



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/CPMO/P-ARBP/2020/SHP035**

Procurement of  
**Translation Services**

**Issued Date: 4-May-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/CPMO/P-ARBP/2020/SHP0035  
Date of Issue of Request: **May-4-2020**  
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](mailto: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: **11-May-2020 at 10:30 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



**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/CPMO/PARBSP/2020/SHP035  
) 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	Translation Services	Translating PARBSP Contract Contents from English into National Languages	500	Page		
<b>Total</b>						

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/CPMO/P-ARBP/2020/SHP035

1. Schedules for Supply

<b>Schedules for supply</b>					
<b>S/No.</b>	<b>Item No Ref</b>	<b>Specification/Description</b>	<b>Quantity</b>	<b>Supply Location</b>	<b>Delivery Time</b>
1	Translation	Translating PARBSP Contract Contents from English into National Languages	500	P-ARBSP-MAIL-Kabul	14 Days after Signing of the Contract

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: \_\_\_\_\_