

1. Overview of the Request for Proposals

Roots of Peace (ROP), implementer of the UNDP-funded CBARD projects, invites qualified vendors to submit quotations for the Provision of Urea Fertilizer to be delivered in Nangarhar Province.

Description of Goods & Related Services	ROP intends to purchase Urea Fertilizer to be delivered in Nangarhar Province. Please see attached annex 3).
Delivery Point(s) with exact quantities	Please refer to Annex 1.
RFP #	RFP-CBARD-2022-72 (Provision of Urea Fertilizer to be delivered in Nangarhar Province).
RFP Issue Date:	13 th November 2022
Deadline for Questions: Date & Time	20 th November 2022
Submission Method:	For any questions/clarifications related to this RFP please contact via email to cbardquestions@rootsofpeace.org and mention clarifications RFP reference number in the subject section of your email. Please do not send your bid to the above email address. Any Proposal sent to the above email address will lead to disqualification of a Proposal from evaluation.
RFP Closing Date & Time:	27 th November 2022 23:59:59 Kabul Local Time
Submission Method:	Proposals should be submitted via email to CBARD-PROCUREMENT@rootsofpeace.org prior to the closing date above.
Anticipated Award Type	ROP anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obligates ROP to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	An award will be made using the Trade-Off Method. The award will be issued to the responsible Offeror submitting the lowest evaluated price that also meets or exceeds the acceptability requirements described in this RFP and meet the technical requirements. Factors other than price/cost, such as technical approach, time to delivery, and vendor capacity to deliver to specified locations, are more or equally important in evaluation.
Delivery Terms	The province location is provided in the Technical Specification section. Exact addresses will be provided upon award.
Shipment & Transportation	The vendor shall be responsible for all shipment and transportation costs. All the risk during shipment is the responsibility of vendor
Expected delivery date	Within 20-30 days from the issuance of the Purchase Order (PO)
Documents to be submitted and requirements	Bidder must specify all the required parameters listed in the "Technical Specifications" section. Failure to do so may critically disadvantage the bid during evaluation. Offerors should submit all documents as outlined in the Proposal Checklist (Annex 2).

	<p>In addition to meeting the Technical Evolution Criteria, offerors are required to meet or exceed the significant non-cost factors listed below:</p> <ol style="list-style-type: none"> a. Offerors are encouraged to provide sample pictures for the offered equipment’s along with offered specifications. b. Offerors must possess at minimum 2 of years of relevant in-country experience, including import and delivery of large equipment and machinery, or similar goods to other customers. c. Offeror must have documented ability to meet required delivery timelines, as demonstrated through references from prior clients. d. Offeror must demonstrate its ability to transport the goods without damage or loss. e. Offerors should be able to transfer any warranty/guarantee to ROP-CBARD partner firm for the equipment. <p>The offeror should confirm they do not require any advance payment prior to the delivery of goods.</p>
<p>Payment Terms</p>	<p>Supplier agrees to ROP payment terms: Payment will be made to the vendor’s company account receiving a correct invoice in response to the PO issued by the procurement department. According to income Tax Law, ROP-CBARD will withhold 2% tax of the gross amount from the vendor for purposes of tax remittances.</p>

Information to bidders

1. Background

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 is implementing a Community-Based Agriculture Rural Development (CBARD) project to support the Production of Fruits and Vegetables as an alternative to poppy Cultivation and Trade in five high Cultivation provinces of Afghanistan. Moreover, the ROP-CBARD project aims to create partnerships between existing ROP-CBARD communities to reach three key objectives: reducing opium poppy cultivation, create alternative licit economic development for former poppy farmers and women in the community, and support more sustainable peace.

2. Reporting on Fraud, Anti-corruption, and exploitation

Any payment of a bribe or kickback is strictly prohibited by ROP-CBARD and will result in disqualification. If you are approached by anyone suggesting unlawful actions regarding this Request for Proposal (RFP) or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the ROP office on CBARD.helpline@rootsofpeace.org. Confidentiality or anonymity can be guaranteed.

1. د درغلیو، فساد او رشوت ضد او ناوړه گټی اخیستلو په اړه راپور ورکول

د شرکت له طرفه چاته رشوت ورکول او هر ډول غیر قانونی تادیه د ROP لخوا په کلکه منع ده او پایله به یې د شرکت نا اهله کړزول وي چه آینه کی بلی پروژې ته خپل کاغذونه نشي جمعه کولی. که تاسو سره د هر چا لخوا تماس و نیول شو اوددی (RFP) په اړه د غیر قانوني کړنو وړاندیز یا پیسو غوښتنه در څخه اوشوه یا کومه اندیینه یا شک ولری که پیس ورنکړی نو ستاسو پروپوزل سره به په صداقت، او رویتیا سره سم چلند اونه کرای شي، مهرباني وکړی د ROP دفتر سره په CBARD.helpline@rootsofpeace.org ادرس اړیکه ونیسی. مونږ تاسی ته تضمین درکوو چي ستاسي دا ټولی خبری یا هویت به مونږ سره محرم وي او هیڅوک به تری نه خبریږي.

2. INSTRUCTION TO BIDDERS / Compliance Requirements

<p>1. Submission of offers</p>	<p>Submit signed, dated, and stamped Proposals in the format provided with your offers to designated Procurement team before the deadline specified in this solicitation. Late submissions will not be considered. The subject line must be the RFP#, (RFP-CBARD-2022-072) ONLY failure to adhere to this instruction will lead to disqualification of a Proposal from evaluation.</p>
<p>2. Responsibility Determination</p>	<p>ROP will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:</p>

	<ol style="list-style-type: none"> 1. The offeror should have valid business license to operate in Afghanistan. Any formal business license issued from the Government of the Islamic Republic of Afghanistan is considered acceptable. 2. The source, origin, and nationality of the goods are not from a Prohibited Country, nor have they been transported through such a country. 3. Having adequate financial resources to deliver goods. 4. Ability to comply with required or proposed delivery/performance schedules. 5. Have a satisfactory past performance record. 6. Have a satisfactory record of integrity and business ethics. 7. Be qualified, eligible to perform work under laws and regulations of the Government of the Islamic Republic of Afghanistan, UNDP, and/or ROP.
<p>3. Geographic Code</p>	<ul style="list-style-type: none"> • ROP must verify the source, nationality and origin, of goods and services and ensure (to fullest extent possible) that ROP does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. ROP is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by ROP. • According Section 889 of FY2019 National Defense Authorization Act, Provision of good/services from below Chines listed companies are prohibited. <ol style="list-style-type: none"> 1. Huawei Technologies Company, 2. ZTE Corporation, 3. Hytera Communications Corporation, 4. Hangzhou Hikvision Digital Technology Company, 5. Dahua Technology Company (or any subsidiary or affiliate of such entities) <p>By submitting a proposal in response to this RFQ, Offerors confirm that they are not violating Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>

1- Evaluation and Award

The award will be made to a responsive offeror whose offer follows the RFP instructions & meets the requirements as outlined in this solicitation.

The decision to award will be based on **Trade Off Method**, considering price and technically acceptable offers. Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and may not be considered for evaluation. ROP-CBARD reserves the right to waive immaterial deficiencies at its own discretion.

Technical and Cost proposals will be reviewed separately. Technical Proposals that score over 75% will proceed onto Cost Proposal evaluation.

1. Offerors should complete **Annex 1** “Cost Proposal”. To be considered for award.
2. Offerors must complete all sections of **Annex 2** – “Technical Proposal”. ROP will score technical proposals as per the criteria below:

Technical Proposal Evaluation Criteria

<p>Proposal completeness. Did the Offeror provide all the necessary attachments?</p> <ul style="list-style-type: none"> • Proposal Cover Letter • Business Information and License • Past Performance • Technical Specifications of items quoted in Cost Proposal • Check List. 	<p>10</p>
<p>Past Performance. Did the Offeror provide relevant and verifiable past performance (Annex 2c). The vendor must have successfully implemented and delivered at least two similar contracts for supply of similar items in the last five years.</p>	<p>25</p>

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Time to Delivery Preference given to Offerors who can deliver the specific goods to the desired locations as quickly as possible.	25
Product Specifications Do the goods offered meet or exceed the RFP requirements? Is there sufficient information contained in the proposal with which to make a determination of the proposed goods to be delivered.	40
TOTAL	100

Annexes:

Annex 1: Cost Proposal

Annex 2: Technical Proposal

- a. **Proposal Cover Letter**
- b. **Business Information and License**
- c. **Past Performance**
- d. **Technical Specifications and time to delivery**
- e. **Check List and attachments**

Annex 1: Cost Proposal with Technical Specifications

No	Delivered location	Item Name	Specifications *If the bidder chooses to propose equivalent products, a sample must be provided to ROP for inspection before it can be determined that minimum, required technical specifications are met.	Unit	QTY	Supplier's Proposed Delivery Time (Days)	Unit Price (USD)	Total Price (USD)
1	Nangarhar Province: Delivery to districts is as below. - Rodat-70 Jeribs - Chaprihar-73.5 jeribs - Sherzad-254 Jeribs - Khogiany-170 Jeribs - Kot 103 Jeribs - Achin-54 jeribs	Urea Fertilizer	<ul style="list-style-type: none"> Nitrogen 46%, Weight/bag 50kg. The fertilizer should be uniform, completely change to gas in heat test, should be easily soluble in water. The fertilizer should not be damaged by humidity. The fertilizer should have polyethylene plastic inside the bag to protect the granules from moisture damage. Please quote for the best quality 	Bag (50kg)	1,030			
2	Nangarhar Province: Delivery to districts is as below. - Achin- 1600 - Kot- 4900 - Rodat-300 - Chaprihar-800	DAP Fertilizer	<ul style="list-style-type: none"> DAP (Di-Ammonium Phosphate): Phosphorus pentoxide P2O5. 46%, Nitrogen 18%, Weight/Bag: 50 kg The DAP granules should be uniform and not damaged by humidity. The DAP bag should have polyethylene plastic inside the bag to protect the granules from moisture. Please quote for the best quality 	Bag (50kg)	1,030			
Total (Financial Offer in USD (DAP-Delivered at Place))								

Total cost, assessment of overall price and price reasonableness. Prices should represent fairness and reasonableness.

Please Indicate fixed costs and total cost in the categories given with including transportation. **Please provide your financial offer on your company letterhead signed and stamped.**

Offerors are welcome to **submit photographs and product literature or technical documentation to support their Technical Proposals (Annex 2).**

**Annex 2 Technical Proposal:
a) Proposal Cover Letter**

[Firm's Letterhead]

<Insert date of submission>

To: Roots of Peace (ROP)
Community Based Agriculture Rural Development (CBARD) Project

We, the undersigned, provide the attached proposal in accordance with the **RFP-CBARD-2022-072** Provision of (Urea Fertilizer to be delivered in Nangarhar Province), issued on **13th November 2022**.

I certify a **validity period of 90 days** for the prices provided in the attached proposal. Our proposal shall be binding upon us, subject to the modifications resulting from any discussions.

We understand that ROP is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp:

Annex 2

b) Business Information and License

Company Name as per Business	
License	
Company Address:	
Name of Company's Authorized Representative	
Authorized Representative's Email (If Available)	
Authorized Representative's Phone Number	
<p>Banking and Payment Information (Bank and AFN Currency):</p> <p>The bidder must provide AFN Account details as follows,</p> <ul style="list-style-type: none"> a. Bank name: b. Company name: c. Account number: d. Swift Code: 	
Attach Copy of official registration or business license.	

Please attach your business license and a copy of the Tazkeria / Passport of the Company President.

Annex 2

d. Technical Specifications and Time to Delivery

No	Delivered location	Item Name	Specifications	Unit	QTY	Supplier's Proposed Delivery Time (Days)
1	<p>Nangarhar Province: Delivery to districts is as below.</p> <ul style="list-style-type: none"> - Rodat-70 Jeribs - Chaprihar-73.5 jeribs - Sherzad-254 Jeribs - Khogiany-170 Jeribs - Kot 103 Jeribs - Achin-54 jeribs 	Urea Fertilizer	<ul style="list-style-type: none"> • Nitrogen 46%, Weight/bag 50kg. • The fertilizer should be uniform, completely change to gas in heat test, should be easily soluble in water. • The fertilizer should not be damaged by humidity. • The fertilizer should have polyethylene plastic inside the bag to protect the granules from moisture damage. • Please quote for the best quality 	Bag (50kg)	1,030	
2	<p>Nangarhar Province: Delivery to districts is as below.</p> <ul style="list-style-type: none"> - Achin- 1600 - Kot- 4900 - Rodat-300 - Chaprihar-800 	DAP Fertilizer	<ul style="list-style-type: none"> • DAP (Di-Ammonium Phosphate): • Phosphorus pentoxide P2O5. 46%, Nitrogen 18%, Weight/Bag: • 50 kg The DAP granules should be uniform and not damaged by humidity. • The DAP bag should have polyethylene plastic inside the bag to protect the granules from moisture. • Please quote for the best quality 	Bag (50kg)	1,030	

Annex 2
e) Proposal Checklist

Name of Company: _____

Does your proposal include the following?

- Cost Proposal as per Annex 1 (Attach separately)
- Provision of separate attachment Technical Specifications and sample pictures or other documentation you feel is important for the review committee (per attachment).
- Signed and Stamped Cover Letter on Company Letterhead
- Past Performance Table

Documents to determine responsibility, including:

- Copy of Valid business license
- Copy of Tazkira/passport of president and vice-president

Any un-checked boxes may indicate that your proposal is incomplete. ROP / CBARD reserves the right to not evaluate any incomplete proposals.