



Organization for Relief Development (ORD)

Mazar-I- Sharif, Balkh Province, Afghanistan

REQUEST FOR QUOTATION

RFQ NO.: AFG/ORD/19/23

RFQ DOCUMENTS FOR SUPPLYING AND DELIVERY AMBULANCE VEHICLE

LOCATION

BARZANGI VILLAGE, IMAM SAHIB DISTRICT, KUNDUZ PROVINCE, AFGHANISTAN

DATE: 15 SEPTEMBER 2019

DEADLINE FOR SUBMISSION OF RFQ: 24 SEPTEMBER 2019

Request for Quotation (RFQ)

To: Bidders

From: Organization for Relief Development ORD

Title: Supplying and delivery vehicle

RFQ No.: AFG/ORD/19/23

Issuance Date: 15 September, 2019

Closing Date for Submission of Quotations: September 24, 2019 (4:00 pm. Afghanistan local time)

Schedule:

1. Type of Award:

It is anticipated that ORD will issue under the fixed Price contract for the supplying and delivery Ambulance vehicle as a result of this solicitation.

2. Compliance with RFQ Instructions:

Bidders are required to fully review all instructions and specifications contained in this RFQ and attachment hereto. Failure to do so will be at the Vendor's risk.

3. Submission of Questions:

Questions may be submitted no later than September 22, 2019 (4:00 pm. Afghanistan local time). All Bidders are invited to address questions to the Procurement De-apartment via the email address procurement.ord@gmail.com. Bidders must insert in the subject line of their email the full RFQ Number and Title (shown above). No questions will be answered over the phone or in person; all questions must be submitted in writing.

Quotation Terms and Conditions:

1. In the event of a discrepancy/error in the total prices indicated above or in the Supplier quotation, the unit price will prevail.
2. Contract withholding taxes are include according to rules of Afghanistan, for whom they do not own mentioned licenses are applicable and should be included in the quoted prices.
3. Supplier's quotation shall be valid for (90 days) from the date of Supplier's submission.
4. Price may or may not be the determining factor in Supplier selection process.

5. The award may be made to the Supplier(s) whose quotation(s) is (are) determined to be of lowest price technically acceptable.
6. The ORD reserves the right to request any additional information that it deems necessary in order to make a decision on any quotation.
7. Rejection of all quotations will mean that ORD, in its own best interest at this time, has determined not to pursue the acquisition.
8. Any quotation not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.

Index of RFQ – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

Section 1 Quotation Submission Documents

Section 2 Scope of the supplying and delivery vehicle in according BoQ

Section 3 Evaluation Criteria

Appendices

Appendix A Cover Letter

Appendix B Summary of Relevant Work Experience

Appendix C Copy of valid Business License

Appendix D Price Sheet (BoQ)

Section 1 – Quotation Submission Documents:

Appendix A - Cover Letter: The cover letter must conform to the format in Appendix A, be on commercial letterhead, be signed by an authorized representative of the Bidder, and stamped with organization's seal. The cover letter must state the period of validity of the quotation; however, the period must not be less than 90 days.

1. Alternative bids are not allowed to be attached.

2. Submission, Sealing and Marking of Bids:

Bid must be submitted in sealed envelopes. The signed and stamped bid one original including with its all attachments shall be submitted in a sealed envelope. The Sealed envelope of your bidding documents shall be marked as following:

Supplying and Delivery Ambulance vehicle in Barzangi village, Imam Sahib District, Kunduz Province, Province, Afghanistan under the RFQ No.: AFG/ORD/19/23

The Employer's address for submission of bids is:

ORD Regional Office, Mazar-e-Sharif, House # 176, Street # 2 Toman, Barakat Square, district -4, Mazar-e-Sharif (city), Afghanistan.

The closing date for submission of bids is:

The 24th of September 2019, 16:00h (Afghanistan local time). Late bids shall be rejected and electronic submission is not allowed.

Appendix B - Summary of Relevant Work Experience: Using the format provided in Appendix B, the Bidder must list no more than three clients that received services of a nature similar to the requirements of this RFQ within the past of five years. All references should have valid email and phone numbers. The Bidder must also provide copies of reference letters or certificates of completion from listed clients, if available. ORD reserves the right to independently verify all submitted letters and certificates.

Appendix C - Copy of Business License: ORD will not award a contract to an organization that fails to provide a current, valid copy of its Ministry of Commerce Business license or other applicable recognized GIRoA business license. The Bidder's current, valid Business License from Ministry of Commerce or other applicable recognized GIRoA business license must be included in the proposal as Appendix C.

Appendix D - Quotation Pricing Schedule: The Bidder shall submit its quotation in the format provided in Appendix D. All prices shall be quoted in local currency, Afghani (AFN). Quoted prices shall be all-

inclusive, in that all offered pricing will be fully burdened with all ancillary, associated costs (e.g., supplying and delivery of vehicle unless such costs are shown as separate, stand-alone line items in the Pricing Schedule as prepared by ORD (e.g., a separate line item for supplying and delivery of vehicle. In case of price discrepancy between a unit price and total price, the unit price shall prevail. ORD will withhold applicable taxes as per the Government of Afghanistan Laws.

Section 2 - supplying and delivery of vehicle:

ORD required qualified, professional firm for supplying and delivery of vehicle vehicle as per bill of quantities and in Barzangi village, Imam Sahib District, Kunduz Province, Afghanistan. The Bidder should ensure flexibility and responsiveness to changing project requirements. The Bidder will designate a point of contact for addressing any inquiries from ORD who will have the authority to act on vendor behalf.

Section 3 – Evaluation Criteria

Award of a contract shall be made on the basis of the evaluated lowest price, technically acceptable proposal(s) received in response to the RFQ.

Technical RFQ documents will be determined to be either acceptable or unacceptable according to the following criteria:

1. Bid Opening:

The opening of the bid will be held with ORD members only. The bid opening will take place at: ORD Regional Office, Mazar-e-Sharif:

Eligibility of Bids for Evaluation Process:

#	First Stage of Evaluation (Pass / Fail criteria)	Pass / Fail
1	Bidders must have a valid business license registered with Ministry of Commerce.	Pass / Fail
2	Bank account under company name.	Pass / Fail
3	Submission of completed (signed and Stamped) Vendor registration forms of (Appendixes)	Pass / Fail

Technical Criteria for Award:

EVALUATION CRITERIA	DESCRIPTION	SCORING
Demonstrated Experience	Bidder experience in providing similar type as prime contractor in terms of size in the past three to five years. This relates to the experience of the Bidder in implementing similar projects, and presented using Attachment B. The bidder must list at least three clients to be considered acceptable.	40
Work Plan	Provide a comprehensive work plan / time schedule for implementation of the intended project.	10
Bid analysis / breakdown	Reasonableness and competitiveness will be conducted on all bids received with the lowest price will be preferred the best competitor.	40
Valid Business License	This relates to the Bidder submitting a valid Afghanistan business license in accordance with the RFQ Appendix C requirement.	10
Total Points		100

Appendix A
Quotation Cover Letter
Price Quotation Declaration Letter
[On Letterhead]

<Insert date>

TO: Organization for Relief Development /, and Procurement
Department,

Ladies and Gentlemen:

We, the undersigned, offer to provide the Request for Quotation – RFQ # AFG/ORD/19/23 supplying and delivery Ambulance vehicle in Kunduz province in accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFA 0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation 90 days.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: Name of Firm: _____

Address: _____

Mobile No: _____

Email Add: _____

Appendix - C BUSINESSLICENSE/CERTIFICATE

License

Please Attach

Appendix B – Summary of Relevant Work Experience

Vendor Company Name:

No.	Project Title and Description of Activities	Location Province/ District	Client Name/ Email/Tel #	Start Date / End Date	Completed on Schedule (Yes/No)	Subcontract or or Prime Contractor?
1						
2						
3						
4						
5						

Note: The vender maximum list of three clients that received and contracted the same works and services as nature similar to the requirements of this RFQ within the last 3 years.



BILL OF QUANTITIES

Precurement of Ambulance (Astana Car)

Appendix - D

Project Title: Precurement of Ambulance (Astana Car) with tools and maintenance cost
 Location: Barzangi village, Imam Sahib Destrict, Kunduz Province, Afghanistan
 Subject: BoQ for Ambulance
 Date: 15 September 2019

No.	Description	Unit	Quantity	Unit cost [AFN]	Amount [AFN]
1.00	Ambulance (Astana Car)				
1.00	Ambulance: Private Astana car model 99-2002 left hand with all updated original documents, second hand (used abroad) having plate# new color, Pulling cable, Extra Tire, and good machine condation without any problem and at lest one week guarantee	No	1.00		
Sub Total (1) Ambulance (Astana Car)					
2.00	Tools and Equipments - Ambulance				
2.01	Alarm, the alm should be new, active and well installed on car.	PCs	1.00		
2.02	Oxygen Balloon: 10 litter of medical oxygen with installation inside the ambulance.	Ballon	1.00		
2.03	Spinal Board (Tazkira) single spinal board good quality for ambulance with mattress, pillow, stands and installation.	board	1.00		
2.04	First AID Box: sterile gauze pads of different sizes, adhesive tape, adhesive bandages (Band-Aids), soap, antibiotic ointment antiseptic solution (like hydrogen peroxide), hydrocortisone cream (1%) acetaminophen and ibuprofen, extra prescription medicines, sharp scissors, safety pins, disposable instant cold packs, calamine lotion, alcohol wipes or ethyl alcohol, thermometer tooth preservation kit, plastic non-latex gloves (at least 2 pairs) flashlight and extra batteries etc.	box	1.00		
2.05	Cabinet for Ambulance: Aluminums small cabinet with shelves and installation	PCs	1.00		
2.06	Ambulance Label One infront of the car, one on the back and two lables for both sides	PCs	1.00		
2.07	Sphygmomanometer, good quality used to measure the pressure	PCs	1.00		
2.08	Medications Bag	Bag	1.00		
2.09	Blanket 3M Patient Warming Blankets for Health Care	Dozen	2.00		
2.10	Other Tools and equipments (Suction and Ambubag Set)	Ls	1.00		
Sub Total (1) Ambulance (Astana Car)					
Ambulance car drive, fuel consumption and maintenace cost is maintained by other NGO in Kunduz					
Grand Total (1,2) Ambulance (Astana Car) and Tools and Equipments					
Company Name:					
Date:					
Signature (Name / Position):					
Stamp / Seal:					
Total Price in words (AFN) -					