

Request for Quotation
Provision of Farming tools for Bamyan Province
RFQ Reference no: AFKAB. 2023.Sep.005
Date: September 18, 2023

From: ActionAid, Afghanistan

Subject: Request for Bids/quotations - **(Provision of Farming tools for Bamyan Province)**

Project location: Multiple locations in Bamyan Center and Yakawlang no.1 , Bamyan province, Afghanistan

Deadline for Submission: 4:30 PM Afghanistan times, September 27, 2023

Bid submission Address: ActionAid Afghanistan, House no. 11, Street no. 11, District 10, Old Taimani, and Kabul, Afghanistan.

1. Background:

ActionAid Afghanistan is a non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa, and Latin America and part of a strong network of South Asia programs and is currently involved in community development activities in over 7 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan. In Afghanistan, ActionAid Afghanistan is working in Bamian, Balkh, Jawzjan, Nangarhar, Samangan, Ghor, and Herat Provinces.

ActionAid Afghanistan as part of its humanitarian work is calling for quotations from interested vendors across the country.

2. Scope of Work/Goods Required for this proposal:

Action Aid Afghanistan (AAA) is looking for eligible logistic companies to provide farming tools based on the BoQ to the Center of Bamyan and Yakawlang no. 1 District of Bamyan Province.

The farming tools must be transported at the expense of the supplier, who must deliver 60% of the following materials to the Yakawlang no. 1, and 40% to the Bamyan Center. Prior to any delivery the supplier must submit his samples to ActionAid Bamyan team for the approval.

Delivery:

- 8 villages in Bamyan Center
- 32 villages in Yakawlang: Yakawlang no. 1 Sia Dara valley
- Names of villages will be share with the contractor once the contract has been signed by both parties.

General Terms:

- 2.1 The winning company must physically start the delivery within one week after receiving the order OR based on the ActionAid Afghanistan's technical team schedule and request.
- 2.2 ActionAid Afghanistan is committed in providing the best services to the communities and strictly following standards of the project/deliverables. In case of poor quality of work or services, the AAA team reserves the right to reject the items and request a better one if the vendor fails to fulfill the requirement(s). AAA also reserves the right to cancel the contract at any time / stage with no compensation to the vendor at all.
- 2.3 ActionAid, Afghanistan reserves the right to award all or part of the RFQ to a vendor or not to make the award at all.
- 2.4 ActionAid reserves the right to inspect and verify the quality of the items before delivery.

- 2.5 Any modifications in specifications and quality of the items by the vendor are not acceptable.
- 2.6 More than one proposal by a single vendor will lead to rejection of both/all proposals.
- 2.7 Only AAA has the right to amend the project/deliverables specifications or the project/delivery completion date.
- 2.8 All the transportation of items are responsibility of the vendor, and AAA will not pay any extra amount for that rather than what is in the contract.

3. Vendor Selection Criteria:

- 3.1 The AAA`s Internal Procurement Committee (IPC) will be in charge of bids evaluation and selection of the winning proposal.
- 3.2 Preference will be given to highly competitive bid that meets the project requirements.

4. Eligibility of Applicants:

- 4.1 The vendors must have a valid and updated license from AISA or the Ministry of Commerce.
- 4.2 Only logistic companies are eligible to bid other than will not be considered for the evaluation.
- 4.3 Bids must be signed, stamped, dated, and sealed otherwise may lead to disqualification of the bid.
- 4.4 Companies with similar experience might be preferred.

Applicants cannot apply for this proposal if they:

- 4.5 Are not registered companies of the Afghan Government or local authorities in Afghanistan?
- 4.6 Are bankrupt or in the process of going bankrupt?
- 4.7 Have been convicted for an offense concerning professional conduct.
- 4.8 have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- 4.9 Are guilty of serious misinterpretation in supplying information.
- 4.10 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.
- 4.11 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

5. Prices:

- 5.1 Vendors must provide the most competitive price in Afghani currency there is no compromise on the quality of materials and work, any bid in a currency other than Afghani will be disqualified.
- 5.2 All quotations must abide the Government of Afghanistan Tax regulations. Offered prices must be inclusive of all relevant taxes and duties and other clearance costs.
- 5.3 Prices for the above items should be valid for 30 days. Please clearly indicate price validity in your offer. In case of validity is not specified, prices are considered valid for 30 days.
- 5.4 This will be a fixed price project and no changes in price will be acceptable once the contract has been signed by both parties.

6. Tax

- 6.1 The prices should be inclusive of taxes, 2% or 7% (based on nature of registration) tax will be withheld from the total price at source as per law of the land. There is no negotiation on this at any stage.

7. Conflict of Interest / Non-Collusion:

Any bidder is required to confirm in writing....

- 7.1 That none of the directors or senior managers of the company are related to any of the directors and staff of Action Aid Afghanistan which may affect the outcome of the selection process. If there are such connections the bidder is required to disclose all the details along with the bid document.
- 7.2 That it has not communicated to anyone other than Action Aid Afghanistan the amount or approximate amount of the tender.
- 7.3 That it has not and will not offer to pay or give any sum of money commission, gift, inducement, or another financial benefit directly or indirectly to any person for doing or omitting to do any act about the tender process. Any such attempt will result in the company being blacklisted by ActionAid Afghanistan.

8. Documents:

- 8.1 The following documents must be submitted together with the bid:
 - 8.1.1 Copy of valid business license
 - 8.1.2 Copy of tax identification number
 - 8.1.3 Copies of company president and vice president Tazkira (NID)
 - 8.1.4 Letter of reference for the authorized person for further contacts or negotiation if required.
- 8.2 The following documents will be requested from the vendor after the issuance of the purchase order and/or contract:
 - 8.2.1 Vendors' bank account details
 - 8.2.2 Original Commercial Invoice
 - 8.2.3 Any other supporting documents if requested by AAA.
- 8.3 Please do not submit any extra document(s) until and unless requested.

9. Payment Conditions:

- 9.1 There will be no advance or installment payment to the vendor.
- 9.2 Payment will be made to the company through bank or cheque within 20 working days.
- 9.3 The payment will be made once the deliveries has been successfully completed 100% and the work completions certificate or goods received note and original invoice reached to Kabul office.

10. Penalties:

Notwithstanding any other provision of this Agreement, in the event that contractor fails to complete contracted deliveries/job/service according to the contract for any reason such failure continues for more than three (3) days, Client may, at its sole option, has the right to deduct the penalty agreed 0.5% of the total amount of specific item per day of delay starting from 4th day of delay up to max. of 10%, if the work delay amount exceed more than 10% the client reserve the right to terminate the contract with zero compensation for works, services or the deliverable made by supplier. The contractor agrees that will make its best efforts to complete the deliveries within the deadline and to advise client of any and all anticipated delays as soon as possible.

If the vendor does not work based on the quality for which the rate has been contracted, ActionAid reserves the right not to pay any amount, blacklist the vendor or make a deduction from the final payment based on its best judgment/market price of the quality delivered.

11. Force Majeure:

Force majeure is defined as a natural disaster, earthquake, landslide, flood, war, armed conflict, and pandemic. In the event of force majeure, the vendor shall inform the client within 24 hours. Action Aid Afghanistan and the vendor shall amicably decide further action after force majeure. Force majeure shall have an official declaration by the government.

12. Termination of Contract:

The client may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Vendor at least 5 days written notice.

The client may terminate the Contract with immediate effect by giving written notice to the Vendor and claim any losses (including all associated costs, liabilities, and expenses including legal costs) back from the Vendor at any time if the Vendor:

A. becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or

In the event of termination, all existing purchase orders must be completed.

13. Late Tenders:

Tenders received after the Closing Date and time will not be considered.

14. Submission of Bids:

ActionAid reserves the right to choose either one or multiple vendors to ensure value for money. The sealed bids must be submitted in hard copies to Country Office of ActionAid Afghanistan; House no. 11, Street no. 11, District 10, Old Taimani, Kabul, Afghanistan
Deadline for the submission of the bids before 4:30 PM Afghanistan times, September 27, 2023.
You can share your queries or concerns 24 hours before the closing time to procurenet.kabul@actionaid.org.
please do sing and stamp all pages of the biding documents.

Vendor details:

Company name:

Name of signatory:

Title:

Contact Number(s):

Email Address(s):

Date:

Signature: