**Request for Quotation**

**For the Consultancy for capacity building**

**Date: 3.12.2020**

1. **Buyer information:**

ActionAid Afghanistan

Address: Kabul district 10, Taimani Street 11 house no 1005

Unit: Procurement

Contact Person: Sultan Mahmood

Mobile no: 0798454561

Mail Address: [sultan.duranie@actionaid.org](mailto:sultan.duranie@actionaid.org)

Project: REALISE, Project

Closing Date: 20.12.2020 at 03:00 PM

1. **Seller Information:**

|  |  |
| --- | --- |
| From |  |
| Address |  |
| Contract Person name |  |
| Mobile no |  |
| Mail Address |  |

1. **Subject:**

AAA intends to Be Procured the below mentioned items as the specifications and hereby requesting a quotation from your company to provide the mentioned items price for Kabul office.

1. **Descriptions of items:**

|  |  |  |
| --- | --- | --- |
| **Training Package** | | **Price in Afghani / Training** |
| 1 | Effective Business Communication and Report Writing, including effective representation and presentation |  |
| 2 | Financial Management, including Financial reporting |  |
| 3 | Result Based Management – RBM |  |
| 4 | Value Chain Analysis and Development |  |
| 5 | Sustainable Livelihood Approach |  |

|  |  |
| --- | --- |
| **Total Amount of Goods including Tax** |  |
| **Percentage of Tax (2% or 7%)** |  |
| **Total Tax Amount** |  |
| **Net Amount Payable for Supplier** |  |
| **Delivery date/time after PO signed by seller** |  |
| **Warranty Provided** |  |

1. **Required documents and information for submitting of quotation:**

* Original quotation in your company letter head
* Valid Company business license
* Company bank account detail
* Representative introduction letter
* Representative NIC copy stamped by company
* Add 2% tax if the business license is update from Ministry of commerce
* Add 7% tax if the business license is expired or your business license is from Directorate of Municipal.
* If the total amount payment during 1 year is equal to 500,000 AFN and The business license is update so 2% tax will be deduct from total amount paid and if business license is expired, then 7% tax will be deducted inclusive /including government tax

*submitted to the above-mentioned documents in sealed envelope for the attention of ActionAid Afghanistan Procurement Department.*

1. **Price**

Currency of offer must be in Afghani

1. **Validate of the quotation:**

Quotation must be valid for one Month from the date issued the quotations

1. **Payment terms:**

Payment will be done by the buyer with 10 working days from the date acceptance of service and Invoice submitted.

1. **Mode of payment:**

Payment will be done by cheque or Bank transfer to the seller

Payment shall be made in Afghani after the acceptance of commercial Invoice from seller

1. **Time frame:**

Service provider requested to mention their delivery time in quotation and contract

1. **Penalty clause:**

For each day delay of delivery 0.5% from the total amount of PO/Contract will be deducted

1. **Deposit of bids:**

All bids must be submitted in sealed envelopes, clearly mentioning the tender reference.

ActionAid Afghanistan Procurement department.

Before the closing date at the bellow mentioned address and After the closing date the bids cannot be accept by the AAA

ActionAid Afghanistan, Kabul street 11 Taimani House no 1005

Attention of Sultan Mahmood, Procurement officer

AAA Procurement Department, Kabul-Afghanistan

Mobile no: 0798454561

Mail address: sultan.duranie@actionaid.org, this mail address is for the purpose clarification and information Not for the submitting of offers

1. **Period of the contract:**
2. **General Conditions:**

As per AAA Procurement and finance policy and Attached ToR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name | Authorize Person | Date | Signature | Stamp |
|  |  |  |  |  |