



Community Based Agricultural Rural Development Program (CBARD)

Request for Quotation (RFQ)

RFQ-CBARD-2023-068

Provision of Office Supplies and Refreshments for CBARD Offices

Issue Date: Sept 12, 2023

WARNING: Prospective Offerors who have received this document from a source other than ROP/CBARD should immediately contact 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 proposals may be disqualified.

1. Synopsis of the Request for Quotation

ROP, implementer of the UNDP-funded CBARD project, invites qualified vendors to submit quotations for the Provision of Office Supplies and Refreshments for CBARD Offices.

Description of Goods & Related Services	Provision of Office Supplies and Refreshments for CBARD Offices
Technical Proposal	Refer to Attachment-A
Cost Proposal	Refer to Attachment-B
RFQ #	RFQ-CBARD-2023-068
RFQ Issue Date:	Sept 12, 2023
Deadline for Questions: Date & Time	Sept 17, 2023
Submission Method:	For any questions/clarifications related to this RFQ please contact via email to Questions@rootsofpeace.org 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.
RFQ Closing Date & Time:	Sept 26, 2023 16:00 Kabul Local Time
Submission Method:	Offers should be submitted via email to CBARD-BIDS@rootsofpeace.org prior to the closing date above or shall submit the sealed envelope to the CBARD Main office.
Anticipated Award Type	<p>ROP anticipates issuing a Blanket Purchase Agreement. This is only the anticipated type of award and may be changed as a result of negotiations.</p> <p>ROP is seeking long-term agreements for the provision of office supply and Refreshments. ROP will sign Blanket Purchase Agreements (BPA) with selected firms. The BPA mechanism establishes set rates for each item that ROP will request. The BPA will be valid for a period of 12 months. Due to price fluctuations, ROP will issue a price survey to all the BPA selected firms every three months to determine the new adjusted prices. ROP will then award to the lowest BPA holder based on the survey results for a three-month fixed price schedule until the next survey is conducted and determined.</p>
Basis for Award	Lowest Price Technically Acceptable (LPTA)
Delivery Terms	Delivery At Place. The location is provided in the Technical Specification section. The exact addresses will be provided upon award.
Expected delivery date	Within 5-7 calendar days from the issuance of the Release Order.
Payment Terms	The bidder understands and agrees to ROP payment terms, whereby payment is made after the completion of the services and within 30 days of receipt of a correct invoice.

<p>Tax</p>	<p>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.</p> <p>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 days has expired, ROP shall withhold 7% for tax purposes, and make payment.</p>
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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 Offers is not being treated with honesty, transparency, and integrity, please contact the ROP office on CBARD.helpline@rootsofpeace.org. Confidentiality or anonymity can be guaranteed.

1. د درغلیو، فساد او رشوت ضد او ناوړه کټی 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 گرزول وي چه آینده کی بلی پروژې ته خپل کاغذونه نشي جمعه 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 اندیینه یا شک ولری که پیس ورنکړی نو ستاسو پروپوزل سره به په صداقت، او رویتیا سره سم چلند اونه کرای شي، مهرباني وکړی د ROP دفتر سره په 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. Overview

ROP has offices in the following locations:

1. Kabul (Kabul City),
2. Nangahar (Jalalabad City),
3. Kandahar (Kandahar City),
4. Balkh (Mazar City),
5. Laghman (Mihtarlam City)
6. Farah (Farah City)
7. Badghis (Qala e Naw City)

ROP is seeking long-term agreements with multiple Service providers in each location listed above for the provision of Office Supplies and refreshments. ROP will sign Blanket Purchase Agreement (BPA) with selected service providers whereby ROP will order services from its main office in Kabul for the supply and delivery of office supplies and refreshments to the office locations listed above and pay for those services from the main office in Kabul.

The BPA mechanism establishes set rates for items listed in **Attachment B** that ROP will pay. The BPA will be valid for a period of 12 months utilizing the set price schedule for selected items.

ROP **may** sign BPA contracts with **multiple** Service providers depending on the location.

3. INSTRUCTION TO BIDDERS / Compliance Requirements

<p>1. Submission of offers</p>	<p>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# (RFQ-CBARD-2023-068) ONLY. Failure to adhere to this instruction will lead to the disqualification of a bid from the evaluation. Any offer sent through online links will lead to the disqualification of such an offer from evaluation. Please send the relevant bid documents as attachments only.</p>
<p>2. Geographic Code</p>	<ul style="list-style-type: none"> • 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. • According to Section 889 of the FY2019 National Defense Authorization Act, the Provision of good/services from the below Chines listed companies are prohibited. <ul style="list-style-type: none"> • Huawei Technologies Company • ZTE Corporation • Hytera Communications Corporation • Hangzhou Hikvision Digital Technology Company • Dahua Technology Company (or any subsidiary or affiliate of such entities) <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">• 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 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

The award will be made to a responsive offeror whose offer follows the RFQ instructions & meets the requirements as outlined in this solicitation.

The decision to award will be based on **Lowest Price – Technically Acceptable Method**, considering price and technically acceptable offers. Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and may not be considered for evaluation. ROP-CBARD reserves the right to waive immaterial deficiencies at its own discretion.

All offers received will first be evaluated based upon Technical Acceptability screening, offers that pass the initial screening will proceed to Lowest Price evaluation.

Technical Acceptability Screening will utilize a “Pass/Fail” with offerors evaluated based on the following:

- Submission of current and valid License.
- Submission of Contact details of Service provider.
- Submission of Banking / Payment information.
- Submission of Price Schedule that clearly identifies the unit prices **By Location** (Province/City).
- Availability of physical Super Markets that can be inspected and verified prior to an award.

Offerors should complete **Attachment B – Price Schedule** for the specific location(s) they are submitting an offer for. Evaluation will be made using Lowest Price ranking taking into consideration any ‘specific details’ listed above.

3.1 Attachment A: Detailed Technical Specifications

Locations required in (offerors can quote for one or all):

- Kabul
- Baghdis
- Mazar
- Kandahar
- Jalalabad
- Laghman
- Farah

Types of availability:

- On an 'As Needed' Basis

Minimum standards:

- Quality products as per specifications

3.2 Attachment- B: Price Schedule

Notes to quotations:

- Fill out the tables below **for each location** the items **you can provide**. **Use a separate table for each location.** You may bid for as many locations as you can deliver to, and you may leave any line items empty that you cannot provide for.
- Awards may be made to more than one provider, so providers that are restricted by regional locations or availability may respond with quotations for specific locations.
- There will be one type of award – Blanket Purchase Agreement(s) for office supplies and refreshments which will be ordered as required.
- Please consider the technical specifications and other requirements of the contracts in Section A.
- Bidder shall indicate their delivery time schedule for each location

Attachment-B Price Schedule: Office supplies and Refreshments for ROP Offices.

OFFICE LOCATIONS: Kabul, Kandahar, Nangahar, Balkh, Badghis, Farah and Laghman Provinces):

				Kabul	Kandahar	Nangahar	Balkh	Badghis	Farah	Laghman
No	Description	UNIT	QTY	Unit Price in USD Including delivery to ROP office.	Unit Price in USD Including delivery to ROP office.	Unit Price in USD Including delivery to ROP office.	Unit Price in USD Including delivery to ROP office.	Unit Price in USD Including delivery to ROP office.	Unit Price in USD Including delivery to ROP office.	Unit Price in USD Including delivery to ROP office.
1	Milk Powder 1kg Nido or Equivalent	Can	1							
2	Coffee mate 400 gr	Jar	1							
3	Coffee Gold 90 gr	Jar	1							
4	Green Tea (100 packs) Alokozai or Equivalent	Box	1							
5	Black Tea (100 Pack) Alokozai or Equivalent	Box	1							
6	Tissues Paper 200X 2Ply Alokozai or Equivalent	Box	1							
7	Chocolate Candy Nut Roshen or Equivalent	Package	1							
8	Furniture polish (Crown-300 ml) Or Equivalent	Bottle	1							
9	Mineral Water 0.5 Liter (12) Cristal or Equivalent	Dozen-12 pcs	1							
10	Mineral Water 20 Liter Saqa Cristal or Equivalent	Bottle	1							
11	Air freshener (Durham type) Or Equivalent	Bottle	1							
12	Surf Excel washing powder 1 kg Or Equivalent	Packet	1							
13	Bleach liquid (1 lit) Or Equivalent	Bottle	1							
14	Dust bin with Brush high quality	Set	1							
15	Cleaning Cloth (high quality)	Package	1							
16	Dettol liquid 1 lit Or Equivalent	Bottle	1							
17	Disposable gloves (Latex-1x100) Or Equivalent	Packet	1							
18	Garbage bag plastic 21 kg (Black) best quality	Kg	1							

19	Garbage bag 7kg (Black)	Kg	1							
20	Glass cleaner (Arman- 500 gr) Or Equivalent	Bottle	1							
21	Insect killer (Martein-400 ml) Or Equivalent	Bottle	1							
22	Disposable face mask	Packet	1							
23	Mop (flat) with handle	Each	1							
24	Paper Hand towel white roll, Keyana	Roll	1							
25	Cleaning Sponge (1x3) high quality	Packet	1							
26	Duck liquid (Power Plus- 10X 500 ml)	Bottle	1							
27	Toilet Brush best quality	Set	1							
28	Toilet paper (Soft skin- 1x10 roll) 2ply original Or Equivalent	Packet	1							
29	Disposable plastic Food Plate	Pack	1							
30	Plastic Cutlery (Spoon) 50 Each	Pack	1							
31	Disposable paper coffee cups Size 12oz 50 each	Pack	1							
32	Hand sanitizer (Pure KlENZE- 237 ml) or equivalent	Bottle	1							
33	Long Brush with handle high quality	Each	1							
34	Bathroom Mob small size high quality	Each	1							
35	Air Wick spray original	Bottle	1							
36	Black Long Gloves high quality	Each	1							
37	Hand washing liquid Royal (500ML)	Bottle	1							
38	Sugar best quality 50 KG per Package	Each	1							
39	Max Powder bottle (450Gr)	Bottle	1							
40	Dish washing Liquid Niloo (900Gr)	Bottle	1							
Bidder's Delivery time in days for each Location										

3.3 Attachment C: Quotation Cover Letter

[Firm's Letterhead]

Date

To: **ROP CBARD**
Kart-e-Char Street 4th
Kabul, Afghanistan

We, the undersigned, provide the attached quotation in accordance with **RFQ-CBARD-2023-068 - For the Provision of Office Supplies and Refreshments for CBARD Offices**, issued on Sept 27, 2023.

I certify a **validity period ninety (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 proposal it receives.

Yours sincerely,

Company Seal/Stamp:

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

3.4 Attachment D: Contact Information

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): <ul style="list-style-type: none"> a. Bank name: b. Company name: c. Account number (AFN): d. Swift Code: 	
Attach Copy of official registration or business license.	