



## CRS REQUEST FOR QUOTE

**Issuing Date:** January 17, 2022

**Closing Date:** January 29, 2022

**Revised Date:** N/a

**Cover Letter**

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Dear Sir/Madam,

**Subject: Request for Quotation**

CRS requests quotation for **School Supplies** as detailed in the attached RFQ:

The offer must be submitted in sealed envelope and submission should be made by **January 29, 2022, 4:30pm local time** to the following address:

**CRS Office in Kabul:** House # 14, Radio Kilid Street, Kolola Pushta, District 4, Kabul Afghanistan.

**CRS Office in Herat:** Telecommunication road, near Rafa Wedding Hall, Herat city, Afghanistan.

***Bid received after the indicated time and date will be rejected.***

This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

Ahmad Wali Ahmadi  
Supply Chain Manager



## II. INSTRUCTIONS TO BIDDERS

### 2.1 Description:

CRS invites potential suppliers to quote for the high-quality school supplies as detailed in the following table with delivery to CRS office in Herat.

No	Description	UoM	Quantity	Comment
1	Student Kit	Kit	21,200	For the details of kit items, please refer to Annex A
2	Teacher Kit	Kit	1,080	
3	Full Class Kit	Kit	190	
4	Refill Class Kit	Kit	890	

### 2.2 Cost of Providing Quotes:

The bidder shall bear all costs associated with the preparation and submission of bid in response to this solicitation.

## III. Solicitation Documents

### 3.1 Clarification of Solicitation Documents:

Suppliers/vendors requiring any clarification on the Request for Quotation may notify CRS in writing. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for question. Clarification may be sought in writing through CRS Email: [procurement.afg@crs.org](mailto:procurement.afg@crs.org), but not later than January 22, 2022.

### 3.2 Amendments of Request for Quotation:

Prior to the Deadline for Submission of Quotes, CRS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may amend this Request for Quotation. In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their offers, CRS may, at its discretion, extend the Deadline for the Submission of Quotes. Any amendments will be published in the same manner as the present tender.

## IV. Preparation of Quotes

### 4.1 Language of the Quote:

The quote prepared by the company and all correspondence and documents relating to the quote exchanged by the company and CRS shall be in English.

### 4.2 Offer Currencies/Offer Prices:

Prices shall be quoted in local currency and CRS preferred payment term is 30 days net. Bidder may request a different payment term, though it remains an evaluation factor.

#### **4.3 Period of Validity of Quotes:**

The quote shall remain valid for 30 days after the closing date prescribed by CRS. A quote valid for a shorter period may be rejected as non-responsive.

### **VI. Opening and Evaluation of Quotes**

#### **5.1 Clarification of Quotes:**

To assist in the examination, evaluation and comparison of Quotes, CRS may at its discretion ask the bidder for clarification of its Quote.

#### **5.2 Samples:**

The shortlisted suppliers would be required to provide the samples of all requested materials for quality inspection which will remain with CRS until final selection.

#### **5.3 Delivery:**

The delivery shall be made in Herat to CRS office and the contracted supplier must ensure that the kits arrive to CRS office according to the delivery lead-time agreed in the contract. Late delivery would be subject to penalty charges as stated by the contract.

### **VII. Preliminary Examination:**

6.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Quote will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

6.2 A Quote determined as not substantially responsive will be rejected by CRS and may not subsequently be made responsive by the Supplier/Vendor by correction of the non-conformity.

6.3 Evaluation of Quote: Determination of compliance with the RFQ is based on the content of the quote itself without recourse to extrinsic evidence.

### **VIII. Evaluation and Basis for Award**

A Contract will be executed with the Bidder whose quotation is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to CRS.

That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

- Quality – it will be determined based on the samples
- Cost

- Delivery lead-time
- Payment term

CRS/Afghanistan reserves the right to reject any and all bids at its sole discretion for any reason whatsoever.

The quantity requested in this RFQ does not create liability for CRS and that CRS may determine to reduce or increase the quantity cited in this RFQ at the order stage.

## **IX. Negotiations**

It is anticipated that an order will be awarded solely on the basis of the original offers received. However, CRS reserves the right to negotiate the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation.

Furthermore, CRS reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of CRS, Bidders may be requested to conduct oral presentation and provide submit in writing.

### **6.4 Packaging:**

The supplier is required to prepare the kits for each category and deliver them to CRS office in Herat.

## **X. CERTIFICATIONS AND COMPLIANCE**

Bidders shall be expected to comply with the following policies and regulations.

The company must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, CRS withholds 2% tax from the total value contract where the supplier is registered with government of Afghanistan, while the withholding tax rate for non-registered company/individual is 7%. CRS releases the tax to the account of MoF and provide confirmation to the respective supplier. This tax is a sole-responsibility of supplier and therefore, it should not be included on the final price that will be quoted to CRS in response to this solicitation.

If the selected vendor is not on CRS approved supplier list, then it will be required to undergo the due diligence process that will be conducted by CRS designated staff. The supplier would be also required to sign CRS supplier code of conduct as part of the DD process, which can found through the following link.

## **XI. CRS TERMS AND CONDITIONS**

For CRS supplier code of conduct please click [Here](#).

## ANNEX A - Kitting Item Description

### Student Kit Items

Item Description		Quantity
Note Books lined, 100 pages original	Volume	6
Pen (blue,BIC)	Pcs	3
Colored Pencil Box (Big, 12)	box(12pcs)	2
Pencil (HB, thicker)	Pcs	6
Eraser big sized (Pelikan, original AL 30)	Pcs	2
Slate white Board 25*35 cm	Pcs	1
Marker Slate Pen Sonoman	Pcs	3
Drawing note book, unlined, 60 pages	Volum	5
Student Bag (Good quality)	Pcs	1
Metal pencil sharpener ( big)	Pcs	2
Ink with (lique)	bottle	3
Calligraphy pen	Pcs	5
Small Ruler 20cm Metal	Pcs	1
Pencil box	Pcs	1

### Teacher Kit Items

Item Description		Quantity
Note Books (100 pages)	volume	1
Pen Kian blue	pcs	8
Glue stick 25 gr	pcs	2
Scotch tape clear 1 inch	pcs	1
White paper Lucky boss (AA)	ream	1
Color A4 Paper	sheet	100
Permanent Marker Original Free ink different color	box	2
Flip chart paper- colors	sheet	20
Flip chart paper- white	sheet	50
Ruler (Metalic 30 cm)	pcs	1
Kangro Stapler	pcs	1
Staple 24/6	box(20 pcs)	2
Teacher bag/briefcase with high Quality	pcs	1
ribbon for hanging the words on the wall (50 meters per roll)	roll	1
Binder clips 32mm	box (12)	4
Plastic Folder	pcs	1
Ring folder Green	pcs	1
Scissors	pcs	1
hole punch	pcs	1
Correction pen	pen	2
Highlighter	pcs	6

### Full Class Kit- Items (Year 1)

Item Description		Quantity
Map of Afghanistan	Pcs	1

Map of World-	Pcs	1
Black board eraser/ duster	pcs	2
color Chalk (dozen of 100 pieces	can (100)	10
Attendance book	pcs	1
Progress Book	pcs	1
Lesson Plan book	Pcs	1
Observation Notebook	Pc	1
Blackboard	pcs	1
water cooler	pcs	1
Water cooler stand	Pcs	1
Teaching clock	pcs	1
metal storage box 110 X 65 X 65	pcs	1
Lock	pcs	1
Sweeper	pcs	1
Dustpan	pcs	1
Water tank medum sized 80 ltr	pcs	1
Carpet (3x5 = 15sqm) for each class	pcs	1
Diary	pcs	1

#### Refill Class Kit- Items (Year 2-6)

Item Description	Quantity	
Black board eraser/ duster	pcs	2
color Chalk (dozen of 100 pieces	can (100)	10
Attendance book	pcs	1
Progress Book	pcs	1
Lesson Plan book	pcs	1
Observation Notebook	pcs	1
Diary	pcs	1
Carpet (3x5 = 15sqm) for each class	pcs	1