unit Price in USD	Total Price in USD
1	Wheat Flour Kazakistani, Tajikistani or equivalent Best Quality, the bag of flour must be 50kg وږه اوله درجه سپين قزاقى يا تاجكى يا معادل يى او د وږو بوچى بايد ۵۰ كيلو وي	Kg	500000		
2	Pulses (Chickpea) Kazakistani, Pakistani or equivalent Best Quality يا دال نخود اوله درجه قزاقى يا پاڪستاني يا معادل يى	Kg	40000		
3	Cooking Oil Kazakistani, Tajikistani or equivalent Best Quality (1 Litter oil is equal to 0.91kg) غوږى اوله درجه مایع غوږى قزاقى يا تاجكى يا معادل يى ۱ ليتر مایع غوږى معادل دى د ۰،۹۱ كيلو سره	Litter	40000		
4	Salt Iodinated Local, Pakistani or equivalent Best Quality مالګه سپينه او آیودين داره مالګه وطنى يا پاڪستاني يا معادل يى	Kg	5000		
5	Transportation Cost from Balkh Mazar-e- Sharif city to Jawzjan Province Shibarghan and Khanaqa districts distribution point with arrangement for distribution کرایه له مزار شریف نه تر د جوزجان ولایت د شبرغان او خانقا ولسوالیانو د توضیع کولو تر زای او د توضیع لپاره د برابرولو سره	Metric Ton	581.4		
Grand Total					

Payment Terms: Payment will be made via bank transfer upon successful delivery of goods, payment will be processed after 15 official days of each delivery and upon receipt of an official invoice from the vendor.

Tax Policy: Company that provides an updated business license will benefit from a reduced tax rate, with 2 % tax being deducted from their total amount.

In cases where company fail to provide an updated business license a higher rate applies, with 7% tax being deducted from their total amount.

GAALO is looking to have a food procurement service agreement with the supplier(s) to procure and deliver in Mazar up to 581.4 MT of general food items, subsequently, GAALO will repackage, transport and distribute the food items to 2500 IPC phase 3 and 4 vulnerable households in

Shibarghan and Khanaqa districts of Jawzjan province from September 20 2024 to January 20 2025. Suppliers can only submit one bid for covering both the targeted districts in Jawzjan.

GAALO is looking to have close coordination and positive cooperative working relationships with suppliers to help achieve its goals of providing emergency assistance to the most vulnerable people.

3.4. Evaluation criteria

The bids will be evaluated against the following criteria to determine acceptability to GAALO. After technical evaluation is done,

- GAALO will take the bids that have acceptable technical scores and lowest prices (40 Marks).
- Valid business license from the Government of Afghanistan (10 Marks).
- At least one or more similar projects with the same scope, nature, and size in the last 2 years is mandatory (20 Marks).
- Enough financial Capacity to undertake the procurement (15 Marks).
- Bank Guarantee: As part of this procurement process, all bidders are required to provide a bank guarantee equivalent to 5% of the total bid value. The bank guarantee must be issued by a reputable financial institution and should be valid for at least from the date of submission till end of Contract. Failure to submit the bank guarantee will result in disqualification from the bidding process. Please submit the bank guarantee along with your bid documents (15 Marks).

3.5 . Vendor Selection Criteria:

- The GAALO's Internal Procurement Committee (IPC) will be in charge of the evaluation of bids and selection of the winning proposal.
- Preference will be given to highly competitive bid that meets the services requirements.
- The vendor should have the required quantity of goods in stock at the time of order. This ensures timely fulfilment without delays in delivery.
- The vendor must demonstrate a consistent ability to maintain stock levels, ensuring they can meet both immediate and long term supply needs.

3.6. Award Mechanism(s)

GAALO will award the project to the most qualified offeror under a Procurement Service Agreement a type of agreement whereby the service provider delivers the required services to GAALO as per the plan stipulated in the agreement, agreed payment, terms, and conditions for the agreement lifetime.

3.7. Questions

Please email your questions – about the technical and administrative requirements of the RFQ – to pmu@gaalo.org by September 18, 2024, no later than 04:00 PM, Afghanistan Local Time (AFT). Write RFQ number (RFQ-In-kind Food-0018) in the subject line. The answers to the questions will be emailed/posted by GAALO on September 19, 2024. Any verbal information provided by the employees of GAALO in response to the offeror's questions will not be considered official.

3.8. Eligibility Criteria

Registered Procurement Companies, who meet the requirements, evaluation criteria, and other terms and conditions of the RFQ are eligible to submit their quotes in response to the RFQ.

3.9. Submission Guidelines

- Interested and qualified offerors are requested to send their quotes only electronically to bids@gaalo.org by September 20, 2024, no later than 04:00 PM, Afghanistan Local Time (AFT).
- In the quotes, the offerors are required to incorporate any additional costs associated with the procurement services to GAALO.
- The quoted prices shall be valid for at least 60 days from the quote submission date.
- The prices shall be quoted by filling and signing the Offeror's Sheet stipulated in this RFQ.

Moreover, the offerors are required to provide their best prices for the provision of the procurement services.

- The offerors are requested to quote their prices in the US Dollar (USD) currency only.
- Please write the RFQ number (RFQ-In-kind Food-0018) in the subject line of your offer submission email.
- The offerors are required to submit the following:
 - ✓ Offeror's Valid Registration
 - ✓ Offeror's Sheet filled and signed
 - ✓ Sufficient samples of similar works carried out by the offeror in the last 2 years.

3.9. Delivery Locations and Timelines

All services shall be delivered to one of the below applicable delivery locations:

Sample Check: As part of our procurement process, we need to ensure that the products meet our quality standards before moving forward with any potential order, please send the sample to the following address

Operations Department
Green Afghanistan Agriculture and Livestock Organization - GAALO
House#11, Street# 6, Khoshal Khan Mena, PD 5,
Kabul, Afghanistan

OR electronically to: bids@gaalo.org

3.10. Terms and Conditions

Below terms and conditions apply:

- Submission of quotes in response to the RFQ does not obligate GAALO to award and/or enter into an agreement with the offeror. The award is subject to the selection of best and final offer (BAFO) in accordance with the evaluation criteria as specified in the RFQ.
- Submitting an offer after the closing date/time (as specified in the RFQ) will not be considered for bidding.
- GAALO does not pay any costs incurred by the offeror associated with the preparation of quotes in response to the RFQ.
- GAALO owns the right to reject any quotes that do not comply with the requirements, terms, and conditions of the RFQ.
- Offeror's failure to meet the requirements of the RFQ may lead to its disqualification from the bidding process.

3.11. Required documents:

The following documents must be part of the submission package:

- Copy of valid and updated business license,
- Copy of the company president & vice president's National Identification Card (NIC).
- Copy of three similar contracts
- Bank Statement

3.12. Bank account details:

The following documents will be provided by the vendor after the issuance of the contract/PO:

- Company's bank account details.