**REQUEST FOR QUOTATION**

TO:

|  |  |  |  |
| --- | --- | --- | --- |
| All interested bidders |  | **Date of issue:** | Sep 17, 2020 |
|  | **File no.:** | 0190 |
|  | **Contract title:** | Provision of PVC Windows |
|  | **Closing date:** | Sep 30, 2020 |
|  | **Site Visit of office:** | Sep 30, 2020 |
|  | **For further information, please contact the Contracting Authority:** | NCA Afghanistan  Contact person: E-mail: [Afghan.Operations@nca.no](mailto:Afghan.Operations@nca.no) |
|  |  | **Please note that the Quotations may be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company.** | |

**NCA Afghanistan invites you to submit a quotation for the following**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | Unit | Quantity | **Required delivery date** |
| 1 | Removing of old wooden grill and windows from all the building and fixing the empty areas | LS | 1 | October 10th 2020 |
| 2 | Supply and Delivery of 1000 M2 PVC for doors and windows, 7000 Double glass, Turkish Materials | Meters | 255 |
| 3 | Complete Installation of the PVC Windows and Doors | LS | 1 |
|  |  |  |  |

## Instructions

1. **Acknowledgement**

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

1. **Cost of quotation**

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

1. **Eligibility and qualification requirements**

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. “Child Labour and Forced Labour” and article 14 “Mines” of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

1. **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 the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.
3. **Documents comprising the Request for Quotation**

The Supplier shall complete and submit the following document with his quotation:

1. The attached Quotation Submission Form
2. Suppliers technical specifications if different
3. Valid Business License
4. Any document proofing of good quality of PVC
5. **Price**

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

Price shall be quoted in **USD.**

**Tax**

**Withholding Tax on Subcontractor:**

Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, NCA 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, NCA 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, NCA shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law

1. **Installation and Warranty**

The supplier will have to remove the old wooden windows from the exisiting place and fix the emptied area. The Supply and Delivery of the PVC 7000 include complete installation of the windows and doors including fitting with at least 2 years warranty.

1. **Validity**

Quotations shall remain valid for 30 days after the closing date.

1. **Closing date**

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

1. **Award of Contract and Criteria**

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

1. **Signature and entry in to force of the Contract**

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 2 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, to the Contracting Authority. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

**QUOTATION SUBMISSION FORM**

**Price schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Offered Specification** | **Unit** | **Qty** | **Currency USD Incl Tax** | |
| **Unit Price** | **Total Price** |
| 1 | Removing of old Grill and Wooden windows from all the building and fixing the empty areas |  | LS | 1 |  |  |
|  | Supply and Delivery of PVC for doors and windows, 7000 Double glass, Turkish Materials |  | Meters | 255 |  |  |
|  | Complete installation of PVC doors and windows |  | LS | 1 |  |  |
|  | **Total price USD:** | | | | |  |

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

After having read this Request for Quotation Provision of tablets and mobile phones on behalf of my company/business, I hereby:

* Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
* 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.

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: |  |