



Request for Quotation (RFQ)
For Rehabilitation of Agho Jan High School in Gelan district of Ghazni Province

Issue Date: 19 December 2022
Closing Date: 09 January 2023

RFQ# ORCDG/2022/78

1. Introduction

ORCDG Global Inc. is a U.S. based nongovernmental, and not-for-profit founded in 2017. ORCDG was registered in the State of California, United States of America (USA) on 05 November 2017 (Registration No: C4076735). Later, it was registered as an international organization in Afghanistan in December 2018 (Registration number 460).

ORCDG is implementing Rehabilitation of Agho Jan High School project funded by Action for Humanity (AFH) in Gelan district of Ghazni province. The project is titled **“Rehabilitation of Agho Jan High School in Gelan District, Ghazni Afghanistan”**.

2. Scope of Services

ORCDG intends to renovate the Agho Jan High School located in Gelan district of Ghazni province as per the technical specifications and Bill of Quantities specified below.

Location Details:

Village	District	Province
Agho Jan Village GPS Point: https://goo.gl/maps/GBFfjWAWinjdLut47	Gelan District	Ghazni Province

Technical Specifications for the school renovation are as follows:

Bill of Quantities for rehabilitation of School in Gelan district, Ghazni

S#	Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
1	Site Preparation including removal of waste and unnecessary materials from the project site	m	180		
2	PCC (Plain Concrete) for repairing of damaged areas inside the school building (Mark 1:1.5:3)	m ³	6		
3	Painting Interior and Exterior walls with Plastic Emulsion	m ²	800		
4	Ghora Gil for Rooftop (Thickness=5cm)	m ³	9		



5	Soil for roof leveling (Thickness=5cm)	m ³	9		
6	Mud Straw Plastering the Roof (T=10cm)	m ³	18		
7	Plastic Sheet (2 layers) Original	m ²	400		
8	Rush/Chajakai for covering rooftop (on top of the wooden poles) in two layers	m ²	190		
9	Supply and installation of wooden doors including doors including locks, hinges and all necessary activities (Door size 2.7m*1 m) and (wood frame size 5 cm*7 cm)	PCS	18		
10	Supply and installation of wooden windows including locks, hinges, fly net including miscellaneous activities size (2.10*1.5 M) and wooden frame size 5cm *7cm	PCS	18		
11	Provision and installation of 4mm Glass for windows including all required activities	m ²	100		
12	Wooden Poles for roof framing @45 cm c/c L= 400 cm Dia.=22 cm	Nos	215		
13	Drainage pipe (Downspout) Sch. 40, L=4 m, Dia.=4 inches (10 cm)	PCS	10		
14	Visibility Marble plaque having donor instructions engraved (size 60cm*60cm)	Nos	1		
Total					\$ -

3. Shortlisting and evaluation

All the proposed bids will go through a two-stage evaluation procedure ensuring ORCDG and donor compliance. The first stage will be a pre-qualification phase. Vendors must comply and pass each of the criterion in the first stage. If a vendor fails to do so, they will not be eligible to further proceed and will be eliminated.

The first Evaluation Stage contains the following:

(To be decided and filled by ORCDG)

First Evaluation (Prequalification stage) Stage			
SN	Pass/Fail Criteria	Pass	Fail
1	Submission of a valid business license, registered with the Ministry of Commerce/other relevant government department		
2	Bid properly sealed with all technical and financial bids submitted without correction in a sealed envelope with		



	contact number & Email address clearly written on top of the envelope		
3	Provided a proposal with validity of 30 calendar days from the closing date of the RFQ		
4	All submitted bid documents including supporting documents and annexures properly completed, signed, and stamped.		
5	Financial Bids provided in ORCD RFQ template only		

The Second Evaluation stage shall be conducted by a technical committee after bid opening. This stage will be comprised of both Technical and Financial evaluation of all the bids which have passed the prequalification stage. Details, maximum scoring and scoring criteria in the second stage is as follows:

(Scores to be given by ORCDG)

Second Evaluation Stage			
SN	Criteria	Score Received	Max. Score
1	Lowest Financial Bid*		60
2	Similar Experience and Previous Performance supporting documents		10
3	Qualification and experience of the proposed key and technical personnel (Project Manager, Engineers, etc.)		10
4	Organization Capacity (Office existence, total number of staff members etc.)		5
5	Updated Bank Statements		5
6	10% bid security		10
Total			100

* The bid with the lowest price shall be scored a total of 60. However, the score for a second lowest price would be 5 points less than the first, and it shall continue the same for each vendor.

Other criteria will be scored after a technical evaluation by the committee

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 ORCDG 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 ORCDG Afghanistan.
- ✓ A company will not be eligible for appointment if any of its partners, directors or major shareholders is a member of the ORCDG Board or the staff of ORCDG 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 ORCDG Board or related to any such member.
 - An employee of ORCDG 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 aforementioned technical and financial criteria. Proposals should address each criterion in the first stage in order to qualify for the second stage otherwise their bids will be considered ineligible and therefore eliminated.

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, 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 ORCDG 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 ORCDG Office House# 28, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project Kabul, Afghanistan by **03:00 PM (AFT), 09 January 2023** or before the deadline.
- ✓ Should you have any questions, please feel free to contact us via tender@orcdglobal.org
- ✓ No proposal will be considered if received after the deadline set out above.

7. Disclaimer

ORCDG 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.

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
ORCDG Global Inc.