International Federation
of Red Cross and Red Crescent Societies

IFRC, ARCS compound, Qargha Road, Afshar, Kabul, Afghanistan
Phone no.: 0700263529, 0700223822

FACSIMILE COMMUNICATION

URGENT NORMAL ROUTINE

To: Whom it may concern
Attention: Phone number: 0700263529
From: Fahim Wali, Senior Logistics Officer
cc: M.Tariq Sailab, Logistics Officer
Our file ref: 01/LOG/AFCO/2021
N° of pages including this page:11
Issue Date: 07/January/2021
Revised Closing date: 21 January 2021 14:00 hrs. Late offers will not be considered.
Re: **Quotation Request for procurement of sapling to be delivered DAP (Incoterms 2010) to the Samangan province of Afghanistan.**

If you do not receive all pages, please contact us immediately. Thank you.

MESSAGE:

REQUEST FOR QUOTATION

The International Federation of Red Cross and Red Crescent Societies in Afghanistan kindly requests your best offer for supplying of sapling as per below table of specification:

No.	Item name	Specification	Unit	Qtity	Unit price in AFN	Total price in AFN
1	Apple sapling including its transportation to the Khuram wa Sarbagh district of Samangan province in 5 target communities that are 35-50Km far from center of province	1.Height 120 cm 2.Diameter 2 cm 3.With labels and certified by MAIL/DAIL/Afghanistan National Nursery Grower Organization (ANGO) 4.Root and trunk of sapling should be free from diseases 5.Saplings should be straight (one stem) 6.Saplings should be grafted 7.Saplings should not be cut/ wounded 8.The roots of sapling should not be damaged 9.Age:1.5-2 year 10.Variety: Galaa, Fuji, Marling, Berooti	Pc	6,000		
2	Almond sapling including its	1.Height 120 cm 2.Diameter 2 cm 3.With labels and certified by	Pc	10,000		

	transportation to Hazrat Sultan district of Samangan province in 5 target communities that are 40-55Km far from center of province	MAIL/DAIL/Afghanistan National Nursery Grower Organization (ANGO) 4.Root and trunk of sapling should be free from diseases 5.Saplings should be straight (one stem) 6.Saplings should be grafted 7.Saplings should not be cut/ wounded 8.The roots of sapling should not be damaged 9.Variety: Satarbayee, Qambary and Shukoor Bayee 10.Age: 1.5-2 year				
3	Pistachio sapling including its transportation to Hazrat Sultan and Khuram wa Sarbagh district of Samangan province in 5 target communities that are 40-55Km far from center of province	1.Height (American Pistachio15-30 cm and Iranian Pistachio15 should be 50 cm) 2.With labels and certified by MAIL/DAIL/Afghanistan National Nursery Grower Organization (ANGO) 3.Root and trunk of sapling should be free from diseases 4.Saplings should be straight (one stem) 5.Saplings should be grafted 6.Saplings should not be cut/ wounded 7.The roots of sapling should not be damaged. 8-Vatiety: American and Iranian 9-Age: 9 months 10-10,000 pc needs to be delivered to Hazrat Sultan district and 10,000 pc to Khoram wa Sarbagh district.	Pc	20,000		
4	Hing sapling including its transportation to Hazrat Sultan and Khuram wa Sarbagh district of Samangan province in 5 target communities that are 40-55Km far from center of province	1.Height 15-25 cm 2.Certified by MAIL/DAIL/Afghanistan National Nursery Grower Organization (ANGO) 3.The Hing plant should not be cut/wounded 4-The roots of plant should not be damaged 5- Variety: Watani/Tajeki 6-Age: One year 7-21,400 pc needs to be delivered to Hazrat Sultan district and 21,400 to Khoram wa Sarbagh district	Pc	42,800		
Total price in AFN						

All goods **MUST MEET** the above-mentioned specifications, as well as all goods Must be of sound, fair and marketable quality & fit for its intended use.

Any variance from the required specifications must be clearly stated in your Quotation/Offer.

Please acknowledge receipt of this request and indicate your intention to bid.
To our email: Fahim.wali@ifrc.org
Our telephone number for further information: 0700263529

1. Pertinent information:

a)The IFRC shall have the right to reject the goods or any part thereof if they do not conform to specifications.

b)The IFRC reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to its beneficiaries.

c)Please be informed that the actual required quantity may differ (increase or decrease) from the requested RFQ quantities depending on operational needs and available funding and hence the IFRC should not be held responsible for any such change in required quantities.

d)In the case of goods purchased based on specifications the Supplier warrants their conformity.

e)The IFRC General Terms & Conditions for all service contracts attached hereto are applicable (**Annex I**).

f)Failure to comply with the IFRC requirement will justify rejection of your offer.

g)Within the contractual period any changes of the price will not be allowed and any approaches from the vendor requesting for price increase or stock unavailability will be considered as non-performance and thus the contract will be void.

h)The total quantity may increase or decrease with the final order. Therefore, no objection would be granted from the supplier's side.

i)All the supplied items must be in accordance with given specification, brand and quality.

j)If not clear in any item specification, please communicate and confirm before delivery.

2. Your offer should be submitted as below with the below information:

a)Your offer should be submitted in **Sealed Envelope** and submitted in the bids box at the IFRC Afghanistan Country Office Reception; Offers submitted in other places will not be considered;

b)Mark the envelope **'01/LOG/AFCO/21 for Sapling'**. Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.

c)When submitting the offer, the bidder should sign the bids submission **logbook sheet**;

d) The envelope should be properly **marked** with the bidder's company name, date and time of submission, RFQ reference number and items description;

e)Your offer should be **clear and legible**, (in English language preferable, local language acceptable);

f)Your offer should be submitted in letter head and/or **duly stamped and signed**;

g)Your offer should state the offer **issuing date**;

h)Your offer should be **numbered**;

i)Your offer should state the RFQ number;

j)Your offer should be specific on the offer **validity date**;

k)Price should be quoted in Afghani (AFN); **You are requested to use the above pricing format.**

l)Your offer should provide the **Unit Price** per item and **total price**;

m)Your offer should provide **Unit price** per item at the requested delivery place and **total price**; The price should include all costs and the goods to be DAP to the requested delivery place;

n)Price should be net after deduction of any discount. **Changes** in prices after the tender time is closed **will not be acceptable**. If changes in prices the offer will be disqualified;

o)Make sure your arithmetic calculations are correct; Changes after the tender closing date will not be acceptable;

p)Your offer should state the **goods ready date** and capacity for delivery;

q)Specifications for each item – confirmation to comply with the required specifications, if you meet the specifications. If not, state clearly.

r)Confirmation to agree to **accept** the terms & conditions as per this RFQ and the IFRC general **Terms & Conditions** attached as Annex I. These documents should be attached with your offer dully signed and stamped;

s)Your offer should be duly signed and stamped;

4. Offer Validity:

Your offer must remain valid **60 days** from the date of submission of the quotation, before which a contract/order, if placed should be accepted by you.

5. Samples:

COMPLETE SAMPLES are required to be attached along with the submission of Quotation the same date and time and/or before the tender closing date. In case you are quoting in different brands and specifications, please provide with specification for each brand/type you intend to quote.

6. Bid Bond:

Bidders should submit a bid bond of **5%** of the actual total bid amount with **three months** validity in the form of a Bank Certified Cheque (demand draft). Cheque will not be accepted. Bid guarantee(amount) of unsuccessful bidders will be returned as soon as the contract will be signed with the successful supplier. **Offers not accompanied with a bid guarantee will not be considered.** Bid bonds are not returnable before signing the contract with the successful bidder. The purchase contract, if awarded within the quotation validity period and not accepted by the successful bidder, the bid amount will stand forfeited. And the contract shall be awarded to the second or third preferred bidder.

7. Packing Requirements:

The seller will be responsible for the proper packing and marking of Kits including sealing as mentioned above for transport by road to ensure their safety until the goods are delivered and accepted at the destination.

8. Delivery time:

Since IFRC requires these items urgently, the IFRC would like to have these goods delivered within Fifteen (15) days in whole or partial shipments after the Issuance of Purchase Order. The suppliers are requested to mention their deliverable quantity as per their capacity. If your offer does not meet the requirement kindly mention in your offer regarding your ex-stock quantity, required time for delivery and delivery schedule for all the required quantity to be delivered to the requested delivery place.

9. Delivery Term and Destination:

The items are to be delivered DAP (Incoterms 2010) to the mentioned districts of Samangan province:

Hazrat Sultan and Khurram wa Sarbagh districts of Samangan province.

CONTACT PERSON/ NOTIFY PARTY:
Name: Fahim Wali / Logistics Officer
Contact number: 0700263529
Email: fahim.wali@ifrc.org

Seller shall be responsible for all costs arising from forwarding and delivering of products to actual point of delivery including loading, unloading and transportation, insurance, tax etc.

10. Inspection:

Goods supplied must meet the required specification as per specification mentioned herewith in this RFQ. Quality and quantity inspection will be carried at the destination by the IFRC team.

The supplies not found in accordance with the specifications will not be accepted and in that eventuality the supplier must replace the goods at their own cost. The supplier will be responsible for breakage or any loss before final handing over of the item and issuance of goods received note by the consignee which will be necessary for release of payment.

Please refer to Annex III for Standard AQL and Penalties plan.

Payment by the Buyer does not imply acceptance of Products nor of any related work or services provided pursuant to this Agreement. Failure to inspect and accept or reject Products shall neither relieve the Seller from responsibility for non-conforming goods nor impose liabilities on the Buyer therefore. Quality and quantity will be determined by an International Federation of the Red Cross (IFRC) staff member or a third part Inspection company, appointed and paid for by the Buyer. The IFRC staff member/inspection company shall have the right to inspect the goods called for under this order at the Seller's production facilities and the Seller shall cooperate and provide all facilities for such inspection.

11. Liquidated Damage for delays:

Please be advised that the goods arrival after the agreed delivery schedule may be subject to a deduction from the invoice of 0.5% per day up to 15% of the total DAP value of the PO/Contract.

12. Default:

In case of default by the Seller, including but not limited to failure or refusal to make deliveries within the time limit specified, the Buyer may procure the goods or services from other sources and hold the Seller responsible for any excess costs occasioned thereby. Furthermore, the Buyer may, by written notice, terminate the right of the Seller to proceed with the deliveries, or such parts thereof as to which there has been default.

13. Payment Terms:

Should your offer be accepted, you will be required to sign and return our formal Purchase Order/Contract confirming your acceptance of the agreed terms and conditions.

The payment shall be made as per IFRC standard payment terms, which is within 30 days from the date of receipt of the goods with all supporting documents in order by the Buyer. No advance or partial payment will be done.

In order to claim the payment for the goods or services, the seller shall provide:

i. Commercial invoice; (dated, stating the PO number, concept, correct amounts etc.)
ii. Copy of the Company Bank statement;
iii. Copy of the purchase order and IFRC T&C signed and stamped;
iv. Packing list of items delivered;
v. Delivery Challan / Delivery note, dully signed by the seller and consignee/delivery;
vi. Manuals and Warranty letter for the items that require it;
vii. Quality certificates (if required);

14. Performance Bond/Bank Guarantee:

The successful bidder(s) must deposit 10 % of the value of the purchase order as performance security in the form of a PAY ORDER from the schedule bank in favor of International Federation of Red Cross and Red Crescent Societies at the time of signing the purchase agreement/order. The performance bond should be valid for one year which covers the maintenance period. This security money/performance bond will be refunded after 1 month of satisfactory completion of the total contract. If the contract is partially cancelled due to the non-performance by the supplier, all rights of refund of security money will be forfeited.

15. Safe Call:

Safecall is to report any possible breaches such as corruption, fraud, dishonesty, harassment, sexual violence and abuse, unethical behaviour and abuse of child labour. Calls can be anonymous and can be done through the independent company Safecall by calling +44 207 6965952 or by sending an email to ifrc@safecall.co.uk or by filling directly a complaint on http://www.safecall.co.uk/file-a-report website.

16. Principles of Conduct Clause:

Supplier seeking to work with the Federation shall respect the following principles:

1. **Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Federation.

2. **Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

3. **Fair competition:** supplier shall not be involved in any corrupt, collusive or coercive practices.

4. **Officials not to benefit:** The Supplier represents and warrants that no official of the Federation has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order / Contract.

5. If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier.

17. Supplier Registration:

If your company NOT an IFRC registered vendor, you are obliged to submit the below documentation if you wish your offer to be considered:

1. Supplier registration form Annex III (attached);
2. Legal business registration/certificates;
3. Copy of tax clearance certificate;
4. The latest financial accounts and audit reports (last 3 years);
5. Copy of the bank statement where the name of the company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
6. Any other documents required by the applicable laws in Afghanistan;
7. Past performance evidence (copy of past contracts);

Note: If your company has changed bank account details and/or address and/or name you will have to submit the above list of documentation.

Tender name: Procurement of sapling
Tender ref. No.: 01/LOG/AFCO/2021
Attn: Pierre Kremer, Head of IFRC AFG Delegation
IFRC, ARCS Compound, Qargha Road, Afshar, District 5
Kabul, Afghanistan
Tel: 0700263529, 0700223822

Yours Sincerely

Fahim Wali /Senior Logistics Officer
Date: 07/01/2021
Place: Kabul

Enclosures:
Annex - I / IFRC General Terms and Conditions
Annex - II / Standard AQL and Penalties Plan
Annex-III/ Supplier registration form

SUPPLIER PROFILE/REGISTRATION FORM N°.....

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY: ……...
MAILING ADDRESS: …….....
COUNTRY: …….....
CONTACT PERSON(S): …….....
TELEPHONE: …….....
FAX: …….....
INTERNET (E-mail): …….....
WEBSITE: …….….

2. TYPE OF ORGANISATION (Please check)

Individual ☐ Partnership ☐ Non-Profit Organisation ☐
Private Limited Liability Company ☐ Public Limited Liability Company ☐
Other ( ) Please explain:…….....
…….
Year Established:……..……. Under the laws of ……
Quoted on the ……Stock Exchange
Please attach copy of registration certificate

3. TYPE OF BUSINESS (Please check)

Manufacturing ☐ Construction ☐ Trading ☐ Consultancy ☐
Service Provider (e.g. transport, warehousing, quality control, etc.) ☐
Other ☐ Please explain:……..
……..
Please describe your company's major business activity: ……
……..
……..
……..
Please indicate on page 3 the main commodities/services your company offers**.**

4. SIZE OF BUSINESS (Please provide a copy of your latest audited financial statements)
Turnover (last financial year) Ended: __/__/__ US$_____ (previous financial year) Ended: __/__/__ US$_____
(previous financial year) Ended: __/__/__ US$_____
Annual Reports from last three years.

No. of Employees: ……..…….. No. of Branches: …….…….…….
No. of International Offices: …….…
Location of Factories: ……...……
No. of Plants: …….……
No. of Warehouses: ……..
Countries to which you do not export: ……...
……..

5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES

Name	Address	Nature of Affiliation

Please attach an organisation chart

6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS

Name	Position	Telephone / Fax

7. BANKING INFORMATION

Name: ……..
Address:……..…...
Account Number: ……. SWIFT Code: ……
IBAN: …….

8. REFERENCES

a. Dunn and Bradstreet (Dunn's) number, if available: …….
b. Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)

Date (date/month/year)	Service or Product	Value (US$)	Buyer/contact and Telephone

c. Please specify your quality assurance standards

…….
…….

9. NAMES OF OFFICERS, OWNERS OR PARTNERS

Owner(s):
Chief Executive Officer:
Chief Financial Officer:

10. ENVIRONMENTAL CONSIDERATIONS

Have you identified the main environmental impacts / risks of your activity?
☐ Yes ☐ No *(If yes, please provide details)*

Have you set up any policy/ objectives in order to limit your environmental impacts?
☐ Yes ☐ No *(If yes, please provide details)*

Are there any resources dedicated to environmental management, (i.e. systems, team)?
☐ Yes ☐ No *(If yes, please provide details)*

11. PAYMENT TERMS: The International Federation shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.

For your information, the International Federation's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the International Federation.
Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

12. QUALITY ASSURANCE (Please attach any certificates or documents which denote quality assurance)

13. GENERAL TERMS AND CONDITIONS: Please carefully read the attached General Terms and Conditions of the International Federation of Red Cross and Red Crescent Societies and confirm your acceptance of these terms and conditions as final by way of signing and returning.

14. PRINCIPLES OF CONDUCT: Supplier seeking to work with the Federation shall respect the following principles:
Business Ethics: supplier is expected to maintain the highest degree of business ethics when working with the Federation.
Transparency of information provision: supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above mentioned principles, that supplier's request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions, and must be accepted by you as a condition of contracting with the Federation. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination

15. REGISTRATION REJECTION: Registration application may be rejected for the following reasons:
- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established Federation standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Refusal of the Federation standard payment terms

14. CERTIFICATION: The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Federation's payment terms of 30 days credit.

Name and Title:……

Signature:……..…… Date**:** ……...

List of Supplies and Services Provided

Provided	Commodity/Service
Goods:	
_____	Agricultural Produce
_____	Meat, fish, fruit, vegetables, oils and fats
_____	Dairy Products
_____	Grain mill products
_____	Textiles, fabrics
_____	Fabrics, wearing apparel
_____	Leather products, footwear
_____	Wood, wood products
_____	Paper, paper products
_____	Refined petroleum products
_____	Pharmaceutical products and vaccines
_____	Chemical products, rubber and plastic products
_____	Glass and glass products
_____	Furniture, other non-metal goods not listed elsewhere
_____	Fabricated metal products not machinery and equipment
_____	Machinery, general purpose
_____	Machinery, special purpose
_____	Office, accounting, and computing machinery
_____	Electrical apparatus, telecommunications equipment
_____	Audio-visual equipment
_____	Medical appliances, precision equipment
_____	Transport equipment
Services:	
_____	Architecture, engineering, construction
_____	Water resources
_____	Maintenance and repair services
_____	Legal services
_____	Financial services and insurance
_____	Trade and business services
_____	Transportation, storage and materials handling
_____	Information technology
_____	Manufacturing technology and quality control
_____	Product support and packaging
_____	Office support, printing, small parcel services

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.