



**Request for Quotation (RFQ)  
Supply of Medicine /Medical Equipment for AHF Nuristan Province**

**Issue Date:** 2-Sep-2023  
**Closing Date:** 11- Sep-2023

**RFQ# AYSO/2023/028**

**About AYSO:**

Afghan Youth Services Organization (AYSO) is a non-governmental, non-political, and non-profit organization that was registered with the Ministry of Economy with registration number 397 in 2006.

AYSO since its establishment has successfully implemented numerous humanitarian projects in urban, semi-urban, and rural areas with different geographical, demographic, and security situations in several provinces of the country. AYSO has been implementing Health, Nutrition, WASH, Food Security, Agriculture, Rural and urban Development, Protection, Education, Capacity Building, Behavior Change, Social Development, Youth well-being, Gender Equality & Equity, Charity and Emergency Aid, Peace and youth, and stability projects, as well as researches, assessments, studies and surveys for the different thematic areas.

**Instructions to Tenderers:**

**Distribution Date and Address of the Tender Documents:**

The tender documents will be distributed to the following address of AYSO from 02/ Sep /2023 to 11/ Sep/ 2023 (10 AM to 3 PM) Dehbori distract 3 House No 5 1st street, Kabul Afghanistan.

Email: operation.m@ayso.org.af

**Terms and Conditions:**

**A. The Tenderer's Qualifications**

1. The Tenderer must have a valid AISA/MOC/MOPH license with a minimum of three years' experience in the provision of similar services. Other kinds of license holders shall not be considered eligible to attend in this tender.
2. The supplier should have a copy of the Goods Manufacturing Practice (GMP) certificate of the Production Company and a Certificate of Pharmaceutical Product (COPP) license for all the items.
3. Those companies which have been blacklisted by the Government of Afghanistan (Ministry of Finance, National procurement authority, MOPH, or any other relevant organization are requested to not submit the tender or their tenders will be rejected at the time of evaluation.



4. The Tenderer shall possess the necessary qualifications and competence, financial resources, production capability, managerial capability, specific experience in the procurement object, reputation, and qualified personnel to effectively provide the required services.
5. The tenderers are required to submit quotations for all the required items or partial quotations will not be accepted.

#### **B. Financial Capacity of the Tenderers**

The Tenderer shall possess the necessary financial resources including the minimum liquid assets or working capital or credit facilities from a credible Bank to ensure timely supply of the required products. Therefore, the tenderers shall provide a bank/cash guarantee as bid security for an amount of AFN 300,000 (Three hundred thousand only)

#### **C. Eligibility of the Tenderers**

The business activities of the tenderer shall not be suspended and it shall not be the subject to legal proceedings for any of the foregoing. Moreover, the tenderer shall not be insolvent, in receivership, bankrupt, or being wound up.

#### **D. Requirements of Tender Preparation**

1. All correspondence, the tender and other documents pertaining to the tender which are exchanged by the parties shall be written in the English language. If any supportive document is being submitted in any other language, there must be a translated version of it (in English) and shall be stamped by the company.
2. The documents to be attached with the quotation:
  - Signed and stamped tender documents
  - Copy of valid license AISA license
  - Copy of Bank details
  - Bid Bank /Cash Guarantee

The tenderers are required to present a Bank/cash Guarantee for an amount of AFN 300,000 (Three hundred thousand only) as bid security. For the bid winner, the bank guarantee retained as performance security up to completion of the job.

3. The quotations shall be provided in local currency (Afghani) and in the company's official letter head pad.
4. The quotations must have validity for at least six months.

#### **E. Submission Requirements of Tenders**

1. AYSO will respond in writing to any request for clarification received from the tenderers no later than 05 days prior to the deadline for submission of tender.
2. The tender documents must be put in a sealed envelope and the items' names and tenderer's name should be mentioned on the envelope.

#### **F. Tender Opening**

The assigned procurement committee members will open the tenders.



## **Tender Evaluation**

The tenders will be evaluated based on the capacity of the vendors, Quality of Medicine and Medical Equipment, price, and delivery schedule.

However, AYSO reserves the right to accept or reject any tender and to annul the tender process and reject all tenders at any time prior to award of the Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Purchaser's action.

## **G. Notification of Award**

Prior to the expiration of the period of tender validity, AYSO will notify the successful Tenderer in writing that its tender has been accepted.

## **H. Signing of Contract**

Within 2 days of the Purchaser notifying the successful Tenderer that its tender has been accepted, AYSO will send the tenderer a draft contract incorporating the terms and conditions of the agreement between the parties for review and confirmation of their acceptance of the terms and conditions of the draft. After which AYSO will send to the Tenderer a finalized contract signed by AYSO's authorized person.

Within the same day of receipt of the finalized Contract, the successful Tenderer shall sign and date the Contract and return it to AYSO.

## **I. Specifications of Needed Medicine and Medical Equipment's**

The Goods supplied in line with the contractual requirements shall conform to the standards mentioned in the Specifications attached with this document.

Moreover, The Goods supplied (Medicine and Medical equipment's). Otherwise, AYSO will not be liable for payment of any cost.

## **J. Corrupt, Fraudulent, Collusive or Coercive Practices**

During the implementation of procurement proceedings and the execution of contracts, the tenderers shall observe the highest standard of ethics.

The Supplier shall not, without the AYSO's prior written consent, disclose any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of AYSO in connection therewith, to any person other than a person employed by the tenderer. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

Moreover, the supplier shall not, without AYSO's prior written consent, make use of any document or information except for purposes of performing the Contract.

## **K. The Country of Products**

The supplier can import the medicine from the mentioned country or countries as indicated in the specifications. However, AYSO will not compromise with the specifications of medicines.

## **L. Delivery of the supply**

1. Delivery of the mentioned items will have to be completed Based on Purchase Order Date. If the deadline is not being met by the bid winner company, then the winner company for each day of delay will be penalized to pay 1% of the total price of



the contract to AYSO. In case, the delivery is being delayed for more than three weeks, then the purchase order will be automatically cancelled and the delivery will not be accepted and therefore AYSO will not be liable to pay any amount to the supplier for this procurement.

Delivery of the Goods shall be made in accordance with the date and address mentioned in the purchase order,

**A. Payment Procedures**

1. AYSO will make the payment to the supplier after receiving delivery of all Goods as per specification. The payment will be made via bank/cash to the supplier.
2. AYSO will deduct tax from the payable amount, based on the tax law of the government of Islamic Emirate of Afghanistan.
3. Any partially completed work or partial delivery of goods will not be considered for this procurement at all.
4. 30% advance or partial payment will be made to the supplier for this procurement.

**B. Other condition**

1. Any extra payment will not be borne by AYSO for any issue related to tender submission.
2. The supplier shall be responsible for any kinds of accident/damages for providing **Medicine and Medical Supply**. AYSO will not be accountable for any kinds of accident also will not pay for any kinds of damage that may happen to the supplied of goods during the delivery time.

**We have read and agreed with all the terms and condition.**

Name of the authorize person of the tenderers:

Signature:

Company stamp:

Mobile number:

Email of the company: