



Muslim Hands Afghanistan

Request for Quotation (RFQ)

Procurement of Bread

Issue Date: September- 18- 2023
Closing Date: September -25- 2023

RFQ# RFQ-2023-MHI-017

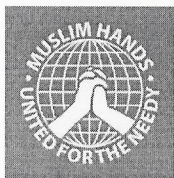
1. Introduction

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 programming and a particular intervention of Advocacy and Peace in Afghanistan only. Muslim Hands International has been awarded Investor in People (2000, 2004 & 2007) and 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 fields due to the knowledge and experience of the Project.

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www.muslimhands.org.uk



2. Scope of Services

We are requesting quotations for the supply of cooked bread (150 grams) to serve 700 beneficiaries per day for a period of 78 days. Each beneficiary will receive 10 bread units. The bread will be provided by four baker shops. Two baker shops in Poli Charkhi (Bazar) and two baker shops in Sare Kotal (Bazar), with 175 beneficiaries served by each shop, resulting in a total of 700 beneficiaries. If you are interested and available within the specified time and location, please submit your bid.

- 1- The cooked bread from a full grain flour and weigh 150 grams per loaf.
- 2- Location: Poli Charkhi (Bazar) and Sare Kotal (Bazar)
- 3- Baker Shops: four baker shop, two at each location.
- 4- 10 breads per beneficiary per day.
- 5- Number of total beneficiaries: 700
- 6- There are 350 beneficiaries for each location, with two bakery shops in Poli Charkhi (Bazar) and two in Sare Kotal (Bazar)
- 7- Ensuring the bread meets agreed-upon standards.
- 8- Procedures for making changes to the scope of services if needed.
- 9- Payment will be made at the end of every month.

S. No	Description	Unit	No of Beneficiary	Bread/Per day	Total Days	Unit Cost AFN	Total AFN
1	Cooked Bread from full grain flour (150 Grams) Number of beneficiaries is 700 per day for a period of 78 days. Each beneficiary will receive 10 bread unit, The bread will be provided by four baker shops in Poli Charkhi (Bazar) and Sare Kotal (Bazar), with 175 beneficiaries served by each shop, resulting in a total of 700 beneficiaries.	Each	700	10	78		
Total cost AFN							



3. Minimum Eligibility Requirements for Vendors to be Considered for Further Consideration

- Submit their quotes as per deadline specified in RFQ.
 - Hold a valid business license and have valid business bank account in company name.
 - Accept all MHA terms and conditions, including payment and delivery terms.
 - A bid security in favor of "Muslim Hands Afghanistan" with a total amount of 300,000/-AFN, equivalent to the bid amount, must accompany the bid as a tender guarantee. Please note that the bid guarantee must be provided through a bank, and cash will not be accepted. Bids received without the bid guarantee will be rejected.
 - To be eligible to apply for this bid, the company must have at least one similar contract with a total amount of 3,000,000 AFN or its equivalent.
 - Please note that bid submitted on our Request for Quotation (RFQ) must be filled out using our designated company format. Any bid submitted in a different format will be rejected.
3. **Location:** Poli Charkhi (Bazar) and Sare Kotal (Bazar)

4. Short listing and evaluation

- In evaluating RFQ submitted, consideration will be given only based on relevant experience.

5. Conflict of Interest

6. MHA requires **every prospective Supplier** to avoid and prevent conflicts of interest, by disclosing to MHA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
7. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of MHI staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.
8. The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to MHI's further evaluation and review of various factors such as being registered, operated, and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate, and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.

5. Form of proposal – information to be provided.

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

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5.1. The RFQ will be evaluated using the following technical criteria. RFQ should address each question.

1. Does the supplier have a valid license? If yes, please provide us with the scan copies.
2. Does the supplier have quality control documents to help ensure adherence to high professional standards? N/A
3. Will the supplier be able to meet MHI's deadline? Does the number of days or the time indicated by the supplier to complete the related tasks?
4. Does the supplier have the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
5. Does the RFQ adequately describe in a clear concise, and understandable manner the work to be performed including **sampling** techniques and analytical procedures to be used?

5.2. Information about your company:

- a. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group. N/A

5.3. Experience:

Details of your firm's experience of providing similar Goods supplied contract, and in particular experience of working with similar organization's funded projects in Afghanistan is preferred.

5.4. Costs:

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af, TA/DA.
- b. The quotation price must be given in AFN currency and will be valid for at least 90 days.

5.5. Payment:

- i Once the contract is signed with a supplier all the payment will be processed through **Bank transfer/Checks on a monthly basis**, the supplier is not supposed to request MHA for cash payment.
- ii Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

6. Question and Clarification:

- A. The Interested supplier/bidder can direct their queries to the operation unit of MHA via nawazsharif.safi@mhworldwide.org
- B. Contact No: +93 786 250 533



7. Submission Procedure

- a. The Interested supplier should submit the hard sealed stamped RFQ through a official authorized representative in order to attend the bid opening event at MHA Office, House# 11-1, Street second of Qali Fatullah, Kabul, Afghanistan by **01:30 PM, 25 September 2023**.
- b. Bid Opening Time/Date & Venue: **01:45 PM, 25 September 2023, MHI Meeting Room.**
- c. The bids received after the RFQ closure will be rejected except if the delay is determined by MHI to have been due to a valid reason.

8. Disclaimer

MHA is not bound contractually or in any other way to any Proponent to this request for RFQ/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for RFQ/bids.

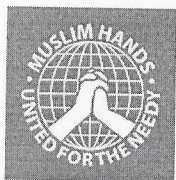
The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

9. SUPPLIER QUESTIONNAIRE

The information provided in response to this questionnaire will be held confidential by MHI for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Representative name	
4. Mobile number	
5. Email address	
6. Company registration number	
7. Year of company registration	
8. Please attach company registration documentation	



Muslim Hands Afghanistan

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with MHA. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to MHA in writing immediately.

Authorized Signature

Prepared by:

Nawaz Sharif Safi

Procurement Officer

Signature:

Verified by:

Mr. Rahimullah Morshidi

Head of Programs

Signature:

Approved by:

Mr. Mashal Kanwal

Head of Operations

Signature: