**REQUEST FOR QUOTATION**

TO:

|  |  |  |  |
| --- | --- | --- | --- |
| All interested bidders |  | **Date of issue:**  | Sep 23, 2020 |
|  | **File no.:** | AWSDC-005 |
|  | **Contract title:** | Provision of Dignity Kits |
|  | **Closing date:** | Sep 30, 2020 at 3PM Kabul time |
|  | **For further information, please contact the Contracting Authority:** | AWSDC, AfghanistanContact person: Fahiq TahiriTel: +93 784032602E-mail: awsdckabul@hotmail.com |
|  |  | **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.**  |

**Awsdc, Afghanistan invites you to submit a quotation for the following**

**DIGNITY KITS ITMES PER KIT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Item | Description | Quantity | Remark |
| 1 | Sanitary Pads | Butterfly Long Ultra Big Saver Sanitary Pads XXL 16 Pcs | 1 Pack |  Blue, XXL |
| 2 | Hand soap 150 GRAMS (Dettol or alike) | For hand washing, bathing 150 Grams or larger | 1 Pcs |   |
| 3 | Toothpaste (Colgate or Alike) | Colgate standards. – 200 ML or larger | 1 Pcs |   |
| 4 | Hairbrush | Standard quality  | 1 Pcs |   |
| 5 | Nail Clipper | Standard quality  | 1 Pcs |  |
| 6 | Cotton Socks | Standard quality / Dark colour  | 3 pairs |  |
| 7 | Flashlight (Torch) – With 2 batteries | Mini Size  | 1 Pcs |  |
| 8 | Underwear | Quality fabrics / Dark colour / L Size.  | 6 Pcs |  |
| 9 | Toothbrush | Standard quality - Soft | 1 Pcs |  |
| 10 | Headscarf | Standard quality – Dark colour | 1 Pcs |  |
| 11 | Shampoo  | Standard quality – 240ML or larger | 1 Pcs (Bottle) |  |
| 12 | Washing Powder | Standard quality (For hand washing clothes) | 1 KG |  |

## 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. **General**

The goods to be purchased are for use by the Contracting Authority in its WASH Programme in Afghanistan, an intervention supported by NCA. The supplier can submit a quotation for one, several or all lots.

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. Valid Business License
3. **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. **Validity**

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

1. **Submission of Proposal and 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.

The tenderers have two options to submit their RFQs

* 1. Submission in hardcopies in a sealed envelope and clearly stating the RFP number on the backside of envelope (**RFQ#005-Provision of Dignity Kits**)

Or

* 1. Send it electronically stating **RFQ#005 Provision of Dignity Kits** in the subject line of email and send to awsdckabul@hotmail.com
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.

The Evaluation will be based on the quality of the materials, Delivery time and financial proposals.

1. **Cancellation for convenience**

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

### Special conditions

1. **Scope of Supply and Provision of Dignity Kits**

The subject of the contract is the supply, Supply and Delivery of Dignity Kits of the supplies described in the Price and Technical Data Form in Annex 1.

1. **Packing**

12 items in the above list must be packed in a cotton bag with handles and a zip seal, including a list of contents printed on paper inside the bag.

1. **Payment**

Payment will be made upon receipt of the following documents and within 30 days after receipt of goods:

1. Invoice original copy
2. Copy of the Purchase Order
3. Copy of the Valid Business License
4. Copy of the Payment Instructions

**QUOTATION SUBMISSION FORM**

**Price schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  | **Description** | **Unit** | **Qty** | **Currency USD** |
| **Unit Price** **Incl. Tax** | **Total Price Incl. Tax** |
| 1 | **Dignity Kits (See below for details)**  | Kits | 1500 |  |  |
|  | Sanitary Pads |  |  |  |  |
| Hand soap 150 GRAMS (Dettol or alike) |
| Toothpaste (Colgate or Alike) |
| Hairbrush |
| Nail Clipper |
| Cotton Socks |
| Flashlight (Torch) – With 2 batteries |
| Underwear |
| Toothbrush |
| Headscarf |
| Shampoo  |
|  | **GRAND TOTAL INCL TAX and Delivery in Kabul:** |  |

***Note: The quantity may increase, or decrease based on the project needs.***

***Samples of the above items will be requested from the shortlisted suppliers.***

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# 005 Provision of Dignity Kits 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:  |  |