



آسيا د ټولنې پرمختيايي مؤسسه | مؤسسه انكشاف جامعه آسيا
Asia Community Development Organization (ACDO)

REQUEST FOR QUOTATION (RFQ)

RFQ#: ACDO-RFQ#04 -2024



Address: House # 14, Street # 6
(Shirpoor), PD # 10, Kabul Afghanistan.

www.acdo-af.org

Table of Contents

1) Summary.....	1
2) Introduction to Organization.....	1
3) Tender Purpose and Expected Results:.....	1
4) Language of Bid	2
5) Documents Comprising for the quotation.	2
6) Eligibility for Application	3
7) Payment Terms and Bid Price for Service Contract:.....	3
8) Currencies of Bid and Payment:	4
9) Terms of Contract:	4
10) Schedule & deadline for submission:.....	4
11) Clarification and Submission:.....	5
12) Eligible Bidders:.....	5
13) Inspection and late proposal:	6
14) Compliance and Rejection of Tenders:	6
15) Clarification of Bidding Documents:	6
16) Bid Validity:	6
17) Sealing and Marking of the Bidding Documents by the Bidder:.....	7
18) Confidentiality:.....	7
19) Process of Bid:.....	7
20) Notification and Signing of the Contract:	7
21) Scope of Work:.....	8
22) Project completion/termination:.....	8
BoQ For the transportation of TLMs to each class:	9
(CBE Teacher's & CBE Class Kits Distribution sheet)	11
(Student's Kit distribution sheet)	12
Bidder's General Details:.....	13
a. General information:	13
b. Owners' information:.....	13
c. Beneficiaries bank account details:	14
Confirmation of Bidder's compliance:	14

1) Summary

RFQ Number	ACDO-RFQ#04-2024
Announcement Type	RFQ
Contract Title	<ol style="list-style-type: none">1. Transportation of Teacher, Student's Class kits from ACDOs' Ghor provincial office warehouse to 4 districts (Lal wa sarjungle, Pasaband, Shahrak, and Doliyna).2. Transportation of Teacher and Student's kits from ACDOs' Badghis provincial office warehouse to 4 districts (Maqur, Qadis, Abkamari and Qala-e-now). <p>These kits need to be reached to each CBE classes. This cost includes the labor for Sorting, loading and unloading, transportation cost and small vehicle cost for those areas where they cannot reach by large vehicles (Trucks).</p>
Issue Date	07 March 2024
Closing Date and time	21 March 2024, 2:00 PM

2) Introduction to Organization

Asia Community Development Organization (ACDO) is an Afghan non-governmental, non-political, and non-profit humanitarian organization established in 2014 and registered with the Government of Afghanistan under the supervision of Ministry of Economy (MoEc) with a mission to provide humanitarian and development assistance to the vulnerable, at-risk, and underserved people throughout the country.

ACDO responds to the needs of deprived and marginalized rural and urban communities by managing and utilizing the available scarce resources in a well-organized, efficient, effective, transparent, and dignified manner to enhance resilience, boost access to education, health services, and infrastructure, ensure food and livelihood security, and promote social protection and inclusion.

ACDO has an active presence in most parts of the country and intends to expand its operations to the remaining provinces, as to transform itself into a leading and developed organization that will deliver to and support large number of people who have been affected by the long-protracted and sudden on-set emergencies and regardless of the hardest circumstances that exist in Afghanistan, ACDO has managed to deliver humanitarian and development assistance in most part of country.

3) Tender Purpose and Expected Results:

ACDO is seeking a qualified vendor with the potential capacity for the transportation of teacher and Student's kits from ACDOs' Ghor provincial office warehouse to 4 districts (Lal wa sarjungle, Pasaband, Shahrak, and Doliyna) and from Badghis provincial office warehouse to 4 districts (Maqur, Qadis,

Abkamari and Qala-e-now). These kits need to be reached to each CBE class. This cost includes the labor for Sorting, loading and unloading, transportation cost and small vehicle cost for those areas where they cannot reach by large vehicle (Trucks. This is an open national tender process. In order to participate, you will need to complete the necessary information in this Tender package and submit it by the due deadline. We require complete tender documents and bids, and incomplete submissions will automatically be rejected.

4) Language of Bid

- 4.1 The bid, as well as all correspondence and documents relating to the bid shall be written in English.
- 4.2 Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required)

5) Documents Comprising for the quotation.

The Supplier shall complete and submit the following document with quotation:

- 1. A signed and stamped financial offer that complies with the Bill of Quantities (BoQ).
- 2. Copy of valid Business license
- 3. A company profile that provides an overview of the supplier's experience, expertise, and capabilities.
- 4. A list of similar projects that have been successfully implemented by the bidder with completion certificates.
- 5. Detailed work plan (schedule) for on time delivery of the materials.
- 6. Contact information (phone number, email, and names) of three donors (clients) that the bidder has worked with previously.
- 7. Tax clearance certificate for the year of 1401.
- 8. List and CVs of key team.
- 9. Bank statement with closing balance not less than 25% of Total budget being offered by vendor AFN.
- 10. Bank Account Detail.

Note:

- 1. Quotation must be completed without any changes to the format, no substitutes shall be accepted
- 2. All blank spaces shall be filled with the requested information.

6) Eligibility for Application

To complete the tasks successfully, the Firm/companies are expected to have the following experience:

1. Company must be register with national Government Institutions.
2. Over three (3) years' experiences in implementation of similar projects with national and international organizations.
3. Implemented at least one similar project with same amount and capacity.
4. Detailed work plan (schedule) for on time delivery of the materials.
5. Demonstrate sufficient capacity and experience in providing the transportation of materials.
6. Experience with/knowledge of national and international and UN standards.

7) Payment Terms and Bid Price for Service Contract:

- 7.1 The payments will be made within three months after completion of the project and the submission of the invoice.
- 7.2 Bid prices are for complete contracts; contracts cannot be subdivided. All relevant services must be offered as whole.
- 7.3 All duties, taxes and other payable will be paid by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
- 7.4 ACDO deduct the applicable tax as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly bases accordingly.
- 7.5 As the tax withholding entity, ACDO is required to remit the income tax amount withheld directly to the Ministry of Finance designated account by the end of the month following the transaction.
- 7.6 ACDO will issue an income tax withholding certificate to the contractor/vendor listing the gross payment, the amount of income tax withheld, and the net contract payment along with a copy of the payment form and deposit receipt for transfer made to the designated Ministry of Finance account.
- 7.7 According to Article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold:
- 7.8 2% of contract value, if the Contractor holds a valid business license from the relevant sources.
- 7.9 7% of the contract value, if the Contractor does not have a valid business license or expired business, or any other tasks for which the contractor isn't able to provide the business licenses.

8) Currencies of Bid and Payment:

All invoices will be paid in AFN and all payment will be transfer through the banking payment system/ Cheque.

9) Terms of Contract:

The following terms of contract must be applicable for further payment and bidder contracts:

- i. Copy of AISA Certificate along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
- ii. The vendor's name in Business license, Bank account and legal documents of the company should be the same. The payment will be made accordingly.
- iii. It is mandated that the payment for the contract executed by ACDO shall only be made through a crossed cheque in favor of a valid bank account associated with the organization or individual. Any alternative bank account provided by the contracting party will not be acceptable.
- iv. ACDO will disburse payment(s) of the allocated budget based on the time line in the contract. All the payment will be transfer to firms/Company after delivering of goods and confirmation of ACDO project Manager.
- v. The contractor is obligated to complete the project within 20 days after the signing of the contract.
- vi. Prices should be given in AFN.
- vii. Penalty is applicable to the selected company in case of late delivery as per of our contact policy and procedures. This penalty will be 1% of contract for each day late deliver. If the delivery of goods delayed more than 10 days, ACDO has the right to cancel the contract and transfer 10% bank guarantee amount to ACDO account.
- viii. 10% performance guarantee is required. The contractor should provide it before the signing of the contract and it should be valid 10 days beyond the duration of the project. If the validation of Performance guarantee expired, the contractor should update it again.
- ix. ACDO reserves the right to cancel this process without further notice to the vendors.
- x. Before the contractor proceed the activities, vendor should present the goods sample to ACDO for approval.

10) Schedule & deadline for submission:

The purpose of this RFQ is to identify and enter to a contract with a vendor to transport and deliver the required materials to each CBE classes to 4 districts of Badghis province (Maqur, Qadis, Abkamari and Qala-e-now) and 4 districts of Ghor province (Lal wa sarjungle, Sharhrak, Pasaband, and Dolyina) as per provided schedule.

DETAIL	DATE	TIME*
Announcement of RFQ	07 March 2024	01:00 PM
Deadline for request for any clarifications from ACDO	18 March 2024	2:00 PM
Deadline for submission of tenders (receiving date, not sending date)	21 March 2024	2:00 PM
Tender opening session in ACDO main office- Kabul Afghanistan.	TBD	TBD
Notification of award to the successful tenderer	TBD	TBD
Contract finalization	TBD	TBD

All times are set in the local time of Afghanistan.

Please note all dates are provisional dates and ACDO reserves the right to modify this schedule.

11) Clarification and Submission:

You can reach out to the ACDO procurement team over following contact if you required any further question or clarifications. Our procurement team will provide clarification up to 3 days remain to closing of the deadline of announcement.

Email: To: procurement@acdo-af.org

Please submit your bids in accordance with the requirements detailed below:
Complete sealed bid documents should be submitted to Asia Community Development Organization (ACDO) Head Office = **House # 14, Street# 6, (Shirpoor), PD # 10, Kabul, Afghanistan no later than Mar 21, 2024 – 2:00 PM Afghanistan, Kabul Time.**

12) Eligible Bidders:

- The tendering process shall be open to all companies and firms that are officially registered with the government of Afghanistan, on equal and non-discriminatory terms. Additionally, at the time of submitting a bid, bidders must meet the following requirements:
- Bidders must not be insolvent, meaning they must have the financial capability to complete the project if they win the bid.
- Bidders must not be in receivership, which indicates financial difficulties and inability to manage their own affairs.
- Bidders must not be bankrupt or undergoing liquidation at the time of bidding, indicating an inability to pay debts and a lack of financial stability.
- Bidders must not be blacklisted by the government or the United Nations due to misconduct or unethical practices.
- Bidders must not have any funding restrictions from the government or the United Nations.

13) Inspection and late proposal:

ACDO is obliged to ensure that its procurement decisions are clearly justified and documented, within the Donors mandatory principles. that full and on-the-spot access must be granted to representatives of ACDO, Donor, any organization or person mandated by it, to premises belonging to ACDO or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

Tenders must be received before the above-mentioned deadline. Tenders received after the closing date will not be considered, unless in ACDO sole opinion there are exceptional circumstances which have caused the delay. ACDO, reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

Clear breakdown of costs related to items and services as requested in RFQ, and a detailed price list for all the services linked to the technical requirement.

The bidder will be affected by no potential conflict of interest, that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during the performance of the contract, we shall immediately inform ACDO in written.

14) Compliance and Rejection of Tenders:

ACDO, reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed. Therefore, the Asia Community Development Organization is under no obligation to accept any tender.

15) Clarification of Bidding Documents:

A prospective bidder requiring any clarification of the bidding document shall contact the ACDO in writing. The organization will respond in writing to any request for clarification before the deadline (Mar 18, 2024) for clarification of bids. The Asia Community Development Organization shall forward copies of its response to all bidders who have acquired the bidding document, including a description of the inquiry but without identifying its source.

16) Bid Validity:

Please be advised that all submitted bids must remain valid for a period of sixty (60) days from the date of the bid submission deadline specified by the Asia Community Development Organization. Any bid with a validity period shorter than the prescribed timeframe shall be deemed non-compliant and rejected accordingly.

Furthermore, kindly note that, upon successful awarding of the contract, it is expected that the vendor shall extend the validity period of the bid till to the completion of the project to accommodate any unforeseen delays in the project execution process. Therefore, the signing of contract by the contractor automatically means that contractor agreed for extension of offer validity through the duration of the project.

17) Sealing and Marking of the Bidding Documents by the Bidder:

1. The bidder shall enclose the bid for each contract in a plain envelope securely sealed.
2. Be addressed to the logistics/procurement department of the Asia Community Development Organization.
3. Bear the contract number.
4. No other markings should be on the envelope.
5. If all envelopes are not sealed and marked as required, the Asia Community Development Organization will reject the bid.

18) Confidentiality:

- A. Tenderers must treat the invitation to tender and all associated documentation supplied by ACDO as confidential.
- B. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best-evaluated bidder is communicated to all bidders.
- C. Any effort by a bidder to influence the Asia Community Development Organization in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

19) Process of Bid:

ACDO shall undertake a thorough examination of all legal documentation and other relevant information submitted by bidders in order to verify their eligibility. Following this, ACDO shall proceed to review and score the bids in question based on the outlined criteria, as follows:

Award Criteria	Percentage (%) of scoring
Past relevant experience and registration License documents	20%
Financial capability	15%
Delivery plan	10%
Key team	5%
Lowest price	40%
Company Profile	10%
Total of scoring	100%

20) Notification and Signing of the Contract:

Upon completion of the vendor evaluation process, ACDO shall extend an acceptance letter to the successful bidder. Following receipt of this letter, said bidder must provide a performance guarantee as specified in the bidding documents. It is important to note that contract negotiation and execution will not commence until the aforementioned performance guarantee has been furnished by the successful bidder.

Once the performance guarantee has been submitted and verified, the vendor shall participate in negotiations pertaining to the finalization and signing of the contract. At the conclusion of these negotiations, a copy of the executed contract shall be awarded to the successful bidder.

21) Scope of Work:

The following mentioned material shall have delivered to CBE each CBE classes across four districts of Ghor and 4 districts of Badghis provinces within **15** days after signing the contract with the respected firm/company.

If company/firm unable to deliver the listed items within contract duration/timeline, ACDO office will deduct 1% per each late day from the final installment of company as penalties.

22) Project completion/termination:

The project shall be considered complete once all deliverables outlined in the scope of work have been satisfactorily delivered to ACDO and approved. In the event that the company/firm is unable to complete the project within the agreed-upon timeline or fails to meet the quality standards set forth in the scope of work, ACDO may choose to terminate the contract at its discretion. In such cases,

- The company/firm will only be compensated for services rendered up until the date of termination and will not be eligible for any further compensation.
- If the company/firm has received any upfront payment, it must return any unearned portion of that payment to ACDO within seven days of the termination date.
- Additionally, if the company/firm fails to complete the project as per the terms of the agreement, the 10% performance guarantee deposited with ACDO by the company/firm will be transferred to the account of ACDO and the company/firm will have no right to claim any portion of this guarantee.
- Once the project is deemed complete, ACDO will release the final payment to the company/firm within 10 business days.

BoQ For the transportation of TLMs to each class:

Contractors are requested to visit the project site before filling out the Bill of Quantity (BoQ) and provide their rates for each item accurately: Ghor Province

No	District	Description	Full Specification	Physical unit	Quantity	Unit Price AFN	Total Price AFN
1	Lala wa sarjungle	Student kit, teacher kit and class kit	For details, refer to annex A	Class	40		
2	Doliyna	Student kit, teacher kit and class kit	For details, refer to annex A	Class	80		
3	Shahrak	Student kit, teacher kit and class kit	For details, refer to annex A	Class	122		
4	Pasaband	Student kit, teacher kit and class kit	For details, refer to annex A	Class	118		

Contractors are requested to visit the project site before filling out the Bill of Quantity (BoQ) and provide their rates for each item accurately: Badghis Province

No	District	Description	Full Specification	Physical unit	Quantity	Unit Price AFN	Total Price AFN
1	Qala-e-now	Student kit, teacher kit and class kit	For details, refer to annexes	Class	27		
2	Maqur	Student kit, teacher kit and class kit	For details, refer to annexes	Class	79		
3	Qadis	Student kit, teacher kit and class kit	For details, refer to annexes	Class	139		
4	Abkamari	Student kit, teacher kit and class kit	For details, refer to annexes	Class	120		

No	Item	Contents/Description	Total price (AFN)
1	Total cost for Ghor Kits	For details, refer to annexes	
2	Total cost for Badghis Kits	For details, refer to annexes	
Grand Total (Ghor & Badghis) in AFN			

Specification of the Teacher Kits is in the bellow table as an Annex (i)

Asia community development organization (ACDO)
Consolidation and expansion of community-based education (CBE) in Afghanistan
Ghor and Badghis province
(CBE Teacher's & CBE Class Kits Distribution sheet)

CBE Teacher's kit				
No شماره	Item name نام جنس	Unit واحد	Quantity مقدار	Remarks ملاحظه
1	Colored Chalk	Pack	4	
2	White Chalk	Pack	4	
3	Blue pens	Pack	5	1 pack= 10 pc
4	Red Pens	pack	5	1 pack= 10 pc
5	Green pens	Pack	5	1 pack= 10 pc
6	Dusters	Nos	5	
7	Large Notebooks	pack	1	1 pack= 10pc
8	Large white Rulers	Pc	4	
9	Markers for Flip charts	Pack	2	1 pack= 10 pc
10	HB Pencils	Pack	4	1 pack= 10 pc
11	Compass for Cycles	Pc	4	
12	Pencils sharpeners	Pack	1	1 pack= 20 pc
13	Pencils Erasers	Pack	1	1 pack= 20 pc
14	Colored flip charts	Pack	1	1 pack = 80 Pc
15	Alphabet charts	Pack	1	1 pack = 3 Pc
16	Clock, teaching, wood Arabic	Pc	2	
17	Duct tape, 50MM, silver	Pc	1	
CBE Class kit				
No شماره	Item name نام جنس	Unit واحد	Quantity مقدار	Remarks ملاحظه
1	White board with stand	Pc	1	
2	White board markers	Box	3	1 Box = 10 markers

Specification of the Student Kits is in the bellow table as an Annex (ii)
Asia community development organization (ACDO)
Consolidation and expansion of community-based education (CBE) in Afghanistan
Ghor and Badghis province
(Student's Kit distribution sheet)

CBE student's kits				
No شماره	Item name نام جنس	Unit واحد	Quantity مقدار	Remarks ملاحظه
1	Pencil eraser	Nos	8	
2	Pencil sharpener	Nos	2	
3	Bag	PC	1	
4	Note book	pack	1	1pack=9pc
5	Pencil	PC	4	
6	Small Ruler	PC	1	
7	Small paper board	PC	1	
8	Color pencils	Pack	1	1 pack=12 pc
9	Hygiene kit (1 Soap)	Pc	1	

CBE Text Books – kit				
1	Grade 3 Text book – Pashto -L	Set	1	1 set = 6 text books
CBE Hygiene Kit				
1	Soap – 1 per student	Nos	1	

Note: In average, each CBE class are about 31 students.

Bidder's General Details:**a. General information:**

Please fill in the below table with required information

Supplier/Company Name:	
Company Registration No.	
Country of Company Registration	
Nature of primary business/trade:	
Registration date: (only for Company)	
Expiry date: (only for Company)	
Legal status of company (partnership, private limited company)	
Primary contact name:	
Job title (only for Company):	
Primary contacts address:	
Phone:	
Email:	

b. Owners' information:

Please fill in the below table with required information

Full Name	
Tazkira No#	
Year of birth	
Place of birth	
Permanent Address	
Current Address	
Contact Detail (phone and email address)	

c. Beneficiaries bank account details:

Beneficiary name:	
Beneficiary account Number:	
Beneficiary Bank Name:	
Bank branch Name:	
SWIFT:	
Bank address:	

Confirmation of Bidder's compliance:

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I confirm that ACDO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: -----

Title of signatory: -----

Signature: -----

Date of signing: -----

Vendor previous experience form

The Bidder is requested to provide **evidences of previous experience** in form of Contracts, Completion Certificates and Handover Documents etc. **for 5 years (2019-2023) and fill this table:**

No.	Name of Project / Type of work	Client name, email. Phone	Total value of the performed works (.....)	Duration of the works contract	Starting date	Ending date	Contracting Authority and Place
1							
2							
3							
4							
5							