



CRS REQUEST FOR QUOTE

Issuing Date: September 5, 2023

Closing Date: September 23, 2023

I. Cover Letter

Dear Sir/Madam,

Subject: Request for Quotation

CRS requests quotation for **Financial Services** from potential Financial Service Providers as detailed in the attached RFQ:

The offer must be submitted in sealed envelope and submission should be made by **September 23, 2023, 4:30pm local time** to the following address:

CRS Office in Kabul: House # 14, Radio Kilid Street, Kolola Pushta, District 4, Kabul Afghanistan.

CRS Office in Herat: Telecommunication road, near Rafa Wedding Hall, Herat city, Afghanistan.

Bid received after the indicated time and date will be rejected.

This letter should not be construed in any way as an offer to contract with your firm.

Sincerely,

Procurement Section

CRS - Afghanistan *Procurement*

II. INSTRUCTIONS TO BIDDERS**2.1 Description:**

This request for quotation is for financial services as outlined in following table.

Location	Type of Payment	Estimated Monthly Amount in USD	Comments
Herat city	Staff salary and payment to suppliers	150,000	Regular
Adraskan District of Herat	Cash distribution to project beneficiaries in the villages	As per the project budget	Cash distribution for project beneficiaries is for one time and is subject to fund availability and that it does not follow monthly payment plan.
Kabul city	Staff salary and payment to suppliers	100,000	Regular
Cheghcharan Center, Ghor Province	Staff salary and payment to suppliers	120,000	Regular
Lal, Dowlatyar, Dulaina, Saghar, Tulak Shahrak and Taiwrah Districts of Ghor Province	Staff salary and payment to suppliers	100,000	Regular
Lal, Dowlatyar, Dulaina, Saghar, Tulak and Shahrak, Taiwrah Districts of Ghor Province	Cash distribution to project beneficiaries in the villages	As per the project budget	Cash distribution for project beneficiaries is for one time and is subject to fund availability and that it does not follow monthly payment plan.
Nili, Center of Daikundi Province	Staff salary and payment to suppliers	30,000	Regular
Ashtarlai District of Daikundi Province	Staff salary and payment to suppliers	30,000	Regular
Sangi Takht District of Daikundi	Staff salary and payment to suppliers	20,000	Regular
Pato District of Daikundi	Staff salary and payment to suppliers	20,000	Regular
Ashtarlai, Sangi Takht and Pato Districts of Daikundi Province	Cash distribution to project beneficiaries in the villages	1,000,000	Cash distribution for project beneficiaries is for one time and is subject to fund availability and that it does not follow

			monthly payment plan.
Bamyan City	Staff salary and payment to suppliers	30,000	Regular
Yakawlang District of Bamyan Province	Staff salary and payment to suppliers	30,000	Regular
Dare Chasht District of Bamyan Province	Staff salary and payment to suppliers	30,000	Regular
Yakawlang and Dare Chasht Districts of Bamyan Province	Cash distribution to project beneficiaries in the villages	1,000,000	Cash distribution for project beneficiaries is for one time and is subject to fund availability and that there is no plan for monthly payment.
Waras District of Bamyan Province	Staff salary and payment to suppliers	10,000	Regular
Waras and Panjab Districts of Bamyan Province	Cash distribution to project beneficiaries in the villages	250,000	Cash distribution for project beneficiaries is for on time and is subject to fund availability and that there is no plan for monthly payment.

The above locations and disbursement plans are subject to change and budget availability and the FSP should be able to provide such services to any other districts of above-mentioned provinces as they come through.

The Financial Service Provider should be able to meet the following requirements.

- The Financial Service Provider must have an active local bank account to receive wire transfer from outside with alternative bank account out of Afghanistan (bank account in sanctioned countries will be not accepted) just in case local bank account does not work.
- The Financial Service Provider must have the capacity of minimum liquidity (500,000 USD) for transfer and distribution in the center of above locations which includes staff salary and payments to suppliers on reimbursable basis.
- However, cash distribution to the project beneficiaries at the village level is subject to fund availability – but the FSP must be able to arrange up to 1,000,000 USD liquidity whenever CRS requires over the course of contract.
- Accept the exchange rate for all transactions that will be taken from the website of Afghanistan central bank
- The Financial Service Provider must have a valid business license governing business operation in the country.
- The FSP should be able to deploy multiple teams to the field simultaneously to run the distribution in different distribution points.
- The FSP should strictly follow CRS standard operating procedure for cash distribution as well as supplier code of conduct.

- The FSP should be able to advance funds to enact payment prior receiving fund from CRS and that the FSP is solely liable for the transfer and safeguarding of cash to the target communities and distribution to the beneficiaries Please mention if you are not able to advance fund and propose the payment term that works with you.
- Please mention the minimum advance notice you need for any single payment.
- CRS does not accept a flat rate for all locations and that the FSP should be able either to offer service charge per location or fix the rate per provincial center, district center and village level.

General Requirements

CRS anticipates issuing a contract to the Financial Service Provider that has the ability to fulfil the requirements in Afghanistan. Companies and organizations that submit proposals in response to this RFQ must meet the following requirements:

- i. Companies or organizations, whether for-profit or non-profit must be legally able to conduct business in the Afghanistan and have the ability to provide cash transfer services in Afghanistan upon award of the contract.
- ii. Must have not declared or are in the process of declaring bankruptcy
- iii. Have not been convicted for an offense concerning professional conduct
- iv. Have fulfilled obligations related to payment of government taxes
- v. Are not in situations of conflict of interest (e.g. with primary relationship to family or business relationship to parties on tender committee or any person in CRS)
- vi. Have the capacity, operational personnel, and capital to provide the required services

2.2 Cost of Providing Quotes:

The bidder shall bear all costs associated with the preparation and submission of bid in response to this solicitation.

III. Solicitation Documents

3.1 Clarification of Solicitation Documents:

Suppliers/vendors requiring any clarification on the Request for Quotation may notify CRS in writing. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for question. Clarification can be sought in writing through CRS Email: procurement.afg@crs.org, but not later than September 18, 2023.

3.2 Amendments of Request for Quotation:

Prior to the Deadline for Submission of Quotes, CRS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective BIDDER, may amend this Request for Quotation. In order to afford prospective BIDDER reasonable time in which to take the amendments into account in preparing their offers, CRS may, at its discretion, extend the Deadline for the Submission of Quotes. Any amendments will be published in the same manner as the present tender.

IV. Preparation of Quotes

Cover Letter:

The Bidder's cover letter shall include the following information:

- Name of the company or organization
- Type of company or organization
- Address
- Telephone
- E-mail
- Full names of members of the Board of Directors and Legal Representative (as appropriate)
- Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Bidder is registered.

Financial Proposal:

- The Financial Proposal shall consist of a response to **Component IV: Questionnaire – Financial Proposal**.
- The financial proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract. The financial proposal will include all costs associated with implementation of the technical proposal.
- No profit, fees, taxes, or additional costs can be added after award. All financial information must be expressed in USD.
- Under no circumstances may financial information be included in the technical proposal. No financial information or any prices, whether for deliverables or line items, may be included in the technical proposal. Financial information must only be shown in the financial proposal.

Component III: Questionnaire – Technical Inquiries

- Organizational Overview & General Information
- Banking System & Information Reporting (Non-Electronic) **or**
- Banking System & Information Reporting (Electronic)
- Payment Product Details: End User (Payee/Beneficiary)
- Distribution
- Security & Internal Controls
- Service Relationship Management/Technical Support & Training

4.1 Language of the Quote:

The quote prepared by the company and all correspondence and documents relating to the quote exchanged by the company and CRS shall be in English.

4.2 Offer Currencies/Offer Prices:

The service change will be reimbursed according to the currency in which the fund is disbursed by the FSP.

4.3 Period of Validity of Quotes:

The quote shall remain valid for 30 days after the closing date prescribed by CRS. A quote valid for a shorter period may be rejected as non-responsive.

V. Opening and Evaluation of Quotes

5.1 Clarification of Quotes:

To assist in the examination, evaluation and comparison of Quotes, CRS may at its discretion ask the bidder for clarification of its Quote.

5.2 Samples:

N/a - This procurement does not require sample.

5.3 Delivery:

The delivery should be made to the locations listed under point 2.1.

VI. Preliminary Examination:

6.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Quote will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

6.2 A Quote determined as not substantially responsive will be rejected by CRS and may not subsequently be made responsive by the Supplier/Vendor by correction of the non-conformity.

6.3 Evaluation of Quote: Determination of compliance with the RFQ is based on the content of the quote itself without recourse to extrinsic evidence.

VII. Evaluation and Basis for Award

A Contract will be executed with the Bidder whose quotation is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to CRS.

That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

- Cost
- Reliability
- Delivery lead-time
- Payment term

CRS/Afghanistan reserves the right to reject any and all bids at its sole discretion for any reason whatsoever. The locations requested in this RFQ for service delivery does not create liability for CRS and that CRS may determine to reduce or increase as deemed necessary by the agency at the order stage.

VIII. Negotiations

It is anticipated that an order will be awarded solely on the basis of the original offers received. However, CRS reserves the right to negotiate the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation.

Furthermore, CRS reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of CRS, Bidders may be requested to conduct oral presentation and provide submit in writing.

IX. Packaging: NIL

X. CERTIFICATIONS AND COMPLIANCE

Bidders shall be expected to comply with the following policies and regulations.

The company must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, CRS withholds 2% tax from the total value of the service charges where the supplier is registered with government of Afghanistan, while for non-registered company/individual 7% tax withholding will be applied. CRS releases the tax to the account of MoF and provide confirmation to the respective supplier. This tax is the sole responsibility of supplier and therefore, it should not be included on the final price that will be quoted to CRS in response to this solicitation.

If the selected vendor is not on CRS approved supplier list, then it will be required to undergo the due diligence process that will be conducted by CRS designated staff. The supplier would be also required to sign CRS supplier code of conduct as part of the DD process, which can be found through the following link.

XI. CRS TERMS AND CONDITIONS

For CRS supplier code of conduct please refer to annex C.