

Afghan Family Guidance Association



To: Offerors
From: Afghan Family Guidance Association
Issuance Date: Mar, 20, 2018
Closing Date: Mar, 27, 2018 | 3:30 PM, Kabul
Subject: Medical Supply
Reference: RFQ-019-AFGA-2018

Background:

Afghan Family Guidance Association (AFGA) is an Afghan non-governmental, not-for-profit and non-political organization established in 1968. AFGA has been working in the field of Reproductive health and Rights since its inception and has recently become an associate member of International Planned Parenthood Federation (IPPF).

AFGA activities were suspended due to war and conflict in the country for ten years (1992-2002) and resumed its activities in 2002 with financial support from International Planned Parenthood Federation (IPPF).

IPPF is an alliance of 151 family planning associations known as Member Associations which has projects in over 180 countries. IPPF continues to be the largest civil society provider of reproductive health information and services in the world.

Offer:

AFGA would like to request medicine distributors to submit quotation for attached list of medicine / Companies will be required to offer their best and final prices.

Taxes and VAT

Offerors must assess and include in their total cost of proposal the Business Receipt Tax (BRT) or any other tax required by Afghanistan income tax law. AFGA will not allow an awarded entity to add taxes (including BRT taxes) or any previously unanticipated costs to the budget after an award is made.

به شرکت ادویه فروشی محترم) (:

- لست ادویه ذیل جهت نرخگیری به شما تهیه شده است ، لطفا مواد ذکر شده درین لست را در نظر داشته باشید
- هر قلم ادویه باید مطابق کمپنی نوشته شده در جدول نرخ داده شود.
 - تاریخ انقضا هر قلم ادویه باید کمتر از دو سال نباشد.
 - ادویه باید دارای کیفیت خوب فیزیکی بوده ، بسته بندی سالم داشته باشد.
 - مسئولیت انتقال ادویه از محل فروش تا دفتر مرکزی AFGA واقع ایوب خان مینه به دوش فروشنده میباشد.

No	Item جنس	Unit واحد	Specification مشخصات	Quantity مقدار	Unit Cost قیمت فی واحد	Total Cost قیمت مجموعی	Remarks ملاحظات
Oral medicines							
1	Aluminium Hydroxide, 500mg	TAB	Effroz	12000			
2	Amoxicilline, 500mg	CAP	Julphar	35400			
3	Ciprofloxacin, 500mg	TAB	Julphar	440			
4	Cefixime, 400mg	TAB	Iran	390			
5	Ferous+Folic acid, 150mg	CAP	Preglady	150420			
6	Metronidazole, 400mg	TAB	Aventis	29000			
7	Paracetamol, 500mg	TAB	Calpol	31000			
8	Vit B6, 40mg	TAB	Iran	300			
9	Vitamine C, 250mg	TAB	Iran	800			
Injectable medicines							
10	Lidocaine, 2% 50ml	VL	Pakistan	56			
11	Water for inj, 5ml	AMP	China	465			
External use medicines							
12	Chlorhexidine 0.3 % 1000ml	SOLN	Pakistan	6			
13	Chlorin 30 % lit	SOLN	Afghanistan	120			
14	Clotrimazole Vaginal, 100mg	TAB	Iran	678			
15	Ethyle alchole, 75% 100ml/btl	SOLN	Iran	57			
16	Metronidazole Vaginal, 500mg	TAB	Iran	1770			
17	Nystatine Vaginal, 100000 IU	TAB	Iran	2016			
18	Povidone + iodine, 10 % 450ml	SOLN	Pakistan	22			

Medical Materials							
19	Adhesive Tape	ROL	Pakistan	227			
20	Autoclave Tape	ROL	India	20			
21	Blade surgical G22, 100pcs/pack	PAK	Pakistan	2			
22	Cotton, 400gr	ROL	Pakistan	18			
23	Crep bandage, 10cm x 4m	ROL	China	600			
24	Dettol soap, 70gr	PCS	Pakistan	72			
25	Finger plaster, 100pcs/pack	PAK	Pakistan	26			
26	Guaze, 20m/roll	ROL	Pakistan	50			
27	Gauze Compress, sterile, 100pcs/pack	PAK	Pakistan	36			
28	Mask,50pcs/pack	PAK	China	38			
29	Needle, G18, 100pcs/pack	PAK	China	1			
30	Plastic gloves, 100pcs/pack	PAK	China	160			
31	Surgical gloves, sterile size 7 & 7.5	PAIR	China	4750			
32	Syringe, 5ml disp	PCS	China	1400			
Laboratory Strips and Materials							
34	HIV test S.D	STRIP	S.D	600			
35	Pregnancy test strip	STRIP	HCG	1050			
36	Syphlis test, S.D	STRIP	S.D	550			
37	Urin Cup Plastic, disp	PCS	China	1050			

Submission Guideline:

Quotes must be send no later than 27-Mar-2018 3:30 PM – kindly send your quotations to Address Below or email us: hakramy@afga.org.af or naikmal@afga.org.af

AFGA Main Office Address

AFGA main Office, South of Habibia High school, Ayub Khan Mina, Chaman Mir Waiz District 7, Kabul, Afghanistan.

In case of any question, please mail us or make a direct call in our official cell Number in official timing

Tel: Landline 0093 – (0) 75 20 120 42 - 0093 797 153 784

Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: **AFGA**
South of Habibia High School,
Mir Waez Ayub Khan Mina Dis#7
Kabul Afghanistan

Reference: RFQ No. RFQ-019-AFGA-2018

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under AFGA regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone: _____

Website: _____

Email Address: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

<p style="text-align: center;">Afghan Family Guidance Association (AFGA) Code of Conduct for the Protection of Children and Vulnerable Adults</p>

This code of conduct sets out AFGA's expectations of personnel working with children and vulnerable adults.

Applicable to all AFGA personnel* working with children and vulnerable adults, who must sign up to and abide by this Code of Conduct. For the purposes of this code of conduct:

A child is a person under the age of 18;

A vulnerable adult is a person over the age of 18 who may be regarded as susceptible to harm and at increased risk due to their circumstances, the context they are in or as a result of social and other inequalities.

I [*insert name*], agree that while undertaking work or activities for AFGA, I will:

- Treat children and vulnerable adults with respect regardless of age, race, colour, sex, gender, sexual orientation, language, religion or belief, political or other opinion, national, ethnic or social origin, property, disability, birth or other status and will not discriminate against, show differential treatment, or favour particular children or vulnerable adults to the exclusion of others
- Not hit or otherwise physically assault or physically abuse children or vulnerable adults
- Refrain from physical punishment or discipline of children or vulnerable adults
- Not develop physical/sexual relationships with nor engage children in any form of sexual activity or acts, including paying for sexual services or acts, with children where under the law(s) applicable to the child, the child is below the age of consent or the act(s) are an offence under relevant laws, or with vulnerable adults
- Not develop relationships with children or vulnerable adults which could in any way be deemed exploitative or abusive
- Not act in ways that may be abusive or may place a child or vulnerable adult at risk of abuse
- Not use language, make suggestions or offer advice to children or vulnerable adults which is inappropriate, harassing, sexually provocative, offensive, abusive, demeaning or culturally inappropriate
- Not behave towards children or vulnerable adults physically in a manner which is inappropriate or sexually provocative
- Not condone or participate in behaviour which is illegal, unsafe or abusive to children or vulnerable adults
- Within the regulatory framework of a given country refrain from hiring children or vulnerable adults for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- Not invite unaccompanied children into my home, place of residence or accommodation if away from my home
- Not sleep in the same room as an unsupervised child or vulnerable adult unless absolutely essential, i.e. to ensure their protection, in which case I must obtain permission from my supervisor or other appropriate person in authority at AFGA.
- Not use any computers, mobile telephones, or video and digital cameras inappropriately, and never to exploit or harass children or to access, download, distribute, store or create child pornography through any medium (see also 'Use of children's images for work related purposes')

- Not do things for children or vulnerable adults of a personal nature which they can do for themselves
- Not act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults, or otherwise perpetrate any form of emotional abuse
- Comply with relevant legislation, including labour laws in relation to child labour.

This is not an exhaustive or exclusive list. The principle is that personnel should avoid actions or behaviour towards or around children and vulnerable adults which may constitute poor practice or potentially abusive behaviour.

In general, it is inappropriate to:

- Spend excessive time alone with children or vulnerable adults away from others
- Take children or vulnerable adults to your home or accommodation, especially where they will be alone with you

It is important for all personnel to:

- Be aware of situations which may present risks and manage these
- Plan and organize work/activities and the workplace so as to minimise risks
- Wherever possible, ensure that another adult is present when working with or within the proximity of children or vulnerable adults
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- Talk to children and vulnerable adults about their contact with staff or others and encourage them to raise concerns
- Empower children and vulnerable adults - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem
- Engage with and comply fully with any sanctioned AFGA protection reporting or complaints procedures

Use of children's images for work related purposes

When photographing or filming a child for work related purposes, I must

- Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- Before photographing or filming a child, obtain consent from the child or parent or guardian of the child. As part of this I must explain how the photograph or film will be used
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive way. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- Ensure images are honest representations of the context and the facts
- Ensure file labels do not reveal identifying information about a child when sending images electronically

I understand that the onus is on me, as the person engaged by AFGA, to use common sense and avoid actions or behaviours that could be construed as abusive when engaged to undertake work or activities for AFGA. I understand that AFGA may take disciplinary action if I breach this code of conduct and that serious breaches may result in action leading to dismissal (if employed) or termination of my relationship with AFGA (if not employed).

I understand I am duty bound to report any concerns relating to actual or possible abuse or exploitation of a child or vulnerable adult or risk of such, and to notify relevant AFGA personnel as described in the reporting procedures of any actual or possible breaches of this code of conduct.

Signed Name

Date