

RFQ No: *TLO-RFQ011-2019*

**Request for Quotations
(Production of Radio Programs)**

Project: Empowering IDP and Returnee Advocacy Engagement

Issue on April 16, 2019

Closing on: April 30, 2019

Introduction:**The Liaison Office (TLO)**

The Liaison Office (TLO) is an independent Afghan non-governmental organization established in 2003 and seeking to improve local governance, stability and security through systematic and institutionalized engagement with customary structures, local communities, and civil society groups. TLO's main areas of activity are Research/Analysis using the do-no harm approach; Dialogue Facilitation/Peacebuilding; Access to Justice; and livelihood improvement. In addition to the TLO headquarter in Kabul, the organization has a regional office in Paktia-Southeast, provincial office in Khost, and multiple project offices across Afghanistan, with over 117 staff. Current and recent TLO funders include the United States Institute of Peace, USAID, the Open Society Institute, DAI (including projects contracted from USAID) and GIZ, along with the governments of Australia (AusAid), Germany, the Netherlands, Norway, Switzerland (SDC), Canada, UNHCR, and Cordaid.

Activities/ Tasks

Only Local FM Radios should provide quotations for the production and broadcasting of listed below.

Specifications:

1. Radio Program Production and broadcasting per below table Specifications. Please fill the Unit cost and total cost in relevant province.

S/N	Location	Particular	Total Radio production and Broadcasting	Unit Cost	Total Cost
1	Kandahar Province	Production and Broadcasting of Radio Program (30 to 1 hour) Over 10 months, each week one program	32		
2	Nangarhar Province	Production and Broadcasting of Radio Program (30 to 1 hour) Over 10 months, each week one program	32		
2	Herat Province	Production and Broadcasting of Radio Program (30 to 1 hour) Over 10 months, each week one program	32		

Eligibility, Evaluation and Requests for Information

Only those companies that (1) possess a valid license and (2) have station in Kandahar, Nangarhar and Herat Province are eligible to apply. In order for their bids to be considered as “responsive” and be evaluated for the award, offers must:

1. Submit all information required below on or before the time/date mentioned;
2. Demonstrate the capability (supported by client references and/or literature) to meet the requirements as specified in the Statement of Work;
3. Have a satisfactory record of Past Performance.

Content and Format of your Proposal

1. Valid registration certificate
2. Completed Price Proposal - The successful Offer will receive a Fixed Price Contract for the period stipulated in this RFQ. The fixed prices will remain in effect for the entire period of performance, unless modified in writing by TLO.
3. Rates should be presented in **AFN Only**.

TIME FRAME

10 Months (Starting May 1, 2019 to February 28, 2020)

Service / Product delivery and payment Terms:

- **Payment method:** The supplier will be paid through a bank account wire transfer in 3 installments per each province
- **The First Installment** will be paid upon signing of the contract
- **The Second Installment** will be paid/transferred upon completing 14 Programs.
- **The Third Installment** will be paid/transferred upon satisfactory completing production and broadcasting final programs.

Submission of Quotation:

The deadline for submission of sealed hard copies of offers is **April 30, 2019 / 04:00 PM Local Time**. (Kabul, Afghanistan time) at the address provided below. Please reference the code **TLO-RFQ011-2019** on the sealed envelope. Your quotation must ***be signed and stamped***.

Proposals received after the deadline may not be considered. Proposals must be valid for a minimum of thirty (30) calendar days.

TLO Main Office Address: Street 6, Taimani, District 10, Kabul, Afghanistan.

Questions and Clarifications

Any questions/clarifications should be submitted by email to **Ahmad Reshad Rahim** (ahmad.reshad@tlo-afghanistan.org) and Rahmatullah Amiri (rahmatullah.amiri@tlo-afghanistan.org) by 4:00 pm (Kabul, Afghanistan time) on April 30, 2019.

Prices & Terms of Contract:

Vendors must quote price in **AFN**. The price quotes shall be free of any tax (such as VAT)

1. The Liaison Office shall deduct the applicable tax (**currently 2%**) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if supplier cannot provide the registration certificate or the registered certificate are against to their business. If still awarded for the contract in this case (**7% tax**) will be deducted from the total amount of contract and will be deposit to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance's designated account.
2. Your quotation will be accepted, and payment will be proceeding as per your business title. The Bank account must be according to the business title.
3. Penalty is applicable to the selected company in case of late delivery.
4. The Liaison Office reserves the right to cancel this process without further notice to the vendors.

Please Mark on the enveloped:

I certify that I have provided the quote and agree with the specified payment terms and conditions.

Signature and stamp:

.....

Name: _____

Company Name: _____

E-mail address: _____

Mobile Phone: _____

Address: _____