



Islamic Republic of Afghanistan
Ministry of Agriculture, Irrigation & Livestock
Panj-Amu River Basin Sector Project

Grant Number: 0506-0507– AFG

REQUEST FOR QUOTATION

RFQ No: MAIL/ADB/P-ARBP/2020/SHP033

Procurement of

Refreshment

Issued Date: 15-Apr-2020

SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQ)

Project Title: Panj-Amu River Basin Sector Project
Source of Funding: Asian Development Bank (ADB)
Contract Ref: MAIL/ADB/P-ARBP/2020/SHP033
Date of Issue of Request: **Apr-15-2020**
To: _____

Sir:

1. You are hereby requested to submit price quotation(s) for the supply of the Cleaning Material.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item.

3. You shall submit one original of the Price Quotation with the Form of Bid, and clearly marked "Original. Your quotation in the attached format should be **sealed in an envelope** and addressed to and delivered to the following address:

Purchaser's Address : **Ismail Samim**
Contract management officer
Ministry of Agriculture Irrigation & Livestock Kabul, Afghanistan
Telephone : **+93(0)728010101**
Email : **Ismail.samim@mail.gov.af**

Note: Your price quotation will not be accepted by facsimile or electronically.

4. Your quotation in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Afghanistan.

5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: **22-Apr-2020 at 10:00 AM.**

6. Your quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: the bids prices include all duties, taxes as per the established specification in article No.1. Prices shall be quoted in the currency of the Purchaser country Afghani (**AFS**).

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices in evaluating the quotations, the Purchaser will determine the evaluated

price for each proposal by adjusting the price quotation to correct any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in Afghanistan.

(iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of forty-five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

7. Further information can be obtained from:

Ismail samim
Ministry of Agriculture Irrigation & Livestock Kabul, Afghanistan
Telephone : +93(0)728010101
Email : Ismail.samim@mail.gov.af

8. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

9. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award,

and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

10. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



Mohammadullah Sahil
Procurement Director /MAIL



FORM OF QUOTATION

To: Panj-Amu River Basin Sector Project
Ministry of Agriculture Irrigation & Livestock
Kabul, Afghanistan

We offer to execute the Procurement of Cleaning Material RFQ
(MAIL/ADB/PARB/2020/SHP033
) in accordance with the terms Conditions of Contract accompanying this Quotation for the
Contract Price of _____ (amount in words and
numbers) (_____) (AFS). We propose to complete the delivery of Goods described
in the Contract within 14 Days from the Date of Signing of the Contract.

Prices and Schedules for Supply/Delivery:

S/No	items	Specification/Description	Qty	Unit	Unit Price AFN	Total Price AFN
1	Green Tea	Open Tea should have at least 1.5 years validity (for 200 staff and for the one year duration)	120	Kg		
2	Black Tea	Open Tea should have at least 1.5 years validity (for 200 staff and for the one year duration)	50	Kg		
3	Green Tea	Green Tea 100 Sachet should have at least 1.5 years validity (for 200 staff and for the one year duration)	150	Box		
4	Black Tea	Black Tea 100 Sachet should have at least 1.5 years validity (for 200 staff and for the one year duration)	80	Box		
5	Sugar	Sugar for Coffee should have at least 1.5 years validity (for 200 staff and for the one year duration)	400	Kg		
6	Dry Milk	Dry Milk for Coffee should have at least 1.5 years validity (for 200 staff and for the one year duration)	170	Packet		
7	Coffee	100 gr should have at least 1.5 years validity (for 200 staff and for the one year duration)	180	Bottle		
8	Cardamom	High Quality should have at least 1.5 years validity (for 200 staff and for the one year duration)	10	Kg		

9	Chocolate	Chocolate for Tea should have at least 1.5 years validity (for 200 staff and for the one year duration)	350	Kg		
10	Mineral Water	Mineral Water Small Bottle should have at least 1.5 years validity (for 200 staff and for the one year duration)	250	Packet		
11	Mineral Water	Mineral Water Big Bottle should have at least 1.5 years validity (for 200 staff and for the one year duration)	4300	Bottle		
12	Coffee Mate	Mate for coffee 400g, should have at least 1.5 years validity (for 200 staff and for the one year duration)	180	Bottle		
Total						

Note: In case of discrepancy between Unit Price and Total derived from unit price, unit price shall prevail.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive. We hereby confirm that this Quotation complies with the Validity of the Quotation required by the Request for Quotation document.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address : _____

Phone Number : _____

Fax Number, if any: _____

NOTE: PLEASE SIGN & STAMP EACH PAGE OF THE RFQ



FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, ____ 200, between _____ (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for _____ (description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement,
 - a) Request for Quotation; Terms and Conditions of Supply, Technical Specification.
 - b) Addendum (if applicable).
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
FOR AND BEHALF OF

Signature and seal of the Supplier:
FOR AND BEHALF OF

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Panj-Amo River Basin Sector Project
Purchaser: MAIL/P-ARBP Project
Consignee: Procurement Manager
Package No: RFQ No. MAIL/ADB/P-ARBP/2020/SHP033

1. Schedules for Supply

Schedules for supply					
S/No	Item No Ref	Specification/Description	Quantity	Supply Location	Delivery Time
1	Green Tea	Open Tea should have at least 1.5 years validity (for 200 staff and for the one year duration)	120	Kabul	When it is required
2	Black Tea	Open Tea should have at least 1.5 years validity (for 200 staff and for the one year duration)	50	Kabul	When it is required
3	Green Tea	Green Tea 100 Sachet should have at least 1.5 years validity (for 200 staff and for the one year duration)	150	Kabul	When it is required
4	Black Tea	Black Tea 100 Sachet should have at least 1.5 years validity (for 200 staff and for the one year duration)	80	Kabul	When it is required
5	Sugar	Sugar for Coffee should have at least 1.5 years validity (for 200 staff and for the one year duration)	400	Kabul	When it is required
6	Dry Milk	Dry Milk for Coffee should have at least 1.5 years validity (for 200 staff and for the one year duration)	170	Kabul	When it is required
7	Coffee	100 gr should have at least 1.5 years validity (for 200 staff and for the one year duration)	180	Kabul	When it is required
8	Cardamom	High Quality should have at least 1.5 years validity (for 200 staff and for the one year duration)	10	Kabul	When it is required
9	Chocolate	Chocolate for Tea should have at least 1.5 years validity (for 200 staff and for the one year duration)	350	Kabul	When it is required
10	Mineral Water	Mineral Water Small Bottle should have at least 1.5 years validity (for 200 staff and for the one year duration)	250	Kabul	When it is required

11	Mineral Water	Mineral Water Big Bottle should have at least 1.5 years validity (for 200 staff and for the one year duration)	4300	Kabul	When it is required
12	Coffee Mate	Mate for coffee 400g, should have at least 1.5 years validity (for 200 staff and for the one year duration)	180	Kabul	When it is required

The goods will be supplied as per the developed specification.

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding one month from the date of signing of contract. The goods will be delivered within the above mentioned time frame to P-ARBP project compound in Ever Green Building, Ministry of Agriculture Irrigation & Livestock Kabul, Afghanistan.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the arbitration law or rules of the Islamic Republic of Afghanistan.
7. Delivery and Documents: Upon delivery, the supplier shall provide the following documents to the purchaser:
 - (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount.
 - (ii) Manufacturer's or supplier's warranty certificate.
 - (iii) Certificate of quality.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses. The goods delivery is door-to-door service.

8. Payment: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:
The payment will be done 100% after the goods received, inspected as per the goods terms and conditions shall be paid by bank transfer/cheque on receipt/acceptance of the Goods and upon submission of the documents specified and receipt/delivery certificate issued by purchaser/Consignee. Bidder should include appropriate BRT and 'Sukok' tax schedule in the price. The serial number of the equipment/item received should be clearly indicated on Receipt certificate and Finance Department would check the same before making payment with the copy of the Invoice submitted by the supplier for claiming payment.
9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

10. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required preventing their damage or deterioration during transit to their final destination, as indicated in the Contract.
11. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 7 days from the date of notice by Purchaser.
12. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.
13. Required Technical Specifications:
 - (i) General Description.
 - (ii) Specific details and technical standards.
 - (iii) Performance Parameters.

Supplier confirms compliance with above specifications [Note: In case of deviations supplier to list all such deviations.

14. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-days' notice given by the Purchaser, without incurring any liability to the Supplier.
15. **Annexes**
The following documents must be submitted along with the quotations.
 1. Copy of valid Logistics Business License received from Ministry of Commerce or AISA.
 2. Copy of Company Profile or Fact Sheet (if available).

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____