

Islamic Relief Worldwide
Request for Quotation (RFQ)

Address: HOUSE # 23, Street # 3, Qalai
Fatullah, Kabul, Afghanistan



RFQ No: IRW/014/2021

Please complete, sign and return to

Islamic Relief Worldwide

Date: 29 November, 2021

Subject: Request for Price Quotation for Annual Audits and Project Audits of IRW-Afghanistan for three years (Engagement Period: January 2022 to December 2024).

To

Attention:

Please quote for your best price for the following services:

Sl.	Name of item	Specification	Unit	Qty.	Unit Price	Total Price
1	Auditing of Consolidated Accounts for IRW-Afghanistan based on the (TOR) for the years 2021, 2022 and 2023	As per TOR	Year	3		
2	Auditing of Project Accounts for IRW-Afghanistan based on the individual TORs shared as and when required for the years 2021, 2022 and 2023	As per TOR	Audit	1		
Grand Total =						

In Word:

Sign: _____ -

Stamp:

TERMS AND CONDITIO

01. Quotation submission date: The price quotation must be submitted to the "Procurement Department" on or before December 11, 2021 at 04.00 pm.

Address: HOUSE # 23, Street # 3, Qalai
Fatullah, Kabul, Afghanistan

For any inquiry, please contact at below email address:

procurement.afg@islamic-relief.org.af

02. Condition: The above mentioned projects report must be delivered as per our provided TOR.

03. Cost of service: must be included

04. Time of Delivery: As mentioned in the TOR.

05. VAT & IT: Supplier must provide VAT challah with the bill. Otherwise, VAT will be deducted as per Govt. rules. For IT Deduction at Source (TDS) will be applicable as per rule.

06. Mode of Payment: Through A/C payee cheque only in favor of the name of the organization/company/consultancy.

07. Bid Bond : Not required.

08. Terms of Payment: Part or advance payment is not allowed.

09. Documents: All relevant documents copy like trade license, Financial proposal, technical proposal, VAT, Tax, CVs, past experience, references etc. must be up-to-date and attached with your quotation.

11. Penalty Amount: **A.** 2% of work order amount will be deducted from your total bill amount for each and every belated day.
B. 10% of work order amount will be deducted for any deviation with the given specifications in TOR in your quotation if supply does not rectify immediately.

12. Quantity Deviation: IRW has the authority to divide the quantity as per the need of the organization.

13. All quotation should be intact at the time of submission.

14. Condition: The authority of Islamic Relief reserves the right to accept or reject any or all of the quotations and right to stop supply at any stage of delivery without assigning any reason whatsoever

15. IR follows ZERO-TOLERANCE policy for any form of bribery or corruption.

16. Others (if any):