



**ISLAMIC REPUBLIC OF AFGHANISTAN  
NATIONAL WATER AFFAIRS REGULATION  
AUTHORITY (NWARA)**



**SHOPPING FOR GOODS  
REQUEST FOR QUOTATION**

PROCUREMENT (SHOPPING) OF  
(OFFICE FURNITURE)

**ADB Grant No. and Title: 0362-AFG: Water Resources Development Investment  
Program - Project 2**

PACKAGE NO. WRDIP/T2/SHP-G/04

September 2020

**SHOPPING FOR GOODS**  
**REQUEST FOR QUOTATION (RFQ)**

Project Title: **ADB Grant – 0362 Afghanistan Water Resources Development Investment Program**

Source of Funding: **Asian Development Bank**

Contract Ref: WRDIP/T2/SHP-G/04

Date of Issue of Request: 27-Sep-20

To: (Supplier) \_\_\_\_\_

Sir/Madam:

- The Islamic Republic of Afghanistan has received a grant from the Asian Development Bank (ADB) towards the Water Resources Development Investment Program (WRDIP-T2) and intends to apply part of the fund to cover the eligible payments under the contract for procurement (Shopping) of (Office Furniture for CPMO Building) under this RFQ.

Item	Description	Quantity
1	Work station face to wall	62
2	Round Meeting Table + chair	5
3	Coffee/tea Point, with internal coffe and tea sotrage	6
4	Printer Desk, paper pot at the bottom	6
5	Senior executive table.	10
6	Meeting Table + Chair for desing studion and small meeting room.	2
7	Outdoor Table + chairs	1
8	Offices shelves	20
9	Store Shelves	1
10	Reception Unit Area	2
11	Ceiling Design	1
12	Director Room	1
13	Wall sealing -	1
14	Managers chairs	10
15	Staff chairs	70
16	Waiting Area	3
17	Meeting Table, TV Cabinet and Chairs.	1
18	Wall Clock	8
19	Logo	3
20	Water Dispenser	5
21	Sign Boards	30

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item. ***[Option: You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items].***

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address. Purchaser's Address:

**National Water Affair Regulation Authority (NWARA),  
Block no 5, Right hand Corridor  
Central Project Management Office C-PMO  
Dural – Aman Road, Opposite Sanatorium  
Kabul, Afghanistan**

Email: [msadat@cpmo-nwara.org](mailto:msadat@cpmo-nwara.org)  
[Saidmoqem5@gmail.com](mailto:Saidmoqem5@gmail.com)

Telephone : +93 78 653 8477

***[Option: Your price quotation in the form attached may be submitted by facsimile or electronically to the following address:] Not Applicable***

Purchaser's Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

Fax : \_\_\_\_\_

4. Your quotation in duplicate and written in **English** language should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information in **English language** for each item quoted, including names and addresses of firms providing after-sales service facilities in **Islamic Republic of Afghanistan**.

5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: **10 Oct 2020, 10:00 AM (19-Mezan-1399)** Kabul, Afghanistan. The sealed bids (quotations) shall be opened in the presence of all bidders.

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted for supply and delivery to **National Water Affair Regulation Authority**. Prices shall be quoted in **United States Dollar (US \$)**.

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms,

conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) If a Supplier refuses to accept the correction, his quotation will be rejected.

(i) In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in **Islamic Republic of Afghanistan**. In addition the current local taxes are 7 % Business Receipt Tax (BRT) in case the bidder is not registered in Afghanistan and 2 % Business Receipt Tax (BRT) if the bidder is registered in Afghanistan. The bidder should include appropriate VAT, BRT & local tax in the price.

- a. For information on taxes in Afghanistan, the bidder is advised to refer to the web site of Ministry of Finance: [www.mof.gov.af/tax](http://www.mof.gov.af/tax).

(iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.

The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of Sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from the below address:

Purchaser's Address: **National Water Affair Regulation Authority (NWARA),  
Block no 5, Right hand Corridor  
Central Project Management Office C-PMO  
Dural – Aman Road, Opposite Sanatorium  
Kabul, Afghanistan**

Email: [msadat@cpmo-nwara.org](mailto:msadat@cpmo-nwara.org)  
[Saidmoqem5@gmail.com](mailto:Saidmoqem5@gmail.com)

Telephone : +93 78 653 8477

9. A Pre-bid meeting shall be organized at the location above mentioned on **3 Oct 2020, 10:00 AM**.

10. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 30 days from the date of submission of quotation.

11. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

12. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

13. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

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Eng. Said Moqem Sadat  
CPMO Director

## FORM OF QUOTATION

To: National Water Affair Regulation Authority  
Central Project Management Office (C-PMO)

Address: National Water Affair Regulation Authority (NWARA),  
Block no 5, Right hand Corridor  
Central Project Management Office C-PMO  
Dural – Aman Road, Opposite Sanatorium  
Kabul, Afghanistan

We offer to execute the shopping of **Office Furniture for CPMO Building, Contract Ref no WRDIP/T2/SHP-G/04** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_(amount in words and numbers) (\_\_\_\_\_) US \$. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

### Prices and Schedules for Supply

Item	Description	Unit Price (US \$)	Qty	Total Price (US \$)	Delivery Period
1	Work station face to wall		62		40 days
2	Round Meeting Table + chair		5		
3	Coffee/tea Point, with internal coffe and tea sotrage		6		
4	Printer Desk, paper pot at the bottom		6		
5	Senior executive table.		10		
6	Meeting Table + Chair for desing studion and small meeting room.		2		
7	Outdoor Table + chairs		1		
8	Offices shelves		20		
9	Store Shelves		1		
10	Reception Unit Area		2		
11	Ceiling Design		1		
12	Director Room		1		
13	Wall sealing -		1		
14	Managers chairs		10		
15	Staff chairs		70		
16	Waiting Area		3		
17	Meeting Table, TV Cabinet and Chars.		1		
18	Wall Clock		8		
19	Logo		3		
20	Water Dispenser		5		
21	Sign Boards		30		

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

Email address (optional) \_\_\_\_\_

# FORM OF CONTRACT

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_ 2020\_, between  
\_\_\_\_\_ (hereinafter called "the Purchaser") on the one part and  
\_\_\_\_\_ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for \_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_ ) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of \_\_\_\_\_ (country of Purchaser) on the date indicated above.

**Signature and seal of the Purchaser:**  
For and on behalf of

**Signature and seal of the Supplier:**  
For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative



## TERMS AND CONDITIONS OF SUPPLY

Project Name: **ADB Grant – 0362 AFG- Water Resources Development Investment Program**  
Purchaser: **National Water Affair Regulation Authority (N-WARA), Central Project Management Office (C-PMO).**  
Package No. WRDIP/T2/SHP-G/04

### 1. Schedules for Supply

Item	Description	Quantity	Incoterm Applied	Delivery Period
1	Work station face to wall	62	The incoterm applied for the shopping is DDP (Delivered Duty Paid), Refer to clause 7	40 days
2	Round Meeting Table + chair	5		
3	Coffee/tea Point, with internal coffe and tea sotrage	6		
4	Printer Desk, paper pot at the bottom	6		
5	Senior executive table.	10		
6	Meeting Table + Chair for desing studion and small meeting room.	2		
7	Outdoor Table + chairs	1		
8	Offices shelves	20		
9	Store Shelves	1		
10	Reception Unit Area	2		
11	Ceiling Design	1		
12	Director Room	1		
13	Wall sealing -	1		
14	Managers chairs	10		
15	Staff chairs	70		
16	Waiting Area	3		
17	Meeting Table, TV Cabinet and Chars.	1		
18	Wall Clock	8		
19	Logo	3		
20	Water Dispenser	5		
21	Sign Boards	30		

Spare Parts }  
Tools and Accessories }  
Manuals } Specify, if applicable.  
Maintenance Requirements }

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 30 calendar days from the date of signing of contract.
4. Insurance: Not Applicable
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Afghanistan.

6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Law and rule of the Islamic Republic of Afghanistan.
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
  - 1) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
  - 2) Supplier's warranty certificate; and Certificate of origin.
  - 3) The supplier will demonstrate to the Purchaser / Consignee's satisfaction that the goods confirm to the Technical Specification.

**Note:**

- a) The incoterm applied is **DDP (Delivered Duty Paid)**, the bidders are requested to fully educate themselves about the incoterm utilization.
- b) Delivery, Transportation, Storage, Unloading, Installation, 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.
- c) The goods shall be delivered and drop to the below address;

**National Water Affair Regulation Authority (NWARA),  
Block no 5, Right hand Corridor  
Central Project Management Office C-PMO  
Dural – Aman Road, Opposite Sanatorium  
Kabul, Afghanistan**

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: 100% Payment will be made after the delivery and acceptance of goods by the purchaser in the form of direct transfer to the supplier's bank account.
9. Warranty: Goods offered should be covered by supplier's warranty for at least 12 months from the date of delivery to the Purchaser.
10. Performance Security: The supplier shall provide **5% Performance Security** of the total contract price within a period of one week after the issuance of the Letter of Acceptance & shall be valid till the end of the warranty period i.e. 12 months.
11. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

12. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include,

but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

13. Required Technical Specifications: (See Attachment 1)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with below specifications.

**Attachment 1: Technical Specification of the Furniture:**

No	ITEM	Required Specification	Bidder's Response /suggestion
1	Work station face to wall	Wooden, Custom Desing, Size (1.4*0.75*0.75)m, board thickness 18mm, brown color. 10 out of 62 shall design in large size of 1.5*0.75*0.75m for engineering purposes. According to technical speceficaiton.	
2	Round Meeting Table + chair	Wooden round table, for 4 people, Diameter 1.4m, 18mm high class baord, 4 custom design chairs, brown color.	
3	Coffee/tea Point, with internal coffe and tea sotrage	Wooden tea/coffee points, 18mm high class baord, Size 0.6*1.2m.	
4	Printer Desk, paper pot at the bottom	Wooden tea/coffee points, 18mm high class baord, Size 0.6*1.2m.	
5	Senior executive table.	wooden, high class board 18mm thickness, size 1.4*1.2*0.75m, color brown, according to specification.	
6	Meeting Table + Chair for desing studion and small meeting room.	Wooden, size 2.5*1*0.75m, brown color, high class board 18mm thickness, according to specification.	
7	Outdoor Table + chairs	plastice or water resistant chairs with covers, white color, for 8 people.	
8	Offices shelves	To be designed for Each Room. Wall mounted with 30cm Thickness for standard files, size 2.5*0.3 from floor to ceilings, brown color, high class or equivalent board and 18mm board thickness.	
9	Store Shelves	to be designed in each wall from floor to ceiling, 40 cm thicness, 2.4 length the bottom row has doors and the above shelves are opened, 4 set length 3.5 or 4m with two face should design in the middle of room, brown color, high class or equivalent board.	
10	Reception Unit Area	Design, Build - Wood + Gypsum + Lighting	
11	Ceiling Design	Design, Build, lighting, wall paper, (Gypsum Board)	
12	Director Room	Design, build, Walls, Ceiling, 6 people meeting table, Lighting, Desk, Chairs, Sofa, & Coffee Table. (Floor is not included)	
13	Wall sealing -	(30cmX3cm) @1m Height - Wooden all around the rooms except kitchen and WC	
14	Managers chairs	Wheeled chair, Lift Mechanism, Adjustable Height, Adjustable, according to technical specification.	

15	Staff chairs	Wheeled, adjustable chair with hard cutting foam.	
16	Waiting Area	Full waiting aream to be desinged, sofa, chairs and small information desk.	
17	Meeting Table, TV Cabinet and Chars.	meeting table for 25 people, MDF/melamine meterial, brown color, standard size, according to specification. TV cabinet for 83" screen and standard adjustbale chairs.	
18	Wall Clock	Simple high Quality	
19	Logo	Behind the reception area. - Plastic + Wood	
20	Water Dispenser	Cold, warm and hot water + mini fridge at the bottom.	
21	Sign Boards	Fiberglass, Glass, plastic + exit and emergency signs that required for each space.	

## TECHNICAL SPECIFICATION STAFF WORSTATIONS

Item No1:

ITEM	Required Specification	Bidder's Response
1 General Description	Brand new, Face to wall Workstation to be supplied in excellent condition. Wooden Office Desk. To be fully assembled at site. Make and Model to be indicated in the bid.	Make:  Model:
2 General	<p>Face to Wall Workstation</p> <p>Size 140 * 75 * 75 cm. 10 out of total shall design for engineering purposes in large size of 150 * 75 * 75</p> <p>Appearance Modern</p> <p>Material MDF/melamine</p> <p>Drawers Three Pull Out Drawers</p> <hr/> <p>Shape Shape shall specify up on the request of client.</p>	
3 Specific Use	<p>Office Desk 250 sheets, 80 gsm (minimum)</p> <p>Board Thickness 18 mm</p> <p>Color Brown</p>	
4 Packing	Knockdown	

## TECHNICAL SPECIFICATION Small Meeting Table

Item No 6:

ITEM	Required Specification	Bidder's Response
1 General Description	Small meeting table to be designed and supplied in excellent condition for 8 people. Wooden meeting table. To be fully assembled at site. Make and Model to be indicated in the bid.	Make:  Model:
2 General	<p>Small meeting table for 8 people</p> <p>Size 2.5*1*0.75 m.</p> <p>Appearance Modern</p> <p>Material MDF/melamine</p> <p>Board type High class or equivalent</p> <hr/> <p>Shape Shape shall specify up on the request of client.</p>	
3 Specific Use	<p>Office Desk 250 sheets, 80 gsm (minimum)</p> <p>Board Thickness 18 mm</p> <p>Color Brown</p>	
4 Packing	Knockdown	

## TECHNICAL SPECIFICATION DIRECTOR ROOM FULL PACKAGE

Item No12:

ITEM	Required Specification	Bidder's Response
1 General Description	Director room is a full package consist of Executive Desk, Executive Table, Sofa for at least 15 people, Small meeting table for 6 people, coffee point, lighting, and designing of walls and ceiling. (floor is not included)	Make:  Model:
2 General	Director Room Size of room            4.8*6m Appearance            Modern Material                 MDF/melamine, gypsum, and natural wood	

## TECHNICAL SPECIFICATION EXECUTIVE CHAIR

Item No14:

ITEM	Required Specification	Bidder's Response
1 General Description	Brand new, Executive Chair to be supplied in excellent condition. Office Chair. Fully assembled at site. Make and Model to be indicated in the bid.	Make:  Model:
2 General	Executive Chair  Style                      Lift Mechanism, Adjustable Height Headrest                 Cutting Foam Back                       Elastic Mesh material with Lumbar Support Armrest                    Adjustable Base                        Nylon, Revolving Appearance             Modern Color                       Black	
3 Specific Use	Executive chair having high density cushioned seat and back, five wheels, revolving base ordinary PU handles, 30" back.	

## TECHNICAL SPECIFICATION MEETING TABLE

Item No17:

ITEM	Required Specification	Bidder's Response
1 General Description	Brand new, Meeting Table to be supplied in excellent condition. Wooden Meeting Table. To be fully assembled at site. Make and Model to be indicated in the bid.	Make:  Model:
2 General	Meeting Table  Size                      standard Appearance            Modern Material                 MDF/melamine	
3 Specific Use	Meeting Table        20-25 persons  Board Thickness      25 mm  Color                    Brown	
4 Packing	Knockdown	

## TECHNICAL SPECIFICATION MEETING CHAIR

Item No17:

ITEM	Required Specification	Bidder's Response
1 General Description	Brand new, Meeting Chair to be supplied in excellent condition. Meeting Chair. Fully assembled at site. Make and Model to be indicated in the bid.	Make:  Model:
2 General	Executive Chair  Style                      Lift Mechanism, Adjustable Height Back                       Elastic Mesh material with Lumbar Support Armrest                  Fixed Base                        Nylon, Revolving Appearance            Modern Color                      Black	
3 Specific Use	meeting chair having high density cushioned seat and back, five wheels, revolving base ordinary PU handles.	



**Note:** The amount for each item shall be inclusive of VAT, BRT, Local Taxes and duties. The Firm shall offer its price based on the incoterm term DDP (Delivered Duty Paid) applied for the shopping, **refer to clause 7 Terms and conditions of supply & Technical Specification.** The final destination where the goods shall be delivered is NWARA Compound, Darul Aman Road, Kabul Afghanistan.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser. The Performance Security shall be forfeited by the employer.

NAME OF SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_