

## Request for Quotation (RFQ)

### Laptops, Printers and Tablets for UNFPA project in Nuristan Province

Issue Date: 25 June 2023

RFQ# ORCD/2023/128

Closing Date: 09 July 2023

RFQ Validity: 45 Days

#### 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 50 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 WHFS project funded by UNFPA in Nuristan Province.

**Titled:** Women Friendly Health Space in Nuristan Provinces.

#### 2. Scope of Services

ORCD intends to purchase Laptops, Printers and Tablets for WHFS UNFPA project, during the whole project period in in Nuristan Province of Afghanistan as per the below table, if your company is interested and is available during the time & location frame.

Province	Delivery Address	Delivery Date
Nuristan	Paroon	12 July 2023

### Bill of Quantity for Laptops, Printers and Tablets.

S.No	Description	Unit	Number of Units	Unit Price AFN	Total Price USD\$
1	<b>Dell Latitude Core i7- 7000 series</b> <b>Model: Latitude 7320</b> 16 GB Ram / 512 SSD 11 <sup>th</sup> Generation	Pc	6		
2	Printer HP Laserjet M148fdw.	Pc	3		
3	<b>Samsung Tablet A31</b> 128 GB Internal memory 6 GB Ram with Protection glass and Cover Original	Pc	4		
<b>Total</b>					AFN

### 3. Short listing and evaluation

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

All the proposed bids will undergo an evaluation procedure ensuring ORCD and donor compliance. Vendors must comply and pass each of the criterion specified in the table below. If a vendor fails to do so, they will not be eligible to further proceed and will be eliminated.

The Evaluation Stage contains the following:

*(To be decided and filled by ORCD)*

Evaluation (Prequalification 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 & Company Official Email address clearly written on top of the envelope		
3	Provided a proposal with validity of 45 calendar days from the closing date of the RFQ (should be provided through a letter; signed and stamped)		

4	All submitted bid documents including supporting documents and annexures properly completed, signed, and stamped.		
5	Financial Bids provided in ORCD RFQ template only		
6	A bid security amount of up to <b>AFN 30000</b> provided (through an official letter from one of the legal banks in Afghanistan)		

If a vendor fails to meet any of the above criterion, their bid will be eliminated, and the bidder will be disqualified from the process.

#### 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 Non-Food Items (NFI) assistance program?
4. Will the company be able to meet ORCD's deadline? Does the number of days or the time 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 AFN.

**5.5. Payment:**

- a. Once the contract is signed with a company all the payment will be processed after receiving fund from donor 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), 09 July 2023** 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.

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