

**REQUEST FOR QUOTATION**

TO:

All interested suppliers

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **RFQ NO.** | ATEO-2025-JAN-1 |
|  |  | **Date of issue:** | 14 January 2025 |
|  | **Contract title:** | Procurement of Grocery shops items |
|  | **Closing date:** | 21 January 2025 |
|  | **Submission Email** | [procurement@ateo-af.org](mailto:procurement@ateo-af.org) |
|  |  | Please note that the quotations should be submitted via above email before closing date. | |

**Background information**

ASAS Training and Education Organization (ATEO) hereinafter referred to as “ATEO” is a non-governmental, non-political, not-for-profit, and charitable organization working in social and educational programs founded in 2022 and registered with the Ministry of Economy under registration no 5488.

ATEO's mission is to promote education, vocational training, and community development to help Afghans become self-sufficient and improve their economic and social status.

# **Section 1 – Request for Quote**

## Customer Details

|  |  |
| --- | --- |
| **Customer Name** | ATEO |
| **Address** | Parwan 2, District 4, Kabul |
| **Phone** | +93 76 573 4278 |
| **Submission Email** | [procurement@ateo-af.org](mailto:procurement@ateo-af.org) |

## Request Details

|  |  |
| --- | --- |
| **Request Issue Date** | 14 January 2025 |
| **Closing Date / Time** | 21 January 2025 |

## Offers MUST be submitted via [procurement@ateo-af.org](mailto:procurement@ateo-af.org) to the procurement department of ATEO by the Closing Date and Time.

## Requirements

|  |  |
| --- | --- |
| **Description of goods/products and/or services required** | Procurement of Grocery Shop items.  Refer to Attachment A – BoQ |
| **Support Services** | Delivery, Installation |
| **Extension options** | Not applicable |

## Conditions

## The following conditions apply to this Request for Quote (RFQ) and the resulting purchase of good and services.

|  |  |
| --- | --- |
| **Conditions of Offer** | For all Goods and Services, the Conditions of Offer attached to this document at [Attachment B](#_Attachment_B_–) will apply to the RFQ. |
| **Conditions of Contract** | The following Conditions of Contract will apply to the contract formed with the successful Offeror:  **For all Goods and Services**, the Supplier Code of Conduct details the behavioural standards and principles expected of Suppliers.  **For the purposes of the Contract Conditions, the “Contract Details” or “Details” refers to this document and any Purchase Order issued to the successful Supplier.** |

## Evaluation Criteria

|  |  |
| --- | --- |
| **Mandatory** | * Legal Valid Business License * Company Profile * TIN * List of previous similar performed projects completed in last 3 years * Award notice/contractual agreement/completion certificate of the assignment undertaken by the supplier in last 3 years. * Experience with INGOs and UN will be considered as an advantage * Financial Capability * Audited Financial Statement for last three years (2022, 2023, 2024) or Recent one year Bank statement * Compliance with the technical specifications |

## Evaluation Score

|  |  |  |
| --- | --- | --- |
| **No** | **Documents** | **Score** |
|  | Legal Valid Business License | 10 |
|  | Company Profile, Along with TIN | 15 |
|  | List of previous similar performed projects completed in last 3 years  -Award notice/contractual agreement/completion certificate of the assignment undertaken by the supplier in last 3 years.  -Experience with INGOs and UN will be considered as an advantage | 35 |
|  | Financial Capability  Audited Financial Statement for last three years (2022, 2023, 2024)  or  Recent one year Bank statement | 20 |
|  | Compliance with the technical specifications | 20 |
| Total Score | | 100 |

# **SECTION 2 – SUPPLIER RESPONSE**

## Supplier Information

|  |  |
| --- | --- |
| **Supplier Name** |  |
| **Business License No** |  |
| **Licence Issue & end date** |  |
| **Supplier TIN** |  |
| **Contact Name** |  |
| **Position** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

## Conflict of interest

|  |  |
| --- | --- |
| **The Supplier is to give details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their quote. If there is nothing to declare, please insert “None”.** | Insert details |

## Requirements

## The Supplier is to detail how they will meet the requirements specified in Section 1, and Attachment A.

|  |  |
| --- | --- |
| **Evaluation Criteria 1: Conformance to Requirements**  Detail how the Supplier will meet the requirements specified in Section 1 and Attachment A (if applicable). | Insert details |
| **Evaluation Criteria 2: Capability and Experience**  Provide detail of the capability and experience of the Supplier and of any Key Personnel/subcontractors (if applicable) in delivering goods/services of this type? | Insert details |
| **Evaluation Criteria 3: Ability to meet Timeframes**  Please confirm that the Supplier has the resources available and capacity to commence on the specified contract start date? | Insert details |
| **Evaluation Criteria 4: Project Methodology**  Please advise of the Suppliers methodology for meeting the timeframes detailed in the Specification? | Insert details |
| **Evaluation Criteria 5: Cost and Value for Money**  Provide the Suppliers pricing at Attachment A. In this section, please provide detail of:   * the warranty provided on the goods; * Delivery, Installation, support, maintenance, or servicing included; | Insert details |
| **Is the Supplier:** | |
| Business size? | Small business (less than 20 employees)  Medium Enterprise (20 or more but less than 200 employees)  Large Enterprise (200 or more employees) |
| A local supplier (within 125km from where the goods or services are to be supplied)? | Yes  No |

## Supplier Authorisation

|  |  |  |
| --- | --- | --- |
| **This quote is submitted by the Supplier’s authorised representative. By signing, the Supplier is offering to enter a Contract on the terms set out in this document and the Conditions of Contract listed in Section 1.** | | |
| Signature | Name and Position | ......./......./.......  Date |

# **Attachment B – Request for Quote (RFQ) Conditions**

## Interpretation

These RFQ Conditions may be used where the Customer is seeking offers to enter a Contract.

## RFQ process

### 2.1 Supplier acceptance

By participating in the RFQ Process, the Supplier accepts these Conditions.

By submitting an offer, the Supplier offers to enter a Contract with the Customer under which for Goods, Services and Deliverables and acknowledges that the Customer may accept the offer during the Offer Validity Period.

### 2.2 Customer discretion

The Customer may make any changes to the RFQ Process in its absolute discretion, by notifying the Supplier including by publication on the Islamic Emirate of Afghanistan Government were considered appropriate by the Customer. This may include:

1. adding the terms and conditions applicable to the RFQ Process, including terms of the RFQ Conditions and/or proposed Contract.
2. adding or changing Requirements.
3. amending dates including extending the Closing date and time.
4. amending the evaluation criteria stipulated in the RFQ and/or
5. cancelling the RFQ Process.

Without limitation, the Customer may, during the RFQ Process:

1. consider, accept, or reject an offer received after the Closing date and time.
2. consider, accept, or reject non-Conforming Offers, alternative or innovative offers, offers in part, or multiple offers.
3. obtain information about the Supplier relevant to the evaluation criteria that may be held by any Government Department or Instrumentality and take the information into account in assessing the offer.
4. conduct checks on the Supplier with other Islamic Emirate of Afghanistan Government departments and agencies, and Islamic Emirate of Afghanistan Government Bodies.
5. reject any or all offers.
6. accept an offer that did not progress through all phases of the evaluation process.
7. amend the evaluation criteria stipulated in the RFQ document.
8. exercise discretion in evaluating any subjective evaluation criteria.
9. negotiate with one or more Suppliers and allow any Supplier to vary its offer.
10. interview, negotiate or hold discussions with any Supplier on any matter contained (or proposed to be contained) in an offer to the exclusion of others.
11. request some or all Suppliers to conduct site visits, provide references and additional information, and/or make themselves available for panel interviews.
12. change the terms and conditions applicable to the RFQ Process, including terms of the proposed Contract; or
13. conduct checks on the Supplier or request the Supplier to substantiate to the Customer’s satisfaction information supplied by the Supplier during the RFQ Process.

The Supplier will not make any claim in connection with a decision by the Customer to exercise or not to exercise any of its rights in relation to the RFQ Process.

### 2.3 Contract structure

The Suppliers attention is drawn to the fact that the Customer reserves the right, at any time during the term of any Contract established as a result of this RFQ Process to:

1. engage other suppliers for the supply of the Goods, Services, and other Deliverables the same or similar to the deliverables and
2. enter into Contracts with other suppliers for the supply of Goods, Services and Deliverables, notwithstanding that the other suppliers did not participate in the RFQ Process, for any reason, including if the Customer considers it is necessary or desirable to comply with government policy regarding diversity in supply chains, the achievement of social objectives or in the interest of public health and safety.

### 2.4 Statistical and other relevant data

Statistical and other relevant data provided in this RFQ Process is not to be construed as a guarantee for providing any business whatsoever by the Customer. The Supplier shall make no claim for anticipated profit or for loss of profit because of any difference between the data provided to assist Suppliers in compiling an offer and the volume of goods or services actually required by the Customer and so provided by the Supplier during the period of the Contract.

### 2.5 No process contracts

The conduct of the RFQ Process does not give rise to any legal or equitable relationship. A Supplier will not be entitled to claim compensation or loss from the Customer for any matter arising out of the RFQ Process, including but not limited to any failure by the Customer to comply with these RFQ Conditions.

## Alternative and/or innovative offers

The Islamic Emirate of Afghanistan Procurement Policy promotes an outcome focussed approach, seeking opportunities to innovate and improve value for money. Suppliers are encouraged to submit alternative and/or innovative offers where they believe that the alternative will promote the Customer’s objectives.

## No reliance on information

The Supplier is responsible for making its own investigation and assessment about all matters relevant to the process, the Requirements, the accuracy of all information and documents provided by or on behalf of the Customer, and all other matters relevant to the Supplier’s offer.

## Supplier cost

Participation in the RFQ Process is at the Supplier’s cost. The Customer is not required to pay compensation to the Supplier in relation to the RFQ Process in any circumstances, for any reason.

## Subject to contract

No Contract will be formed between the Customer and the Supplier unless and until a contract is established in one of the ways identified in the Basic Purchasing Conditions / General Contract Conditions.

## Compliance

The Supplier must:

1. (**communication**) direct all inquiries relating to the RFQ to the Customer’s contact person, and not discuss this RFQ Process with any other person except as required to prepare its offer.
2. (**confidentiality**) keep confidential all Confidential Information which it obtains as part of the RFQ Process, not use it except for the purpose of responding to the RFQ, and not disclose it except to its Personnel on a need-to-know basis for the purpose of responding to the RFQ, or with the Customer’s consent, or to the extent required by Law, or to its professional advisors.
3. (**No publicity**) not make any public announcements or advertisement relating to the RFQ Process.
4. (**Competitive neutrality**) if the Supplier is a government owned business, local government, or Commonwealth, State or Territory or authority, price its offer to comply with the competitive neutrality principles of the Supplier’s jurisdiction.
5. (**personnel**) ensure that its Personnel also comply with these requirements.

## Warranties

### 8.1. Anti-competitive conduct

The Supplier warrants that neither it, nor its Personnel have engaged in, or will engage in, any collusive, anti-competitive or similar conduct in connection with the RFQ Process, or any actual or potential Contract with any entity for goods and services similar to the Goods and Services.

### 8.2. Conflict of interest

The Supplier warrants that neither it nor its Personnel have or are likely to have a Conflict of Interest in connection with this RFQ Process, except as disclosed in the Supplier’s offer.

The Supplier warrants that it will not, and it will ensure that its Personnel do not, place themselves in a position that may give rise to a Conflict of Interest between the interest of the Customer and the Supplier’s interests during the RFQ Process and the term of any Contract subsequently entered as a result of this RFQ Process.

If during the RFQ Process period, a Conflict of Interest arises, or appears likely to arise, the Supplier must notify the Customer immediately and take such steps to resolve or otherwise deal with the Conflict of Interest to the reasonable satisfaction of the Customer.

### 8.3. Criminal organisation

The Supplier warrants that the Supplier and, to the best of its knowledge and belief having made reasonable enquiries, its Personnel, have not been convicted of an offence under the Criminal Code where one of the elements of the offence is that the person is a participant in a criminal organisation within the meaning of the Criminal Code.

### 8.4. Accuracy of information

The Supplier warrants that all representations, declarations, statements, information, and documents made or provided by the Supplier (including its representatives) in connection with the RFQ Process (**‘Supplier Information**’) are complete, accurate, up-to-date, and not misleading in any way.

### 8.5. Warranties are ongoing

The warranties in this section are provided as at the date of the Supplier’s offer to the RFQ Process and on an ongoing basis until the later of the Customer notifying the Supplier that its offer has been rejected and expiry or termination of any Contract entered pursuant to the RFQ Process (“relevant period”).

The Supplier warrants that it will immediately notify the Customer if it becomes aware that any warranty made in this section was inaccurate, incomplete, out of date or misleading in any way when made, or becomes inaccurate, incomplete, out of date or misleading in any way, during the relevant period.

### 8.6. Breach of warranty

In addition to any other remedies available to it under Law or contract, the Customer may, in its absolute discretion (but is not required to), immediately disqualify a Supplier from the RFQ Process, or terminate the Contract with the Supplier which is subsequently entered into as a result of the RFQ Process, where it believes the Supplier has breached any warranty in this clause.

## Access and inspection

The Supplier must, on reasonable prior written notice from the Customer, give the Customer reasonable access to the Supplier’s premises and to Supplier documentation, records, and Personnel, to enable the Customer or a third party engaged by the Customer to verify:

1. the completeness and accuracy of information provided by the Supplier in connection with the RFQ Process; and
2. the Supplier’s compliance with its obligations under these RFQ Conditions.

## Supplier confidential information

The Customer will keep confidential all Confidential Information of the Supplier which it obtains as part of the RFQ Process.

The Customer may use Supplier Confidential Information for the purposes of the RFQ Process.

The Customer may disclose Supplier Confidential Information:

1. to its Personnel for the purposes of the RFQ Process.
2. as required by Law.
3. to a Minister, or their advisors.
4. to its professional advisors.

The Customer may publish information about the RFQ Process and any resulting Contract on the Islamic Emirate of Afghanistan Contracts Directory, where required or recommended by the Islamic Emirate of Afghanistan Procurement Policy.