جمهوری اسلامی افغانستان

Islamic Republic of Afghanistan

REQUEST FOR QUOTE

FOR PROCUREMENT OF GOODS UNDER
NATIONAL SHOPPING PROCEDURES
Request for Quotation درخواست برای نرخ دهی

Procurement of Office Furniture for EZ-Kar Team

خریداری فرنیچر برای دفتر پروژه اشتغالزایی-کارموندنه، مربوط شاروالی کابل

Package ID No: EZ-Kar/G-4

Project	:	**Eshteghal Zaie-Karmondena (EZ-Kar4)**
Purchaser	:	**Kabul Municipality**
Funding	:	**(ARTF-TF-A9092 25% & IDA-D4160 75%)**
Project ID	:	**P166127**

Issued by:

Program Management Unit (PMU),
Eshteghal Zaie-Karmondena (EZ-Kar),
Kabul Municipality

July 4 2020

REQUEST FOR QUOTE

SUBJECT: Procurement of Goods -Office Furniture for EZ-Kar Team

Issued Date: **24th of June 2020**

Dear bidder:

You are invited to submit your price quotation together with other required qualification documents for provision of Office Furniture for EZ-Kar Team.

The Islamic Republic of Afghanistan, Kabul Municipality has received a grant from the Afghanistan Reconstruction Trust Fund (ARTF) and (IDA) World Bank, Grant No **(ARTF-TF-A9092 25% & IDA-D4160 75%)** towards the cost of **Afghanistan Eshteghal Zaie-Karmondena, Component 4 (EZ-Kar4),** (and intends to apply part of the funds to cover the eligible payments under the contract for the Procurement of Rental vehicle for KMDP's Kabul Office daily operations.

1. Your quotation shall be evaluated and contract awarded to the firm offering the lowest evaluated price, technically responsive and fulfills qualification requirements.
2. You are requested to submit the following documents with your price quotation (each quotation shall be signed by a duly authorized representative of your firm).
   (i) Drafted purchase order/Contract
   (ii) Price Schedule
   (iii) Specification

3. Your quotation will be on monthly bases including duties, taxes and other levies payable by the contractor under the contract shall be included in the total bid price.

Failure to submit the above documentations may result in the bid being declared non- responsive and thus, may be rejected.

The quotation and as well as all correspondence and document relating to the bid exchanged by the bidder and the purchaser, shall be written in the English Language.

4. Qualification requirement are as given below:

To qualify for award of the contract, bidder shall meet the following minimum qualifying criteria.

a) Annual volume of service of the least the amount of AFN-0 or equivalent in any of the last Three years with available balance of (0) AFN. Pleas provide evidence of your annual turnover. **Not Applicable.**
b) Experience as a prime contractor with donor agencies or Ministries contractor in the provision of at least one verifiable service contact of a nature and complexity equivalent to the service requested over the five last years which cover your quoted price, Pleas provide copy of at least one contract. **Not Applicable.**
c) Bidder should quote their price in the price schedule provided in **attachment 2.**
d) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total bid price. The bidder should separately include appropriate taxes in the quoted price and taxes will be deducted from gross billed amount while making payments. Comparison of price will be done excluding business receipt tax, which should be provided as separate line item.

e) The rates quoted by bidder shall be fixed for the duration of the contract and shall not be subject to adjustment at any time.

f) The rated should be quoted in Afghani only. The bids received in other currencies will be converted to Afghani as per rate of exchange (selling rate) published by **Da Afghanistan Bank** prevailing on the date of bid opening for evaluation of the bids.

For further information on taxes in Afghanistan, the bidder is advised to refer to the web site of Ministry of Finance: www.mof.gov.af

5. **Evaluation of Bids:**

The employer will evaluate and compare the bids determined to be substantially responsive, quotations will be evaluated based on the complete lot and purchase order will be awarded to the firm that meets the technical specifications and other requirements set forth in the RFQ and offered the lowest evaluated bid.

a) Meet the qualification criteria specified in RFQ.
b) Are properly singed all attachments (attachment 1 & 2) and
c) Confirm to the term and conditions of technical specification.

In evaluating the bids, the Employer will determine for each bid the evaluated price of bid by adjusting the price of bid by making any correction for any arithmetic errors.

Please provide brochure and/ or detailed specifications of the quoted model if any.

6. **Validity of the Quotation:**
Your quotation should be valid for a period 60 days from the deadline date for receipt of quotations indicated in this invitation to quotation.

7. **Bid Security: - Not applicable**

8. The deadline for receipt of your quotation by the Purchaser at address indicated below is:

Street 12, Qala e fatihullah, Dis 10, Kabul- KMDP building Date: Saturday 4 July 2020 Time: 10:00 AM Kabul Local Time

Attention: Independent Directorate of Local Governance
Kabul Municipal Development Program
District 10, Qala-e-Fatullah, Street #12
Kabul, Afghanistan
Tel.: 0798801080
E-mail: hayat_safi@hotmail.com Cc to karimilogs@gmail.com
Contact Person: Hayatullah Omerzai
Sr. Procurement specialist, Procurement Department-KMDP

Electronic Submission of Quotation shall **NOT BE ACCEPTABLE**. Late quotations will be rejected.
Quotations by e- mail or fax Are **Not Acceptable.**
One original of the complete quotation duly signed should be submitted to address give above:

9. **Public bid opening:**
If the bidder or his/her representative would like to witness the bid opening they are welcome to be present at the closing date and time specified above

10. **Award of Purchase Order:**
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive, who has offered the lowest evaluated price and meets the required standards of technical and qualification requirements.

Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the validity of the quotation. The terms of the accepted offer shall be incorporated in the purchase order.

***

Yours sincerely,
Mr. Mahboobullah Hakimi
Acting Team Leader of KMDP

24 June 2020

Attachments:

1- Draft Purchase order
2- Terms and Conditions of Supply
3- Technical Specifications
4- Schedule of Requirements and Price Schedule
Annexure: Annexure A -Schedule of Items and Priced Quotation
5- Sample form

6- Drawing

ATTACHMENT 1

M/s .....
.....
.....

SHOPPING

Draft Purchase Order/Contract

Purchase Order No: Ez-Kar/G-4

Date of Purchase Order: ----------

Name of the Purchaser:

Kabul Municipal Development Program/EZ-Kar
District 10, Qala-e-Fatullah, Street #12
Kabul, Afghanistan
Tel.: 0798801080
E-mail: hayat_safi@hotmail.com Cc to karimilogs@gmail.com
Contact Person: Hayatullah Omerzai
Sr. Procurement specialist, Procurement Department-KMDP

Subject: Request for Quotation for Procurement of Office Furniture for EZ-Kar Team

Package ID: Ez-Kar/G-4

Address: **(Supplier)**
.....
.....
.....

Dear Sir,

Your price Quotation No:_____ Dated _____ for the supply of the above goods is accepted by the Purchaser for an amount of _____ as per the Terms and Conditions described in Attachment 2 to this Purchase Order.

Please acknowledge within 1 day from the date of receipt of this Purchase Order.

Yours Sincerely,

ATTACHMENT 2

Terms and Conditions of Supply

Project Name: **Kabul Municipality, Eshteghal Zaie-Karmondena, Qala-e-Fatullah, Street 12, Kabul, Afghanistan**
Request for Quotation for Procurement of: Procurement of Office Furniture for EZ-Kar Team

Package ID No: EZ-Kar/G-4

1. **Schedule of Requirements and Price Schedules:**

Item No	Description	Qty	Physical unit	Final (Project Site) Destination
1	Office Desk, Chairs (سیت میز و چوکی ریاست)	1	Set	Eshteghal Zaie-Karmondena Qala-e-Fatullah, Street 12, Kabul Afghanistan
2	Sofa Set (سیت کوچ هفت نفره)	1	Set	
3	Cupboard (الماری سه پله یی)	3	Nos	
4	Hangar (کودبند)	2	Nos	

2. **Delivery Time**: Refer to Attachment 4.

3. **Fixed Price**: The prices indicated in are firm and fixed and not subject to any adjustment for the duration of the contract.

4. **Country of Origin**: You will be required to furnish at the time of delivery a Certificate of Origin for each item evidencing the country of origin of the items. Not Applicable

5. **Delivery Schedule**: The delivery should be completed as per Attachment 4.

6. **Payment**: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:(i)

On Delivery: Ninety (90) percent of the Contract Price shall be paid on receipt of all equipment included in this RFQ and upon submission of the documents specified in **Clause 11**.

On Acceptance: The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.

Note 1: Payments shall be made by wire transfer to the Supplier's nominated bank account (for which the account details must be provided by the supplier) by the Treasury Department of the Ministry of Finance via Da Afghanistan Bank.

Note 2: The Acceptance Certificate (in the form as attached to this Contract at Attachment 5) shall be signed by an authorized officer on behalf of the Purchaser. The Acceptance Certificate shall be issued within two (2) working days from the physical receipt of the all equipment included in this RFQ by the Purchaser. Physical receipt means the moment when the all equipment included in this RFQ are put at the Purchaser's disposal at the point of delivery whether the Purchaser's premises or any other location agreed between the Purchaser and Supplier.

7) Warranty: The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials.

The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

The warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination.

The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity to the Supplier to inspect such defects.

Upon receipt of such notice, the Supplier shall, within a maximum period of 3 days expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

If having been notified, the Supplier fails to remedy the defect within the period specified above; the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

The selected supplier will have to provide a performance Guarantee which should be in the form of a bank guarantee from a Bank in Kabul, the amount of BG should be 10% of the total contract/PO value and shall be valid 28 days beyond the completion of delivery. The Performance BG will be forfeited if the bidder fails to perform in accordance with terms and conditions clauses of this contract. (Not Applicable)

8) Packaging and Marking Instructions:

The Supplier shall provide such packing of the Goods as is required to prevent their damage during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit and open storage.

9) Required Technical Specifications:

See Attachment 3

Supplier confirms compliance with above specifications.

10) Extension of Time: If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

11) Liquid Damage: If the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage (0.5% of contract price per week or part thereof) of the delivered price of the delayed Goods or unperformed Services for each

week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage (The maximum amount of liquidated damages shall be: 10% of the Contract price). Once the maximum is reached, the Purchaser may terminate the Contract.

13) Failure to Perform: The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 2 days' notice given by the Purchaser, without incurring any liability to the Supplier. If the Supplier fails to perform, the Supplier will be blacklisted and not eligible to participate in any Government procurement tenders/bids for a period of two years.

14) Delivery Documents

Details of Shipping / Delivery and other Documents to be furnished by the Supplier are:

Upon or before delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver the following documents to the Purchaser:

(i) Two originals and two copies of the Supplier's invoice, showing Purchaser, the Contract number, grant number; Goods' description including Serial no. of the equipment/item wherever applicable, quantity, unit price, and total amount.
Invoices must be signed in original and stamped or sealed with the company stamp/seal;
(ii) Two copies of delivery note, road consignment note, truck waybill, or multimodal transport document showing Purchaser as **KABUL MUNICIPALITY, Deh-Afghanan, Dis. 2 Kabul Afghanistan** and delivery through to final destination as stated in the Contract;
(iii) Two copies of the Packing list identifying contents of each Package;
(v) One original of the manufacturer's or Supplier's Warranty Certificate covering all items supplied;
(vi) One original of the Supplier's Certificate of Origin covering all items supplied.

15) Inspection and Test:

The following inspection and tests shall be performed on receipt of goods.

i) Visual inspection;
ii) Inspection for any physical damage;
iii) Operation test.

Any other test to ensure that the goods supplied are as per technical specification

NAME OF THE SUPPLIER _____

Authorized Signature _____

Place: _____

Date: _____

ATTACHMENT 3

Technical Specifications

Bidders are required to offer a product/model meeting the required specifications given below and provide details of the offer. **The specifications furnished here are minimum required; however the Furniture shall be the latest models/technology matching the specification given below or higher. Any bidder offering higher specification shall not get any benefit in comparison with the bidder offering as per specification.**

In the specification if any proprietary names/features are mentioned does not necessarily imply exclusive preference for the item so identified. It indicates the necessary properties and standard of the item. The bidder can quote the equivalent product with technical literature.

Bidders must enter "comply or not comply" against each paragraph of the specification, comment as necessary, and it is desirable to sign &stamp each page. Failure to complete this statement of compliance (Clause 5) may result in the offer being not considered for evaluation and award

The Goods shall comply with following Technical Specifications and Standards:

S. No	Required Specification	Complied/Not Complied	Bidder's Response
Office Furniture For EZ-Kar Team			
1	**Office Chairs for Manager:** The best quality office Desk Chair, revolving type with arm rest & wheels, with softest materials. for more information refers to the samples		
2	**Sofa Set**: The best quality 7 Seater Sofa for more information refers to the samples.		
3	**Cupboard:** for more information refers to the Sample. Standard Size		
4	**Hangar:** Best quality hangar in the market		

Authorized Signature ---------- Company Stamp ---------- Date ----------

Note: Bidder to supply full details, including contact telephone nos of service centre in Kabul and local agent or nearest support agent to the user in Afghanistan.

ATTACHMENT 4

Schedule of Requirements and Price Schedule

Schedule of Requirements

Item No	Description	Quantity	Physical unit	Final Project Site) Destination	Delivery (as per Incoterms) Period DDP Kabul, Afghanistan	
					Delivery Period	Bidder's offered Delivery date [*to be provided by the bidder*]
Furniture Requirement for KM AFMIS						
1	Office Desk, Chairs (سیت میز و چوکی ریاست)	1	Set	KMDP Office, Qala-e-Fatullah, Street #12, Kabul, Afghanistan	**Ten business days after signing the Purchase Order**	
2	Sofa Set (سیت کوچ هفت نفره)	1	Set			
3	Cupboard (الماری سه پله بی)	3	Nos			
4	Hangar (کودبند)	2	Nos			

1. The delivery period will count from date of the signature of the PO/contract for direct payment.
2. Partial shipments are accepted, but the entire delivery must be completed within the specified delivery period mentioned above.
3. Bids must include full quantity of Lot. Incomplete Lot will not be accepted.
4. Payment for shipped items will be made only on shipment of all the items.
5. Bidders quoting longer delivery period by more than indicated above will be treated as non-responsive bid.

Note:

- The supplier shall ensure supply of new (in original manufacturer's packing) and latest Model as per specifications.
- The supplier will demonstrate to the Purchaser / Consignee's satisfaction that the goods confirm to the Technical Specification as mentioned in Attachment 3.
- **Delivery, Transportation, Insurance, Storage, Unloading, Testing and Commissioning at the final point of destination shall be the responsibility of the Supplier, and such cost shall be included in the Bid Price.**

Annexure A
Schedule of Items and Priced Quotation

Sl	Item	Description & Details	Unit	Qty	Unit Price in AFN	Total Amount In AFN
Furniture Requirement for KM AFMIS						
1	Office Desk, Chairs (سیت میز و چوکی ریاست)	As per attachment 3 of this RFQ	1	Set		
2	Sofa Set (سیت کوچ هفت نفره)	As per attachment 3 of this RFQ	1	Set		
3	Cupboard (الماری سه پله یی)	As per attachment 3 of this RFQ	3	Nos		
4	Hangar (کودبند)	As per attachment 3 of this RFQ	2	Nos		
	Total Amount Including all applicable taxes (AFN)					
	Total Amount in AFN (in words)					

Delivery Offered		**Ten (10) Business days** (To be delivered to Kabul Municipality) from date of issue of the Purchase order)
Warranty Provided(Please tick YES or NO)	YES/NO	12 Months from the date Goods delivered.
Modality to service the Product during the Warranty period to be furnished by the Bidder in detail.		

Signature of Supplier	Supplier's/Supplier's Stamp
Name of Supplier	
Date:	

ATTACHMENT 5

Sample forms

(For acknowledgment of receipt of goods)

ACCEPTANCE CERTIFICATE

Contract Reference: .....

Items: Request for Quotation for Procurement of Furniture Requirement for EZ-Kar

Package ID: KMDP/ G-4

Supplier:

Invoice Number:

Date Goods received:

Purchaser:

I hereby confirm that the above-referenced goods have been received in accordance with the contract and appear to be in good order.

Signed.....

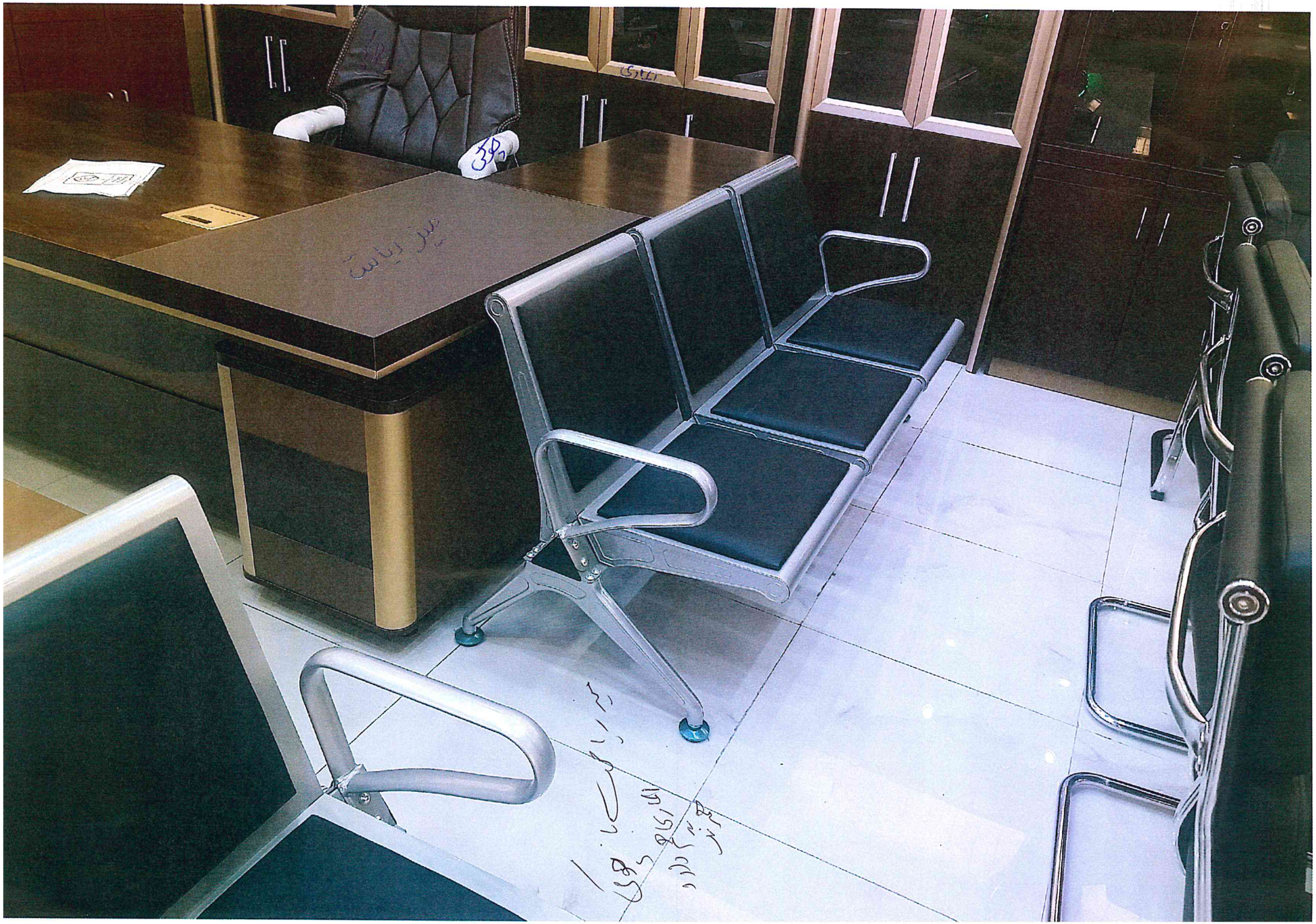
Name.....

For and on behalf of: .....

Dated.....

Witnessed by.....

Name.....


میز ریاست

Working for a World Free of Poverty

English

Activity Specific Comments

Rahimullah Wardak
24-Dec-2019 05:30:09
Binding Machine can not be procured with furniture

Rahimullah Wardak
12-Nov-2019 09:51:45
Binding Machine can not be procured with furniture

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Unde

Project: /

Home
Projects
Agencies
Complaints

Procu

n Version: Current Plan

In Process-IA | Sent to Bank | Cleared

Search | Add New Activity | Upload New Activities from Excel File

Reference No / Description	In-Proc	Review Type	Process Status	Activity Status	Estimated Amou (U:
EZ-KAR/G-9 IT Equipment requirement f...		Post	Not Submitted	New	12910
EZ-KAR/G-4 Office Furniture for EZ-Kar T...		Post	Pending Implementation	Cleared	4193
EZ-KAR/W-02-MU Upgrading of Mandawi Kabul		Post	Pending Implementation	Cleared	1000000
EZ-KAR/W-03-MU Women for Women Market ...		Post	Pending Implementation	Cleared	2500000
EZ-KAR/W-07-MU Women for Women Market ...		Post	Pending Implementation	Cleared	2500000
EZ-KAR/W-10-MU Women for Women Market ...		Post	Pending Implementation	Cleared	2500000
EZ-KAR/W-12-MU Women for Women Market ...		Post	Pending Implementation	Cleared	2500000
EZ-KAR/G-8 Request for Quotation for G...		Post	Under Implementation	Cleared	15272
EZ-KAR/G-7 Procurement of IT Equepm...		Post	Under Implementation	Cleared	18751
EZ-KAR/G-5 Laptop Computer with Acce...		Post	Pending Implementation	Cleared	5120
EZ-KAR/G-6 Office Furniture		Post	Pending Implementation	Cleared	1012

Previous 1 Next

1 - 11 of 11 items

Continue

Activity Specific Comments

Rahimullah Wardak
24-Dec-2019 05:30:09
Binding Machine can not be procured with furniture

Rahimullah Wardak
12-Nov-2019 09:51:45
Binding Machine can not be procured with furniture