



Movement for Protection Organization (MPO)

Request for Quotation for Blanket Ordering Agreement (BOA)

NAME & ADDRESS OF FIRM:	DATE: 18-November-2023
MPO Kabul Office:	REFERENCE: RFQ-Foodsupply-001
PD#10, Shirpoor, House# 13 Sharwal Street Kabul Afghanistan	
Email: mpo.org.af@gmail.com	

MPO is seeking quotations from eligible suppliers for the as-needed, ad hoc purchases of meals delivered to Aino Meena Street No. 22 House No. 13 in Kandahar province to support program activities of the Provision of support to children on the move, IDPs, Returnees and host populations who are in immediate need of child protection, PSS and GBV response.

1. Introduction

As a result of this RFQ, MPO anticipates issuing a blanket ordering agreement (BOA)—or possibly multiple BOAs—to establish specific pricing levels and parameters for ordering these goods/services. This will allow MPO to issue specific purchase orders, on an as-needed basis, for the procurement of these goods and services over the next 8 months.

2. Submission Deadlines and Instructions

Quotations must be emailed to mpo.org.af@gmail.com. The subject line of the quotation email must be as follows: **RFQ-Foodsupply-001**.

Quotations must be received no later than 4:00 p.m. Kabul local time on November 23, 2023.

Reference the RFQ number in any response to this RFQ. quotations received after the specified time and date will be considered late and will be considered only at the discretion of MPO.

3. Questions

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 2:00 p.m. local Kabul time on November 21, 2023 by email to mpo.org.af@gmail.com.

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification and the responses there to that MPO believes may be of interest to other respondents will be circulated to all RFQ respondents who have indicated an interest in submitting quotations.

4. Specifications

ANNEX I - Provision and Delivery of Breakfast, Lunch & Dinner for Kandahar Province contains the technical specifications of the required goods and services.

5. Quotations

Quotations should be submitted in the format found in ANNEX I - Provision and Delivery of Breakfast, Lunch & Dinner for Kandahar Province and must be priced on a fixed-price, all-inclusive basis, including tax, delivery and all other costs. Pricing must be presented in local currency in AFN.

Quotations must remain valid for not less than sixty (60) calendar days after the RFQ deadline.

Prices quoted must remain fixed for a minimum of 8 months after the award of any BOA issued as a result of this RFQ.

Respondents are requested to submit a copy of their organization's valid business license with their quotation.

6. Evaluation and Award

The award will be made to a responsible Offeror whose quotation follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications. The technical evaluation factors are as a follow;

1. Past Experience 20 Points.
2. Lowest Price 50 Points.
3. Quality of packing and packing material for delivery. Ability to provide protection for food delivered to ensure it maintains freshness/hotness, retains temperature and avoids contamination. 30 Points

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, a quotation may be deemed "non-responsive" and thereby disqualified from consideration. MPO reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, MPO reserves the right to conduct any of the following:

- MPO may conduct negotiations with and/or request clarifications from any Offeror prior to award.
- While preference will be given to Offerors who can address the full technical requirements of this RFQ, MPO may issue a partial award or split the award among various Offerors, if in the best interest of the MPO.
- MPO may cancel this RFQ at any time.

7. Terms and Conditions

This is a request for Quotations only. Issuance of this RFQ does not in any way obligate MPO to make an award or pay for costs incurred by potential service providers in the preparation and submission of a quotation.

This solicitation is subject to MPO standard terms and conditions. Any resultant award will be governed by these terms and conditions.

8. Quotation Checklist

To assist respondents in the preparation of quotations, the following checklist summarizes the documentation required to submit a quotation in response to this RFQ:

- ☐ Official quotation, including specifications of offered goods/services (ANNEX I - Provision and Delivery of Breakfast, Lunch & Dinner for Kandahar Province)
- ☐ Copy of the company's valid business license
- ☐ ANNEX II, Past Performance Form (accurately completed)

ANNEX I - Provision and Delivery of Breakfast, Lunch & Dinner for Kandahar Province (Specifications and Technical Requirements)

The table below contains the technical requirements of the requested goods/services. Offerors are requested to provide quotations by completing this ANNEX I - Provision and Delivery of Breakfast, Lunch & Dinner for Kandahar Province and submitting a signed/stamped version to MPO official address (mpo.org.af@gmail.com). May also submit quotations containing the information below on their company's official letterhead or official quotation format.

Additional Information

1. The Offeror must have a permanent food service facility in Kandahar province.
2. The number of meals may change up to issuance of purchase order by MPO and including the availability of the deportees' children received in Spin Boldak brought to the interim care center located at Ainoo Meena Street No. 22 House No. 13. It is expressly understood that MPO will only be billed for the actual number of meals/refreshments requested.
3. The Vendor shall provide all personnel, equipment, materials, dishes, etc., to package, transport and serve the meals, however, the actual serving of the meals will be coordinated by the MPO logistic officer.
4. Meals shall be delivered and the exact time will be coordinated by the logistic officer.
5. Menu will be in accordance with the menu shown in the table below.
7. Vendors must have the capability to provide meals on an as needed basis within 3-4 hours

For each technical specification listed below, Offerors must put the prices in the below table.

ANNEX I - Provision and Delivery of Breakfast, Lunch & Dinner for Kandahar Province					
No	Particulars		QTY	Unit	Unit Price in AFN
	Line Item	Requested Menu Item			
1	Breakfast Per Person. Delivered to Interim Care Center Located at Ainoo Meena Street No. 22. House No. 13	Milk	2 Cup	Meal/Person	
		Parata	1 Piece		
		Amlate	1 Palate		
		Cake	200 gr		
		Butter	50 gr		
Total Breakfast Cost for 1 Person					
Supply Or Transportation Cost for 1 Person				Supply/Transportation	
Total Breakfast with Supply or Transportation Cost					
2	Lunch Per Person. Delivered to Interim Care Center Located at Ainoo Meena Street No. 22. House No. 13	Rice (Kabuli Palaw)	1 Pack (Hot Rice)	Meal/Person	
		Chicken Piece	1 leg Piece		
		Shami Kabab	Half Meal		
		Potato Chips	200 gr		
		Pure Water	1 Bottle 500ml		
		Mix Salad	1 Pack		
		Fernee	1 Palate		
		Fruit	2 Banana and 1 Apple		

Total Lunch Cost for 1 Person					
Supply Or Transportation Cost for 1 Person				Supply/Transportation	
Total Lunch with Supply or Transportation Cost					
3	Dinner Per Person. Delivered to Interim Care Center Located at Ainoo Meena Stree No. 22. House No. 13	Roosh (Sheep Meat)	1 Pack	Meal/Person	
		Chicken Soup	1 Palate (Bottle)		
		Vegetable (Seasonal)	1 Palate		
		Potato Chips	200 gr		
		Pure Water	1 Bottle 500ml		
		Mix Salad	1 Pack		
		Fernee	1 Palate		
		Fruit	2 Banana and 1 Apple		
Total Dinner Cost for 1 Person					
Supply Or Transportation Cost for 1 Person				Supply/Transportation	
Total Dinner with Supply or Transportation Cost					
Grand Total Price in AFN					

ANNEX II: Past Performance Form

Please provide the details of recent contracts & references from NGOs & INGOs, the United Nations agencies and others (please attach a copy of the contract accordingly):

#	Name of Project / Type of work/Service/goods	Total Value of the Performed Works/Goods/ Service (....)	Client Contact Details (Company Name, Point of Contact Name, Phone, email address and title)	Starting date	Ending date	Contracting Authority and Place	Prime or Secondary Contractor?
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1							
2							
3							

I, the undersigned, hereby confirm and warrant that the information provided in this form is accurate and correct to the best of my knowledge.

This quotation is valid for _____ days.

Company Name: _____

Address: _____

Phone No.: _____

Email: _____

Name of Legal Representative: _____

Signature: _____

Company Stamp: _____