



**Green Afghanistan Agriculture and Livestock Organization - GAALO**  
Administration Division | Operations Department

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## Request for Quotation (RFQ)

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**RFQ No.**

RFQ-In-kind Food-0013

**Title:**

Procurement of Food Items

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## Section 1 | Glossary

### 1.1. Explanation of Important Terms

Below is the alphabetical list of important terms, phrases, names, and abbreviations – with their brief definitions – which are frequently used in the Request for Quote (RFQ) document:

**Afghani (AFN)**

The standard unit of money and official currency of the Government of Afghanistan.

**Service Agreement**

GAALO through this RFQ will select a most qualified supplier/service provider and enter into a service agreement for provision of emergency In-kind food assistance to IPC Phase 3+ Food Insecure and Vulnerable People in Jabal Saraj and Koh-e-Safi Districts of Pawan Province, Afghanistan.

**Blanket Purchase Agreement (BPA)**

A type of agreement whereby the service provider delivers the required services to GAALO on an as-needed or ad hoc basis in accordance with the predetermined prices, terms, and conditions for a specific period of time e.g. one year.

**Department**

An individual unit of a division at GAALO dealing with a particular area of work. For instance, 'Operations' is a department under 'Administration Division'.

**Division**

A functional part of GAALO dealing with a major area of work. For example, 'Administration Division' covers all activities related to human resources, finance, procurement, logistics, etc. at GAALO.

**Offeror**

An individual or company willing to submit an official quote in response to the requirements of the Request for Quotation (RFQ) document.

**Operations Department**

A functional department under 'Administration Division' responsible for providing operational and logistical support to all divisions and their departments; conducting local and international procurements; maintaining all furniture, fixture, and equipment; and managing the inventories and records of all tangible assets at GAALO.

**GAALO**

Green Afghanistan Agriculture and Livestock Organization (hereinafter "GAALO") is the organization (based in Kabul, Afghanistan) seeking quotes from the most qualified offerors through this Request for Quotation (RFQ) document.

**Purchase Order (PO)**

A type of contract issued by GAALO under the Blanket Purchase Agreement (BPA), authorizing the service provider to deliver the required services in accordance with the quantities, prices, payment terms, delivery date and location, and any other associated terms and conditions as set forth in the Purchase Order (PO).

**Request for Quote (RFQ)**

An official document issued by GAALO for the purpose of receiving quotes from the most qualified

offerors in Afghanistan or abroad for the provision required services.

**Service Provider**

An individual or company selected to provide the required services to GAALO in accordance with the terms and conditions of the Blanket Purchase Agreement (BPA) and its subsequent Purchase Orders (POs).

**Services**

The intangible products and/or works provided by the service provider to GAALO under the Blanket Purchase Agreement (BPA).

**US Dollar (USD)**

The standard unit of money and official currency of the United States of America.

## Section 2 | Introductions

### 2.1. About GAALO

A national non-government, non- political and not for profit organization established and registered with ministry of economy since 2009 committed to identify new and innovative approaches to meet the needs of its target groups. GAALO's work focuses on identifying the most critical and challenging problems, develop successful strategies, build effective institutions and create efficient delivery mechanisms. We base our programs on facts and data, not mere assumptions.

Since the inception, GAALO has gone to both rural and urban communities and implemented 70 plus programs and projects in the thematic area of Agriculture, Livestock, Environment Protection, Research, Survey, Capacity Building and Development, Humanitarian Relief and food security. For details, please visit [www.gaalo.org](http://www.gaalo.org)

### 2.2. About the Project

Afghanistan remains one of the world's worst humanitarian crises; 28.3 million people (over two thirds of Afghanistan's population) requiring urgent humanitarian assistance to survive as the country enters its third consecutive year of drought-like conditions and the second year of crippling economic decline, recurrent natural disasters and higher levels of unemployment.

The recent bans on Afghan women working for national and international non-governmental organizations will have devastating and long- lasting consequences for all people in need, especially women and girls – who already faces most challenges in accessing humanitarian assistance. (Revised Humanitarian Response Plan (HRP) released June 2023).

The latest Integrated Food Security Phase Classification (IPC) analysis shows the severity of food insecurity and is remaining at very high levels. An estimated 15.3 million people, or 35 percent of the population are in crisis or emergency levels of food insecurity (IPC 3+) between May to October 2023.

The proposed project seeks to help vulnerable communities in undeserved areas of Parwan province by meeting their immediate food security needs and prevent further deterioration of their situation. GAALO will provide 4 months' in-kind food assistance (@ 50% of ration size as per FSAC) to 2,330 most vulnerable IPC 3 and 4 HHs (16,310 people) in Jabal Saraj and Koh-e-Safi districts of Parwan province to support them in improving their food consumption and complement their depleted food stocks.

## Section 3 | About the RFQ

### 3.1. RFQ Summary

<b>Acquisition Type</b>	Procurement Services
<b>RFQ No.</b>	RFQ-In-kind Food -0013
<b>Title</b>	Procurement of Food Items.
<b>RFQ Issuance Date</b>	Sep 14, 2023

<b>Deadline for Questions</b>	Sep 19, 2023 – 04:00PM, Afghanistan Local Time (AFT)
<b>Deadline for Quotes Submission</b>	Sep 21, 2023 – 04:00PM, Afghanistan Local Time (AFT)
<b>Award Mechanism</b>	Procurement Service Agreement

### 3.2. Purpose

The purpose of this RFQ is to receive quotes from the qualified offerors based in Afghanistan for the provision of required procurement services to GAALO in accordance with the Scope of Services as outlined in Section 3.3. under a procurement service agreement.

### 3.3. Scope of Services

GAALO is one of the national Afghan NGO engaged in emergency responses in Afghanistan, providing the most vulnerable people with cash and non-cash assistance to meet their basic needs. We are looking for suppliers to procure food items that includes wheat flour, vegetable oil, pulse and salt under the supervision of GAALO. Given the urgent situation of the people we assist; it is important that the in-kind food is procured as quickly and timely to the people.

#### **In-kind food basket:**

In-kind response food basket shall include 100 kg wheat flour, 8 kg pulses, 8 litres oil, and 1 kg salt to provide 2100 kcal/person/day. This package provides enough amount of protein, micronutrients and fat for a household of 7 members for a month.

As per the counter-singed grant agreement, the following in-kind food package which is equivalent to the 100% of FSAC food basket in bi-monthly basis, two rounds in total:

- 100 KG of wheat flour
- 8 KG of Pulses
- 8 Litters of Vegetable Oil
- 1 KG of Salt

GAALO is looking to have a procurement service agreement with supplier(s) to procure and deliver in Kabul up to 541.865 MT of general food items, subsequently, GAALO will repackage, transport and distribute the food items to 2330 IPC phase 3 and 4 vulnerable households in Jabal Saraj and Koh-e-Safi districts of Parwan province from 15 Sep 2023 to 15 Jan 2024. Suppliers can only submit one bid for covering both the targeted districts in Kapisa.

GAALO is looking to have close coordination and positive cooperative working relationship with suppliers to help achieve its goals of providing emergency assistance to the most vulnerable people.

### 3.4. Evaluation criteria

The bids will be evaluated against the following criteria to determine acceptability to GAALO. After technical evaluation is done, GAALO will take the bids that have acceptable technical score and lowest price.

- Valid business license from the Government of Afghanistan.
- at least one or more similar projects with same scope, nature and size in last 2 years is mandatory.
- Enough financial Capacity to undertake the procurement

### 3.5. Award Mechanism(s)

GAALO will award the project to the most qualified offeror under a Procurement Service Agreement is a type of agreement whereby the service provider delivers the required services to GAALO as per the plan stipulated in the agreement, agreed payment, terms, and conditions for the agreement life time.

### 3.6. Questions

Please email your questions – in relation to the technical and administrative requirements of the RFQ – to [pmu@gaalo.org](mailto:pmu@gaalo.org) by Sep 19, 2023 no later than 04:00PM, Afghanistan Local Time (AFT). Write RFQ number (**RFQ-In-kind Food-0013**) in the subject line. The answers to the questions will be emailed/posted by GAALO on Sep 20, 2023. Any verbal information provided by the employees of GAALO in response to the offeror's questions will not be considered official.

### 3.7. Eligibility Criteria

Registered Procurement Companies, who meet the requirements, evaluation criteria, and other terms and conditions of the RFQ are eligible to submit their quotes in response to the RFQ.

### 3.8. Submission Guidelines

- Interested and qualified offerors are requested to send their quotes only electronically to [procurement@gaalo.org](mailto:procurement@gaalo.org) by Sep 21, 2023 no later than 04:00PM, Afghanistan Local Time (AFT).
- In the quotes, the offerors are required to incorporate any additional costs associated with the procurement services to GAALO.
- The quoted prices shall be valid for a period of at least 60 days from the quote submission date.
- The prices shall be quoted through filling and signing **Offeror's Sheet** stipulated in this RFQ. Moreover, the offerors are required to provide their best prices for provision of the procurement services.
- The offerors are requested to quote their prices in the US Dollar (USD) currency only.
- Please write RFQ number (**RFQ-In-kind Food-0013**) in the subject line of your offer submission email.
- The offerors are required to submit the following:
  - Offeror's Valid Registration

- Offeror's Sheet filled and signed
- Sufficient samples of similar works carried out by offeror in the last 2 years.

### 3.9. Delivery Locations and Timelines

All services shall be delivered to one of the below applicable delivery locations:

**Operations Department**  
**Green Afghanistan Agriculture and Livestock Organization - GAALO**  
House#05, Street# 2, Silo Area, PD 3,  
Kabul, Afghanistan

OR electronically to: [procurement@gaalo.org](mailto:procurement@gaalo.org)

### 3.10. Terms and Conditions

Below terms and conditions apply:

- Submission of quotes in response to the RFQ does not obligate GAALO to award and/or enter into an agreement with the offeror. The award is subject to the selection of best and final offer (BAFO) in accordance with the evaluation criteria as specified in the RFQ.
- Submitting an offer after the closing date/time (as specified in the RFQ) will not be considered for bidding.
- GAALO does not pay any costs incurred by the offeror associated with the preparation of quotes in response to the RFQ.
- GAALO owns the right to reject any quotes that do not comply with the requirements, terms, and conditions of the RFQ.
- Offeror's failure to meet the requirements of the RFQ may lead to its disqualification from the bidding process.