

## REQUEST FOR QUOTAION (RFQ)

Physiotherapy and Rehabilitation Services for Afghanistan (PARSA)

AFSHAR, MARASTOON. KABUL-AFGHANISTAN

### SUPPLY AND DELIVERY OF FOOD ITEM KITS IN SEVEN ZONE OF AFGHANISTAN FOR NEEDY PEOPLE

RFQ Number	RFQ-PARSA - 008 -2021
RFQ Title	Supply and Delivery of food items kit in seven zone of Afghanistan for Needy people
Issue Date	Tuesday – November30,2021
Closing Date	Thursday – December 09, 2021 (04:00PM Local Time)
Questions due date	Tuesday -December05,2021 – 4:00 PM All question Must be directed through email in following Address: Address: <a href="mailto:rfp@afghanistan-parsa.org">rfp@afghanistan-parsa.org</a> Phone No.: +93(0) 799 139 498
Point of Contact	Sharif Alokazay Procurement Office Address: <a href="mailto:sharif@afghanistan-parsa.org">sharif@afghanistan-parsa.org</a> Phone No.: +93(0) 799 139 498

### **BACKGROUND INFORMATION:**

PARSA is a 23-year-old non-profit registered in the US, and in Afghanistan as a non-governmental agency. PARSA is a "hybrid" organization. Staff, both national and international, has had extensive experience producing programs in Afghanistan, which makes PARSA a leader in innovative program implementation. At the same time PARSA practices require coordination and support with other agencies, which gives us the skill to create change in Afghanistan. PARSA provides a uniquely direct, personable, and measurable link between Afghan-led community initiatives and the international donor resources. We live and work in the Afghan community. With decades of experience, a deep-rooted love of the Afghan people, and a deep cultural empathy and understanding of the local challenges and opportunities, PARSA works with, and in support of, Afghan-led initiatives.

### **SCOPE OF WORK**

PARSA Afghanistan is inviting registered company specifically working in field of logistics, supply and delivery of Food Item Kits with detailed specification outlined in the BoQ attached with this RFQ. This project will be based in seven zone of Afghanistan, the quantity of the kits in different zones may exceed however the quantity of food items will remain the same as stated in the BoQ. The vendors must include valid business license, profile and similar past performance, along with their offer.

### **TERMS AND CONDITIONS**

To qualify for this RFQ, a vendor must consider the following terms and Conditions (incomplete bids will not be considered for evaluation):

- Detailed delivery Plan
- Validity of quotation must be for 90 days after deadlines of the RFQ.
- ITEM SPECIFICATIONS – Refer to BoQ for detailed specifications.
- Valid business License from Ministry of commerce.
- Must have similar past performance
- The bidder must provide two similar contract copies.
- Bank Statement of the company from past two years
- Financial Audit Report for one year
- Bid Security is not applicable
- Sub-Contracting is not applicable
- Bidders are requested to fill in, sign, stamp and return all the Annexes attached with this ITT.
- Prices of the above procurement must include custom duties/taxes.
- All bidding documents must be filled in English.
- Any missing information may lead to rejection of the offer(s).
- No advance payment will be made
- Payments will be made through bank transfer or Cheques on delivery of Kits in each zone, PARSA will pay the supplier in accordance with the payment schedules as stipulated in the agreement

within 15 days of submission of an acceptable invoice by the supplier and acceptance of the service from technical team.

**PAYMENT TERMS:**

- No advance Payment will be applicable
- Payment will be released upon complete supply and delivery of Kits on each zone through Bank transfer or cheque.

**FINANCIAL OFFER**

financial Offer is to be submitted on the attached financial offer form (**Annex 2**) in **AFN**. Bids that have a different price structure may not be considered.

- **Unit costs:** To be clearly listed in the Financial Offer.
- **Total costs:** To be clearly listed in the Financial Offer
- **Delivery time:** to be clearly identified in the Financial Offer

**EVALUATION CRITERIA:**

The offers from all bidders will be evaluated on the basis of a Pass/Fail criteria considering the following points:

- Company profile and a copy of valid business license in similar activities
- Similar Past Performance specifically in field of supply and delivery of Food items
- Two similar Contract copies
- Filled and signed forms attached with this offer as an annex.
- Competitive financial offer

**Selection Criteria:** Technically compliant offer from qualified and competent supplier at the lowest cost meeting PARSA technical team’s specifications, quality and services

**SUBMISSION GUIDLINE:**

- ✓ Electronic Submission:

Electronic submission is not applicable, offers received electronically will not be considered by evaluation committee.

- ✓ Hard Copy Submission:

All offers must be submitted as a hard copy clearly indicated the RFP number, title, and RFP deadline in the following address:

Address:

*PARSA Main Office, Marastoon- Afshar  
Afshar -, Kabul*

Attention To:

*Sharif Alokozay*

*Procurement Department*

*+93(0) 799 139 498*

- All offers must be signed and/or stamped by an authorized representative of the Company.
- All offers must have complete address, telephone number and e-mail address (backside of envelope) of the company offers without information may be disqualified.
- All offer must be in quoted in Afghani and payments will be made to the vendor in local currency (AFN).
- In case of price discrepancy between unit price and Grand Total the unit price will be considered

**Tax:**

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, PARSA is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, PARSA shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license.

For subcontractors/vendors without an active AISA or Ministry of Commerce license, PARSA shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

**Attachments:**

- Appendix 1: Vendor Information
- Appendix 2: Financial Offer
- Appendix 3: vendor Similar Past Performance

**1. Vendor Information:**

**Date: 30.11.2021**

**RFQ reference: Supply and Delivery of food item kits in seven zone of Afghanistan for  
Needy people**

Vendor Name as per Business License	
License No.	
License Validity Date	
Vendor Contact Detail	
Vendor Company Address	
Vendor Authorized Representatives Name and Designation	
Vendor Authorized Representatives Contact Details	

I undersigned \_\_\_\_\_, agree to provide PARSA, non-profit NGO, with items answering the above information, according to the general conditions and responsibilities that I engage myself to follow.

**Date: 30.11.2021**

**RFQ reference: Supply and Delivery of food items kit in seven zones of Afghanistan for Needy people**

*This estimate provides all necessary cost to be incurred for the Supply, delivery and included overhead & profit and Tax.*

No	Item Specification	UoM	Qty	Price	Total	Delivery Time
1	Kazakh Flour/50Kg, Best Quality	Bag	1			
2	Rice /10 Kg, Best Quality	Bag	1			
3	Oil/5 Liter, Good Quality	bottle	1			
4	Sugar, Good Quality	Kg	7			
5	Beans (Watani), Good quality	Kg	3.5			
6	Chickpeas (Watani), Good Quality	Kg	3.5			
7	Green Tea, Good Quality	gr	500			
8	White Rice, Good Quality	Kg	7			
9	Mung Bean, Good Quality	kg	1			
10	Pea Dahl (دال نخود), Good Quality	Kg	2			
11	Salt, Good Quality	pack	1			
12	Spaghetti (Aash/Irani)	pack	2			
13	Dish washing Liquid, Good Quality	Bottle	1			
14	Shampoo and Sanitary ware, Good Quality	Set	1			
15	Washing Powder/3kg, Good Quality	Pack	2			
16	Hand Washing Liquid, Good Quality	Bottle	1			
Grand Total + Tax						

Note: Samples or pictures of items may be asked after evaluation of financial offer.

**Delivery and Distribution of Food Packages for 353 Families in 34 Provinces:**

No.	Province	Quantity of kits	Zone	Total of Kits	Place to be delivered
1	Kabul	37	Central	102 Kits	Kabul
2	Wardak	8	Central		
3	Bamiyan	13	Central		
4	Parwan	9	Central		
5	Kapisa	8	Central		
6	Panjsher	9	Central		
7	Logar	9	Central		
8	Ghazni	9	Central		
9	Nuristan	4	East	30 Kits	Jalal Abad
10	Kunar	6	East		
11	Laghman	10	East		

12	Nangarhar	10	East		
13	Badakhshan	9	Northeast	40 Kits	Kunduz
14	Takhar	13	Northeast		
15	Kunduz	9	Northeast		
16	Baghlan	9	Northeast		
17	Badghis	8	West	56 Kits	Herat
17	Herat	26	West		
18	Farah	8	West		
19	Ghor	5	West		
20	Nemroz	9	West		
21	Jozjan	10	North	52 Kits	Mazar-e-Sharif
22	Samangan	12	North		
23	Sar-e-Pol	8	North		
24	Mazar	18	North		
25	Faryab	4	North		
26	Helmand	7	South	48 Kits	Kandahar
27	Kandahar	17	South		
29	Zabul	4	South		
30	Urozgan	8	South		
31	Daikundi	9	South		
32	Khost	7	South East	23 Kits	Paktia
33	Paktia	8	South East		
34	Paktika	8	South East		

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**2. Similar Past Performance**

**Date: 30.11.2021**

**RFQ reference: Supply and Delivery of food items kit in seven zone of Afghanistan for Needy people**

Name of Client Organization & Contact Name	Email & phone number of Client	Contract Description	Contract Duration	Contract Amount	Location of work	Status Of Contract

**Note: Please attach two similar contract copies with your offer**

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