



Community Based Agricultural Rural Development Program (CBARD)

Request for Quotation (RFQ)

RFQ-CBARD-2024-018

Provision of Electronic Mobile Top-Up (Easy Loading) for All ROP-CBARD Staff

Issue Date: April 22, 2024

WARNING: Prospective Offerors who have received this document from a source other than ROP/CBARD should immediately contact CBARD-procurement@rootsofpeace.org and provide their name and mailing address/email in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

Offerors submitting incomplete proposals may be disqualified.

1. Overview of the Request for Proposals

ROP, implementer of the UNDP-funded CBARD project, invites qualified vendors to submit quotations for the Provision of Electronic Mobile Top-up (Easy Loading) for All CBARD Staff.

Description of Goods & Related Services	Provision of Electronic Mobile Top-Up (Easy Loading) for All ROP-CBARD Staff
Delivery Point(s) with exact quantities	Please refer to Attachment A.
RFQ #	RFQ-CBARD-2024-018
RFQ Issue Date:	April 22, 2024
Deadline for Questions:	April 28, 2024
Question Submission Method:	For any questions/clarifications related to this RFQ, please contact via email to cbardquestions@rootsofpeace.org and mention the RFQ number in the subject line of your email. Please do not send your bid to the above email address. Any quotation sent to the above email address will not be considered for evaluation.
RFQ Closing Date & Time:	May 02 2024 4:00 PM Kabul Local Time.
Submission Method:	Offers should be submitted via email to CBARD-BIDS@rootsofpeace.org prior to the closing date above. Please send your bid documents as email attachments only. Online links to bid documents will be disqualified and will not be considered for evaluation.
Anticipated Award Type	ROP-CBARD anticipates issuing a Blanket Purchase Agreement . This is only the anticipated type of award and may be changed as a result of negotiations. ROP is seeking long-term agreements for the provision of electronic mobile top-up. ROP will sign Blanket Purchase Agreement (BPA) with the selected firm. The BPA mechanism establishes set rates for each category that ROP will pay. Task orders will be issued under the BPA according to ROP-CBARD requirement. The BPA will be valid for a period of 12 calendar months. ROP-CBARD is not obliged to issue any release order during the period of the blanket purchase agreement.
Basis for Award	Lowest Price Technically Acceptable (LPTA)
Delivery Terms	ROP-CBARD, Kabul Office, Annex B
Expected delivery date	Right after signing a release order
Documents to be submitted	The bidder must specify all the required parameters listed in the “Technical Specifications” section. Failure to do so may disadvantage the bid during the evaluation process. Offerors should submit all documents as outlined in the Proposal Checklist (Annex 7).

<p>Payment Terms</p>	<p>Supplier agrees to ROP payment terms: Payment will be made to the vendor's company account after receiving a correct invoice at the end of each month according to the release orders issued by the procurement department.</p> <p>According to income Tax Law, ROP-CBARD will withhold a 2% tax of the gross amount from the vendor for purposes of tax remittances.</p>
<p>Tax</p>	<p>Any vendor contracted to supply Goods, Works or Services should hold an appropriate valid business license throughout implementation of a contract. Implementation meaning from the moment of the fully executed contract through to the delivery, installation, and acceptance of Goods, Works, or Services. If a vendor's license expires before implementing the award, a tax withholding of 7% shall be applied for the value of the entire award irrespective of when the business license expires. If a vendor does not hold a business license, then 7% tax withholding will apply automatically.</p> <p>A vendor will be offered the opportunity to renew the appropriate business license, and, in such cases, payments shall be withheld by ROP for a period of ten working days. However, if the vendor elects not to renew a license, or a period of ten has expired, ROP shall withhold 7% for tax purposes, and make payment.</p>

2.INFORMATION TO BIDDERS:

2.1 Background

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities through a focus on sustainable, organic farming practices. Roots of Peace is implementing a Community-Based Agriculture Rural Development (CBARD) project to support the Production of Fruits and Vegetables as an alternative to poppy Cultivation and Trade in three high Cultivation provinces of Afghanistan.

Moreover, the ROP-CBARD project aims to create partnerships between existing ROP-CBARD communities to reach three key objectives: reducing opium poppy cultivation, creating alternative licit economic development for former poppy farmers and women in the community, and supporting more sustainable peace.

2.2 Reporting on Fraud, Anti-corruption, and exploitation

Any payment of a bribe or kickback is strictly prohibited by ROP-CBARD and will result in disqualification. If you are approached by anyone suggesting unlawful actions regarding this Request for Proposal (RFQ) or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the ROP office on CBARD.helpline@rootsofpeace.org. Confidentiality or anonymity can be guaranteed.

1. د درغلیو، فساد او رشوت ضد او ناوړه گټی اخیستلو په اړه راپور ورکول

د شرکت له طرفه چاته رشوت ورکول او هر ډول غیر قانونی تادیبه د ROP لخوا په کلکه منع ده او پایله به یې د شرکت نا امله کرزول وي چه آینده کی بلی پروژی ته خپل کاغذونه نشي جمع کولی. که تاسو سره د هر چا لخوا تماس ونیول شو اوددی (RFQ) په اړه د غیرقانوني کړنو وړاندیز یا پیسو غوښتنه در څخه اوشوه یا کومه اندیینه یا شک ولری که پیس ورنکړی نو ستاسو پروپوزل سره به په صداقت، او رویتیا سره سم چلند اونه کرای شي، مهرباني وکړی د ROP دفتر سره CBARD.helpline@rootsofpeace.org په ادرس اړیکه ونیسی. مونږ تاسی ته تضمین درکوو چي ستاسي دا ټولی خبری یا هویت به مونږ سره محرم وي او هیڅوک به تری نه خبریږي.

2 گزارش دهی در مورد تقلب، مبارزه با فساد و سوء استفاده

هرگونه پرداخت رشوه یا بازپرداخت، از طرف موسسه بنیاد صلح (ROP) به شدت ممنوع بوده و میتواند منجر به عدم واجد شرایط بودن شما در پروژه هذا و سایر پروژه ها گردد. اگر شما توسط کسی پیشنهاد برای اقدامات غیرقانونی در رابطه به این (RFQ) را دریافت کردید یا در مورد اینکه به پیشنهاد شما با صداقت و شفافیت رفتار نمیشود، نگرانی و شک دارید، لطفا با دفتر ما از طریق این ایمیل ادرس CBARD.helpline@rootsofpeace.org

3. INSTRUCTION TO BIDDERS / Compliance Requirements

1. Submission of offers.	Submit signed, dated, and stamped Quotations in the format provided with your offers to the designated Procurement email mentioned on the cover page before the deadline specified in this solicitation. Late submissions will not be considered. The subject line must be RFQ No. (RFQ-CBARD-2024-01) ONLY.). Failure to adhere to this instruction will lead to the disqualification of a quotation from evaluation.
2. Responsibility Determination	<p>ROP will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. The Offeror should have a valid business license to operate in Afghanistan. Any formal business license issued by the Government of Afghanistan is considered acceptable. 2. The source, origin, and nationality of the goods are not from a Prohibited Country, nor have they been transported through such a country. 3. Having adequate financial resources to deliver goods. 4. Ability to comply with required or proposed delivery/performance schedules. 5. Have a satisfactory past performance record. 6. Be qualified and eligible to perform work under the laws and regulations of the Government of Afghanistan, UNDP, and/or ROP.
3. Geographic Code	<ul style="list-style-type: none"> • ROP must verify the source, nationality, and origin of goods and services and ensure (to the fullest extent possible) that ROP does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. ROP is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by ROP. • According to Section 889 of the FY2019 National Defense Authorization Act, the Provision of goods/services from the below Chinese listed companies are prohibited. <ul style="list-style-type: none"> • Huawei Technologies Company • ZTE Corporation • Hytera Communications Corporation • Hangzhou Hikvision Digital Technology Company • Dahua Technology Company (or any subsidiary or affiliate of such entities) <p>By submitting a proposal in response to this RFQ, Offerors confirm that they are not violating Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
4. Liquidated Damages	Except under the circumstances of Force Majeure, if the Contractor fails to deliver any or all the goods by the date(s) of delivery or perform the services tied to the delivery of goods within the period specified in the Contract, ROP may, without prejudice to any or all its other remedies under the Contract, deduct One-tenth percent (0.1%) of the fully executed contract amount per day. The maximum number of delays shall be: One Hundred (100) days, equating to Ten Percent of (10%) of the fully executed contract amount.

4. Overview

ROP-CBARD is seeking long-term agreements with multiple Service providers for the Provision of Electronic Mobile credit Top-Up. ROP-CBARD intends to sign Blanket Purchase Agreement (BPA) with selected offeror/s whereby ROP-CBARD will order Goods/Services from its main office in Kabul for the Provision of Electronic Mobile Top-Up to all CBARD staff phone numbers and pay for the services acquired by ROP-CBARD (Kabul).

4.1 Evaluation and Award

The award will be made to a responsive offeror whose offer follows the RFQ instructions & meets the

requirements as outlined in this solicitation.

The decision to award will be based on **Lowest Price – Technically Acceptable Method**, considering price and technically acceptable offers. Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and may not be considered for evaluation. ROP-CBARD reserves the right to waive immaterial deficiencies at its own discretion.

All Offers received will first be evaluated based upon on Technical Acceptability screening, offers that pass the initial screening will proceed to Lowest Price evaluation.

Technical Acceptability Screening will utilize a “**Pass/Fail**” with offerors evaluated based on the following:

- Submission of current and valid MOCI/Municipality License.
- Submission of Banking / Payment information (AFN account required).
- Submission of Price Schedule that clearly identifies the unit prices.
- Submission of documents to prove that the business’s main functioning is dealing with Top-Up Cards.
- At least two successful/similar projects completed within the last five years, Contract copies must be attached, please fill in the table attachment E, with details of your past performance within the last 5 years.

Offerors should complete **Attachment A – Price Schedule** of this RFQ and provide the above-mentioned documents/ along with their proposal to be considered for further evaluation stages.

Attachment A: Price Schedule

ROP-CBARD				
No	Description	Range	QTY	Unit Price (AFN) including Fees and tax
1	Provision of Electronic mobile top-up (Easy Loading) (AWCC, Etisalat, MTN, Roshan and SALAAM for all ROP-CBARD staff	2,400 AFN	1	
2	Provision of Electronic mobile top-up (Easy Loading) (AWCC, Etisalat, MTN, Roshan and SALAAM for all ROP-CBARD	1,600 AFN	1	
3	Provision of Electronic mobile top-up (Easy Loading) (AWCC, Etisalat, MTN, Roshan and SALAAM for all ROP-CBARD	800 AFN	1	
4	Provision of Electronic mobile top-up (Easy Loading) (AWCC, Etisalat, MTN, Roshan and SALAAM for all ROP-CBARD	1,000 AFN	1	

Note: Credit must be transferred electronically to each individual account (Easy Loading), the selected vendor will be asked to transfer the credit balance to each individual user account considering the minimum of **800AFN** per month and Maximum of **2400AFN** per month.

Attachment B: General Instruction to Bidders and transferring Electric Mobile Top Up methodology.

- ✓ A release order will be issued to the BPA awardee prior to transferring the credit for mobile top ups when required.
- ✓ The list of staff phone numbers and the exact credit amount will be provided along with the Release orders.
- ✓ The vendor is responsible for transferring the electronic top up to individual phone numbers by the time they receive the orders simultaneously.
- ✓ Bidders shall sign, stamp, and date their quotations.
- ✓ Bidder Should complete Price Schedule per the attachment A of this RFQ.
- ✓ The payment to the BPA awardee will be transferred to their company's bank account only.
- ✓ ROP-CBARD reserves the right to cancel or terminate the contract (BPA) if the company is not able to provide satisfactory services.
- ✓ The payment will be made after completion of the services and receiving a correct invoice within 30 days.
- ✓ The goods/services will be based on ROP-CBARD's requirement.

Attachment C: Quotation Cover Letter

[Firm's Letterhead]

Date

To: **ROP CBARD**
Kart-e-Char Street 4th
Kabul, Afghanistan

We, the undersigned, provide the attached quotation in accordance with **RFQ-CBARD-2024-018 - For the Provision of Electronic Mobile Top-Up for all CBARD Staff.**

I certify a **validity period of ninety (90) days** for the prices provided in the attached quotation. Our quotation shall be binding upon us, subject to the modifications resulting from any discussions.

We understand that ROP is not bound to accept any proposal it receives.

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Telephone: Email:

Authorized Signature:

Signature/Stamp:

Attachment D: Contact Information

Company Name as per Business License	
License #	
Company physical Address:	
Name of Company's Authorized Representative	
Authorized Representative's Email (If Available)	
Authorized Representative's Phone Number	
Banking and Payment Information (Bank and AFN Currency): a. Bank name: b. Company name: c. Account number (AFN): d. Swift Code:	
Attach Copy of official registration or business license.	

Attachment E: Past Performance

Include projects that best illustrate your work experience relevant to this request in the last five years, sorted by decreasing order of completion date.

Similar projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location: Province, District	Client	Cost in USD	Start and End Dates	Completed on schedule. (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (Subcontract, Grant, PO, and fixed unit price or cost reimbursable)
1									
2									
3									

**Attachment-F.
Quotation Checklist**

Name of Company: _____

Does your quotation include the following?

- Price offer as per Attachment A
- Signed and Stamped Cover Letter on Company Letterhead
- Past Performance Table
- Copies of contracts as proof of your past performance
- Business information

Documents to determine responsibility, including:

- Copy of Valid business license
- Copy of Tazkira/passport of president and vice-president
- Copy of banking details (AFN Account only)
- Copy of Authorized dealer certificate

Any un-checked boxes may indicate that your quotation is incomplete. ROP / CBARD reserves the right to not evaluate any incomplete quotations.