



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

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Re-announcement closing date: October 15, 2019

Request for Quotation
For
the Supply and Distribution of Handicrafts Inputs

Through its BADILL project, Organization for Research and Community Development (ORCD) in cooperation with United Nations Office on Drugs and Crime (UNODC) is supporting rural women in Nangarhar, Paktya and Paktika provinces to develop handicrafts soft and hard skills, access local and national markets and participate in the household economy by producing and selling handicrafts.

The overall goal of this endeavor is to diversify sources of livelihoods of target communities through extension of licit interventions to replace cultivation, processing, trafficking and business of narcotics and other types of illicit activities.

Therefore, ORCD hereby invites interested and qualified firms to submit quotations for the supply and distribution of handicrafts (tailoring and embroidery) inputs.

Eligibility Criteria for Bidders:

Firms interested to submit bid in response to this RFQ must meet the following minimum criteria to be considered as eligible, otherwise they will be disqualified:

#	Criteria	Means of Verification	Remarks
1.	The firm should be logistical company	Registration Certificate	Non-logistical companies will be disqualified
2.	Registration with relevant authority, mainly MoCI/ACCI	Registration Certificate	Unavailability or expired licenses will lead to disqualification of the firm
3.	Local experience (relevant experience in Paktika, Paktya and Nangarhar)	Copies of relevant contracts included in the bid	Unavailability will lead to disqualification of the firm
4.	Overall, 3 years of relevant experience	Contract/agreement documents	Less than 3 years of relevant experience will lead to disqualification
5.	Bid Security of US\$ 2,000	Bank Letter of Bid Security	Unavailability will lead to disqualification

6.	Recognized Brand	Manufacturing company/brand or manufacturing country	Firms not mentioning manufacturing company/country in the quotation will be disqualified
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Description and specifications of the required goods:

The inputs and materials provided should be product of recognized national, multi-national or international company meeting minimum requirements and matching the specifications required that are illustrated in this RFQ.

Supplier Company is required to deliver the goods to the target villages in all target districts in good condition and collaborate with Distribution Committee comprised of DAIL, DCN and ORCD in the process of distribution by repackaging, handling and loading/offloading of items and distribution to recipients.

Bidder companies should use the table below for providing prices and information about manufacturing company/country. All prices must be provided in US dollar.

#	Item description	Specifications	Manufacturing company/country	Unit	Quantity	Unit price	Total price
1	Sewing Machine	Manual with all accessories i.e. needles and etc.		PC	300		
2	Sewing Machine oil	Sewing Machine Oil		bottle	300		
3	Thread nippers	Thread nippers (same colors as cloth)		PC	300		
4	Cloth	Fabric (cotton, velvet)		Meter	3,600		
5	Thread	Same colors as cloth		Dozen	1,200		
6	Scissors	Steel made for tailoring		Pair	300		
7	Needle	Small and medium sizes		Dozen	600		
8	Iron	Electronic (recognized brand)		PC	85		
9	Iron	Non-electronic (branded)		PC	215		
10	Gas Cylinder	5 Kg capacity with pipe and other accessories		PC	215		
11	Stove	Gas run stove		PC	215		
12	Hand Embroidery Needle	Stainless Steel made, both small and large sizes		PC	600		
13	Hand Embroidery Frame	Made of wood, high quality		PC	300		
14	Hand Embroidery Thread	Rayon Thread, different colors, high quality		Dozen	300		
15	Cloth for Embroidery	Cotton made fabric, high quality		Meter	900		
16	Ruler	Tailoring ruler, metallic		PC	300		
17	Measuring tape	Plastic made (2 meters)		PC	300		
18	Table	Wooden, 80 cm height, 70 cm width, 150 cm length		PC	300		

19	Chair	Wooden, 60 cm height, 60X60 cm bed with leaning support		PC	750		
Total Price (US\$)							

Timeframe and Final Delivery Points for supply:

The selected supplier is required to deliver the items to final delivery points specified in the table below within 40 days from signing contract before **September 30, 2019** the latest date for the supply.

Province	District	Village	# of recipients	Remarks
Nangarhar	Surkhrod	Sultan Pur Sufla	20	
		Haji Sahiban	20	
		Masti Khail	20	
		Swati	20	
		Char Bagh e Safa	20	
Paktya	Ahmad Aba	Khwaja Khail	12	
		Mohammad Ali Khail	7	
		Torda Khail	7	
		Mali Khail	12	
		Pacha Khail	12	
	Gardez	Dogh Abad	16	
		Habib Qala	18	
		Do Aba	16	
Paktika	Mata Khan	Faqir Kalay	10	
	Sharana	Akheto Kalay	10	
		Kashey Wall	30	
	Urgoon	Qala Namak	10	
		Urgoon Kalan	20	
		Sadat Manda	20	
Total number of recipients			300	

Procedures:

- 1.1. All costs incurred to prepare documents for the application have to be borne by the company; ORCD will not be liable to reimburse any or all of such costs.
- 1.2. Firms not registered with ORCD Procurement Department need to undergo Vendors' Registration Process to be enabled to submit quotation.
- 1.3. The selection process will be based on cost and quality. Those firms that meet all eligibility criteria and provide the finest quality with least price will be selected for the supply and distribution.
- 1.4. In case a bidder meets the eligibility criteria and is selected based on least price whereas the bidder company withdraws, ORCD reserves the right to preserve the Bid Security provided by the bidder.
- 1.5. After eligible bidder is selected based on least price, it will require to provide Performance Bank Guarantee of 10% of the total contract value to enable ORCD to proceed with the contract award.
- 1.6. After contract is awarded to the selected firm, in case the firm fails to provide the required items according to the specifications, quality and features set forth within the assigned timeline, ORCD reserves the right to preserve the Performance Bank Guarantee of the firm as penalty for the delay and terminate the contract with supplier with immediate effect.

- 1.7. ORCD and the Oversight Committee comprised of DCNs, DAILs and DoWAs reserve the right to reject any of the items if they are not according to the specifications stipulated in the solicitation document and contract or not delivered in good condition to final delivery points.
- 1.8. ORCD reserves the right for itself to charge penalty on the ground of delayed supply beyond the cutoff date at the rate of 0.1%/day of delay.

Annex I

Payment: the supplier will be paid the amount of contract in two equal installments upon successful completion of each milestone (distribution of inputs to 150 beneficiaries).

Tax payment: amount of 2% will be withheld from the total amount of contract by ORCD which will be paid to the MTO/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 Oversight Committee comprised of DAIL, DCN, DoWA and ORCD itself.

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

Bid Opening Meeting:

The Bid Opening meeting will be held at ORCD Head Office. All bidders who submitted valid quotations will be contacted on phone to participate.

ANNEX-II

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:

Labor:

- 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.

How to submit bids:

Applicants are requested to sign and stamp all pages of the quotations. Quotations with no signatures and stamps will be given zero consideration.

Interested and qualified bidders are requested to submit their bids in sealed envelopes (putting their contact details on envelop and stamping all pages of the quotation) to the following address in hard copy before October 15, 2019, 1600hrs:

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.

For queries, please contact us through tender@orcd.org.af

Signature of the authorized person:

Name and title of signatory:

Name and seal of Firm:

Phone#:

Email:

Address: