

## REQUEST FOR QUOTATION (RFQ)

### Provision of the Trees Plantation-NGR

REFERENCE: FGA-RFQ-2023-025	Date: November 2, 2023
House #7, 40 Otaqa Hamam road, Ayub Khan Mena, opposite passport directory road, Darulaman main road, Kabul, Afghanistan.	

#### SECTION 1: REQUEST FOR QUOTATION (RFQ)

FGA kindly requests your quotation for the provision of **Provision of the Trees Plantation-NGR**, detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letters

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial

Offers

Please be guided by the RFQ Instructions and Data when preparing your quotation. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer by the method and date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to  
receiving your quotations. Issued by:

Procurement Department  
FutureGenerationsAfghanistan

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by FGA.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by FGA. FGA is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>FGA reserves the right to cancel the procurement process at any stage without any liability of any kind for FGA upon notice to the bidders or publication of cancellation notice.</p>
<b>Deadline for the Submission of Quotation</b>	<b>November 12, 2023; 4:00 PM Kabul Time.</b>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Courier / Hand Delivery</p> <p>Bid submission address: <b>Offers shall be submitted to the FGA country office at the below-mentioned address below by the deadline.</b></p> <p>Add: House #7, 40 Otaqa Hamam Road, Ayyub Khan Mena, opposite passport directory road, Darulaman main road, Kabul, Afghanistan.</p> <p>You can also use the following link in Google map to find the location:</p> <p><a href="https://goo.gl/maps/Dmwv6K4p2UwGtssS8">https://goo.gl/maps/Dmwv6K4p2UwGtssS8</a></p> <ul style="list-style-type: none"> <li>▪ Mandatory subject of the email: <b>RFQ for Provision of the Trees Plantation-NGR.</b></li> <li>▪ <b>Place the quotation file along with other annexes in a sealed pocket.</b></li> <li>▪ <b>Offers submitted by email will not be accepted.</b></li> </ul>
<b>Cost of preparation of quotation</b>	FGA shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the FGA quotation form conditions and acknowledge that it provides the minimum standards expected of suppliers.</p> <p>Moreover, FGA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of FGA vendors, and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to FGA staff members, including recreational trips to sporting or cultural events, theme parks, or offers of holidays, transportation, or invitations to extravagant lunches, dinners, or similar. In pursuance of this policy, FGA: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing an FGA contract.
<b>Conflict of Interest</b>	<p>FGA requires every prospective Supplier to avoid and prevent conflicts of interest by disclosing to FGA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders of the bidding entity or key personnel who are family members of FGA staff involved in the procurement functions any Implementing Partner receiving goods and/or services under this RFQ.</p>
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract.
<b>Eligibility</b>	<p>A vendor who will be engaged by FGA may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization, the World Bank Group, or any other international Organization. Vendors are, therefore, required to disclose to FGA whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in the termination of any contract or PO subsequently issued to the vendor by FGA.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers, and/or their employees meet the eligibility requirements as established by FGA.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <u>AFN currency</u>
<b>Duties and taxes</b>	<p>All quotations shall be submitted both gross and net of any direct BRT (Business Revenue Tax) taxes. 2% for all eligible and valid license holding vendors, and 7% for all non-valid license holding or no license at all vendors.</p> <p>All prices must also include all duties, transportation, loading and unloading costs.</p>

<b>Language of quotation</b>	English Annexes shall be given in English. Supporting documents and standard registration documents can be submitted in English or Dari/Pashto.
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: Annex 2: Quotation Submission Form duly completed and signed Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <ul style="list-style-type: none"> <li>• Company Profile.</li> <li>• Registration certificate;</li> <li>• List and value of projects performed in related fields for the last 1 year plus client's contact details who may be contacted for further information;</li> <li>• List and value of ongoing Projects and other national/multi-national organizations with contact details of clients.</li> <li>• Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of the Contract value in a similar field;</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for 40 days from the deadline for the Submission of the Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	Not Permitted
<b>Payment Terms</b>	25% after complete receipt of goods and 75% after donor verification and invoice receiving by FGA for the mentioned items. A total of 15% of the total contract amount will be locked as a bid guarantee from the bidder in case of bid acceptance from FGA.

<b>Contact Person for correspondence, notifications, and clarifications</b>	If you have any questions or technical issues, please contact us at the following phone number/email address: 0093 771409065 <a href="mailto:fga.procurement@future.edu">fga.procurement@future.edu</a>
<b>Evaluation criteria</b>	<ul style="list-style-type: none"> <li>• Full compliance with all requirements as specified in Annex 1.</li> <li>• Full acceptance of the General Conditions of Contract.</li> <li>• Comprehensiveness of sales and support services.</li> <li>• Earliest Delivery /shortest lead time,</li> </ul>
<b>Right not to accept any quotation</b>	FGA is not bound to accept any quotation nor award a contract or Purchase Order
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">FGA Procurement Manual</a>

**ANNEX 1: SCHEDULE OF REQUIREMENTS**

The project has an aim to provide immediate support to people through immediate short-term support for agricultural livelihoods by providing agricultural support to selected beneficiary families. Under the terms of the project, the supplier shall be responsible for the supply of acceptable goods according to table specifications confirmed by necessary written references and certificates and arranging transportation of the mentioned items in the Nangarhar province.

**ADDITIONAL REQUIREMENTS**

- The supplier will be responsible for supplying the Tree Plants with the said requirements and type as per specifications laid out within this document.
- The Tree Plants that do not meet the Minimal and Special Requirements above will be rejected by the Project consultant.
- All chosen Tree Plants must be approved by a project consultant before being accepted for services.
- The project will not be liable for any goods that will be damaged during delivery.
- The supplier shall take care of their Tree Plants for any damages.

**Sapling Specification (Kuz Kunar Distract, Shagah Village)**

- The sapling must be certified.
- The sapling must be healthy, free from pests and diseases, and free from CTV virus as well.
- Sour orange (4000), big lemon 7010 (400), olive (400), and pine plants (2500) plants must be delivered with soil balls in plastic bags.
- Transportation cost of loading, unloading, and Tax of sapling will be the responsibility of the contractor or nursery owner
- The sapling of the graft should be 1 meter.
- The nursery owner should have his own plant production. The company would be responsible for any loss or damage.

**Delivery Requirements**

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall provide the Tree Plants within 5-10 days after the contract signature.
<b>Delivery locations</b>	Kuz Kunar District, Nangarhar Province.

## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it, and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted, and no substitutions shall be accepted.

### Company Profile

Item Description	Detail
Legal Name of Bidder and Contact Details:	
Legal Address, City, Country:	.
Website/Email Address:	
Year of Registration:	
Bank Information:	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted, and no substitutions shall be accepted.

Name of Bidder:		
RFQ Reference:		Date:

Currency of the Quotation: <b>AFN</b>					
Item No	Description	Unit	Quantity	Unit Price	Total price
1	Sour Orange (Including, Loading, Unloading and transport to Kuz Kunar Distract)	No	4000		
2	Olive Tree (Including, Loading Unloading & Transport to Kuz Kunar Distract)	No	400		
3	Pine Tree(Including, Loading, Unloading & Transport to Kuz Kunar Distract)	No	2500		
4	Lemmon 7010 (Including, Loading, Unloading & Transport to Kuz Kunar distract)	No	400		
Total Price with Tax					
Tax					
Total price without Tax					