



Request for Quotation (RFQ)

Supply & Delivery of Hygiene Kits, and Consumables Hygiene kit

Project Name:	Humanitarian WASH for vulnerable, remote, and underserved communities in Afghanistan
Project Code	ECHO/-AS/BUD/2024/91008
Project Location	Keshendeh District, Balkh Province, Afghanistan
RFQ No.	AFG-ORD-KBL-24-13
Issue Date:	October 29, 2024
Closing & Submission date:	November 10, 2024
Email:	procurement.kabul@ord.org.af

Request for Quotation (RFQ):

The Organization for Relief Development (ORD) is the implementing partner of the DANISH COMMITTEE FOR AID TO AFGHAN REFUGEES (DACAAR) for the Humanitarian WASH for vulnerable, remote, and underserved communities in Afghanistan project in the Keshendeh district Balkh Province, Afghanistan. The Supply & Delivery of Hygiene Kits, and Hygiene kit consumables are a part of this project.

The Organization for Relief Development (ORD) invites interested qualified companies, duly registered with the Ministry of Industry and Commerce govt of Afghanistan for “Supply & Delivery of Hygiene Kits, and Hygiene kit consumables” **as per the attached BOQ Annex 3**

It is recommended that this (RFQ) and its mandatory all annexes be read and filled in thoroughly. Failure to comply with the requirements of bid submission will be at the Bidder’s own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

Deadline for submission of RFQ:

The closing date for submission of RFQ is:

The 10th of November 2024, 04:00 pm (Afghanistan local time). Late RFQs shall be rejected, and electronic submission is not allowed.

Bid Opening:

The bid opening session will be held on November 11, 2024, at 10:00 am in the ORD Main Office, Kabul Province.

The Employer's address for submission of bids is:

ORD main office,

House No.: 18, Street No.:2, Charah-e-Shahid, Dehbori, Sar-e-Kariz station, District -3, Kabul (city), Afghanistan.

Phone No.: + 93 (0) 77 810 63 55 only for specifying of address.

You will find the following documents attached:

- a. Bid Form of Annex 1
- b. Declaration of Undertaking of Annex 2
- c. Price Sheet of Annex 3

Bidder Details (Should be provided in the below table):

1. Name of Company/supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. Company registration number	
9. Year of company registration	
10. Name of bank	
11. Bank details	

Bidder's Offer

Supplier Quotation (Total Price):	
Expected Delivery time (days)	
Name and signature of authorized signatory:	
Place and date of signature:	

RFQ Terms and Conditions:

1. Supplier should provide a quotation as per the attached price offer sheet annex 3.
2. Delivery Destination: The items are to be delivered to Keshendah District, Balkh Province, Afghanistan, The detailed address of the final delivery destination and point of contact will be shared at the time of issuance of the final Purchase Order/contract.
3. Delivery Periods: The commodities are urgently required for emergency response operations, and they must be delivered within 10 working days after the PO to the requested destination mentioned in clause no. 2 (Delivery Destination).
4. The quantity specified above is provided as a best estimate only. ORD reserves the right to order the quantity that it requires.
5. Prices should be quoted in Afghani (AFN), contract withholding taxes are applicable and all duties, transport costs, loading and unloading costs should be included in the quoted prices, Offers without sign and stamp will not be accepted. Manipulated/overwritten offers will automatically be rejected.
6. Inspection: Goods supplied must meet the required specifications and testing/inspection results must conform to our standard specifications as stipulated in the attached BoQ.

7. In the event of a discrepancy/error in the total prices indicated above the unit price will prevail.
8. Your offer shall remain valid for at least thirty (30) working days from the date of submission before which a Purchase order/contract if placed should be accepted by the successful Supplier.
9. Payment: The payment shall be made as per ORD standard payment terms, which is within 30 days from the date of receipt of the goods with all supporting documents in order by the Buyer. The invoice should indicate the PO number, total quantity of delivered items and the total amount to be paid in AFN.

The following payment methods are applicable:

- a. Through bank transfer/cheque to the AFN account of the Supplier in Afghanistan.
 - b. Cash payment to the supplier, which will be the last option.
10. ORD will not be responsible for any changes that occurred during the contract such as (increment in custom duties, exchange rate, etc.)
 11. The required kit material must be legally imported from a legal source/manufacturer.
 12. The supplier must provide proper custom clearance documents and manufacturer certificates proving the material's originality.
 14. In case of delay without any logical reasons in the delivery of items, 0.5% of the total cost of the undelivered quantity will be charged as a penalty for each working day of delay.
 15. Performance Guarantee: 10% of the total contract amount is applicable.

Bid Requirements & required documents for submission:

If you are willing to supply them, you are requested to submit the enclosed documents with all annexes including the following:

- All pages of RFQ are signed and stamped.
- The Bid Form by annex 1.
- Declaration of Undertaking in accordance with annex 2
- Price Sheet / Bill of Quantity (BoQ) in accordance with annex 3
- A copy of a valid business license.
- Experience in similar supplies in the past preferably one contract with the value equivalent to the tender's offer with Gov.t, I/NGOs.

All RFQ documents shall be prepared in the English language, completed and signed by a duly authorized person, in a sealed envelope, not later than stated as the submission date on the front page.

Evaluation Criteria:

After the confidential opening of the bids, information relating to the examination, clarification, evaluation, and comparison of bids, the ORD will award the contract to the bidder who has submitted the best bid according to the following criteria:

- a) All pages of RFQ are signed and stamped.
- b) The Bid Form of annex 1 is dully filled, signed & stamped.
- c) Declaration of Undertaking in accordance with annex 2 signed and stamped.
- d) A copy of the valid business license is provided
- e) The lowest bid price as per the attached price sheet (annex 3)

Employer's Right:

The Employer reserve the right to accept or reject any bid and to annul the bid process and reject all tenders at any time before the award of the contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Employer action.

Requests for clarification

Bidders are required to submit any request for clarification or any question in respect of this RFQ

By e-mail to procurement.kabul@ord.org.af

The deadline for receipt of questions is 16:00 hrs. Local time on November 06, 2024. Bidders are requested to keep all questions concise.

Advance Payments:

Advance payments are not applicable for this tender and subsequent contract.

ORD has zero tolerance for fraud. Fraud is any act or mission that intentionally misleads, or attempts to mislead, obtain a benefit, or avoid an obligation.

Bid FORM

RFQ No.: AFG-ORD-KBL-24-13

Project Name: Supply & Delivery of Hygiene Kits, and Hygiene kit consumables

Company Name: _____

To: ORD Main office

Dear Sir / Madam,

1. Having examined the Conditions of Contract, and Bill of Quantities, and all other documents received with the Invitation to Bid for the execution of the Works in connection with the above named Project, we, the undersigned offer to execute and complete such Works and remedy any faults and defects therein in conformity with the conditions spelled out in the aforementioned documents for the sum of as mentioned in Price Proposal.
Or such other sums as may be ascertained in accordance with the said conditions.
2. We undertake, if our bid is accepted, to commence the sully within the time required in the contract conditions, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Conditions.
3. We agree to abide by this Bid for the period of 30 working days from the submission/opening date stated in the Invitation to Bid and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. Unless and until a Contract Agreement is signed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between.
5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Date:

Signature:..... in the capacity of

Declaration of Undertaking

RFQ No.: AFG-ORD-KBL-24-13

Project Name: Supply & Delivery of Hygiene Kits, and Hygiene kit consumables

We underscore the importance of a free, fair, and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process, or in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of the undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium have/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Date:

Name of company: _____

Signature: _____ Mobile No. _____

Seal: _____ Email address _____

Organization For Relief Development (ORD)



Financial Offer Form (BoQ)

Project Name: Humanitarian WASH for vulnerable, remote, and underserved communities in Afghanistan

Project Code: ECHO/-AS/BUD/2024/91008

Task: Supply & Delivery of Hygiene Kits

Location: Keshنده District, Balkh Province, Afghanistan.

Date: October 29, 2024

Annex: 3

S.No	ITEM DETAILS	UNIT	Quantity	Unit Cost [AFN]	Amount [AFN]
1	Antibacterial soap	150 gram - bar	17		
2	Plastic soap case (PE)	for 125 gram -bar	1		
3	Laundry Detergent Soap	200 gram bar	7		
4	Plastic Jerry Can (heavy duty food grade)	20 litre	1		
5	Plastic Jerry Can (heavy duty food grade)	10 litre	2		
6	Plastic bucket with a tight fitting lid (PE)	10 litre	1		
7	Plastic Aftaba (hand held jug) (PE)	2 litre	1		
8	Dark 100% Cotton Cloth	2 m ² piece	4		
9	Toothbrush adult	Medium / full head- No	3		
10	Tooth brush child	Soft / Compact head -No	4		
11	Toothpaste	125 gram tube	2		
12	Towel (100% cotton)	40 x 70 cm	5		
13	Hygiene promotion IEC flyer	With key messages	1		
14	Two handled horal bag (light brown)	70 x 40 x 60 cm	1		
15	Metal Flash light (with batteries)	approx. 10 cm long	1		
16	Elasticated woman's underwear (Panties)	Small, Medium, and Large	6		
17	Stainless steel Nail Cutter	Adult size	1		
18	Local hand broom	local 60 cm long	1		
19	Plastic basin for laundry (PE)	43 x 15 cm	1		
20	Packaging Bag For MHM items	Khaki material 30cmx30cmx 50 cm with a strap "Donor Branded"	1		
21	Cotex/Sanitary Pad	Standard quality-normal size (box of 12)	4		
22	Shampoo	Bottle 400 ml /Good quality	2		
23	Baby Potty	Standard Size available in market	1		
Sub Total for one Hygiene Kit					
Grand Total for 500 Hygiene Kits			500		

Total Price in words:

Company Name:

Date:

Signature (Name / Position):

Stamp / Seal:

Mobile No:

Organization For Relief Development (ORD)



Financial Offer Form (BoQ)

Project Name: Humanitarian WASH for vulnerable, remote, and underserved communities in Afghanistan

Project Code: ECHO/-AS/BUD/2024/91008

Task: Supply & Delivery of Consumable Hygiene Kits

Location: Keshendeh District, Balkh Province, Afghanistan.

Date: October 29, 2024

Annex: 3

S.No	ITEM DETAILS	UNIT	Quantity	Unit Cost [AFN]	Amount [AFN]
1	Antibacterial soap	150 gr-bar	33		
2	Laundry Soap	200 gr-bar	14		
3	Shampoo	Bottle 400 ml	2		
4	Toothbrush adult	Standard quality	6		
5	Tooth brush child	Standard quality	8		
6	Toothpaste (125gm)	Standard quality	8		
7	Cotex/Sanitary Pad (normal size) (box of 12)	Standard quality	8		
8	Packed in a suitable package of choice	30x30x60 cm	1		
9					
10					
11					
12					
13					
14					
Sub Total for one Consumable Hygiene Kit					
Grand Total for 500 Consumable Hygiene Kits			500		

Total Price in words:

Company Name:

Date:

Signature (Name / Position):

Stamp / Seal:

Mobile No: