**Islamic Relief Worlwide**

**Request for Quotation (RFQ)**

Address: HOUSE # 23, Street # 3, Qalai Fatullah, Kabul, Afghanistan

**RFQ No: IRW\\_015\_\2020**

Please complete, sign and return to

 Islamic Relief Worldwide

Date: 01 October, 2020

**Subject: Request for Price Quotation for Retainership and case fee of the Legal Advisor**

To

Attention:

Please quote for your best price for the following services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. | Name of item | Specification | Unit | Qty. | Unit Price | Total Price |
| 1 | Monthly Retainership of the Legal Advisor fee | As per TOR | Job | 1 |  |  |
| 2 | Per hour rate for:* Partner Lawyer
* Junior Lawyer
 | As per TOR | Job | 1 |  |  |
| 3 | Per case charges apart from the hourly rate charged | As per TOR | Job | 1 |  |  |
| Grand Total = |  |

In Word:

|  |
| --- |
| 1. **Quotation submission date:** The price quotation must be submitted to the "Procurement Department” on or before October 29, 2020 at 04.00 pm. At below address
2. ***House*** ***No#24, Street #3, Qalai Fatullah, Kabul, Afghanistan***

 For any issues relating to the RFQ or its contents please email directly to ***procurement.afg@islamic-relief.org.af******0786963705*** |
| **02. Condition:** shall be defined per assignment that will be given to the legal advisors with TORs. |
| **03**. Cost of service: must be included |  |
| **04**. Time of Delivery: As mentioned in the TOR. |  |
| **05**. VAT & IT: Supplier must provide VAT challah with the bill. Otherwise, VAT will be deducted as per Govt. rules. For IT Deduction at Source (TDS) will be applicable as per rule. |
| **06.** Mode of Payment: Through A/C payee cheque only in favor of the name of the organization/company/consultancy. |
| **07.** Bid Bond : Not required. |  |
| **08**. Terms of Payment: Part and/or advance payment is not allowed. |
| **09**. Documents: All relevant documents copy like trade license, VAT, Tax, CVs, past experience, references etc. must be up-to-date and attached with your quotations along with all the documents that are mentioned in the ToRs. |
|  **10.** The report / opinion shall be as per defined in the ToRs.  |
| **11.** Penalty Amount: **A**. 2% of work order amount will be deducted from your total bill amount for each and every belated day.**B.** 10% of work order amount will be deducted for any deviation with the given specifications in TOR in your quotation if supply does not rectify immediately. |
| **12.** Selection: IRW has the authority to select more than one advisor as per the need of the organization. |
| **13. All quotation should be intact at the time of submission.** |
| **14**. Condition: The authority of Islamic Relief reserves the right to accept or reject any or all of the quotations and right to stop supply at any stage of delivery without assigning any reason whatsoever |
| **15.** IR follows **ZERO-TOLERANCE** policy for any form of bribery or corruption. |
| **16**. Others (if any): |  |
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**TERMS AND CONDI**