**Safe Path Prosperity (SPP)**

**Request for Quotation (RFQ) – Office/IT Equipment**

## 

## Reference: RFQ-SPP-2023-002

## Purpose: Procurement of Office/IT Equipment

## Published: November 15, 2023

## Deadline: November 23, 2023

## **Background**

Founded in 2021, Safe Path Prosperity (SPP) is a sustainable social enterprise that specializes in producing Safepad - a reusable sanitary product designed by and for women in Afghanistan. SPP generates income for vulnerable families while the product preserves dignity and builds confidence and leadership. SPP raises awareness about Menstrual Hygiene Management (MHM) and addresses period poverty through educational materials and training.

**Description**

SPP invites potential vendors to submit a quotation(s) in accordance with the Request for Quotation (RFQ) documents, including terms and conditions as set out in this RFQ.

Procurement of Office/IT Equipment:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item Description** | **Specifications** | **Quantity** |
| 1 | Diesel Generator | Fuji 7.5 KVA Generator, model/series: FV-7.5-SKBS, weight: 45 KG, soundproof or equivalent.  Brand New | 1 |
| 2 | Heater | Turkish Coal/Wooden Heater, Standard Size, with all accessories included. Brand New | 7 |
| 3 | Laptop | DELL Business Series Laptop or equivalent  Processor: Intel® Core™ i5-8th Generation  Ram: 8GB, 1 x 8GB, DDR4 Non-ECC  Hard Drive: 1TB Sata  Display: 15.6" FHD (1920 x 1080)  Operating System: Windows 10 Pro Genuine  Brand New | 6 |
| 4 | Printer | HP all in one laser black and white printer 148fdw (Print, Scan & Copy) or equivalent. Brand New | 2 |
| 5 | Security Camera | Ip Camera 5mp, with Sound, Outdoor and Indoor  Network Video and Audio recorder 16 port  Switch 24port 1x1  HDD surveillance 10tb 1x1  Tv 42 inch with bracket  Cat6 cable  Rj 45 connecters  HDMI cable  PVC pipe 1inch  PVC docket 25\*25  Brand New with installation and configuration | Need Base |
| 6 | Packaging Table - Safepad | Made in Afghanistan/ Smooth-Wooden  Length: 200cm, Width: 80cm, Height: 70cm | 6 |
| 7 | Office Table | Made in Afghanistan/ Wooden  Length: 120cm, Width: 70cm, Height: 70cm | 5 |
| 8 | Filing Cabinet | Made in Afghanistan/ Wooden/ Length: 135cm, Width: 35cm, Height: 180cm | 4 |
| 9 | Revolving Chair | Turkish Design Revolving Chair  Good quality with steel work | 6 |
| 10 | Chair - Production employees | Fixed Wooden Chair  Soft and comfortable  Good quality | 30 |

**Offer Submission:**

## Vendors are requested to submit their best offers by 5:00 pm local time on Nov 23, 2023, Submission must be made in hard copy form and dropped off at the main SPP office (H# 87, Sarak e Awal, Karta e 4, Kabul, Afghanistan) in a sealed envelope. Please contact the SPP office at 0093 (0) 790949402 if you have any difficulties or questions regarding the submission.

Questions related to this offer can be addressed to the SPP email address at [info@safepathafghanistan.com](mailto:info@safepathafghanistan.com) only.

**Delivery Location:** Kandahar Province.

**Selection Criteria:**

The contract will be awarded to the company/vendor that attains the highest cumulative score across administrative, technical, and financial evaluations. In instances where the final scores are identical between two companies, the quality score will prevail. Priority will be given to the companies/vendors that are actively present in Kabul and Kandahar provinces.

**Requirement for Submission:**

The following documents must be duly completed/signed/stamped by the authorized person of the company/ vendor:

**Administrative:**

* Company License/ registration with the Ministry of Commerce & Industries/ Afghanistan Investment Support Agency (AISA).
* Factsheet/ profile
* Financial Clearance documents (tax clearance proof)
* Copy of Tazkira - President and Vice President of Company
* Company Address

**Technical:** As per the required technical specification (Annex A)

**Financial:** Budget Proposal (Annex B)

Currency: The budget/ financial proposal should be submitted in USD by the supplier.

Note: SPP may accept either the entire proposal or some part of it, based on the company’s best financial interest. Additionally, the proposed unit prices outlined in Annex B cannot be changed throughout the duration of the contract.

Tax: The supplier is liable for all tax payments relevant to this purchase. All such taxes shall be reflected in the budget/financial proposal.

**Disclaimers and Protection Clauses:**

* SPP may cancel the solicitation at any time and not award the contract to anyone
* SPP may reject any or all offers received
* SPP confirms that issuance of solicitation does not constitute award commitment
* SPP reserves the right to disqualify any offer based on vendors failure to follow solicitation instructions
* SPP will not compensate vendors for responses to solicitation
* SPP reserves the right to issue an award based on the initial evaluation of offers without further discussion
* SPP may choose to award only part of the job in the solicitation or issue multiple awards based on the solicitation activities
* SPP reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition

|  |  |  |
| --- | --- | --- |
| **S/N** | **Descriptions** | **Score** |
| 1 | Company License (Jawaz Update, Tazkira, TIN#) | 5 |
| 2 | Factsheet (Company Profile) | 5 |
| 3 | Tax Clearance | 5 |
| 4 | Work Experience | 10 |
| 5 | Financial Proposal | 75 |
|  | **Total Score** | 100 |

**Supplier’s LETTER (in Letterhead)**

To Whom it May Concern:

We, the undersigned, offer to undertake ***RFQ-SPP-2023-002***, in accordance with your Request for Quotation dated / / and our proposal in the sum of AFN (in words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in figures) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Our proposal shall be valid for two months from the submission date. Our proposed prices will be valid for up to two months upon contract execution. Our proposed prices include local taxes.

Our proposal is predicated upon all the terms and conditions of the RFQ. Our company is ready to carry out the provision in SPP and shall provide services within \_\_\_\_\_\_\_\_\_\_ calendar days after receipt of confirmation of the contract. By submitting this proposal, we grant SPP and the authorized representative(s) the right to examine, at any time before award, those records, which include documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price and validity of the offer. We understand you are not bound to accept any proposal you receive.

Sincerely yours,

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

Name and Title of Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature/Stamp and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex A. Technical Specifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item Description** | **Specifications** | **Quantity** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Annex B. Financial/ Budget Proposal**

Below is the sample template for the budget/financial proposal submission. Please maintain the main headings as shown in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Item Description** | **Offered Specification** | **Quantity** | **Unit Cost $** | **Total Cost USD** | **Budget Notes** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| **Total Price USD** | | | | |  |  |

Note: Considering that the budget for this project is in USD, companies providing prices in AFN will have their prices converted to USD, and payment will be made in USD. The exchange rate will be determined based on the ‘Da Afghanistan Bank’ website’s rate on the day of payment.