



## **Request for Quotation**

### **The IHSAN Project**

<b>RFQ Number</b>	<b>IHSAN-19-00100</b>
<b>Issue Date</b>	<b>November 12, 2019 – 10:00 AM Kabul time</b>
<b>Close Date</b>	<b>November 17, 2019 – 11:00 AM, Kabul time</b>

**To: Vendors**

**FHI 360 is seeking offers from eligible translation companies for document translation with existing companies as per specifications included in Annex I.**

**I. Description of requested items/services: See Annex 1 attached**

**II. Minimum Eligibility Requirements for Vendors to be considered for solicitation**

To qualify for this RFQ, the vendor must:

- a. Hold a valid business license and have valid business bank account
- b. Vendors are not allowed to sub-contract on this procurement and propose companies that belong to other vendors.! Only translation companies are eligible to apply. If other companies apply, they will be eliminated from review and the business will be verified through site.
- c. Provide price validity for one month
- d. Accept all FHI 360 terms and conditions included in Annex 1
- e. Complete **Annex 1** of this RFQ.
- f. Submit one-page translation as a sample from English to both Dari and Pashtu languages. The samples should be sent upon financial proposal submission. When you submit the samples, please sign and stamp them.
- g. Agree to deliver full package translation within **20 business days** of the issuance of the Purchase Order.

**III. Evaluation Criteria**

Vendors whose offers passes eligibility criteria and its translation is technical accepted in Section I and II above, will be proposed for further evaluation and be selected based on the lowest price offered.

**IV. Submission Requirements**

- Vendors should submit their offers via email to [IHSANSolicitation@fhi360.org](mailto:IHSANSolicitation@fhi360.org)
- Please indicate RFQ# **IHSAN-19-00100** in the subject of the email.
- Quotations must be **stamped and signed** by an authorized representative.

- Quotations must provide a **complete address, telephone number and e-mail address included in Annex 1** (if applicable) of the company.
- Quotations must be submitted in **local currency**.
- Quotations should be submitted as one document, preferably pdf.

#### **V. Payment Terms:**

FHI360 will issue the payment after the delivery and acceptance of goods and/or services upon receipt, review and approval of the invoice containing detailed description of delivered goods/services. Payment will be issued in the form of bank wire transfer to business account of supplier.

#### **VI. Tax**

##### **Withholding Tax on Subcontractor:**

Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, IHSAN/FHI360 is required withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, IHSAN/FHI360 shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, IHSAN/FHI360 shall withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

##### **Disclaimers and Protection Clauses**

- may cancel solicitation and not award
- may reject any or all responses received
- Insurance of solicitation does not constitute award commitment by
- reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- will not compensate offerors for responses to solicitation
- reserves the right to issue award based on initial evaluation of offers without further discussion
- may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- will be contacting offerors to confirm contact person, address and that bid was submitted from solicitation

##### **Certification of Independent Price Determination**

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;

(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) Above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that --

(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

## **Annex 1 – Vendor Offer and Business Detail Information:**

### **1. Vendor Information:**

<b>Vendor name per Business</b>	
<b>Vendor exact Address of the Shop</b>	
<b>Vendor Contact person and Phone</b>	
<b>Vendor email addresses</b>	

### **2. Items Specifications and Vendor Offer:**

If the vendor needs to use additional paper to provide details on the offer, please add pages to the offer.

S/N	Item Description	Unit	Quantity	Unit Cost in AFN per word	Total Cost in AFN
1	Translation of CLTS packages from English to Pashtu	Words	56604		
2	Translation of CLTS packages from English to Dari	Words	56604		
3	Translation of CLTS presentation from English to Pashtu	Words	41242		
4	Translation of CLTS presentation from English to Dari	Words	41242		
<b>Grand Total in AFN:</b>					

**Note: The contents of item number 3 and 4 are prepared from the contents of number 1 and 2. Please consider during quoting.**

### **3. Terms and Conditions**

Please select Yes or No.

No	Description / Question	Response
1	<b>Valid Business License and bank account details attached?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<b>Annex 1 fully completed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<b>Do you have an existing translation company and provided the address in Annex 1?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<b>Delivery Period</b> Did you confirm the delivery in the offer and confirm delivery within 20 business days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	<b>Samples Submission</b> Do you submit the samples from English to both Dari and Pashtu languages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	<b>Validity of Bid Price:</b> Is offer valid for 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	<b>Payment Term</b> Do you accept payment terms and conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Business Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Name (print)\_\_\_\_\_  
Authorized Representative Title (print)\_\_\_\_\_  
Authorized Representative Signature\_\_\_\_\_  
Date