



## REQUEST FOR QUOTATIONS

Roots of Peace (ROP CBARD-AIM, East & West) projects request quotations for the provision of Fuel (Petrol and Diesel) as outlined below:

<b>Description of Goods &amp; Related Services</b>	Provision of Fuel (Petrol & Diesel)
<b>RFQ #</b>	RFQ-CBARD-2021-040
<b>RFQ Issue Date:</b>	9-September-2021
<b>Deadline for Questions:</b>	15-September-2021
<b>Submission Method:</b>	Questions should be submitted via email to <a href="mailto:llhamuddin.hadi@rootsofpeace.org">llhamuddin.hadi@rootsofpeace.org</a>
<b>RFQ Closing Date:</b>	22-September-2021
<b>Submission Method:</b>	Quotations should be submitted via email to <a href="mailto:CBARD-PROCUREMENT@rootsofpeace.org">CBARD-PROCUREMENT@rootsofpeace.org</a> prior to the closing date above
<b>Minimum Bid Validity Period:</b>	90 days after closing date
<b>Type of Award:</b>	Purchase Order Agreement (POA)

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities through a focus on sustainable, organic farming practices. Roots of Peace implementing community base agriculture rural development (CBARD) project to support the Production of Fruit and Vegetables as an alternative to poppy Cultivation and Trade in three high Cultivation provinces of Afghanistan.

The Project support cold chain facilities to bring to Market Afghan fruit and vegetables. This will East/Westow traders to source licit crops such as fresh fruits and vegetables from CBARD provinces while minimizing loss and deterioration. Exporting better quality products to international markets is expected to lead to higher incomes for CBARD farmers and promote licit trade. The project will also focus on strengthening the human and institutional capacity of the Afghan Ministry of Agriculture, irrigation & Livestock (MAIL)

Moreover, the CBARD-AIM project will create a partnership between existing CBARD communities to reach three key objectives: reducing opium poppy cultivation, create licit economic development for former poppy farmers and women in the community, and supporting more sustainable peace.

## **A. INSTRUCTION TO BIDDERS**

- 1- Valid Certificate of Registration of the business from relevant authority. The Bidders must be registered as legal entities in Afghanistan and accredited by the Afghan Government authorities to provide services referred to in this RFQ.
- 2- Should have a valid tax clearance certificates from ministry of finance-Afghanistan.
- 3- The bidders to provide Afghanistan TIN. (if applicable)
- 4- The quotation must include the taxes as per Afghanistan tax law. ROP CBARD will not accept any additional taxes or changes to the awarded entity after an award is made.
- 5- According to GOIRA Tax Law, ROP-CBARD will withhold 2% tax of the gross amount from provider who has valid registration license with the relevant afghan ministries and remit the amount to ministry of finance and 7% tax from those who don't have registration licenses.
- 6- The Bidders must provide copies of at least two previous contracts for the similar goods/ services.
- 7- Payments will be made to the provider by bank transfer, ROP CBARD will pay the provider in accordance with the payment schedules as stipulated in the Purchase order agreement within 30 days of submission of an acceptable invoice by the provider and ROP CBARD acceptance of the service.
- 8- Incomplete and non-compliant offers will not be considered.
- 9- The supplier must provide sample for committee approval.
- 10- The supplier must provide the one-year financial audit report.
- 11- Priority will be given to the suppliers who operates in Kart-e-Char Kabul.
- 12- ROP will award the contract to: Only one Service Provider.
- 13- The period of Performance for this contract must be (3 Months) Starting from 1<sup>st</sup> October 2021 till 31<sup>st</sup> December 2021.
- 14- RFQ should be signed, dated and stamped.

## **B- Submission of offers**

Submit signed, dated, and stamped quotations in this RFQ format with your offers to designated Procurement team before deadline specified in this solicitation. The subject line must be the RFQ#, **(RFQ-CBARD-2021-040)** failure to adhere this instruction may lead to disqualification of a quotation from evaluation.

Please note that all quotations must be submitted in English.

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, ROP CBARD-AIM, East/West reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

## **C- Offer Format**

Offerors are required to format their submissions in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from evaluation.

## **D- Questions on the RFQ**

1. Offerors are welcome to seek clarifications or ask questions on the technical and administrative aspects of this RFQ.
2. East/West questions or requests for clarification must be in English.
3. Questions or requests for clarification should be submitted in writing by email only, by the deadline, and to the email address stated on the cover page of the RFQ.
4. Offerors should be aware that their responses to questions or requests for clarification may be shared with other Offerors.
5. Any verbal information received from employees of ROP CBARD-AIM, EAST/WEST the Beneficiary or any other entity should not be considered as an official response to any questions regarding this RFQ.

## **E- Pricing**

1. All prices presented in a quotation should be firm, fixed, and all-inclusive. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor, warranty-related costs and charges, and, any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from the Offerors' required performance.
2. Prices must include all taxes, duties, customs clearance, and other expenses required by the Country in which the factory or assembly works. ROP CBARD -AIM, EAST/WEST will not accept any additional taxes or changes after any resulting award.

## **F- Sources and Nationality**

The vendor may not supply any goods or services manufactured in or shipped from the following countries: Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria.

Prohibited telecommunications and security equipment and services include those designed, developed, manufactured, or supplied by entities listed below or persons affiliated with their ownership or control.

- 1- Huawei Technologies Company
- 2- Dahua Technology Company
- 3- Hangzhou Hikvision Digital Technology Company
- 4- ZTE Corporation
- 5- Any subsidiary or affiliate of the above entities.

#### G- Evaluation and Award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value for the project.

Criteria	Score (%)
Pricing	40
Background and Experience	20
Quality	20
Location	20

Please note, if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP CBARD-AIM, EAST/WEST reserves the right to waive immaterial deficiencies at its discretion.

#### H- Delivery Terms

ROP-CBARD Office is in Karta-e-Char near Qandahari Masjid, Kabul . ROP-CBARD Vehicles (Kabul) with plate numbers (the details will be provided in the POA), will be refueling from the selected vendor’s (Petrol Pump) and will also be collecting fuel for generators upon official request from CBARD Operation Department.

1. Diesel fuel should be delivered to front office by vendor upon request.
2. The winner bidder should be able to introduce ROP-CBARD to the closest pump station. This will save our time, fuel consumption at the time of refueling and to consider the security of CBARD’s drivers. In your offer, please specify the address from where the fuel will be supplied.
3. If the winner bidder is a logistic company, it will always be the offeror responsibility to make sure of the fuel stock available, at the closest place introduced, during the period of the contract. Any discontinuation of supply caused by any reason will lead us to contract termination.

#### I- Other Terms and Conditions

1. This RFQ in no way obligates ROP CBARD-AIM, EAST/WEST to make an award, nor does it commit ROP CBARD-AIM, EAST/WEST to pay any costs incurred by the Offeror in the preparation and submission of a quotation or amendments to a quotation.
2. If there are any significant deficiencies regarding responsiveness to the requirements of this RFQ, an Offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP CBARD-EAST/WEST reserves the right to waive immaterial deficiencies at its discretion.
3. ROP CBARD-AIM, EAST/WEST reserves the right to cancel this RFQ at any time.
4. ROP CBARD-AIM, EAST/WEST reserves the right to reject any or all bids without assigning any reasons.
5. ROP CBARD-AIM, EAST/WEST reserves the right to waive any administrative requirement in this RFQ.
6. If the Offeror anticipates subcontracting any of the work to a subcontractor, the Offeror must provide details of the subcontractor to ROP CBARD-EAST/WEST for approval.
7. ROP CBARD-AIM, EAST/WEST will have the right to carry out due diligence on any offer received.
8. The validity period for this RFQ is 90 Days.
9. ROP CBARD-AIM, EAST/WEST will not share its internal evaluation documents.
10. According to income tax law of GoIRA, CBARD-AIM, EAST/WEST will deduct/retain 2% of the total contracting amount for suppliers with registration licenses and remit the amount to MoF.

If you are approached by anyone suggesting unlawful actions regarding this RFQ or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the ROP office on heidi@rootsofpeace.org Confidentiality or anonymity can be guaranteed.

## Annex 1. Vendor Business Details information

Vendor Name Per Business License	
Vendor Address	
Vendor Contact Person and Phone Numbers	
Vendor Email Address	

## Annex 2. Preliminary Eligibility Criteria

Please note that East/West the bids received in response to this solicitation must pass through preliminary examination. Those bids which don't comply with any of the below preliminary eligibility criteria will not be consider for further evaluation.

Description	Responses
Valid Business License Provided?	
Valid Business Bank Account provided?	
Do you accept all terms & Conditions of this RFQ?	
Did you specify the technical specifications?	
Did you provide 2 Similar contracts.	
Did you provide last one-year financial Audit Report?	
Payment will be issued to vendor business bank account only within 30 days after the delivery/acceptance of goods and receipt of a signed invoice. Do you accept these terms and conditions?	
Did you provide 3 References (These must include name and address of the company, contact name, phone and official email address, details of goods/services provided, value of contract and duration of contract.	

## Annex 3. Financial Offer Format

ROP-CBARD-AIM, East/West requires quotation for the provision of Fuel (Petrol and Diesel) as outlined in the table below.

Item Nr.	Item Description	Specifications	Unit	Quantity	Estimated Unit Price (AFN)	Estimated Total Price (AFN)
1	Fuel (Diesel)	Fuel (Diesel) 02 Quality for CBARD Vehicles and Generators	Liter	6,030		
2	Fuel (Petrol)	Fuel (Petrol) 85 or 92 Quality for Land Cruisers, Generator and Corollas	Liter	3,000		
<b>Total AFN</b>						

## Annex 4. Technical Specifications

Goods and related services offered in the quotation must fully comply with the technical specifications cited in this RFQ. Quotations must contain detailed specifications of the goods offered.

Item Nr.	Item Description	(Offered) Specification of Goods	Source Manufacturer (Offered)	Qty	Country of Origin	Quality Certificates

1	Fuel (Diesel)					
2	Fuel (Petrol)					

Offerors are welcome to submit photographs and product literature or technical documentation to support their quotations.