

## Request for Quotation (RFQ)

### Procuring Non-Medical Equipment Supply for 11 Offices

Issue Date: 09 Jan 2024

RFQ# ORCD/2024/184

Closing Date: 21 Jan 2024

RFQ Validity: 60 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 100 projects since its establishment and has 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 MHTs project funded by UNFPA in 11 **Provinces**.

**Titled:** Provision of Maternal, Child and Newborn Health Services through Mobile Health Teams.

#### 2. Scope of Services

ORCD intends to purchase Non-Medical Equipment for UNFPA project, during the whole project period for 11 provinces 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
Faryab	Maimana	To be decided
Jawzjan	Shabarghan	To be decided
Samangan	Center	To be decided
Laghman	Mehtarlam	To be decided
Urozgan	Terenkot	To be decided
Zabul	Center	To be decided
Helmand	Lashkargah	To be decided
Kandahar	Center	To be decided
Ghazni	Center	To be decided
Logar	Pul-e- Alam	To be decided
Kabul	District 4	To be decided

### Bill of Quantity for Non-Medical Equipment Supply.

S/N	Item description	Uni	Quantity	Unit Cost AFN	Total Cost AFN	Remarks
1	Chair for clients	pc	55			
2	Green board 90x60	pc	22			
3	white board 90x60	pc	22			
4	Freezer medium size	pc	11			
5	Solar panel 2pc 250w, battery 2pc 100AM, Controller 1pc, Bulb 10 pc, Wire 40 meter	Set	11			
6	Office desk	pc	11			
7	Small Dustbin	pc	33			
8	Larg size dustbin	pc	33			
9	Carpet	Meter	880			
10	Mattress & Pillow	pc	66			
11	Bed sheet	pc	66			
12	Curtain	pc	330			
13	Blanket 6kg 200x240cm	pc	66			
14	Corton File	pc	55			
15	Wooden Table with metal stands for registration of visitors	pc	11			
16	Revolving chair	pc	11			
17	Broom	Pc	55			
18	Cooler fan DC power	pc	44			
19	Wood heater	Pc	33			
20	Gas Cylinder 10Kg	Pc	11			
21	Tea table	pc	33			
22	Cabinet/ shelves metallic 2x150cm	pc	33			
23	Chair and table for meeting set (8 person)	set (8 person)	11			
24	Termos 1.5 Lit made of steel	Pc	11			

25	Presser cooker 10 liter	pc	11			
26	Gas Cylinder 5kg with stove	pc	11			
27	Bowl glass	Dozen	11			
28	Knife	pc	22			
29	Big spoon	pc	11			
30	Small spoon	Dozen	11			
31	Tablecloth	Meter	11			
32	Water jug+glass plastic	pc	11			
33	Buket with lota 30 litter	pc	11			
34	Plastic Floor mate 3x4m	pc	11			
35	Plate	Dozen	11			
36	Tray metallic	pc	11			
<b>Total in AFN</b>						

### 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 60 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 115000</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 with 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-Medical Equipment?

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 the partner company's bank account not to an 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), 21 Jan 2024** 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