



## **Community-Based Agricultural Rural Development Program (CBARD)**

Request for Quotation (RFQ)

RFQ-CBARD-2023-066

**Provision of Food Processing Kits for Balkh, Laghman, Farah and Badghis Provinces.**

Issue Date: August 28 2023

**WARNING:** Prospective Offerors who have received this document from a source other than ROP/CBARD should immediately contact [CBARD-procurement@rootsofpeace.org](mailto:CBARD-procurement@rootsofpeace.org) and provide their name and mailing address/email in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

**Offerors submitting incomplete quotations may be disqualified.**

# 1. Overview of the Request for Quotations

Roots of Peace (ROP), the implementer of the UNDP-funded CBARD projects, invites qualified vendors to submit quotations for the Provision of Food Processing Kits for Balkh, Laghman, Farah and Badghis Provinces.

<b>Description of Goods &amp; Related Services</b>	Provision of Food Processing Kits for Balkh, Laghman, Farah and Badghis Provinces.
<b>Technical Proposal</b>	Refer to Annex 1
<b>Cost Proposal</b>	Refer to Annex 2
<b>Delivery Schedule</b>	Refer to Annex 3
<b>RFQ No.</b>	RFQ-CBARD-2023-066
<b>RFQ Issue Date:</b>	August 28, 2023
<b>Deadline for Questions: Date &amp; Time</b>	August 31, 2023
<b>Submission Method:</b>	For any questions/clarifications related to this RFQ please contact via email to <a href="mailto:Questions@rootsofpeace.org">Questions@rootsofpeace.org</a> and mention the clarifications RFQ reference number in the subject section of your email. Please do not send your bid to the above email address. Any quotation sent to the above email address will lead to the disqualification of a quotation from evaluation.
<b>RFQ Closing Date &amp; Time:</b>	September 06, 2023 16:00 Kabul Local Time
<b>Submission Method:</b>	Quotations should be submitted via email to <a href="mailto:CBARD-BIDS@rootsofpeace.org">CBARD-BIDS@rootsofpeace.org</a> prior to the closing date above.
<b>Anticipated Award Type</b>	ROP anticipates issuing a <b>Firm Fixed Price Purchase Order</b> . This is only the anticipated type of award and may be changed as a result of negotiations.  Issuance of this RFQ in no way obligates ROP to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
<b>Basis for Award</b>	Lowest Price Technically Acceptable (LPTA)
<b>Delivery Terms</b>	Delivery at Place. The province location is provided in the Technical Specification section. The exact addresses will be provided upon award.
<b>Expected delivery date</b>	Within 30 calendar days from the issuance of the Purchase Order (PO). The bidder shall be expected to provide a realistic delivery time. Bidders providing a realistic shorter delivery time shall be preferred for this solicitation.
<b>Documents to be submitted</b>	<b>The bidder must specify all the required parameters listed in the “Technical Specifications” section. Failure to do so may disadvantage the bid during the evaluation process.</b>  Offerors should submit all documents as outlined in the quotation Checklist (Annex 6).
<b>Payment Terms</b>	The bidder understands and agrees to ROP payment terms, whereby payment is made after the completion of the services and within 60 days of receipt of a correct invoice.
<b>Tax</b>	Any vendor contracted to supply Goods, Works or Services should hold an appropriate valid business license throughout implementation of a contract. Implementation meaning from the moment of the fully executed contract through to the delivery, installation, and acceptance of Goods, Works or Services. If a vendor's license expires before implementing the award, a tax withholding of 7% shall be applied for the value of the entire award irrespective of when the business license expires. If a vendor does not hold a business license, then 7% tax withholding will apply automatically.

	A vendor will be offered the opportunity to renew the appropriate business license, and, in such cases, payments shall be withheld by ROP for a period of ten working days. However, if the vendor elects not to renew a license, or a period of ten has expired, ROP shall withhold 7% for tax purposes, and make payment.
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## 2. INFORMATION TO BIDDERS

### 1. Background

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities through a focus on sustainable, organic farming practices. Roots of Peace is implementing a Community-Based Agriculture Rural Development (CBARD) project to support the Production of Fruits and Vegetables as an alternative to poppy Cultivation and Trade in five high Cultivation provinces of Afghanistan.

Moreover, the ROP-CBARD project aims to create partnerships between existing ROP-CBARD communities to reach three key objectives: reducing opium poppy cultivation, creating alternative licit economic development for former poppy farmers and women in the community, and supporting more sustainable peace.

### 2. Reporting on Fraud, Anti-corruption, and exploitation

Any payment of a bribe or kickback is strictly prohibited by ROP-CBARD and will result in disqualification. If you are approached by anyone suggesting unlawful actions regarding this Request for Quotation (RFQ) or have any concerns or suspicions that your quotation is not being treated with honesty, transparency, and integrity, please contact the ROP office on [CBARD.helpline@rootsofpeace.org](mailto:CBARD.helpline@rootsofpeace.org). Confidentiality or anonymity can be guaranteed.

1. د درغلیو، فساد او رشوت ضد او ناوره گټی اخیستلو په اړه راپور ورکول

د شرکت له طرفه چاته رشوت ورکول او هر ډول غیر قانونی تادیبه د ROP لخوا په کلکه منع ده او پایله به یې د شرکت نا امله کړزول وي چه اینه کی بلی پروژې ته خپل کاغذونه نشي جمع کولی. که تاسو سره د هر چا لخوا تماس ونیول شو اوددی (RFQ) په اړه د غیرقانوني کړنو وړاندیز یا پیسو غوښتنه در څخه اوشوه یا کومه انډیننه یا شک ولری که پیس ورنکړی نو ستاسو پروپوزل سره به په صداقت، او رویتیا سره سم چلند اونه کرای شي، مهرباني وکړئ د ROP دفتر سره په [CBARD.helpline@rootsofpeace.org](mailto:CBARD.helpline@rootsofpeace.org) ادرس اړیکه ونیسی. مونږ تاسی ته تضمین درکوو چي ستاسي دا ټولی خبری یا هویت به مونږ سره محرم وي او هیڅوک به تری نه خبریږي.

## 3. INSTRUCTION TO BIDDERS / Compliance Requirements

1. Submission of offers	Submit signed, dated, and stamped quotations in the format provided with your offers to the designated Procurement team before the deadline specified in this solicitation. Late submissions will not be considered. The subject line must be the RFQ ( <b>RFQ-CBARD-2023-066</b> ) ONLY. Failure to adhere to this instruction will lead to the disqualification of a bid from the evaluation. Any quotation sent through any links will lead to the disqualification of a quotation from evaluation.
2. Geographic Code	<ul style="list-style-type: none"> <li>ROP must verify the source, nationality, and origin, of goods and services and ensure (to the fullest extent possible) that ROP does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. ROP is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by ROP.</li> <li><b>According to Section 889 of the FY2019 National Defense Authorization Act, the Provision of good/services from the below Chines listed companies are prohibited.</b> <ul style="list-style-type: none"> <li>Huawei Technologies Company</li> <li>ZTE Corporation</li> <li>Hytera Communications Corporation</li> <li>Hangzhou Hikvision Digital Technology Company</li> <li>Dahua Technology Company (or any subsidiary or affiliate of such entities)</li> </ul> </li> </ul> <p>By submitting a quotation in response to this RFQ, Offerors confirm that they are not violating Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
3. Liquidated Damages	<ul style="list-style-type: none"> <li>Except under the circumstances of Force Majeure, if the Contractor fails to deliver any or all the goods by the date(s) of delivery or perform the services tied to the delivery of goods within the period specified in the Contract, ROP may, without prejudice to any or all its other remedies under</li> </ul>

	the Contract, deduct One-tenth percent (0.1%) of the fully executed contract amount per day. The maximum number of delays shall be: One Hundred (100) days, equating to Ten Percent of (10%) of the fully executed contract amount.
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## 4. EVALUATION AND AWARD

An award will be made based on the Lowest Price, Technically Acceptable source selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that follows the RFQ instructions and meets or exceeds the acceptability requirements for technical requirements described in this RFQ. All received bids will be evaluated based on the initial minimum criteria below. Vendors who do not pass will be removed from consideration.

ROP-CBARD will evaluate the following factors as PASS/FAIL:

- **Technical Specification - Do the goods offered meet or exceed the RFQ requirements?**
- **Submission of current and valid MOCI License.**
- **Submission of Banking / Payment information. (AFN Account Required).**
- **At least two similar successful contracts for food processing equipment have been completed in the last five years. The bidder shall attach copies of the contracts.**
- **Delivery time: The bidder shall deliver the goods within 30 calendar days from the issuance of the Purchase Order (PO). The bidder shall be expected to provide a realistic delivery time. Bidders providing a realistic shorter delivery time shall be preferred for this solicitation.**

Vendors who pass the initial screening based upon the criteria above will proceed to the Lowest Price Technically Acceptable evaluation to determine the successful offer. ROP reserves the right to increase and or decrease the requirement during the evaluation and or award stage. The ROP reserves the right to conduct sample check during the evaluation.

## Annex 1: Technical Proposal:

No	Item Name	Specifications	Picture	Bidder's technical specification for the offered products including Photos and Source of Origin.
1	Electric Meat grinder	<p>Product name: Electric Meat Grinder            Material: Stainless steel            Warranty: 1 Year            Power Source: Electric            Private Mold: Yes            Housing Material: Stainless steel            Power (W): 3600            Voltage (V): 220/240            Place of Origin: Any            Brand Name: Any            Function: Safe operation            Keyword: Electric Meat Grinder            Motor: Ball Bearing Copper Motor with Overheat Protection            Meat Tray: Die Cast Meat Tray            Cutting Blade: Stainless Steel 304 Balde            Head: Die Cast Head            High quality</p>		
2	Double Door Deep Freezer	<p>Temperature range: Adjustable from +10 to -20 degrees            Capacity: Not less than 130 Liters            Color: White            Size: Large            Door Type: Top Open double doors or single door.            Defrost Type: Manual Defrost            Power source: Electric            Body Material: Aluminium            Condition: New            Required Voltage: 220V.            Unit Dimension: 123*75*90cm            Cooling Type: Static            Refrigerant Type: R-513A or equivalent</p>		
3	Hand blender	<p>Cup Capacity: 600ml Measuring Cup            Blade Material: Stainless Steel            Power: 600 Watts            Switch: 2 Speed Switch            Warranty: 1 Year Warranty            Color(s): Black            Accessories Included: 600ml Measuring Cup with Lid</p>		
4	Plastic seal for bottles	Plastic seal for bottles		
5	Hot air gun (sealing the bottles)	<p>Material: Plastic            Weight: 700grams            Length: 250mm Width -73 mm            Application: For sealing heat sealable poly pouches</p>		

		Warranty: Not required		
6	Electric mill	<p>Product name: Grain Mill  Application: Food &amp; Beverage Factory  Condition: New  Place of Origin: China  Voltage:110-240  Power: 1800  Weight: 5kg, 5KG  Dimension(L*W*H): 19.8*19.2*36.2cm  Core Components: Motor  Capacity: 400g/per time  Keyword: Spice Grinder Electric  Production Capacity:100g/per time,  800g/per time, 400g/per time  Color: any</p>		
7	1Kg Glass Jar	<p>Glass Bottle  Brand: Any  Colour: Clear  Material: Glass, good quality  Capacity: 1 Kilograms  Special Feature: Airtight</p>		
8	Jar caps	<p>Caps for 1Kg Glass jar  Rust-proof  Leak-proof  Airtight metal caps</p>		
9	1.5Kg Glass Jar	<p>Glass Bottle  Brand: Any  Colour: Clear  Material: Glass, good quality  Capacity: 1.5 Kilograms  Special Feature: Airtight</p>		
10	Jar caps	<p>Caps for 1.5Kg Glass jar  Rust-proof  Leak-proof  Airtight metal caps</p>		
11	Glass Jar 500-gram	<p>Glass Bottle  Brand: Any  Colour: Clear  Material: Glass, good quality  Capacity: 500-gram  Special Feature: Airtight</p>		
12	Jar caps	<p>Caps for 500-gram glass jar  Rust-proof  Leak-proof  Airtight metal caps</p>		

13	Scale capacity 1gr to 30kg	<p>Power Supply: 110-220V(AC), Rechargeable Battery Display Type: LED Light/LCD Light Scale size: 300*355*95 mm Structure Material: ABS Function: Price Computing Counting scale. Battery: 4V Recharge Battery disc: Stainless steel, can be optional add plastic plate. High quality Unit: Kg Accuracy: 1g,2g,5g,10g</p>		
14	10Kg Cooking Gas Cylinder	<p>Capacity: 10 Kg Source of origin: any (except Iran) color: any Best Quality</p>		

## Annex 2: Cost Proposal:

No	Item Name	Specifications	Picture	Unit	QTY	Unit Price (USD)	Total Price (USD)
1	Electric Meat grinder	<p>Product name: Electric Meat Grinder            Material: Stainless steel            Warranty: 1 Year            Power Source: Electric            Private Mold: Yes            Housing Material: Stainless steel            Power (W): 3600            Voltage (V): 220/240            Place of Origin: any            Brand Name: Any            Function: Safe operation            Keyword: Electric Meat Grinder            Motor: Ball Bearing Copper Motor with Overheat Protection            Meat Tray: Die Cast Meat Tray            Cutting Blade: Stainless Steel 304 Balde            Head: Die Cast Head            High quality</p>		Each	50		
2	Double Door Deep Freezer	<p>Temperature range: Adjustable from +10 to -20 degrees            Capacity: Not less than 130 Liters            Color: White            Size: Large            Door Type: Top Open double doors or single door.            Defrost Type: Manual Defrost            Power source: Electric            Body Material: Aluminium            Condition: New            Required Voltage: 220V.            Unit Dimension: 123*75*90cm            Cooling Type: Static            Refrigerant Type: R-513A or equivalent</p>		Each	50		
3	Hand blender	<p>Cup Capacity: 600ml Measuring Cup            Blade Material: Stainless Steel            Power: 600 Watts            Switch: 2 Speed Switch            Warranty: 1 Year Warranty            Color(s): Black            Accessories Included: 600ml Measuring Cup with Lid</p>		Each	50		
4	Plastic seal for bottles	Plastic seal for bottles		Kg	100		
5	Hot air gun (sealing the bottles)	<p>Material: Plastic            Weight: 700grams            Length: 250mm Width -73 mm            Application: For sealing heat sealable poly pouches            Warranty: Not required</p>		Each	50		

6	Electric mill	<p>Product name: Grain Mill  Application: Food &amp; Beverage Factory  Condition: New  Place of Origin: China  Voltage:110-240  Power: 1800  Weight: 5kg, 5KG  Dimension(L*W*H): 19.8*19.2*36.2cm  Core Components: Motor  Capacity: 400g/per time  Keyword: Spice Grinder Electric  Production Capacity:100g/per time,  800g/per time, 400g/per time  Color: any</p>		Each	50		
7	1Kg Glass Jar	<p>Glass Bottle  Brand: Any  Colour: Clear  Material: Glass, good quality  Capacity: 1 Kilograms  Special Feature: Airtight</p>		Bottles	5,000		
8	Jar caps	<p>Caps for 1Kg Glass jar  Rust-proof  Leak-proof  Airtight metal caps</p>		Pcs	500		
9	1.5Kg Glass Jar	<p>Glass Bottle  Brand: Any  Colour: Clear  Material: Glass, good quality  Capacity: 1.5 Kilograms  Special Feature: Airtight</p>		Bottles	2,500		
10	Jar caps	<p>Caps for 1.5Kg Glass jar  Rust-proof  Leak-proof  Airtight metal caps</p>		Pcs	250		
11	Glass Jar 500-gram	<p>Glass Bottle  Brand: Any  Colour: Clear  Material: Glass, good quality  Capacity: 500-gram  Special Feature: Airtight</p>		Bottles	2,500		
12	Jar caps	<p>Caps for 500-gram glass jar  Rust-proof  Leak-proof  Airtight metal caps</p>		Pcs	250		
13	Scale capacity 1gr to 30kg	<p>Power Supply: 110-220V(AC),  Rechargeable Battery  Display Type: LED Light/LCD Light  Scale size: 300*355*95 mm  Structure Material: ABS  Function: Price Computing Counting scale.  Battery: 4V Recharge Battery  disc: Stainless steel, can be optional add plastic plate.  Unit: Kg  Accuracy: 1g,2g,5g,10g</p>		Each	50		

14	10Kg Cooking Gas Cylinder	Capacity: 10 Kg Source of origin: any (except Iran) color: any Best Quality		Gas Cylind er	50		
<b>Total Price in USD</b>							

Please Indicate fixed costs and total costs in the categories given including transportation. **Please provide your financial offer on your company letterhead signed and stamped.**

### Annex 3: Delivery Schedule

Item Nr.	Item Description	Unit	Delivery Locations					Total Quantity
			Balkh	Laghman	Farah	Nangarhar	Badghis	
			QTY	QTY	QTY	QTY	QTY	
1	Electric Meat grinder	Each	22	7	7	7	7	50
2	Double Door Deep Freezer	Each	22	7	7	7	7	50
3	Hand blender	Each	22	7	7	7	7	50
4	Plastic seal for bottles	Kg	44	14	14	14	14	100
5	Hot air gun (sealing the bottles)	Each	22	7	7	7	7	50
6	Electric mill	Each	22	7	7	7	7	50
7	Glass Bottle (1 kg) and caps	Bottles	2,200	700	700	700	700	5000
8	Glass Bottle (1.5 kg) and caps	Bottles	1,100	350	350	350	350	2500
9	Glass Bottle (500 gram) and caps	Bottles	1,100	350	350	350	350	2500
10	Scale capacity 1gr to 30kg	Each	22	7	7	7	7	50
11	10Kg Cooking Gas Cylinder	Gas Cylinder	22	7	7	7	7	50

### Annex 3: Quotation Cover Letter

[Firm's Letterhead]

<Insert date of submission>

To: Roots of Peace (ROP)  
Community-Based Agriculture Rural Development (CBARD) Project

We, the undersigned, provide the attached quotation in accordance with the RFQ-CBARD-2023-066 - Provision of Food Processing Kits for Balkh, Laghman, Farah and Badghis Provinces.

I certify a **validity period of 90 days** for the prices provided in the attached quotation. Our quotation shall be binding upon us, subject to the modifications resulting from any discussions.

We understand that ROP is not bound to accept any quotation it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

#### Annex 4 Business Information and License

Company Name as per Business	
License	
Company Address:	
Name of Company's Authorized Representative	
Authorized Representative's Email (If Available)	
Authorized Representative's Phone Number	
Banking and Payment Information (Bank and AFN Currency):  a. Bank name: b. Company name: c. Account number: d. Swift Code:	

**Please attach your business license and a copy of the Tazkeria / Passport of the Company President.**



## Annex 6: Quotation Checklist

Name of Company: \_\_\_\_\_

### Does your quotation include the following?

- Cost Proposal as per Annex 1 (Attach separately)
- Provision of separate attachment Technical Specifications Annex 2, and sample pictures or other documentation you feel is important for the review committee (per attachment).
- Signed and Stamped Cover Letter on Company Letterhead
- Past Performance Table
  
- Copy of Valid business license
- Copy of Tazkira/passport of president and vice-president
- Information about the original equipment manufacturer:
  - Manufacturer Information
- Detailed Equipment Specifications:
  - Model number and source of origin
  - Datasheet
  - Photos
- Bidder's offered delivery time in ( ) days.