



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

October 10, 2019

**Request for Quotation**  
**For**  
**the Supply and Distribution of Certified Apple Saplings**

Organization for Research and Community Development (ORCD) in cooperation with United Nations Office on Drug and Crime (UNODC) is supporting local farmers in Sharana, Mata Khan, Urgun and Janikhel districts of Paktika province to establish and enhance licit livelihoods interventions with the overall goal of eradication of narcotics and development of alternatives through establishment of new apple orchards (236 jeribs) by providing technical support and capacity building in terms of layout design and efficient irrigation systems, improved orchard management operations i.e. training and pruning of trees and provision of quality saplings and horticultural tools and farm equipment.

Therefore, ORCD hereby invites interested and qualified firms to submit quotations for the supply and distribution of saplings according to the specifications provided in this solicitation document.

**Eligibility Criteria for Bidders:**

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

#	Criteria	Means of Verification	Remarks
1.	The firm should be agricultural company	Registration Certificate	Nonagricultural companies will be disqualified
2.	Registration with relevant authority, mainly MAIL	Registration Certificate	Unavailability will lead to disqualification of the firm
3.	Local experience (relevant experience in Paktika)	Relevant contracts or other documents	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.	Certification labels specifying rootstocks and varieties	Registration Certificate of ANNGO	Afghanistan National Nursery Growers Organization

**Description and specifications of goods:**

The saplings provided by bidders in the target villages must have certification labels of Afghanistan National Nursery Growers Organization specifying rootstocks and varieties.

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

The certification labels must be traceable and verifiable by the issuing source, if not ANNGO. A committee comprised of UNODC, MAIL and MCN will check and verify the quality, certification and healthiness of saplings prior to supply to Paktika province.

Bidder companies should use the table below for providing prices. All prices should be in US dollar.

#	Description	Characteristics	# of units required	Manufacturing company/country	Unit Price (\$)	Total Price (\$)
1.	Sapling ( <i>Senshu</i> - <i>early Fuji</i> - <i>MM106</i> )	Certified, uniformed with at least 1.5 meters height	15,000			
2.	Sapling ( <i>Golden Delicious</i> - <i>MM106</i> )	Certified, uniformed with at least 1.5 meters height	15,000			
3.	Sapling ( <i>Saturn</i> - <i>MM106</i> )	Certified, uniformed with at least 1.5 meters height	7,500			
<b>Grand Total (\$)</b>						

**Selection Procedures:**

- 1.1. ORCD reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for ORCD's action.
- 1.2. 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.
- 1.3. The Quotation shall remain valid for a minimum period of 30 calendar days, after the deadline for submission.
- 1.4. In exceptional circumstances, prior to expiry of the period of validity of quotations, ORCD may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.
- 1.5. The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier's eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted.
- 1.6. Firms not registered with ORCD Procurement Department need to undergo Vendors' Registration Process to be enabled to submit quotation.

- 1.7. 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.
- 1.8. 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.
- 1.9. 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.
- 1.10. 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.
- 1.11. 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.
- 1.12. 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.

#### **Timeframe and Final Delivery Points:**

The selected supplier is required to deliver the items to final delivery points described in the table below before March 15, 2020.

#	Province	District	Village	# of items to be delivered		
				Senshu	Golden Delicious	Saturn
1.	Paktika	Janikhel	Bazar	1,500	1,500	750
2.			Shir Ali	1,000	1,000	500
3.		Mata Khan	Shobri	250	250	125
4.			Faqir	1,500	1,500	750
5.		Sharan	Ghunday	500	500	250
6.			Akhto	150	150	75
7.			Kahsiwal	1,500	1,500	750
8.		Urgun	Qala Namak	2,500	2,500	1,250
9.			Urgun Kalan	3,600	3,600	1,800
10			Sadat Manda	2,500	2,500	1,250
Total		4	10	15,000	15,000	7,500

ORCD reserves the right to itself to charge penalty on the ground of delayed supply beyond the cutoff date (March 15, 2020) at the rate of 0.1%/day of delay based on total contract value.

The certification labels of saplings will be verified issuing body. Saplings with unverified certification labels will be rejected which will lead to immediate contract termination and preservation of the Performance Bank Guarantee of the firm selected based on eligibility criteria and least price.

## **Annex I:**

**Payment:** the supplier will be paid the amount of contract in one installment upon successful completion of the supply, endorsement of quality by distribution committee (i.e. DAIL, DCN and ORCD) and receipt of invoice from the supplier.

**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 Committee comprised of DAIL, DCN and ORCD itself.

**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 Meeting:**

The Bid Opening meeting will be held at ORCD Head Office on (date to be declared) at ORCD Main Office Meeting Hall. All bidders who submit bids will be contact on phone and invited 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:**

Interested and qualified bidders are requested to submit their bids along with Quotation Cover Letter in sealed envelope (putting their contact details on the envelop and stamping all pages of the quotation) before 20/11/2019 to the following address in hard copy:

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 any queries related to this RFQ process, please contact us through [tender@orcd.org.af](mailto:tender@orcd.org.af).

Signature of the authorized person:

Name and title of signatory:

Name and seal of Firm:

Phone#:

Email:

Physical address: