



Afghanistan Microfinance Association (AMA)

REQUEST FOR QUOTATIONS

FOR THE

Radio broadcasting of commercial advertisement

Date of Issue: 06 April, 2021

To: Afghanistan Microfinance Association (AMA)

Date: 14 April 2021

1. The **Afghanistan Microfinance Association (AMA)** intends to Radio broadcasting of commercial advertisement for which this Request for Quotation is issued.
2. Your quotation must be sent through email (finance@ama.org.af) or to AMA office of the undersigned on or before **April 14, 2021 at 09:00 AM**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be marked Quotation for Radio Broadcasting of commercial advertisement, and do not open before **April 14, 2021 at 09:00 AM**.
3. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
4. The quotation shall be completed and signed by an authorized representative of the Service provider.
5. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
6. The service provider should furnish the documents, showing it is business registration in Afghanistan.
7. The quoted prices shall be inclusive of all duties, taxes, and other charges applicable, under the Afghan Tax Law. The purchase(s) will deduct the tax and pay it to the tax authorities.
8. Quotation(s) not complying with these terms and conditions and the specifications shall be treated as non-responsive and shall not be considered for evaluation.
9. Quotations for Procurement of Radio broadcasting of commercial advertisement must be submitted in the form attached in this request, through email or sealed envelope to the address given below:

Ahmad Ahadi
Finance & Admin Officer
Afghanistan Microfinance Association (AMA)
Cell: +93 (0) 786 151 513 |
Email: finance@ama.org.af

TERMS AND CONDITIONS:

Radio broadcasting of commercial advertisement

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Service provider shall form any part of the Contract:

1. The service provider should start two days after the date of acceptance of the Purchase Order or Agreement by the AMA, the Radio broadcasting of commercial advertisement.
2. **Quantity:** 3000 Minute of Radio broadcasting of commercial advertisement. The number of minutes will be divided among radios considering the coverage area. The radios are requested to provide us cost per minute. These 3,000min shall be broadcasted over the period of one month.
3. **Time of broadcast:** Morning 7:00 - 9:30 am, and 4:00-6:00 (Peak time) for Grade A and B categories of provinces and the Golden time for Grade C and D should specify by service provider.
4. Frequency of broadcasting of message is at least 10 times per day.
5. Area of coverage for broadcast: All over the country (Urban/Semi-Urban and Rural Area) covered by national radio stations and FM radio stations available in the provinces
6. Number of minutes is allocated for each province in the attachment.
7. For provincial level radios the coverage area should be more than 60% of mentioned provinces
8. Population coverage: The radio must be popular and having more audience in the provinces and nearby provinces.
9. The service provider is responsible for the monitoring of the radio advertisement period.
10. AMA has the right to select the radios from the list that service provider is providing.
11. Payment will be made by the AMA in four separate allocation upon submission of original invoice by the Service provider. The payment will only be made against condition and terms and after the successful completion of radio advertisement.
12. Payment shall be made by Cheque or Wire transfer to service provider nominated bank account or introduction letter for cheque payment.
13. All radio station which has broadcasting service in Afghanistan. Should send their quotation provincial level to AMA.
14. The Purchaser may, by written notice sent to the Service provider, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
 - (i) if the Service provider fails to deliver any or all the services within the time period(s) specified in the Purchase Order; or
 - (ii) if the Service provider fails to perform any other obligation(s) under the Purchase Order; or

- (iii) if the Service provider, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or
 - (iv) if the Service provider, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.
15. The Service provider shall have commitment that advertise the radio spot of AMA as per TOR and terms/condition.
16. Acceptance of the purchase order by Service provider is considered as signing of the contract.
17. Delivery Documents – The Service provider should properly record broadcasted advertisements and must to submit the entire packages of recording at the end of the project.
- The Service providers should submit the record of broadcasted advertisement to AMA while submitting invoice. Furthermore, the Service provider should submit monitoring certificates at the end of project.
- (i) Original invoice of the Service provider, showing the Purchaser, the Contract number, services description, course outline and amount.

EVALUATION OF QUOTATIONS

EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS

Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation:

- (a) meets the eligibility criteria;
- (b) has been properly signed;
- (c) Is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents.

To evaluate a Quotation, the Purchaser shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:

- (a) evaluation will be done for the entire package;
- (b) price adjustment for correction of arithmetic errors and for discount offered;
- (c) adjustments due to the application of other evaluation criteria as follows: factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;

CORRECTION OF ERRORS

Quotations determined to be substantially responsive shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (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 shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Service provider shall attach the following documents to its quotation:

1. A valid Trade License;
2. Company profile/ Brochure or any other information
3. The Quotation of radio commercial advertisement for each province according to attached format of Quotation.