

Quotation Cover Letter

Location:

Date:

To:

Procurement Committee, ORCD Main Office, Kabul
House # 2584, Street of Shams London Academy Girls' School, Shaheed Square, Taimani Project, Kabul,
Afghanistan

Dear Sir,

We, the undersigned, offer to provide the requested certified saplings for *Establishment of 236 Jeribs of Apple Orchards in Sharana, Mata Khan, Janikhail and Urgoon districts of Paktika province* in accordance with your Request for Quotation (RFQ) dated [DD/MM/YYYY] and our quotation.

We understand that;

- 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.
- 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.
- The Quotation shall remain valid for a minimum period of 30 calendar days, after the deadline for submission.
- 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.
- 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.
- 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.
- 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.

We also understand that if our company does not meet the eligibility criteria or fails to provide verifiable evidence against each criterion, our quotation will be considered nonresponsive and will be disqualified. Our quotation is binding upon us and subject to the modifications resulting from contract negotiations.

We acknowledge and accept ORCD's right to inspect and audit all records relating to our quotation irrespective of whether we enter into a contract with ORCD as a result of this bidding process or not.

Our total price is US\$ (amount in words)

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

Yours sincerely,

Authorized Signature:

Name:

Title:

Company name:

Office Address:

Contact details (email & phone)