REQUEST FOR QUOTATIONS (2021-MHI-PMU-RFQ-006)

Dec 9th, 2021

RFQ Number: 2021-MHI-PMU-RFQ-006, Awareness Program Content Developing and Broadcasting it in Radio Station in Maidan Wardak Province.

Date of Issue: Dec 9th, 2021

Deadline for Offers: Dec 30th, 2021 (2:00 P.M. Kabul Local Time)

Description: Awareness Program Content Developing and Broadcasting it in Radio Station in Maidan Wardak Province.

For: Muslim Hands International (MHI-PMU)

Funded by: GPE- Project Code. UNICEF- AFGHANISTAN

Implemented by: Muslim Hands International (PMU)

Point of Contact: w.niazai@gmail.com

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Muslim Hands International is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Muslim Hands International does not tolerate fraud, collusion among offers, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities.

Employees and agents of Muslim Hands International are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to MHI and the Office of the HQ. In addition, Muslim Hands International will inform Muslim Hands (HQ) of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offers responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Muslim Hands International or project staff. For example, if an offertory’s cousin is employed by the project, the offered must state this.
- Disclose any family or financial relationship with other offers’ submitting proposals. For example, if the offer’s father owns a company that is submitting another proposal, the offered must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offered or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Muslim Hands International’s prohibitions against fraud, bribery and kickbacks.

Please contact akram_zakee@yahoo.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Muslim Hands International office.
1. **Introduction**

Muslim Hands International – MHI is an International Relief and Development NGO, established in the United Kingdom in 1993 with the objective of providing relief and emergency services and long term sustainable development projects in a cultural, ethical, effective, efficient and transparent manner. Muslim Hands works both directly and with partners in over 50 countries worldwide carrying out short and long-term projects in emergency relief, Health, WASH, Education, Protection, shelter, safe water, and TVET programing and a particular intervention of Advocacy and Peace in Afghanistan only. Muslim Hands International has been awarded Investor in People (2000, 2004 & 2007) and also been accredited with Quality Management Systems Standard ISO 9001:2000. The organization is also a signatory to the International Federation of the Red Cross and Red Crescent Movement, and various NGOs in Disaster Relief and the main sources of funding of the organization are individual donors, trusts, institutions and DFID.

Muslim Hands International obtained formal registration from the Ministry of Economy in Afghanistan with registration No. 141 in 2005, and is now firmly established with its Headquarters in Kabul, and is fully engaged in relief and development activities in different parts of the country. The work of Muslim Hands in Afghanistan involves; improving the lives of poor and vulnerable through the provision of education, health, WASH, Protection, Livelihood, advocacy, Agriculture and other specialized projects e.g. rehabilitation of the disabled, water purification and sanitation schemes, orphan sponsorship scheme, income generation activities and emergency aid / relief activities in Afghanistan. The Afghanistan head office operates in 21 provinces through head office in Kabul and regional and provincial offices in the respective regions and province of Afghanistan.

MUSLIM HANDS INTERNATIONAL wishes to commission the team member to render services in the aforementioned field due to the knowledge and experience of the Project.

Muslim Hands International is seeking quotations from eligible service providers to deliver and distribute the Student Kits, Teacher Kits and Classroom Kits from Maidan Shaar to Six district including Maidan Shaar of Maidan Wardak Province.

2. **Submission Deadlines and Instructions**

Quotations must be submitted sealed and stamp hard copy to PMU.  
**Attention:** H # 21, street 5th, Qala-e-Fathullah – Near Azmoon High School, District # 10, Kabul- Afghanistan.

Quotations must be received no later than 2:00 p.m. Kabul local time on **Dec 30th, 2021**.

Please reference the RFQ number in any response to this RFQ. Quotations received after the specified time and date will be considered late and will be considered only at the discretion of PMU.

3. **Questions**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 2:00 p.m. local Kabul time on **Dec 30th, 2021**.

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Muslim Hands International believes may be of interest to other respondents will be circulated to all RFQ respondents who have indicated an interest in submitting quotations.

4. **Specifications**

Attachment 2 contains the description of the required services.
5. **Quotations**

Quotations must be submitted in the format found in Attachment 1, or on the company’s official letterhead and must be quoted on a fixed-price, all-inclusive basis, including tax, and all other costs. Pricing must be presented in Afghani – AFN.

Quotations must remain valid for not less than **sixty (60) calendar days** after the RFQ deadline. Respondents are requested to submit a copy of their organization’s **valid business license** with their quotation.

6. **Evaluation and Award**

The award will be made to a responsible Offered whose quotation follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum requirements outlined in the Scope of Work, and is judged to be the best value based on a lowest-price, technically acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, a quotation may be deemed “non-responsive” and thereby disqualified from consideration. Muslim Hands International reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, Muslim Hands International-PMU reserves the right to conduct any of the following:

- Muslim Hands International-PMU may conduct negotiations with and/or request clarifications from any offered prior to award.
- While preference will be given to offers who can address the full technical requirements of this RFQ, Muslim Hands International-PMU may issue a partial award or split the award among various offers, if in the best interest of MHI.
- Muslim Hands International (PMU) may cancel this RFQ at any time.

7. **Terms and Conditions**

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Muslim Hands International or PMU to make an award or pay for costs incurred by potential offers in the preparation and submission of a quotation.

This solicitation is subject to Muslim Hands International’s standard terms and conditions. Any resultant award will be governed by these terms and conditions.

8. **Quotation Checklist**

To assist offers in the preparation of quotations, the following checklist summarizes the documentation required to submit a quotation in response to this RFQ:

- □ Official quotation, including specifications of offered services (see Attachment 2)
- □ Copy of the offer’s business license

**Attachment 1: Scope of Work**

1. **Scope**

Develop and broadcast multi-media/ innovative and locally grounded modality messages on back to school and importance of education, listed in section 5 below.
2. Location

The Broadcast 5 messages for one minute 3 times in a day for 30 days in Seven Districts of Maidan Wardak Province of Afghanistan. The Messages shall cover Large Audience in Maidan Wardak Province.

3. Operational Procedures
   a. The selected service provider shall coordinate with the Muslim Hands International point of contact (POC) to coordinate the details for each Broadcasting.
   b. The selected service provider in conjunction with the Muslim Hands International POC shall conduct a joint inventory and inspection of the Development and Broadcasting of Multi-Media/Innovative of 5 messages for one minute 3 times in a day for 30 days in Maidan Wardak province. Both parties shall complete and sign a bill of lading for each shipment.
   c. The bidders shall be designing, recording & broadcasting Messages the said duration.

4. Organizational Requirements
   a. The contractor shall not take instructions from any government official or Muslim Hands International partner.
   b. The selected service provider shall not add any charges for administrative costs and out-of-pocket expenses.

5. Develop and Broadcast

To develop and Broadcast Multi-Media/Innovative in Maidan Wardak Province to be announce/ Broadcast 5 messages for one minute 3 times in a day for 30 days in Maidan Wardak Province.

Attachment 2: Specifications and Technical Requirements

The below contains the specifications and technical requirements of the requested services. Offers are requested to provide quotations by completing the table below and submitting a signed/stamped version to Muslim Hands International office.

- Offers may also submit quotations containing the information below on their company’s official letterhead or official quotation format.
- Quotations must remain valid for not less than sixty (60) calendar days after the RFQ deadline.
- Offers are requested to submit a copy of their organization’s valid business license with their quotation.
- Preference will be given to those radio stations and Media who have large audience share throughout Maidan Wardak Province specifically in Maidan Shaar, Jalrez, Jaghato, Narkh, Jelga, Saidabad and Chak.

All prices shall be quoted in Afghani (AFN). Quoted prices shall be all-inclusive meaning that quoted pricing will include all ancillary and associated costs (e.g., Develop and Broadcast 5 messages for one minute 3 times in a day for 30 days, etc.)
<table>
<thead>
<tr>
<th>S/N</th>
<th>Description</th>
<th>Quoted Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop 5 multi-media/innovative and locally grounded modality messages on back to school and importance of education.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Broadcast in Radio Stations Price per Minutes.</td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total (AFN)-Inclusive of 4% BRT Tax**

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>Name of Vendor's Legal Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Address:</td>
<td>This quotation is valid for ________ days.</td>
</tr>
<tr>
<td>Vendor Email:</td>
<td>Vendor Signature:</td>
</tr>
<tr>
<td>Vendor Phone No:</td>
<td>Vendor’s Stamp:</td>
</tr>
</tbody>
</table>