



**Organization for Research and Community Development
Boost Alternative Development Interventions through Licit Livelihoods (BADILL)**

August 14, 2018

**Request for Quotation
For
the Supply and Distribution of Stable Materials, Animal Feed, Medicines and Dairy
Processing Inputs**

Organization for Research and Community Development (ORCD) in cooperation with United Nations Office on Drugs and Crime (UNODC) is working with farming families in Nangarhar and Paktya provinces to enhance the production of milk in terms of quality and quantity as well as the income generated from selling dairy products.

The overall objective of the project is to promote close licit substitutes for poppy in the rural areas of the target provinces in order to be able to achieve the goal of Poppy-Free-Afghanistan in the long-term.

Therefore, it hereby invites interested and qualified firms to submit quotations for the supply and distribution of Stable Materials, Animal Feed, Medicines, Dairy Processing Inputs and Milk Collection Center equipment before *September 05, 2018*.

Eligibility Criteria for Bidders:

- The firm should be registered as an Agricultural/Livestock Company with GoIRA;
- The firm should have valid license;
- The firm should have relevant experience of at least 2 years;

Goods required:

The goods required to be provided by the service provider pertain Animal Husbandry Management and Dairy Processing (i.e. Stable Materials, Animal Feed, Medicines and supplementary nutrients, Dairy Processing Inputs and Hygiene Kits).

The goods provided by the service provider should be of fine quality and according to specifications described in the *Specifications* part below.

The items should be provided in the target destinations in good physical condition and with at least one year expiry period.

Services required:

The service provider is also required to supply the distributable items to the door-steps of beneficiaries in Surkhrod & Door Baba, Nangarhar and Gardez & Ahmad Aba, Paktya.

The service provider should assign its personnel to be part of the distribution committee in the field. Additionally, the loading, offloading, warehousing and handling of distributable items will be solely the responsibility of the service provider.

The destinations for the items intended to be distributed to direct beneficiaries are specified in the table below:

Province	District	Village	# of beneficiaries
Nangarhar	Surkhrod	Sultan Pur Sufla	17
		Haji Sahiban	17
		Char Bagh Safa	19
		Dahi Balo	17
		Naghrak	18
		Masti Khail	20
		Swati	17
	Door Baba	Door Baba	21
		Waliye	18
		Shagay	19
		Toor Lala	16
		Omar Khail	12
		Malang Nala	14
Sur Kalay		25	
Paktya	Gardez	Habib Kala	33
		Do Aba	31
		Fatehullah Khail Mehlan	30
		Dogh Abad	31
	Ahmad Aba	Khwaja Khail (Essa Khail)	30
		Mali Khell (Essa Khail)	31
		Pacha Khell (Essa Khail)	30
		Mohammad Ali Khel (Essa Khail)	16
		Torda Khell (Essa Khail)	18
Total			500

The destinations for the items intended to be distributed to Milk Collection Centers is center of Gardez, Ahmad Aba, Surkhrod and Door Baba districts.

Quantity, Specifications and Price Table:

#	Description	Specifications	Unit	# of units required	Unit price	Total price
Stable materials						
1.	Ventilator	Iron Sheet made, 40cm diameter and 40cm long	PC	500		
2.	Feeder	Rubber made, length 1.5m, width 75cm and depth 60cm	PC	500		
3.	Water Tub	Rubber made, capacity 100 liter	PC	500		
Animal Feed						
4.	Concentrate Feed	From standard national or international feed company in pellet form according to standard feed formula.	MT	50		
5.	Fodder Seeds	Alfa Alfa, Ryegrass	Kg	1500		
6.	Mineral blocks (molasses)	Consist of oil seed cake, vitamins, minerals, wheat polish, gur and urea. All the	PC	500		

		ingredient will be adding according to molasses block recommended ingredients dose weight (2Kg)				
Medicines and supplemental feed						
7.	Antibiotic	Gentamycin 100 ml	PC	500		
8.	Dewormers	Oxyclozanide + Levamisole, Imported standard company, 500 ml	PC	500		
9.	Vitamins	Contain of multivitamins + Aminoacid, imported standard company, 300 ml	PC	500		
Dairy processing inputs						
10.	Milk container	Silver made, capacity10 liter	PC	500		
11.	Milk bucket	Stainless steel, capacity 5 liter	PC	500		
12.	Butter Churning Machine	Manual, capacity 20-liter, silver made	PC	500		
Hygiene kit						
13.	Gloves	Long Rubber Gloves	PC	500		
14.	Steel Milk Filter	16-20 cm diameter	PC	500		
15.	Soap	Dettol Soap	PC	500		
16	Milk Measuring Scale	Iron/Silver made, capacity 2 liter	PC	500		
Milk Collection Center Supporting Materials						
17.	Milk containers for transportation	Silver made, capacity30 liter	PC	20		
18.	Buckets	Stainless steel, capacity 10 liter	PC	30		
19.	Oven	Oven along with necessary parts	PC	5		
20.	Gas cylinder with its necessary equipment	Capacity 10 Kg, along with 15-meter pipe and other parts	PC	5		
21.	Milk Boiling Pot	Silver made, capacity 60-80 liter	PC	5		
22.	Milk quality test materials	Alcohol 70%, lactometer, test tube 200cc, cylinder 200 cc, pipette	PC	5		
23.	Milk hygiene and protection cabinets	10-meter length, 1.2-meter height, consist of 6-7 small movable doors	PC	5		
24.	Metallic door with wire mesh screen for MMC	Height and Width (1.5X1.2m)	PC	10		
25.	Desk and Chair	Desk-length 1.2m and with 70 cm with two drives. Chair, Plastic of good quality	PC	5		
26.	Signboard for MCC	1.5-meter length and 1 meter with, iron sheet made	PC	5		
Grand Total						

Bid Eligibility Criteria:

In order to qualify for evaluation, the bid should contain the following:

- Bid Security in the form of bank letter (preferred) or in-cash accompanied by a letter in the letterhead of the bidder (1% of the overall price provided);
- Copy of Valid License of the firm;

Technical Evaluation Criteria:

#	Criteria	Weightage
1.	Relevance of the firm's business to this assignment	10
2.	Relevant experience of at least two years	10
3.	Recognized brand and certification of items	10

Financial Evaluation Criteria:

#	Criteria	Weightage
1.	Proper calculation of the unit and total costs	10
2.	Separate tabulated calculation of cost of items, transportation and handling	10
3.	Least price	50

Important Note:

ORCD preserves the right for itself to cancel this RFQ at any stage at its own discretion.

In order to be considered for contracting, the selected firm will be required to provide Performance Bank Guarantee of 10% of its overall price.

In case the supplier fails to provide the items with the required quality and within the designated timeframe for this assignment, ORCD reserves the right to preserve the Performance Bank Guarantee of the firm as penalty for the delay and terminate the contract with supplier on immediate basis.

In order for bids to be considered as eligible, it should contain bid security of at least 1% of the overall price given by the bidder. Bid Security in the form of Bank Letter will be given preference.

The bid should contain evidences of the similar experience of bidder in order to score during the technical evaluation.

ANNEX-I

ORCD Supplier Code of Conduct

ORCD expects its suppliers to fully adhere to the following principles and codes of conducts in the areas as mentioned below:

Labour:

- To recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively. Additionally, to protect those workers from any action or discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.
- To prohibit forced or compulsory labour in all its forms.
- Not to employ: a) children below 14 years of age or comply with the minimum age permitted by the law of the country of operations. b) Persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.
- To ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country of operations.
- To ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favorable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out).
- To ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

Human Rights:

- To support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.
- To create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
- Not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

- To have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible

support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

- Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
- Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal
- Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.
- Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

- To adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.
- To disclose to ORCD any situation that may appear as a conflict of interest and ORCD official or professional under contract ORCD may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.
- ORCD has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. ORCD will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. ORCD expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to an ORCD staff member in order to facilitate the suppliers’ business with ORCD.
- Post-employment restrictions may apply to ORCD staff in service and former ORCD staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. ORCD suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Annex II:

Payment: the supplier will be paid the amount of contract in two equal installments upon successful completion of each milestone. Each milestone will be the supply and distribution of 250 Animal Husbandry Management/Dairy Processing Kits.

Tax payment: Tax amount of 2% will be withheld from the total amount of contract by ORCD which will be paid to the MoF as per Afghanistan Tax Law. The vendor is also responsible to pay additional 2% to Ministry of Finance as tax.

Delivery Locations: The supplier is required to deliver the distributable items to target villages where they will be distributed to selected beneficiaries by ORCD in collaboration with Joint M&E Committee.

Cancellation of RFQ: ORCD reserves the right for its own convenience and without charge or liability to cancel this RFQ process at any stage.

Bid Opening:

The Bid Opening meeting will be held at ORCD Head Office on *September 10, 2018 at 10:00 a.m.* All bidders who submit bids will be invited and are welcomed to the meeting.

How to submit bids:

Interested qualified bidders are requested to submit their bids in sealed envelope (putting contact details on the envelop) to the following address in hard copy before *September 05, 2018*:

Procurement, Logistics and Supply Department of ORCD, House# 2584, Street of Shams London Academy Girls School, between Saleem Karwan and Shaheed Squares, Taimani Project, Kabul Afghanistan.

Signature of the authorized person:

Name and title of signatory:

Name and seal of Firm:

Phone#:

Email:

Address:

END OF RFQ