



CRS REQUEST FOR QUOTE

Issuing Date: July 20, 2020

Closing Date: Aug 6, 2020

Cover Letter

Dear Sir/Madam,

Subject: Request for Quotation

CRS requests quotation for **Construction of Water Supply Schemes in Turghondi town and Ganj Ezat Abad village of Kush Rabate Sangi District** as detailed in the attached RFQ and attendant Bill of Quantity and Scope of Work: The bidder can only submit quote for one of these two projects.

1. Submission of quotes by courier service/hand delivery: Submission should be made by **Aug 6, 2020 at 4:30pm local time.**
2. Offers in a sealed envelope should be submitted to CRS offices in the following locations.
CRS Office in Kabul: House # 14, Radio Kilid Street, Kolola Pushta, District 4, Kabul Afghanistan.
CRS Office in Herat: Telecommunication road, near Kahkashane Sharq Higher Education Institute, Herat city, Afghanistan.
3. Electronic offers should be submitted to the following email address: procurement.afg@crs.org, but not later than Aug 6, 2020 at 4:30pm local time with the subject heading of: **CRS/AFG/HRT/FY20/RFQ-CP04**. Markings on Offers remain as per quotes submitted by courier service/hand delivery above.

Bid received after the indicated time and date will be rejected.

5. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

Ahmad Wali Ahmadi
Supply Chain Manager

II. INSTRUCTIONS TO BIDDERS

2.1 Description:

CRS invites potential Construction Companies to quote for construction of water supply schemes as detailed in the attached Bill of Quantity and Scope of Work.

2.2 Cost of Providing Quotes:

The bidder shall bear all costs associated with the preparation and submission of bid against this solicitation.

III. Solicitation Documents

3.1 Clarification of Solicitation Documents:

Suppliers/vendors requiring any clarification on the Request for Quotation may notify CRS in writing. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for question. Clarification may be sought in writing through CRS Email: procurement.afg@crs.org, but not later than July 26, 2020.

3.2 Amendments of Request for Quotation:

Prior to the Deadline for Submission of Quotes, CRS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective ISP, may amend this Request for Quotation. In order to afford prospective ISP reasonable time in which to take the amendments into account in preparing their offers, CRS may, at its discretion, extend the Deadline for the Submission of Quotes. Any amendments will be published in the same manner as the present tender.

IV. Preparation of Quotes

4.1 Language of the Quote:

The quote prepared by the company and all correspondence and documents relating to the quote exchanged by the company and CRS shall be in English.

4.2 Offer Currencies/Offer Prices:

Prices shall be quoted in local currency (Afghani).

4.3 Period of Validity of Quotes:

The quote shall remain valid for 30 days after the closing date prescribed by CRS. A quote valid for a shorter period may be rejected as non-responsive.

VI. Opening and Evaluation of Quotes

5.1 Clarification of Quotes:

To assist in the examination, evaluation and comparison of Quotes, CRS may at its discretion ask the bidder for clarification of its Quote.

5.2 Samples: N/a

VII. Preliminary Examination:

6.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Quote will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

6.2 A Quote determined as not substantially responsive will be rejected by CRS and may not subsequently be made responsive by the Supplier/Vendor by correction of the non-conformity.

6.3 Evaluation of Quote: Determination of compliance with the RFQ is based on the content of the quote itself without recourse to extrinsic evidence.

VIII. Evaluation and Basis for Award

A Contract will be executed with the Bidder whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to CRS.

That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

- Technical Acceptability/Qualifications (Up to 40 points)
- Cost (Up to 40 points)
- Past Experience (Up to 20 points)

CRS/Afghanistan reserves the right to reject any and all bids in its sole discretion for any reason whatsoever, including convenience.

IX. Negotiations

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, CRS reserves the right to request clarifications prior to award. Furthermore, CRS reserves the right to conduct a competitive

range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated Bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of CRS, Bidders may be requested to conduct oral presentations. If deemed an opportunity, CRS reserves the right to make separate awards per component or to make no award at all.

6.4 Packaging: N/A

X. CERTIFICATIONS AND COMPLIANCE

Bidders shall be expected to comply with the following policies and regulations.

The company must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, CRS withholds 2% tax from the total value contract, which will be subsequently released to the account of MoF. This tax is a sole-responsibility of vendor and is subject to refundable by government to the vendor by calculating against their future liabilities. Therefore, this tax should not be included on the final price that will be quoted to CRS in response to this solicitation.

If the selected vendor is not CRS approved list, then it will be required to undergo the due diligence process that will be conducted by CRS designated staff. The supplier would be also required to sign CRS supplier code of conduct as part of the DD process.

The bidder must have experience expertise of similar projects most importantly in western region as well the required equipment and personal to carry out the project activities within the requested timeline.

XI. CRS TERMS AND CONDITIONS

For further details, please refer to the attached Bill of Quantity and Scope of Work.