

Request for Quotation (RFQ): Procurement of P&O Materials for BMN & KDZ Projects

**Organization Name:** Handicap International (Humanity & Inclusion)

**Project Location:** Afghanistan

**RFQ Number #:** PD-KABU-00461 – Request for Quotation for P & O Materials.

**RFQ Issued Date:** 8th October 2024.

**Submission Deadline:** 15th October 2024, 5:00 PM

# 1. Introduction

Handicap International (HI) is inviting qualified suppliers to submit quotations for the supply of Prosthetics and Orthotics (P&O) materials for the BMN and KDZ projects in Afghanistan. The objective of this RFQ is to identify suppliers capable of delivering high-quality P&O materials in a timely and cost-effective manner, while meeting HI's operational requirements.

# 2. Scope of Work

The selected supplier(s) will be required to provide the following P&O materials based on the specifications provided in the attached document:

* **Material Requirements:** The supplier must provide detailed pricing for each item in the attached Bill of Quantities (BoQ). Each quotation must clearly state unit prices, total prices, and any applicable taxes.
* **Delivery Locations:** Materials must be delivered to the HI delivery points specified in Kabul and other project sites as indicated in the delivery schedule.
* **Delivery Schedule:** Suppliers must indicate their delivery lead times and commit to a specific schedule.

# 3. Submission Requirements

Suppliers must submit a complete and signed quotation, including the following documents:

1. Completed Quotation Form - (attached) with itemized pricing per the BoQ.
2. Company Profile - including relevant experience in supplying P&O materials.
3. Business Registration Documents - Valid business license, tax registration certificate, and VAT details.
4. References - At least three references from previous clients for similar procurement contracts.
5. Warranty and After-Sales Service Information - Details on warranty for supplied materials and availability of after-sales service.

***All documents must be submitted in a sealed envelope or via email to the HI procurement office by the deadline.***

# 4. Evaluation and Assessment Criteria

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| --- | --- | --- | --- |
| # | Criteria | Weighting | Source of Evidence |
| 1 | Pricing Competitiveness | 30% | Detailed price list for each material item, including unit and total prices. |
| 2 | Quality of Materials | 35% | Product specifications matching HI’s requirements and samples (if requested). |
| 3 | Delivery Time and Schedule | 20% | Confirmed delivery timeline in the quotation and adherence to deadlines. |
| 4 | Company Experience & Capacity | 15% | Company profile highlighting relevant past experience in supplying P&O materials to similar projects. Copies of at least 3 previous similar Purchase orders or contracts to other INGOs, UN or Red Cross. |

# 5. Submission Guidelines

All quotations must be submitted by 4:00 PM Kabul time on 15th October 2024. All bidders will be required to address their bid and drop the hard copy of the sealed envelope containing their bid at the Handicap International Office in Kabul as per below address:

Reference #: PD-KABU-00461 – Request for Quotation for P & O Materials.

The Tender Committee; Handicap International.

PD# 10, Qala-e-Fatullah Area; Street # 6, Hse # 46;

Kabul, Afghanistan.

For any inquiries, please contact the Procurement Department at procurement.afghanistan@hi.org. with Cc. tom.fidelis@gmail.com

# 6. Terms and Conditions

* Handicap International reserves the right to reject any or all quotations that do not meet the specifications.
* Handicap International is not obligated to accept the lowest-priced quotation.
* All submitted quotations must be valid for 90 days from the submission deadline.
* The selected supplier(s) will be required to sign a supply contract upon awarding the tender.

**Sincerely,**

**Procurement Team**

**Handicap International, Afghanistan.**

**Attachments:**

Annex I: Bill of Quantities – Price Format for P&O Materials.

Annex II: Good Business Practices

**8. Awarding of contract**

By virtue of this document, Handicap International holds ownership of all bids received as part of this tender procedure. Consequently, bids shall not be returned to tenderers.

By Signing and returning this Participation File, the bidding company agrees with all the appendixes attached to this file

Signature and company stamp preceded by the words “Read and approved”: Name:

Company Name:

Name & Designation of the declared person:

Signature & Stamp:

Date:

### Appendix A:

Please complete separate excel file named “Appendix A-Item Description” which form as an integral part to this tender documentation

# Appendix: B (Supplier Evaluation questionnaire)

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Type of company (public company, LLC, association, etc.)** |  |
| **Year and place of creation** |  |
| **License Registration number** |  |
| **TIN registration number** |  |
| **Address:** |  |
| **Administrative address (if different)** |  |
| **Proprietor/ Managing Director Name** |  |
| **Phone number:** |  |
| **Email:** |  |
| **Sales/contact person-1 Name and position** |  |
| **Contact mobile number** |  |
| **Email:** |  |
| **Sales/contact person-2 Name and position** |  |
| **Contact mobile number** |  |
| **Email:** |  |
| **Date of submission:** |  |

1. How many years have you working on this market?

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| --- |
|  |

1. Do you have any warehouse? If yes where it is located & what is the size of this?

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|  |

1. How many employees do you have?

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|  |

1. Is there any person with disability working in your organization?

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|  |

1. Is there any professional technical specialist working in your organization? If yes what is his/her qualification & field of experience?

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| --- |
|  |

1. What is the controlling system are in place within your organization for antifraud & other legal issues?

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| --- |
|   |

1. Do you have internal /external auditing system in place? how frequently it works?

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|  |

1. Do you have any insurance coverage for stocking at your warehouse or transporting materials to the buyer’s warehouse? If yes what is the organization?

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|  |

1. Do you have own transport Facility to deliver the materials? If no, do you have any contract with any other party for transportation service for delivering the materials?

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1. If you are a manufacturer, where is your factory location?

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1. If you are importer then from which country you import the materials?

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1. If you source item from locally then which are your vendors?

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|  |

1. Do you have any quality management policy? If yes how it works?

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|  |

1. Do you have national/international quality certification? If yes how many products it covers?

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| --- |
|  |

#### Supplier Registration Name: Represented by: Place: Date: Signature:

**Appendix: C (General purchasing conditions)**

##### ARTICLE 1: GENERAL PROVISIONS

The following general Terms and Conditions apply to all orders placed by HANDICAP INTERNATIONAL ("HI") with a supplier. The term "order" refers to any HI purchase order or contract.

Upon acceptance of the order, the supplier shall be entirely bound by the provisions of these Terms and Conditions which will prevail over any additional or differing terms in the supplier’s terms of sale.

This Agreement may only be varied with the written consent of HI and any specific terms and conditions in the purchase order or contract will prevail over these terms and conditions.

##### ARTICLE 2: DELIVERY

Except if otherwise specified in writing in the purchase order or contract, all orders will be delivered carriage and insurance paid (CIP), or in conformity with the Incoterms 2010 specified on the purchase order.

Goods will remain the sole responsibility of the supplier until the delivery note has been signed by HI or by the forwarding agent appointed by HI.

All orders will be delivered in full, unless HI has agreed to partial deliveries in writing.

All deliveries will be accompanied by a delivery note mentioning the purchase order reference or contract numbers, complete descriptions and quantities of goods delivered, and batch or serial numbers if applicable. HI reserves the right to request additional documentation such as certificates of analysis and/or certificates of origin for goods delivered.

Should the point of delivery be different to the billing address, a copy of the delivery note and shipping documentation will be sent to the ordering entity at least 24 hours before expedition of the goods.

HI reserves the right to refuse any goods delivered in excess of quantities ordered. Excess quantities will be returned to the supplier at their own risk and cost.

##### ARTICLE 3: DELIVERY TIMES

Delivery times and delivery dates appearing on the purchase order or contract are binding.

If contractual delivery times are not respected, HI may, in accordance with the law, apply late delivery penalties without prejudice to the cancellation clause. These penalties will amount to two percent (2 %) of the total amount of the undelivered goods, excluding taxes, per week of late delivery.

If goods have not been delivered within ten (10) calendar days after the contractual delivery date, HI reserves the right to cancel the order for undelivered goods without notice or payment to the supplier.

##### ARTICLE 4: COMPLIANCE

A delivery will only be considered as compliant after verification and acceptance by HI. Non-compliant goods can be refused, without written prior agreement from the supplier, and returned by HI at the supplier's cost and risks within fifteen (15) calendar days of delivery. After this time HI will be responsible for costs incurred returning the goods.

HI may also demand that the goods be brought up to standard or replaced within fifteen (15) calendar days of receipt of a written request from HI, that the total price be refunded, or the cancellation of the order in its entirety.

All delivery prices include packaging charges. No deposit can be applied to packaging without prior written agreement from HI. If such an arrangement is agreed, details of the deposit will be clearly

##### ARTICLE 5: PACKAGING

The supplier agrees to supply goods and services that comply with technical specifications defined by HI, official standards and, in all cases that comply with good professional practice in the sector in question.

Packaging must be compliant with the quality standards required by the nature of the goods, and their transport, storage and handling, in order that they are delivered in perfect condition.

##### ARTICLE 6: WARRANTY

The supplier guarantees that goods will be delivered undamaged and free from defects, contamination or unreasonable wear, and that they will comply with their destined usage. Any replacement or repair of goods by the supplier will renew the guarantee for a further twelve (12) months beginning on the date of acceptance by HI of the replaced or repaired goods. The supplier guarantees that any replacement parts will be provided at short notice, and an after-sales service will be guaranteed for five (5) years from the

initial delivery date.

##### ARTICLE 7: DANGEROUS OR PERISHABLE GOODS

The supplier agrees to inform HI of the precautions, instructions, recommendations and applicable restrictions for the

transport, warehousing and handling of perishable or dangerous goods.

The supplier agrees to provide all required official documentation for perishable and dangerous goods, particularly for international shipping.

Product expiry dates must be displayed clearly and permanently on packaging. The supplier guarantees that the remaining shelf life of the product at the time of delivery is longer than eighty percent (80 %) of its total initial shelf life.

##### ARTICLE 8: LIABILITY

The supplier is entirely liable for the delivery of goods in compliance with the terms and conditions of the purchase order or contract, and with the laws, regulations, recommendations, standards and good professional practices applicable to the sector.

The supplier is solely liable for any damage caused by its staff or sub-contractors during the execution of the purchase order or contract.

The supplier agrees to hold a valid civil liability insurance policy for the entire duration of their contractual agreement with HI.

##### ARTICLE 9: ORDER CANCELLATION

Any order unfilled by the supplier or non-compliant with one or several of their contractual obligations may be lawfully cancelled by HI if the failure to comply is not addressed in the fourteen (14) calendar days following formal notification by HI by registered mail with acknowledgement receipt.

HI will notify the supplier in writing of the cancellation, which will take effect to the sole detriment of the supplier, and this notwithstanding all damages suffered or incurred by HI.

##### ARTICLE 10: PRICE

Unless stipulated otherwise by HI, the prices indicated on the purchase order are firm and not subject to change. They include all costs associated with the manufacture, packaging, loading, shipping and unloading of the goods. Prices for goods to be exported from the European Union to outside of the European Union do not include VAT.

##### ARTICLE 11: INVOICING AND PAYMENT

Two copies of all invoices will be issued and sent to the HI office that sent out the order within seven (7) calendar days of delivery. If several orders are contained in one delivery, a separate invoice will be issued for each order.

All invoices will feature the exact references of the delivery note and the order to which they correspond.

##### ARTICLE 12: SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

HI reserves the right to denounce the order at any time, if the supplier is implied in acts of fraud, corruption, money laundering, or is implied in a criminal organization or quite other illegal activity or is in situation of conflict of interests or abuse of power towards the representatives of HI. HI also reserves the right to denounce the order at any time if the supplier does not respect the international laws in Human Rights or fundamental rights in labor law such as define by the International Labour Organization (ILO)((INTERNATIONAL LABOR ORGANIZATION)), in particular concerning the non-child labor, the nondiscrimination in the employment(use), the labor-union freedom and the right(law) of organization, the respect for salaries minimum and the equality of payment, the not appeal for the hard labor and the respect for durations and for conditions of work and hygiene. HI also reserves the right to denounce the order at any time if the supplier participates whatever shape it is for the distribution of antipersonnel land mines and bombs with sub-ammunitions (production, business, financing, shareholding, transport, storage, etc.), in the business or in the arms dealing, (Arms category A and B - as defined in the French Law article n°2012-304 of the 6 of march 2012) or if he devotes to practices who would make him comparable to a "war profiteer" (use of the economic springs(competences) of a conflict, an abuse of dominant position bound to the existence of a conflict), or still if he has links with terrorist networks about or their nature (acts of violence committed to populations or civil installations committed by an organization). Finally, HI attempts to use techniques and processes of production respecting the fundamental rules of environmental protection (mainly towards the deforestation, towards the use of chemical agents getting the protection of the biodiversity) and expects from his suppliers and persons receiving benefits (providers) for a similar approach.

##### ARTICLE 13: APPLICABLE LAW AND ATTRIBUTION OF JURISDICTION

HI purchase orders and contracts are governed by Afghanistan law.

**Appendix: D (Good commercial practices)**

#### Preamble

These Best Business Practices provide the basis of all working relations between HI and its suppliers.

They are general rules valid unless specific terms are mentioned in the agreement. In the event of contradictory terms between documents, the terms of the agreement or of the call for tenders file will take precedence over these Best Business Practices.

1. Supply procedures principles

HI has set up transparent procedures to attribute contracts, of which the key principles are:

* + *Transparency* in the supply procedure
	+ *Proportionality* between procedures followed to attribute agreements and the value of contracts.
	+ *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

* + Authorization to buy goods/services in the country
	+ Financial and economic capacity
	+ Technical expertise
	+ Professional capacity

Usual criteria to attribute a contract are:

* + The principle of the lowest bid (the cheapest bid satisfying all the conditions required)
	+ Best value for money
1. Misconduct, ineligibility and exclusion

HI considers each case of misconduct below as a valid reason to exclude a bidder from a call for tender procedure and end all working relations and agreements with them:

* + Fraud: defined as all intentional actions or omissions regarding:
		- The use or presentation of false, incorrect or incomplete declarations or documents, which would lead to fraudulent appropriation or reprehensible retention of HI's or institutional funding bodies' funds.
		- Concealment of information, having the same consequences.
		- Use of those funds for reasons other than those for which they had been originally attributed.
	+ Active corruption: promising or deliberately granting an advantage to any person so that they may act or refrain from acting according to their duty in such a way as to damage, or be capable of damaging the interests of HI or of institutional funding bodies.
	+ Direct corruption: offering HI employees money or gifts in kind to obtain additional contracts or to continue an agreement
	+ Collusion: agreement between two rival companies, which would have the probable effect of increasing prices, cutting production and increasing profits of allied companies to a greater extent than their natural increase. An attitude of collusion is not automatically based on the existence of explicit agreements between companies. It may also be tacit.
	+ Coercive practices: damaging or threatening to damage, directly or indirectly, persons or their property in order to influence their involvement in a supply procedure or influence the performance of an agreement.
	+ Involvement in a criminal organization or any other illegal activity established by judgement by the American Government, European Union, United Nations or any other HI funding body.
	+ Immoral human resources practices: use of child labor and non-compliance with fundamental social rights and work conditions of employees or subcontractors.

HI will exclude from the supply procedure any candidate or bidder in any of the following cases:

* + Being in a situation of bankruptcy or liquidation, or in receivership, in an arrangement situation (with creditors), having suspended business, in proceedings relating to those subjects or in a similar situation resulting from a procedure resulting from national regulations or law.
	+ Being sentenced for an offence within the framework of its professional activity by a court decision having the force of res judicata.
	+ Having been found guilty of grave professional misconduct proven by any means
	+ Not having satisfied obligations relating to the payment of social security contributions or tax in compliance with legal provisions, either in the country in which the business is established in HI's country of intervention or in the country in which the Agreement will be executed.
	+ Having been found guilty of fraud, corruption, involvement in a criminal organization or any other illegal activity that could damage the financial interests of communities.
	+ Having been declared responsible for grave breach of contract due to non-compliance with contractual obligations in a previous procurement procedure.

HI will not attribute agreements to candidates or bidders who, in the course of the procedure will be:

* + the subject of conflicting interests
	+ guilty of inaccurate declarations by providing information requested by HI to take part in the agreement procedure or by not providing such information.
1. Administrative and financial sanctions

Should the supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices, HI would impose:

* + Administrative sanctions: A candidate's misconduct will be notified to competent civil or commercial authorities as will be the immediate end of any professional relations with it;
	+ Financial sanctions: HI will request the refunding of expenses directly and indirectly related to the conduct of the new call for tenders or contract attribution procedure. If relevant, the bid guarantee or performance guarantee will be kept by HI.
1. Information and Access for Funding Bodies

HI will immediately inform institutional funding bodies and will provide them with relevant information should a supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices.

Furthermore, entrepreneurs accept to guarantee right of access to their financial and accounting documents so that HI's Institutional Funding Bodies may conduct verifications and audits.

1. Documents to be presented by the supplier

Below are the minimum documents that any company or individual entrepreneur wishing to work with HI needs to produce:

* + Supplier's / company representative's personal national identity paper
	+ Status and registration papers of the company
	+ Mission order or proxy authorising the representative to sign the Agreement
	+ Copy of tax registration

**NB:** Additional documents may be requested for a specific contract.

Furthermore, the Supplier must have minimum administrative equipment to be able to issue an Invoice, Delivery note and own an official stamp.

#### TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, Name of owner, representing certify having read and understood the rules hereto.

On behalf of the company for which I act, accept the terms of HI Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organization or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labor Organization (ILO), in particular regarding child labor, discrimination, freedom of association, respect of the minimum wage, slave labor issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp: