



Health, Disability and Development Organization (HDDO)

17 April 2024

To: All parties interested

Request for Quotation): HDDO RFQ001/ Equipment and Raw Materials for Physiotherapy and P&O/ April 2024

Dear Sir/Madam:

Dear interested Quotation(s), through this document HDDO is requesting you to submit price Quotation of supplies / **Equipment and Raw Materials** with the attached HDDO Quotation Form titled RFQ No: **HDDO – RFQ001/Equipment and Raw Materials for physiotherapy and P&O/December 2024**. Therefore, HDDO requests you to submit price Quotation for above mentioned listed on the attached HDDO Quotation Form Annex I, II.

A. Quotation Details

Detail of the Quotation is as follow:

Title: **HDDO – RFQ001/ Equipment and Raw Materials /December 2024**

RFQ Issue Date: *17 December 2023*

RFQ Closing Date: *20 April 2024* **Time: 4:00PM**

Required Minimum validity period: One Time

B. Criteria of Award Contract

In reference to the announcement of this contract, criteria of awarding contracts will be based on the principle of “best value for money”. And as per HDDO definition, best value of money will be as specified below:

Best value for money will not just be achieving the lowest rate, it will also incorporate technical assessment, overall Quotation experience, reliability, reputation, past performance and experience in the required area etc.

It is worth mentioning that all Quotations will undergo a technical evaluation in order to check their overall technical capacity in terms of the items offered as defined in this Quotation. Those fulfilling the technical Requirements will be processed for “Financial Evaluation”. In the financial evaluation all financial factors including cost, warranty, quality etc. will be checked.



C. Overall Quotation Process

The below stated mechanism will be applied to this Quotation

- ✓ Period of Quotation
- ✓ Closing of Quotation
- ✓ Opening of Quotation
- ✓ Evaluation of Supplier and Authorization
- ✓ Compliance checking
- ✓ Technical Evaluation
- ✓ Financial Evaluation
- ✓ Contract Award
- ✓ Notification of Contract Award
- ✓ Supply of Tools, Materials and Equipment

QUOTATION INSTRUCTIONS

D. Quotations Submissions

Quotations must write their responses on the HDDO *Quotation Form* (Annex I, II) Attached with this RFQ

Besides, the stated Quotation form, the below stated document must also be filled and sent with the **Quotation Form**.

Beyond the HDDO Quotation Form, the following documents must be contained with the Quotation:

- a. **HDDO General Conditions of Contract for the Procurement of Tools, materials and equipment or services (Annex B)**
- b. **HDDO Code of Ethics (Annex C)**
- c. **Copy of the valid registration or license of the company**
- d. **And any other documents if required**

Late submission of Quotations, run the risk of disqualification -

Quotation(s) may submit Quotation in hard copy to the given address within the due date and time as stated in page 1, in accordance with the RFQ requirements.

Hard Copy:

Hard copy Quotations shall be placed in a two **sealed** envelope (one financial & second technical), marked as follows:

RFQ No: **HDDO – RFQ001/ Equipment and Raw Materials /April 2024**

And should be submitted online to: **procurement@hddo.ngo**



E. Submission of Samples

It is worth mentioning that The Quotations are requested to submit one sample meanwhile submitting their offer, or HDDO may visit their site for technical checking of the sample with required criteria and specifications. Samples submitted should each be clearly marked with the same item number that is used on the HDDO Quotation Form (Annex I,II).

F. Completion of Quotation Form

Prices Quoted

Any discount offered must be included in the Quotation price.

Currency

The currency of the Quotation must be *USD*, so that to avoid un-necessary time wastage while evaluating Quotations on financial aspects.

Language

The Quotation Form with all other annexes and documents should be in English or may in local languages.

Origin, Quantities, Quotations

The Quotations should also state the *country of origin*. As far as possible Quotations should be for the full HDDO quantity and type required. Quotations for only some of the items shown on the Quotation Form will not be accepted.

Presentation

Any changes, modifications must be initialed by the authorized signatory from suppliers. And all Quotations must be signed by a duly authorized representative of the Quotation.

Supplies (BoQs)

Quotations are required to Quotation for supplies (BoQs) of Equipment and Raw Materials which are stated below in separate, excel sheet in Annex I,II

Split Awards

HDDO reserves the right to split an award among Quotations in any combination and/or make a partial award for the elements covered in this RFQ.

G. Validity Period

Quotations shall be valid for at least 30 days specified in the RFQ from the date of Quotation closure. HDDO reserves the right to determine, at its sole discretion, the validity period in respect of Quotations which do not specify any such maximum or minimum limitation.



H. Acceptance

HDDO reserves the right, at its sole discretion, to consider as invalid or unacceptable any Quotation which is

a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Quotation Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFQ Closing date and time.

I. Award of Contracts

This RFQ does not commit HDDO to award a contract or pay any costs incurred in the preparation or submission of Quotations, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or equipment and Raw materials. Any Quotation submitted will be regarded as an offer made by the Quotation and not as an acceptance by the Quotation of an offer made by HDDO. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of HDDO and the successful Quotation.

HDDO may award contracts for part quantities or individual items. HDDO will notify successful Quotations of its decision with respect to their Quotations as soon as possible after the Quotations are opened. HDDO reserves the right to cancel any RFQ, to reject any or all Quotations in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Quotation and covering contract may be excluded from future HDDO RFQs.

J. Collusive Quotation and Anti-Competitive Conduct

Quotations and their employees, officers, advisers, agent or sub-contractors must not engage in any collusive Quotation or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Quotations,
- The clarification of Quotations,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFQ or procurement process, or any other procurement process being conducted by HDDO in respect of any of its requirements.

For the purpose of this clause, collusive Quotation, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Quotation, person or entity, of information (in any form), whether or not such information is commercial information confidential to HDDO, any other Quotation, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.



K. Corrupt Practices

All HDDO Quotations and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

All Quotations attention is drawn to the HDDO Code of Ethics which will be an integral part of any contract award between the HDDO and the Quotation.



L. Conflict of Interest

A Quotation must not, and must ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of HDDO and the Quotation's interests during the procurement process.

If during any stage of the procurement process or performance of any HDDO contract a conflict of interest arises, or appears likely to arise, the Quotation must notify HDDO immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Quotation conflict with the interests of HDDO, or cases in which any HDDO official, employee or person under contract with HDDO may have, or appear to have, an interest of any kind in the Quotation's business or any kind of economic ties with the Quotation. The Quotation must take steps as HDDO may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of HDDO.

M. Late Quotations

All Quotations received after the RFQ closure will be rejected except if the delay is determined by HDDO to have been due to a valid reason. However, any Quotation received after the start of the Quotation opening shall be rejected without exception.

N. Opening of the Quotation

At the Quotation opening, the Quotations' names, the Quotation prices, written notifications of modification and withdrawal, the presence of the requisite Quotation guarantee and such other information as HDDO may consider appropriate will be announced.

After the opening of the Quotation, no information relating to the examination, clarification, evaluation and comparison of Quotations, or recommendations concerning the award of the contract can be disclosed.

Any attempt by a Quotation to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of Quotations, to obtain information on how the procedure is progressing or to influence HDDO in its decision concerning the award of the contract will result in the immediate rejection of the Quotation.

O. Evaluation of Quotations

Administrative Conformity



Quotations will be checked to determine if they comply with the essential requirements of the RFQ. A Quotation is deemed to comply if it satisfies all the conditions, procedures and specifications in the RFQ without substantially departing from or attaching restrictions with them. If a Quotation does not comply with the RFQ, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

Technical Evaluation

The Evaluation Committee will rule on the technical admissibility of each Quotation, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the information and documents annexed in the Quotation concerning the items and specifications for 'equipment and Raw materials, and both the task to be carried out under the RFQ, and the professional ability of the Quotation for 'services'.

Financial Evaluation

The Evaluation Committee will not necessarily choose on the basis of lowest price alone but will award a contract on the basis of criteria such as best value for money, price, quality, and compliance with international norms, delay for delivery and other criteria, as defined in the Quotation. The experience of the Quotation in the performance of similar contracts may also be criterion for selection.

P. General Conditions of Contract

All Quotations must acknowledge that the HDDO General Conditions of Contract for the Procurement of equipment and Raw materials, or Services, as applicable, are acceptable.

Q. Cancellation of the RFQ

In the event of a Quotation cancellation, Quotations will be notified by HDDO. If the Quotation is cancelled before the outer envelope of any Quotation has been opened, the sealed envelopes will be returned, unopened, to the Quotations, and as well as if Quotations documents received through email will be notified through an email before checking their documents.

The RFQ may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Quotation has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Quotations exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

P:S

In no circumstances will HDDO be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFQ, even if HDDO has been advised of the possibility of damages. The publication of a procurement notice does not commit HDDO to implement the Programme or project announced.

R. For queries on this RFQ, please contact HDDO Procurement Team on the below stated email:

procurement@hddo.ngo

All questions regarding this RFQ must be submitted in writing to the above. On the subject line, please indicate the RFQ number.



The deadline for questions to this RFQ is 4:00PM, 20 April 2024

All questions during the Quotation period, as well as the associated answers, will be shared with all suppliers invited.

S. Documents required to be submitted

The following documents must be submitted in a soft copy, in terms of soft copy, the documents must be sign and stamp and clear scan for your Quotation to be accepted by the Quotation Opening Committee.

- i. Annex A – HDDO Quotation Form: must be completed and submitted in accordance with these RFQ Instructions. The Delivery Period and Country of Origin must also be shown on the Quotation Form.
- ii. Annex B_ HDDO Code of Ethics should be signed and stamp by company authorized representative.
- iii. Annex C – HDDO General Conditions of Contract for the Procurement of Tools,materials and equipment: must be completed and duly authorized by an authorized company representative.
- iv. Annex D – Copy of the Company registration or licenses.
- v. Annex I, ,II: The BoQs annex to be filled by the Quotation

The deadline for receipt of the Quotation is 20 April 2024 @ 04:00PM at addresses stated above.

T. RFQ Documents

This RFQ document contains the following:

1. Covering Letter
2. Annex A: HDDO Quotation Form
3. Annex B: HDDO Code of Ethics
4. Annex C: HDDO General Conditions of Contract for the Procurement of Tools,materials and equipment
5. Annex D: Supplier information form
6. Annex E: BoQs

Email: procurement@hddo.ngo

Mohammad Akram Aslami, Procurement Manager +93(0) 784597044

Please provide your rates in the attached BoQs Annex I, II with this document

INVITATION TO BID

Note: HDDO withholding 2 or 7% tax from winner of the process in accordance to Article 72, Afghanistan tax law, this amount will deposit to Ministry of Finance (MoF) account by HDDO and a proof certificate will be providing to supplier upon need and received from MoF. 2% tax: will apply for those companies have valid business license for operation in Afghanistan.
 7% tax: will apply for those companies have not valid business license, expired license, not meet with their scope of issuance license, individuals and those companies working outside of Afghanistan (international companies and have no office in Afghanistan).

<i>Additional Information & Requirements</i>		<i>Company Details & Signature</i>	
Required Delivery Date:		Company Name:	
Offered Delivery Date:		Contact Person:	
Required Delivery Terms:		Address:	
Offered Delivery Terms:		Phone No.	
Required Delivery Destination:		Facsimile No:	
Offered Delivery Destination:		Email Address:	
This Quotation is valid for:		Signed:	<hr style="width: 100%;"/> Title & Position (A duly authorized company representative.)
Country of Origin of offered items:		Print Name:	
Currency of Quotation:		Date:	

Please stamp this Quotation Form with your Company Stamp