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 LOG & Proc. Officer		
cc:	Mohammad Tariq Sailab, Logistics Off.	Our file ref: 56/LOG/AFCD/2021	
		N°.of pages including this page:17	
Issue Date:	17/OCT/2021		
Closing date:	25/OCT/2021 15:00 hrs. Late offers will not be considered.		
Re:	**Quotation Request for the design development/renovation of IFRC Office layout.**		

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 the design development/renovation of IFRC office layout as per attached ToR (Annex II)

All goods **MUST MEET** the construction/renovation standards, as well as all goods Must be of sound, fair and marketable quality & fit for its intended use.

Any variance from the IFRC requirements 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/ToR requirements 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 and 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 ToR and agreed 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)Your offer should have two parts and in separate envelopes, one for technical and the second for financial offer and submitted together to IFRC reception, Bid box.
c)Mark the envelope **'56/LOG/AFCD/2021 for design development/Renovation of IFRC Office Layout'**. Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.
d)When submitting the offer, the bidder should sign the bids submission **logbook sheet**;
e) The envelope should be properly **marked** with the bidder's company name, date and time of submission, RFQ reference number and items description;
f)Your offer should be **clear and legible**, (in English language preferable, local language acceptable);
g)Your offer should be submitted in letter head and/or **duly stamped and signed**;
h)Your offer should state the offer **issuing date**;
i)Your offer should be **numbered**;
j)Your offer should state the RFQ number;
k)Your offer should be specific on the offer **validity date**;
l)Price should be quoted in Afghani (AFN); **You are requested to use the above pricing format.**
m)Your offer should provide the **Unit Price** per item and **total price**;
n)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;
o)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;
p)Make sure your arithmetic calculations are correct; Changes after the tender closing date will not be acceptable;
q)Your offer should state the **goods ready date** and capacity for delivery;
r)Specifications for each item – confirmation to comply with the required specifications, if you meet the specifications. If not, state clearly.
s)Confirmation to agree to **accept** the terms & conditions as per this RFQ and the IFRC general **Terms & Conditions** attached as Annex II. These documents should be attached with your offer dully signed and stamped;
t)Your offer should be duly signed and stamped;

4.Site Visit:

Site visit has been scheduled anytime based on companies' availability between Monday to Wednesday (20-21 OCT 2021) from 09:00 AM to 02:00 PM.

5. 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.

6. Samples:

Before signing the contract with the selected company, the company needs to provide COMPLETE SAMPLES of their proposed items/goods/material and its specifications to IFRC.

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/services urgently, the IFRC would like to have these goods installed/delivered within forty-five (45) days in whole or partial shipments after the Issuance of Service Agreement.

9. Delivery Term and Destination:

The items are to be delivered DAP (Incoterms 2010) to the IFRC office in Kabul:

IFRC, ARCS Compound, Qargha Road, Afshar, 5th district, Kabul, Afghanistan
Office Tel: 0700263529, 0700223822
CONSIGNEE: Fahim Wali / Senior Logistics and Procurement Officer

CONTACT PERSON/ NOTIFY PARTY:
Position: HR Manager
Contact number: 0703 837 855

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, government tax etc.

10. Inspection:
Goods supplied must meet the required agreed specification. Quality and quantity inspection will be carried at the IFRC Office by the IFRC team.

The supplies not found in accordance with the agreed 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 10% 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. Integrity Line:

Integrity Line: Report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on https://ifrc.integrityline.org, send an email to speakup@ifrc.integrityline.org, or call (Phone List).

15. 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.

16. Supplier Registration:

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

1. Supplier registration form Annex IV (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: Design Development/Renovation of IFRC Office Layout
Tender ref. No.: 56/LOG/AFCD/2021
Attn: Necphor Mghendi, Head of IFRC AFG Country Delegation
IFRC, ARCS Compound, Qargha Road, Afshar, District 5
Kabul, Afghanistan
Tel: 0700263529, 0700223822

Yours Sincerely

Fahim Wali /Senior Logistics and Procurement Officer
Date: 17/10/2021
Place: Kabul

Enclosures:
Annex - I / IFRC General Terms and Conditions for Service Contracts
Annex - II / Term of Reference (ToR)
Annex -III / Standard AQL and Penalties Plan
Annex - IV/ 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 term 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.