

**Skills Trainig And Rehabilitation Society (STARS)**

د مسلکی روزنی اوبیا رغونی موسسه موسسه احیای مهارتها و بازسازی

**RFQ Reference # 001/2020**

 **(Family kits for CAI project)**

**(August 06, 2020)**

**Introduction**

Skills Training and Rehabilitation Society (STARS) was established by a group of intellectual Afghans in 1997 to offer helping hand to the needy country people, particularly women and children. STARS has been working in Afghanistan since 1997, helping to tackle the country’s nutritional problems along with provision of other DRR and development services, and supporting vulnerable people to improve their livelihoods. STARS helped food insecure individual through local markets with the help of donors. STARS support emergency nutrition programs, providing ready-to-use foods in response to severe malnutrition in Afghanistan.

**Objective**

The objective of this Request for quotation is to find a source that will provide the best overall value to STARS. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Quotation below.

**Submission Guidelines & Requirements**

The following submission guidelines & requirements apply to this Request for Quotation:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit Quotation s in response to this Request for Quotation.
2. Bidder’s intent on submitting a Quotation should so notify the representative identified on the cover page no later than [August 13, 2020].
3. Bidders must list at least [2] projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical Quotation must be provided that is not more than [10] pages. This technical Quotation must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical Quotation should provide a proposed schedule and milestones, as applicable.
5. A financial Quotation must be provided that is not more than [5] pages. This financial Quotation should indicate the overall fixed price for the project.
6. A representative that is authorized to commit bidder’s company must sign Quotation s.
7. If you have a standard set of terms and conditions, please submit them with your Quotation. All terms and conditions will be subject to negotiation.
8. Quotation s must remain valid for a period of [45] days.
9. STARS anticipates selecting at least three individuals or firms to have more in-depth discussions with, and will make an award to one of these “down-selected” individuals or firms.
10. The suppliers shall attest that they meet the eligibility criteria as mentioned above.
11. Upon signing the Quotation by the supplier or authorized representative of the supplier, the supplier agreed to follow the STARS’s code of conduct for suppliers as mentioned below in this RFQs.
12. The supplier shall bear all costs associated with the preparation and submission of his quotation and the STARS will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.
13. The language of the quotations must be **English** and must be on the letterhead of the supplier organization.
14. All quotations should be submitted in sealed envelope along with all the required documents and must be properly labelled with the RFQ reference.
15. As we have limited time for being emergency project. There is a total of 7 days for receiving quotations but in case STARS received the suitable quotations soon will then start bidding process before deadline. Therefore the applicants are requested to send us their RFQs sooner.
16. All quotations must be submitted to the STARS main office located at Pul-e-surkh square, First Street to left, opposite Muhibzada centre, House # 1676, District # 3, Kabul Afghanistan.

**Opening and evaluation**

STARS anticipates selection of the shortlisted suppliers during three working days.

If you have any question or need further clarification, please contact on below email add:

Email Add: procurement@stars.org.af and cc to finance@stars.org.af

**IMPORTANT:**

Do not send bids to the above email addresses. Only Queries and questions on this RFQ can be sent to the above address.

STARS may compile or respond individually to queries and questions raised by suppliers. STARS may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

**Bid Acceptance**

STARS reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer. However, STARS’s procurement department will share the reason of non-selection with the shortlisted unsuccessful bidder wherever they think it appropriate and necessary.

STARS may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted.

**Project Description**

The project will be implemented in Khost province ,the interventions include hygiene kits and awareness of COVID 19 response in two district of Khost ( Gorbez, Tanai).

STARS will distribute 4000 family hygiene kits in Khost province. According of plan STARS will distribute 500 family kits in Gorboz district and 3500 family kits in Tanai district. STARS is to implement the project in mentioned districts by the financial support of CAI.

**The contractor is required to provide the following goods/services and deliver to Khost province.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Items and Description** |  | **Quantity Per Household (kit)** | **Total Quantity** |  **Unit Price in AFN** | **Total Price in AFN** |
| 1 | Hand washing Soap 110-125gصابون دیتول / for hand washing ,bathing  |  | 7 Pieces | 28000 |   |   |
| 2 | Shampoo شامپو موی کیفیت خوب / for washing hair /Medium size 300 ML |  | 2 Bottle | 8000 |   |   |
| 3 | Tooth Brush/standard quality برس دندان  |  | 7 Pieces (3 for adult and 4 for child) | 28000 |   |   |
| 4 | Tooth Pasteکریم دندان (125 gm) approx. 18 months of expiry date /standard quality  |  | 2 Tube | 8000 |   |   |
| 5 | Laundry Soap (200 g)صابون لباسشوی وطنی/ for washing clothes |  | 7 Piece | 28000 |   |   |
| 6 | Towel جان پاک (40x70 cm) standard cotton towels  |  | 5 Piece | 20000 |   |   |
| 7 | Plastic Jerry Can (20 liters) بوشکه اب ۲۰ لیتره رنگ سفید/for water storage or transportation |  | 2 Piece | 8000 |   |   |
| 8 | Soft Cotton Cloth (2 m2 piece) تکه کتان رنگ جگری2متر مربع/ dark color cotton cloth for menstrual hygiene |  | 2 Piece | 8000 |   |   |
| 9 | Aftaba (2 liters) افتابه وطنی(2 LTR size)/handling of water |  | 1 Bag | 4000 |   |   |
| 10 | Cotex/Sanitary Pad (normal size) (box of 12) /standard quality (sanny girls or equivalent) |  | 2 package | 8000 |   |   |
|  | Total Price  |  |  |

**RFP & Project Timelines**

**The timeline of the Quotation is as follows,**

|  |  |  |
| --- | --- | --- |
| Request for Quotation Issuance Date | August 06, 2020 |  |
| Last Date of Submission of Quotation  | August 13, 2020 |  |

The Last date of Project Completion is Sep 30, 2020.

**Family kits should be pack in each carton as the below table**

**Delivery Location: Selected bidder will require to delivery all items to STARS office in Khost City capital of Khost.**

**Evaluation Criteria**

STARS will rate Quotation s based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Quotation
2. Relevant past performance/experience
3. Responsiveness to technical specification mentioned above.
4. Samples of work
5. Cost, including an assessment of total cost of ownership, Financial health (current bank balance at least 80% of the current PR value).
6. Technical expertise/experience of bidder and bidder’s staff Previous experience at least three relevant contracts.

STARS reserves the right to award to the bidder that presents the best value to STARS as determined solely by STARS in its absolute discretion.

**Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

1. Are subject to conflict of interest:
2. Are guilty of misrepresentation in supplying the information required by STARS as a condition of participation in the Contract procedure or fail to supply this information.

**Documents to be attached with Quotation**

1. Technical Quotation
2. Financial Quotation
3. Valid Business License
4. Bank Statement
5. Reference that we may contact for further back ground information

Technical and Financial Quotation s shall be submitted in separate envelops as a single package.

**Tax**

**Withholding Tax on Subcontractor:**

Pursuant to article 72 in the Afghanistan Tax law, STARS is required to withhold” contractor” taxes from the gross amounts payable to all Afghan for profit subcontractors/vendors. In accordance with this requirement, STARS will withhold two percent (2%) from all gross invoices to Afghan subcontractors/vendors without active ASIA or Ministry of Commerce license, STARS shall withhold seven percent (7%) “Contractor” taxes per current Afghanistan law.

**Performance Guarantee**

The contractor is required to submit 0% of the total contract amount as a performance guarantee to STARS upon signing of contract. The performance guarantee will be paid back to the supplier upon the successful completion of the contract.

**Code of Conduct**

Following minimum code of conducts are required to be complied with by the supplier:

* Suppliers are required to comply with the applicable Local Laws,
* Supplier shall comply with all applicable laws, statutes, regulations, codes, etc. relating to anti-bribery and anti-corruption
* Supplier shall refrain from engaging in any form of bribery or corruption
* Suppliers shall minimize their negative impact on the environment
* Supplier shall reduce waste of all types to the greatest extent reasonably possible
* Supplier shall not discriminate its employees based on gender, age, religion, race, tribe, caste, social background, disability, nationality, political affiliation, sexual orientation, or any other personal characteristics
* Supplier shall not make use of any form of forced labour
* Supplier does not engage in any workplace practice and conditions which violate basic rights; Physical abuse or punishment or threat of physical abuse or punishment, any kind of sexual or other harassment and other forms of intimidation are prohibited
* Supplier shall not employ children younger than 18 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age applies
* Supplier shall provide a safe and hygienic working environment
* Wages paid by the Supplier must meet or exceed legal minimums and/or industry standards
* Working hours of employees must be in line with the legal requirements and / or industry standards
* Supplier shall grant employees their stipulated annual leave and sick leave without any form of repercussions
* Supplier shall actively purchase locally produced goods in preference to imported ones wherever reasonably possible
* STARS expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.
* STARS expects its suppliers to recognize the freely exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

After having read this Request for Quotation <001/2020> on behalf of my company/business, I hereby:

* Accept, without restrictions, all the provisions in the Request for Quotation,
* Provided that a contract is issued by the Contracting Authority, we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
* Certify and attest that we meet the eligibility criteria stated in the Instructions.
* Certify and attest compliance with the Code of Conduct for Contractors mentioned in this Request for Quotation (RFQ).

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Contractor** |  |
| Name of the company |  |
| Address  |  |
| Telephone no.  |  |
| E-mail: |  |
|  |  |
| Name of contact person |  |
| Date:  |  |