Youth Health and Development Organization (YHDO)

Request for Quotation (RFQ)

Announcement date: 23,02,2017

Closing date: 28,02,2017

# 1. Background

Youth Health and Development Organization (YHDO) is a non-governmental and non-for-profit organization established in 2009, registered with Ministry of Economy and Ministry of Public Health.

# 2. Scope of Work

YHDO currently implementing HIV prevention project in four provinces of Afghanistan, we are exploring to identify potential supplier to supply the medicine specified in Annex of this RFQ:

* YHDO will control valid date and quality of all medical supply items (Drug& Medical supply).
* Selected bidders shall submit attested copies of valid certificate of analyses medical supply for the batches they supply to YHDO.
* YHDO has right to reject the items that do not fulfil the specifications and quality criteria have set by YHDO.
* YHDO can have the medical supply tested by an independent QC lab, and will reject the supply if it fails a QC test.
* All of medical supply should have at least 85 percent of shelf life remaining when delivered.
* Any expired items (medical supply) will be rejected by YHDO.
* YHDO will request the items mentioned in Annex A, based on YHDO need.
* The items are required to be delivered within 3 days after a purchase order is issued.

## 3. Quotation

The Quotation should at minimum contain the following:

* Complete name, business address and contact details of contact person
* Complete the attachment (annex A) of this quotation.
* Quotation should be prepared base on unit rate
* Attested copy of supplier registration licence copy
* Attested copy of supplier registration with MOPH
* Attested copies of quality control certificates including GMP, QC certificates.
* Attested copies of registration document of the drug with the national regulatory authority, or commitment letters on their official letter heads, that should they be selected of the supply they would ensure that the drug is imported through a valid import license from the regulatory authority.

4. Financial Quotation

Quotation price shall include the following:

* Price of all the medical supply items specified in the Annex A
* Currency of Quotation shall be AFN and all payments shall be made accordingly.
* Price of the contract once agreed shall not be revised.
* Tax shall be deducted on all payments made to the contractor that are subject to withholding taxes

5. Legal Requirement

The Contractor should have a valid medical supply or trading company ltd. license from

Afghanistan Investment Support Agency (AISA) or Chamber of Commerce and from any other department/ ministry. The Contractor shall fulfill all formalities and legal requirements of the government of Afghanistan for performing services.

6. PRE-AWARD MEETINGS

YHDO may shortlist proposers for meetings and investigation. Final decision of successful proposer may be made after meetings with staff of the shortlisted proposers.

7. DECISION ON QUOTATION AND COMMUNICATION

The procurement committee of YHDO shall receive Quotation. Quotations shall be opened in meeting of Procurement Committee in a meeting held for this purpose. Quotations shall be shortlisted or selected by them based on criteria decided by the Procurement Committee.

8. SUBMISSION OF QUOTATION

Quotation including cost Quotation shall be submitted by due date:

Through email: yhdorecruitment@gmail.com

Or submit hard copies in sealed envelope to YHDO office in Kabul.

YHDO office address in Kabul: House number 69, St# 2, Karti-e-se ,Kabul Afghanistan .