



Organization for Relief Development (ORD)

Mazar-I- Sharif, Balkh Province, Afghanistan

REQUEST FOR QUOTATION

RFQ NO.: AFG/ORD/19/26

SUPPLYING AND DELIVERY LITERACY AND HYGIENE TRAINING
MATERIALS FOR 100 MALE AND FEMALES

LOCATION

AQCHA DISTRRICT, NOOR ABAD VILLAGE OF JAWZ JAN PROVINCE, AFGHANISTAN

DATE: 18 SEPTEMBER 2019

DEADLINE FOR SUBMISSION OF RFQ: 26 SEPTEMBER 2019

Request for Quotation (RFQ)

To: Bidders

From: Organization for Relief Development ORD

Title: Supplying and Delivery Literacy and Hygiene Training Materials
for 100 Male and Females

RFQ No.: AFG/ORD/19/26

Issuance Date: 18 September, 2019

Closing Date for Submission of Quotations: September 26, 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 Literacy and Hygiene Training Course for 100 Male and Females 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 24, 2019 (4:00 pm. Afghanistan local time). All Bidders are invited to address questions to the Procurement De-artment 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 literacy and hygiene Training Course for 100 Male and Females 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)

Appendix F Samples of the equivalent photos

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:

Literacy and Hygiene Training Course for 100 Male and Females in Aqcha distract, Noor Abad village Jawz Jan Province, Province, Afghanistan under the RFQ No.: AFG/ORD/19/26

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 26th 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., Literacy and Hygiene Training Course for 100 Male and Females 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 Literacy and Hygiene Training Course for 100 Male. 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 - Literacy and Hygiene Training Course for 100 Male and Females:

ORD required qualified, professional firm for Literacy and Hygiene Training Course for 100 Male and Females in Aqcha district, Noor Abad village Jawz Jan Province, 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/19/26 Literacy and Hygiene Training Course for 100 Male and Females in Aqcha distract, Noor Abad village Jawz Jan Province, Province, Afghanistan_in accordance with your Request for Quotation dated <Insert date> and our Proposal. 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

Hygiene Training



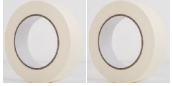


Project Name: Hygiene Training Course for 100 Male and Females

Appendix - D

Location: Aqcha distract, Noor Abad village of Jawz Jan province

Date : 18September 2019

Project Duration: One Month

No.	Description	Quantity	Unit	Unit cost [AFN]	Amount [AFN]	Equivalent to pictures
1.00	Training Materials					
1.01	Digital Banners A3 size for hygiene trains print out about 12 PCS paper	2	Package			
1.02	4 PCS Marker , Snowman or equivalent					
1.93	One PCS Flip Chart without stand panel					
1.04	2 PCS Tape					
2.00	A3 Hard printed hygiene messages , five types for each persone with tag papper and print out	500	page			 
Sub Total (1) Training Materials						
2.00	Hygiene Kit must be to put all items from (2.01 upto 2.13) in the hygiene kit)					
2.01	2 hand soap 100 gr (Lux) or equivalent	100	kit			 
2.02	2 Shampoo medium size Shampoo bottle (Pantene/Sunsilk) or equivalent					
2.03	2 hairbrushe medium size					
2.04	2 dishwashing Liquied Medium size (Net) or equivalent					
2.05	4 Cotton or hand Towel size 30*20cm					
2.06	2 Towels medium size 100*60 cm					
2.07	4 Plastic water bottles 10 litter, white color					
2.08	2 toothpaste 63 gm collgate or equivalent Medium size					
2.09	2 toothbrush soft/meduim					
2.10	2 nail cutter small size					
2.11	2 Ewer plastic type					
2.12	1 cone plastic type					
2.13	1 bag Medium size for all hygiene kits					
Sub Total (2) Hygiene Kit						
3.01	A4 hard paper Brushers (to list the hygiene items and qunities and way of useage with print out and attach to each kit)	100	page			
3.02	Stationary: Plastic bag A4 size Pen. linc - 0.7 prime or Equivalent Notebood, 40 sheets with good quality	100	Pcs			

No.	Description	Quantity	Unit	Unit cost [AFN]	Amount [AFN]	Equivalent to pictures
3.03	2 Digital banners with print out (2.5*3m digital banner to be listed and showed the hygiene items pictures and name to orient for the benefacries during the hygiene kits distribution) with print out	2	Pcs			
3.04	Transportation : The Tools and Materials to be deliver at the Training Center for distribution.	1	Truck			
3.05	Center Rent : the center should be at the village center and should have the capacity of 50 students at the same time	2	Room			
3.06	Carpet (Muket) good quality muket 6*4m for two room or center	48	m2			
3.07	Refreshment : Biscuit, prince or equivalent size Ranni juice Minute Maid small size 24 x 200ML distribution for each students	100	Pcs			
3.08	Metalic Signboard : the signboard is 1.2m*1m from good quality Metal	1	Pcs			
Sub Total (3) Hygiene Kit						
Grand Total (1,2,3)						
Company Name:						
Date:						
Signature (Name / Position):						
Stamp / Seal:						
Total Price (AFN) -						



BILL OF QUANTITIES

Literacy Training Course

Project Name: Literacy Training Course for 100 male and females

Appendix - D

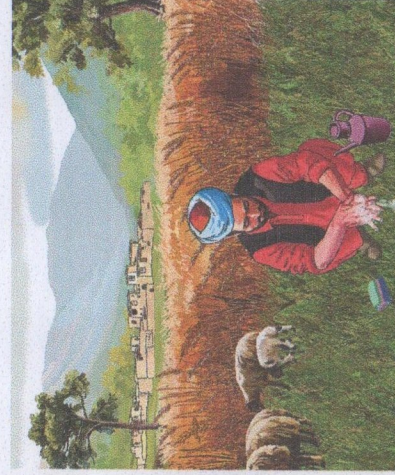
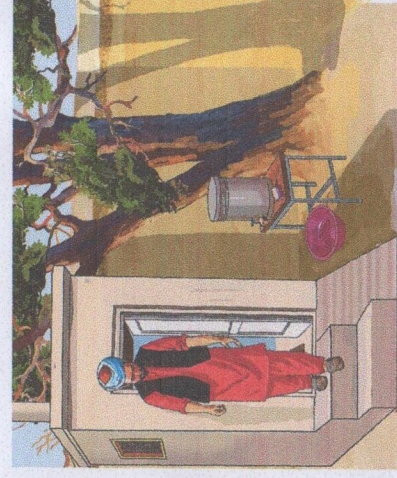
Location: Aqcha distract, Noor Abad village Jawz Jan province

Date : 18 September 2019

Project Duration: Three Months

No.	Description	Quantity	Unit	Unit cost [AFN]	Amount [AFN]
1	Training Materials: 4 White board by size 1.2 x 0.8m 4 dozen of Markers, Snowman or equivalent, 4 duster magnitude type , 4 Flip chart A1 size, 4 tape (paper tape)	4	Package		
2	Training literacy books (Dari and Math) to be published in one book having good quality paper and color See the samples in (Appendix - F)	100	pcs		
3	Stationary: 2 Plastic bag A4 size 2 Pen, Linc -0.7 Prim or equivalent 2 Pencil,Dli-HB 1 pencil sharpener, 1 Pencil eraser 2 Notebood 40 Sheets with good quality	100	each		
4	Transportation : The Tools and Materials to be deliver at the Training Center for distribution.	1	Truck		
5	Center Rent : the training center should be at the village center and should have the capacity of 25 students at the same time	4	Room		
6	Carpet (Muket) good quality muket 6*4m for 4 room or center	96	m2		
7	Refreshment : Biscuit, prince or equivalent mineral water crystal or equivalent by small size for each students as daily. 3 month = (78 official days)	100	Pcs		
8	Metalic Signboard : the signboard is 1.2m*1m from good quality Metal	1	Pcs		
Grand Total					
Company Name:					
Date:					
Signature (Name / Position):					
Stamp / Seal:					
Total Price (AFN) -					

بیایید دست شستن با صابون را در اوقات مهم
 بخصوص قبل از خوردن غذا و بعد از رفع حاجت
 عادت سازیم تا از امراض گوناگون مانند اسهالات
 امراض طرق تنفسی و فلج اطفال جلوگیری گردد.





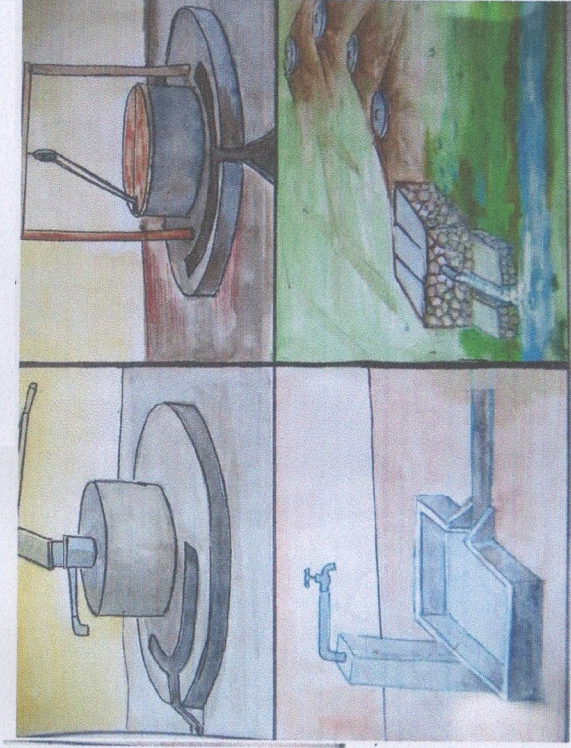
منظماً سرو-جانرا شسته، ناخن ها را کوتاه و لباس های تانرا پاک نگهدارید تا صحتنمند باشید.

اطفال کمتر از پنج سال را همیشه پاک نگهدارید تا اسهال نگر دند.

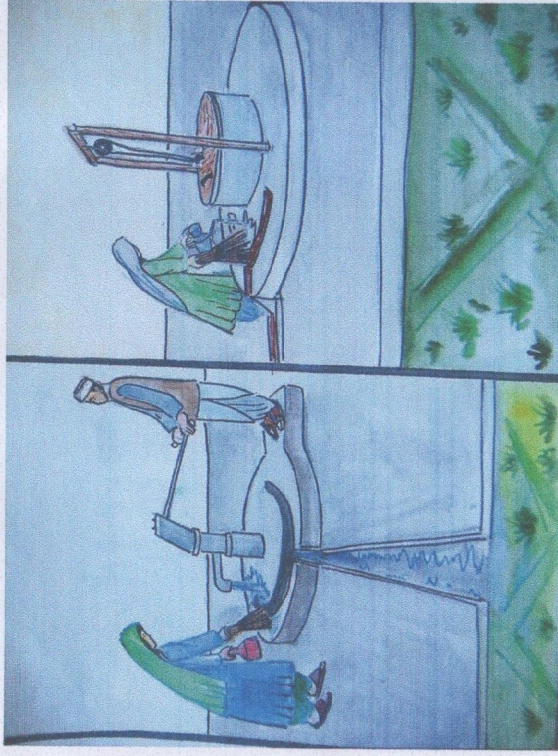


اطفال با پای برهنه (لج) گشت و گزار نکنند تا امراض را انتقال ندهند .

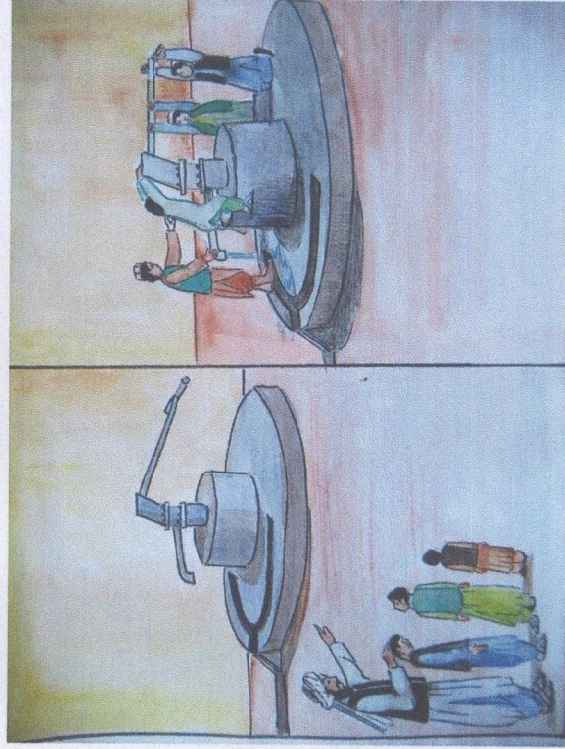
کتابقات کوچه و خانه تانرا دوراز محل زیست برده دفن و یابسوزانید تا از انتقال امراض توسط حشرات و حیوانات در باشید.



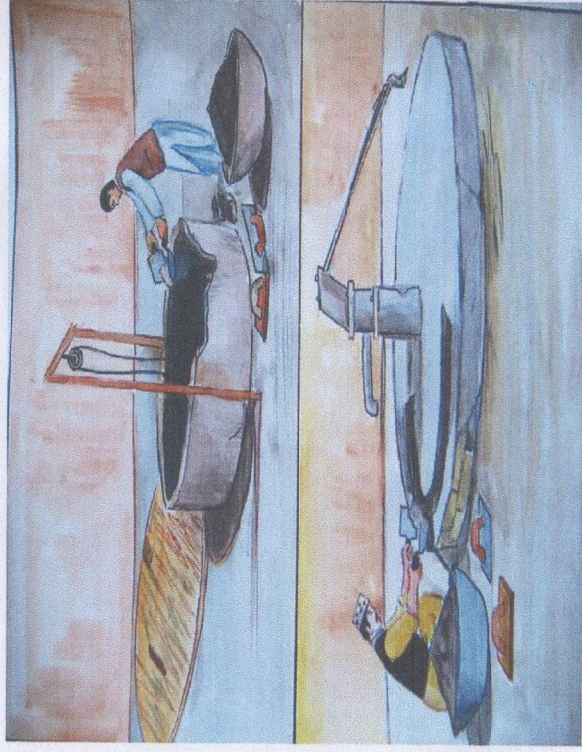
از آب نل، بمبه و منابع سر پوشیده مانند چاه، چشمه و کاریز سر پوشیده، بنوشید.



اطراف آب آشامیدنی را صحتی نگهدارید تا به امراض مبتلا نشوید.



اگر میخواهید آب آشامیدنی صحتی داشته باشید منابع آنرا درست نگهداری نمایید.



منبع آشامیدنی صحتی از شما است در صورتیکه خراب میشود آنرا ترمیم کنید



وزارة معارف

معيّنت سواد آموزی

ریاست انکشاف نصاب تعلیمی

آمريت انکشاف نصاب تعلیمی و کتب درسی

مدیریت عمومی انکشاف نصاب تعلیمی

کتاب زبان دري و ریاضی سواد آموزی اساسی



سال چاپ: ۱۳۹۳ هـ.ش