

**Request for Quotation (RFQ)  
For CR-School Feeding Program**

Issue Date: 17 March 2022  
Closing Date: 26 March 2022

RFQ# ORCD/2022/031

**1. Introduction**

Organization for Research and Community Development (ORCD) founded in 2011 and registered with the Ministry of Economy registration 2304 as non-profit organization in the view of the NGO Law of Afghanistan.

It has implemented around 49 projects since its establishment and have 20 ongoing projects in more than 12 provinces of the country achieving 100% success rate with unmodified opinions of audits by all external audits whether hired by ORCD or its donors. Its mission: Using evidence-based best practices, to empower communities to achieve their development goals. The vision is: "A world of Prosperous Families Empowered to Making Informed Choices".

ORCD is implementing School Feeding Program. ORCD will distribute one meal per a day to each of the 2236 students registered in first phase which the number will be increased to around 5,000 from the second academic semester with new schools selected for Phase 2 by ORCD if approved by CR.

The project will provide quality balanced food to school students at lunch time. One meal per school day (Saturday to Thursday) at 10AM (for morning shift students) OR at 1-1:30PM (for the late morning and afternoon students).

Through this project ORCD will also provide food items (flour, cooking oil and beans) to 2016 families For the period is 23 March 2022 to 23 Mar 2023.

**2. Scope of Services**

ORCD intends to distribute balanced food to 2236 school students at lunch time at least to be sufficient for one year to a total of 2236 student, during the whole project period in Kabul province Sarobi, Charasyab, Paghman and Shakardara Distriicts.If your company is interested and is available during the time & location frame.

Province	Delivery Address
Kabul	Sarobi District Sarchashma Girls Middle School
	Paghman- Pushta Girls Primary School
	Shakardara- Boys Primary School
	Charasyab- Nawabad Khairabad boys Primary School

**Food & and nonfood items for CR-School Feeding Program in Kabul 4 districts (Charasyab, Paghman, Shakardara, Sarobi)**

S. No	Description	Unit	Quantity	Unit Cost \$	Total \$	Remarks
2	Oil	kg	1,454			
2	Milk 250 ml (Pack)	Pack	29,068			
3	Salt	kg	60			
4	Mix Masala & Chilies	kg	292			
5	Lentil	kg	1,164			
6	Beans	kg	582			
7	Chickpeas	kg	582			
8	Rice	kg	1,745			
9	Dates	kg	2,907			
10	Flour 20KG (distributed in 4 parts) 5 بسته کیلوپی چهاردانه	pack	2016			
11	Beans 5 KG لوبیا 5 کیلوپی لوبیا	pack	2016			
12	Cooking Oil 5 Liters	Bottle	2016			
13	Spoons for eating (قاشق غذا خوری)	pcs	3000			
14	Gas cylinder 42kg capacity (Empty) گاز سلندر خالی 42 کیلو	pcs	20			
15	Big Stove for each Gas Cylinder with complete set دیگ دان گازی کلان	pcs	16			
16	Food tray (This will be use instead of plates) پتنوس چهار خانه پی برای غذا خوری	pcs	2500			
17	Big Pot metallic دیگ کلان فلزی	pcs	12			

18	Small Pot metallic فلزی دیگ متوسط	pcs	20		
19	Pressure Cooker (50 liter) دیگ بخار 50 لیتره	pcs	16		
20	Pressure Cooker (30 liter) دیگ بخار 30 لیتره	pcs	12		
21	Big Spoon قاشق کلان	pcs	12		
22	Large Washboard تاشت کلان دسته دار	pcs	20		
23	Colander aluminum large size چلو صاف کلان المونیمی	pcs	20		
24	Large Tray aluminum (مجمله توزیع غذا المونیمی)	pcs	20		
25	Grater تراشک	pcs	4		
26	Chips Machine ماشین چپس کش	pcs	4		
27	Knife چاقوی متوسط برای ایشیز خانه	pcs	40		
28	Big Ladle آب گردان	pcs	8		
29	Colander طعام بخش	pcs	8		
30	Mesh skimmer of chips کبگیر چپس کش	pcs	8		
31	Mesh skimmer کبگیر	pcs	8		
32	Tea Samovar large سماوار کلان	pcs	8		
33	Teapot metallic large چای بر کلان نکلی	pcs	40		
34	Cup for tea (Glasses) گیلای چای خوری شیشه پی	pcs	2000		
35	Tablecloth دسترخوان	Metter	160		
36	Water Jug plastic جک آبخوری پلاستیکی	pcs	80		
37	Large Ladle of Milk ملاقه کلان برای شیر	pcs	12		
38	Hand washing stand دست شویی استاده	pcs	4		
39	Manual Crusher ماشین دسته دار کفته	pcs	12		
40	Large dish of water metallic (50L) دیگ کلان فلزی دسته دار	pcs	20		
<b>Total cost USD\$</b>					

### 3. Short listing and evaluation

In evaluating proposal bids submitted, consideration will be given to not only on the basis of low price but also to quality, relevant experience, references and reputation.

### 4. Confidentiality and Conflicts of Interest

- ✓ It is a further condition of proposing that you will keep confidential the information disclosed to you in this invitation to proposal and in connection with the invitation and your response to the invitation. You must also return to ORCD any information disclosed (and any copies you have made of this) if requested and must only use such information for the purposes of making the proposal.
- ✓ In the same manner, any information received relating to the proposing company will be treated in the strictest of confidence by the ORCD Afghanistan.
- ✓ A company will not be eligible for appointment if any of its partners, directors or major shareholders is a member of the ORCD Board or the staff of ORCD Afghanistan.
- ✓ Companies must declare, as part of the proposal, whether any partners, directors, major shareholders, senior staff, or the partners / spouses of any of these listed are:
  - Members of ORCD Board or related to any such member.
  - An employee of ORCD or related to any such employee.
- ✓ Companies should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

### 5. Form of proposal – information to be provided.

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

#### 5.1. The RFQ will be evaluated using the following technical criteria. Proposals should address each question.

1. Does the company have a valid license? If yes, please provide us the scan copies.
2. Does the company have a quality control program to help ensure adherence to high professional standards?
3. Does the proposal fully respond to the needs of ORCD about this school feeding program?
4. Will the company be able to meet ORCD's deadline? Does the number of days or the time period indicated by the company to complete the related tasks?
5. Has the company had the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.

6. Does the proposal adequately describe in a clear concise, and understandable manner the work to be performed including sampling techniques and analytical procedures to be used?

**5.2. Information about your company:**

- a. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.

**5.3. Experience:**

- a. Details of your firm's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan.

**5.4. Costs:**

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, [www.mof.af](http://www.mof.af), TA/DA.  
b. The quotation price should be given in USD\$.

**5.5. Payment:**

- a. Once the contract is signed with a company all the payment will be processed through bank transfer, the company is not supposed to request ORCD for cash or cheque payment.  
b. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

**6. Submission Procedure**

- ✓ Please submit the hard sealed stamp copies of RFQ and send it to ORCD Office House# 28, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project Kabul, Afghanistan by **02:00 PM (AFT), 26 March 2022** or before the deadline.
- ✓ Should you have any questions, please feel free to contact us via [tender@orcd.org](mailto:tender@orcd.org)
- ✓ No proposal will be considered if received after the deadline set out above.

**7. Disclaimer**

ORCD is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids.



مؤسسه تحقیقات علمی و انکشاف جامعه  
د علمی پلټنو او ټولنی پراختیا مؤسسه

**Organization for Research & Community Development**

*The First & Only Afghan NGO having Special Consultative Status with the United Nations*

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

Sincerely,

Procurement & Logistic Department  
ORCD Afghanistan

House # 2591, Street of Shams London  
Academy Girls School,  
Shaheed Square, Taimani Project  
Kabul, Afghanistan

+93 (0) 777 103090  
[info@orcd.org.af](mailto:info@orcd.org.af)  
[www.orcd.org.af](http://www.orcd.org.af)  
<https://www.facebook.com/orcd.org>  
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