**RFQ: RFX-2025-0000078 – Supply of Dettol Soap for Medair Project in Urozgan & Kandahar Provinces.**

Medair within its humanitarian programs implemented in Afghanistan wishes to invite qualified Suppliers to submit quotations for the provision of Dettol soap for Medair Urozgan & Kandahar offices. Medair plans to enter a Purchase agreement with successful Supplier(s) identified through a competitive and transparent procurement process.

**Eligibility Criteria: Quotations received from Logistics Companies without a copy of VALID License and Supplier Registration form will NOT be considered for evaluation!**

Interested Suppliers should submit detailed quotations, including required documentation, no later than **18-Jan-2025**, by email, with the subject heading; **“RFQ: RFX-2025-0000078 - Request for Quotation for supply of Dettol soap 115gram ( Original Quality ) for Medair’s humanitarian Project activities in Urozgan & Kandahar Provinces”** to: [tenders-afg@medair.org](mailto:tenders-afg@medair.org)

For any inquiries related to this quotation, please send an email to [tenders-afg@medair.org](mailto:tenders-afg@medair.org) , before, **18-Jan-2025**

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| **\*\*\*\*\*MEDAIR ETHICAL AND BUSINESS CONDUCT STATEMENT \*\*\*\*\*** |

* Medair is committed to integrity in procurement and only selects suppliers/service providers/contractors/consultants based on objective business criteria such as price and technical merit. Medair expects vendors to comply with our Standards of Business Conduct, available at <https://www.medair.org/accountability/>.
* Medair does not tolerate fraud, collusion among bidders, or falsified proposals or bids. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities. In addition, Medair will inform its donors of any bidder offers of money, commissions, or gifts to obtain business/contracts.
* Employees and agents of Medair are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, or object of value from current or potential vendors or suppliers in exchange for or as a reward for business.
* Bidders responding to this RFQ must disclose and include the following information as part of the quotation submission: Close, familial, or financial relationships with Medair or project staff. For example, if a bidder’s cousin is employed by Medair, the bidder must state this.
* The Bidder certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other bidders or competitor or sought help from Medair employees for the purpose of restricting competition or gaining advantage over other bidders.
* Please contact tenders-afg@medair.org with any questions or concerns regarding the above information or to report any potential violations.
* **For any potential violations and suspected or confirmed incidences of Fraudulent practices, please report directly to Medair General Headquarters (GSO), based in Lausanne, Switzerland by sending an email to** [**notify@medair.org**](mailto:notify@medair.org)**. Your communication/complaints or evidence will be handled/treated with uttermost confidentiality.**
* **برای هرگونه تخلف احتمالی وواقعات مشکوک ویا تاید شده لطفآ نمود مستقیماً به دفترعمومی میدایرGSO)) واقع در لوزان سویس به ایمل آدرس ذکر شده** [**notify@medair.org**](mailto:notify@medair.org) **گزارش دهید‌ ارتباطات/شکایت ها یا شواهد شما با نهایت محرمیت برخو رد و رسیدگی/ خواهد شد.**

**Specific Rules and Conditions for this RFQ**

* Any participation Bidder must be legally License and Registered in Afghanistan !
* Any quotation submitted after the deadline will not be considered !
* This is not a tender, hence no open tender meeting will be held. Medair will contact only short-listed Bidders!
* Medair reserves the right to choose a Supplier based on specific factors including but not limited to ; best price, quality, reliability and past experience among others.
* **For This RFQ, the BID analyses will Be processed in 2 Phases ;**
* **The 1st Phase will involve Pre-Bid evaluation where all bids received will be subjected to a 10 points based screening criteria.**
* **Any bidder scoring 70% and above will be considered for 2nd Phase bid valuation to determine a winner(s). Under the Second Phase, the main selection criteria will be based on the Following factor : Original Qualité, Lead Time, Price and Lead time.**
* According to requirements Medair reserves the right to accept or reject any quotation or cancel the process without any obligation to inform the affected or interested Suppliers without giving reasons for acceptance, rejection or cancellation.
* Medair reserves the right to split the offer in to different lots and to award contracts to multiple qualified Suppliers.
* All Medair and its Donor terms, conditions and policies must be accepted by the Suppliers.
* Medair will not cover any cost related to the creation and submission of the Quotation, regardless of the result.
* Medair expects Supplier(s) with whom it partners with to follow ethical business practices and be socially accountable.  Those expectations are set out in Medair’s Code of Ethics, which, along with the associated policies are available on Medair’s website at <https://www.medair.org/accountability/> , and are subject to periodic updates.
* Afghanistan Government regulations require Medair to upload all relevant information, including copies of signed contracts, to the government database known as TAIS. The Suppliers should be in agreement with this requirement.
* The quote shall be minimum valid for 90 days after submission date.
* Monthly payment 30 days after submitting Invoice to Medair office.
* Payment by cash or bank payment, bank payment is preferred (for cash payment Medair will deduct 4% commission fee from the payable amount)
* Medair is obliged by the Government of Afghanistan to pay Withholding Tax on behalf of supplier if a single invoice exceeds 50,000 AFA or if the total amount spent with one Contract within one calendar year will extend 50,000 AFA.

For all Supplier who are registered and have a TIN and business license, Medair will submit on the Supplier’s behalf 2% tax to the Government.

For all Supplier who aren’t registered and don’t have a TIN and business license, Medair will submit on the Supplier’s behalf 7% tax to the Government.

*How the TAX is calculated:*

1. *Invoice amount 100% - 2% withholding tax = 98% payable to Supplier (in case TIN and business license are available)*
2. *Invoice amount 100%* - 7% withholding tax = 93% payable to Supplier (in case TIN and business license are not available)

**Supplier Details**

1. Company Name
2. Company Owner Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Company Authorized Representative Name
4. Tazkira number \_\_\_\_
5. Company Registration No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Company Specialization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Contact Numbers Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. E-mail Address \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I have read and understood the Medair’s Specific Rules & Condition above and Medair Code of Ethics.

I further certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

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

Signature and Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please fill in the information in the table below: (the unit price and total price + delivery lead time)**

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| **N˚** | **Item Description** | **Qty** | **Unit** | **Unit Price (Price inc. 2% tax) AFA** | **Total Price (AFA) incl. 2% TAX** | **Total Price (AFA) less 2% Tax** | **Delivery Leadtime (days)** | **Remarks** | |
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| 1 | **Original Dettol Soap 115grams** (Dettol soap with alternative weights-grams maybe considered depending on the unit price offered) **– Uruzgan Order** | 24,395 | Piece |  |  |  |  | | 1. ***Please attach copies of soap importation documents (this can be from the manufacturer, importer/distributor).*** 2. ***Please provide sample of your detol soap (1pc) to Medair for verification.*** | |
| 2 | **Original Dettol Soap 115grams** (Dettol soap with alternative weights-grams maybe considered depending on the unit price offered) – **Kandahar Order** | 19,300 | Piece |  |  |  |  | | 1. ***Please attach copies of soap importation documents (this can be from the manufacturer, importer/distributor).*** 2. ***Please provide sample of your detol soap (1pc) to Medair for verification.*** | |

**The Soap supplied to Medair during the Purchase Agreement Period must fulfill the following Requirements:**

* The Dettol soap must be of original quality. Confirmatory tests Medair will be undertaken
* The company should guarantee the soap is original and not fake one.
* The weight for the required soap should be 115grams or more.
* The required quantity of Dettol soap must be **delivered to Medair Urozgan and Kandahar offices.**

**Submit your Quotations with copies of the following DOCUMENTS**

* Duly completed, Signed and stamped RFQ document (this document),
* **Vetting information documents duly completed for all company owner, senior management and the representative (Service Provider not submitting the filled vetting form will be excluded from the procurement process),**
* Medair Supplier Registration Form duly completed, signed, and stamped,
* Copy of Valid Business License for operation in Afghanistan,
* Copy of Tax Identification Number (TIN) Certificate / Tax card,
* Personnel national ID document (Tazkira) of the company owner,
* Company profile,
* Product (Dettol) Quality Specification documents (should include importation paperwork from Manufacturer, dealer/distributor)

**Supplier’s Remarks**

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**Supplier Terms and Conditions**

1. Validity of the offer (3 month minimum) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Number of days needed to deliver the Soaps once Agreement is signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Payment mode (Cash, Cheque, Bank transfer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_