جمهوری اسلامی افغانستان
وزارت معارف
معینیت منابع و اداره
ریاست تدارکات

دافغانستان اسلامی جمهوریت
د پوهنی وزارت
د منابع او اداری چارو معینیت
د تدارکاتو ریاست

Islamic Republic of Afghanistan
Ministry of Education
DM for Admin and Resources
Procurement Directorate

REQUEST FOR QUOTE

FOR PROCUREMENT OF Goods

For supply of office equipment

Package ID No: AF-MOE-EQRA-219553-GO-RFQ

Project	:	**Education Quality Reform for Afghanistan (EQRA)**
Purchaser	:	**Ministry of Education**
Funding	:	**EQRA – World Bank**
Project ID	:	**P159378**

Issued by:

Procurement Directorate

MINISTRY OF EDUCATION

***July* 2021**

REQUEST FOR QUOTE

SUBJECT: procurement and supply of office equipment for EQRA project, MoE
Package ID No: AF-MOE-EQRA-219553-GO-RFQ

Issued Date: 15th July, 2021

Gentleman/Ladies:

1. You are invited to submit your price quotation(s) for

Procurement and supply of office equipment for EQRA project, MoE

The Islamic Republic of Afghanistan has received a grant from the **EQRA – IDA, ARTF and GPE toward supporting Education quality and reform in Afghanistan** and intends to apply part of the fund to cover the eligible payments under the contract for procurement of the items under this RFQ.

2. Information on Technical specifications and Schedule of Requirements & Price Schedule is provided in Attachments 3 and 4.

Your Quote shall be evaluated according to the specification and all other condition provided in this RFQ and contract will be awarded to the firm(s) offering the lowest evaluated price, technically responsive and fulfilling qualification requirements for items Listed in this RFQ.

3. You are requested to submit the following documents with your bid: Each document shall be signed by a duly authorized representative of your firm:

(i) Terms and Conditions of Supply (Attachment 2)

(ii) Technical Specification duly indicating complied or not complied (Attachment 3)

(iii) Schedule of Requirements and Price Schedule (Attachment 4)

Failure to submit the above documentation may result in the Bid being declared as non-responsive and shall be rejected.

[Goods and NCS Procurement Department - Procurement Directorate, Ministry of Education, HQ, Mohammad Jan Khan Watt, Deh Afghanan – Kabul Afghanistan]
Tel: 0705062190
E-mail: suliman252003@yahoo.com; Cc to s.alokzai@moe.gov.af, am.rahmani11@gmail.com
Contact Person: Sulaiman Saleh
Procurement specialist, World Bank Funded project, EQRA/Ministry of Education

4. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 4 is:

Date: 28th July, 2021
Time: 11:00 AM

Late quotations will be rejected. Number of copies required: 1 Original. Quotations by e- mail are not acceptable.

5. Qualification Requirements: The details are as given below:

(a) Experience and Technical Capacity
The Bidder shall furnish documentary evidence to demonstrate that it meets the requirement(s):

- **Bidders must provide evidence of having executed at least One (1) contract of similar items and of 50% of the bid price or larger magnitude within the period of last three years. N/A**

- **Bid must have accompanied with security bid as bank guarantee or equivalence amount in cash as below:**
  - ✓ The amount of the Bid Security shall be: **30,000 thirty thousand Afghani**
  - ✓ Bid Security shall remain valid for a period of 28 days beyond the validity period of the bids i.e. 90 days from bid submission deadline date or extended bid submission deadline date, if extended.
    Note: if the bid security provided as Bank guarantee it shall be submitted in original form. Photo copies/ Scanned copies will not be accepted;
    The bid guarantee will be returned and forfeited as per NPA rules.
- Bidders must provide evidence of having executed at least One (1) contract of similar items and of 50% of the bid price or larger magnitude within the period of last three years. N/A
- Bidder must submit valid license and quote price for all items.
- bid with partial quotation will be rejected.
- Tax clearance for fiscal year 1399 is must and bidders shall submit evidence which shows tax clearance or under process in MoF.
- The supplier shall not be in NPA debarred list which is available in : www.npa.gov.af.

If any bid could not meet the above condition the bid will be considered a non-responsive bid and thus rejects by evaluation committee.

6. Your quotation(s) should be submitted as per the following instructions and in accordance with the Terms and Conditions of supply in the attached Purchase Order. Please sign Attachment No. 2.

i. **PRICES**: The prices should be quoted for delivery to:
Address: *[3rd Floor, Goods and Non-Consultancy services dept. Procurement directorate, MoE-HQ, Deh, Afghanan, Kabul 2nd district.*
Tel: 0705062190
Contact Person Email: ***suliman252003@yahoo.com*** ***; Cc to:*** s.alokzai@moe.gov.af, ***am.rahmani11@gmail.com*** **.**
Contract person: *Suliman Saleh, Procurement specialist, World Bank funded project/EQRA*

Prices can be quoted in Afghanis only The Bidder has to complete all the columns in Attachment 4 for the items offered and sign at the bottom of the page containing the items offered. The current local taxes are 7 % Business Receipt Tax (BRT) and 1 % Sukok Tax in case the bidder is **not** registered in Afghanistan and 2 % Business Receipt Tax (BRT) and 1 % Sukok Tax in case the bidder is registered in Afghanistan. **The bidder should include appropriate BRT and Sukok tax in the price and also provide total price net of taxes in the price schedule**. BRT and Sukok tax will be deducted from gross billed amount while making payment'

a. **For information on taxes in Afghanistan, the bidder is advised to refer to the website of Ministry of Finance: www.mof.gov.af/tax.**

b. **The prices shall be quoted in Afghanis only.**

ii. **EVALUATION**:

Offers determined to be substantially responsive to the technical specifications and qualifications requirements will be evaluated by taking their DDP prices including local taxes and the cost of delivery to the place of destination.

The bidders may choose to quote for all items in the schedule of requirements (attachment 4) and bidders shall quote for the complete requirement of Goods and Services specified in this RFQ as a single responsibility basis, failing which such bids will not be taken into account for evaluation and will not be considered for award.

(vi) **VALIDITY OF THE OFFER**: Your quotation(s) **should be valid for a period of 60 days** from the date for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quote (RFQ).

9) Further information can be obtained from:

[Goods and NCS Procurement Department - Procurement Directorate, Ministry of Education, Mohammad Jan Khan Watt, 2nd district, Deh Afghanan – Kabul Afghanistan]

Contact person: Suliman Saleh, Procurement specialist, World Bank Funded project/EQRA
E-mail: suliman252003@yahoo.com ; Cc to s.alokzai@moe.gov.af, am.rahmani11@gmail.com
Tel: +93 705062190

10. **Award of Purchase Order**: The Purchaser shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price, meets the required standards of technical and qualification requirements.
Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

11. A Performance Security shall be required. The bidder must provide performance security of **ten (10%)** contract/purchase order price within five (5) days of the receipt of notification of award from the Purchaser.
The Performance Security shall be in the form of: Bank Guarantee from reputed bank from purchaser's country or supplier's country. If it is from supplier's country, it shall be confirmed by the bank in Afghanistan or a bank acceptable to the purchaser.

Incase supplier failed to deliver the contracted goods as per terms and condition of contracts the performance security will be forfeited to government revenue account. Except Force majeure and uncontrolled situation in which required amendments/changes as per World Bank procurement regulation will be considered.

12. We look forward to receiving your quotations and thank you for your interest in this project.

With Regards,

Victoria Ghauri
Deputy Minister for Admin & Resources, MoE.

Signature_____

Attachments:

1- Draft Purchase order
2- Terms and Conditions of Supply
3- Technical Specifications
4- Schedule of Requirements and Price Schedule
Annexure: Annexure A -Schedule of Items and Priced Quotation

ATTACHMENT 1

To:

SHOPPING

Purchase Order/Contract
Contract type: lump sum

Purchase Order No: PO AF-MOE-EQRA-**219553**-GO-RFQ

Date of Purchase Order: 23 July 2021

Name of the Purchaser: Ministry of Education
Mohammad Jan Khan Watt, 2nd district, Deh Afghanan – Kabul Afghanistan

Subject: procurement and supply of office equipment required by EQRA project, MoE
Package ID No: AF-MOE-EQRA-**219553**-GO-RFQ

Address:

Dear Sir,

Your price Quotation No: (AF-MOE-EQRA-**219553**-GO-RFQ) Dated 11 July **2021** for the supply of the above Goods are accepted by the Purchaser for an amount of **AFN XXX/-** as per the Terms and Conditions described in Attachment 2 to this Purchase Order.

Please acknowledge within 5 (five) days from the date of receipt of this Purchase Order.

Yours Sincerely,

Authorized Representative

Victoria Ghauri
DM for Admin and Resources

ATTACHMENT 2

Terms and Conditions of Supply

Project Name: **Education Quality Reform for Afghanistan (EQRA)**

Request for Quotation for Procurement of: office equipment under EQRA project, MoE.
Package ID No: AF-MOE-EQRA-219553-GO-RFQ

1. Schedule of Requirements and Price Schedules:

S.N	Description	QTY	Unit	Final (Project Site) Destination
1	واتر دسپنسر (اب سرد کن) سه خانه ای برای اب یخ، اب گرم و اب جوش با کیفیت عالی	21	عدد	دیپوی مرکزی وزارت معارف محمد جان خان وات، ده افغانان
2	جاروب برقی با کیفیت و کارکرد عالی جاپانی یا معادل آن	19	دانه	
3	ماشین بایندنگ با کیفیت عالی	15	پایه	
4	ایر کندیشن سامسونگ یا معادل آن با خدمات نصب آن با کارکرد و کیفیت عالی	13	دانه	
5	ماشین پاک کاری سرور (Dust Blower) کمپنی Bosch یا معادل آن با کیفیت عالی	6	دانه	
6	استبلایزریونیورسل یا معادل ان با کیفیت عالی	9	دانه	

2. **Delivery Time**: Refer to Attachment 4.

3. **Fixed Price**: The prices indicated in are firm and fixed and not subject to any adjustment for the duration of the contract.

4. **Country of Origin**: You will be required to furnish at the time of delivery a Certificate of Origin for each item evidencing the country of origin of the items.

5. **Delivery Schedule**: The delivery should be completed as per Attachment 4.

6. **Payment**: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

On Delivery: Ninety (90) percent of the Contract Price shall be paid on receipt of requested items included in this RFQ and upon submission of the documents specified in **Clause 11**.
On Acceptance: The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the completion warranty period to the supplier.

Note 1: Payments shall be made by wire transfer to the Supplier's nominated bank account (for which the account details must be provided by the supplier) by the Treasury Department of the Ministry of Finance via Da Afghanistan Bank.

Note 2: The Acceptance Certificate (in the form as attached to this Contract at Attachment 5) shall be signed by an authorized officer on behalf of the Purchaser. The Acceptance Certificate shall be issued within six (6) working days from the physical receipt of all the items included in this RFQ by the Purchaser. Physical receipt means the moment when all the items included in this RFQ are put

at the Purchaser's disposal at the point of delivery whether the Purchaser's premises or any other location agreed between the Purchaser and Supplier.

7) **Warranty**: The Supplier warrants that all the items are procured and supplied according to the specification indicated in this RFQ.
The warranty shall remain valid for one year after supplying, or any portion thereof as the case may be, have been delivered to and accepted at the final destination.

The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity to the Supplier to inspect such defects.

If having been notified, the Supplier fails to remedy the defect within the period specified above; the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

8) **Packaging and Marking Instructions**:

The Supplier shall provide such packing of procured and supplied as is required to prevent their damage during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit and open storage.

9) Required Technical Specifications:

See Attachment 3

Supplier confirms compliance with above specifications.

10) Failure to Perform: The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the office equipment, in accordance with the above terms and conditions, in spite of a 10-day notice given by the Purchaser, without incurring any liability to the Supplier. If the Supplier fails to perform, the Supplier will be blacklisted and not eligible to participate in any Government procurement tenders/bids for a period of two years.

11) Delivery Documents

Details of Shipping/Delivery and other Documents to be furnished by the Supplier are:

Upon or before delivery of office equipment, the Supplier shall notify the Purchaser in writing and deliver the following documents to the Purchaser:

(i) Two originals and two copies of the Supplier's invoice, showing Purchaser, the Contract number, grant number; goods description including Serial no. of the equipment/item wherever applicable, quantity, unit price, and total amount.
Invoices must be signed in original and stamped or sealed with the company stamp/seal;
(ii) Two copies of delivery note showing Purchaser as **/Goods and NCS Procurement Department - Procurement Directorate, Ministry of Education]** and delivery through to final destination as stated in the Contract;
(iii) Two copies of the Packing list identifying contents of each Package;

(v) One original of the manufacturer's or Supplier's Warranty Certificate covering all items supplied;
(vi) One original of the Supplier's Certificate of Origin covering all items supplied.

12) Inspection and Test:

The following inspection and tests shall be performed on receipt of items included in the RFQ.

i) Visual inspection;
ii) Inspection for any physical damage;
iii) Operation test.
- Packaging quality check
- Any other test to ensure that office equipments supplied are as per technical specification

NAME OF THE SUPPLIER _____

Authorized Signature _____

Place: _____

Date: _____

ATTACHMENT 3

Technical Specifications

Bidders must enter "comply or not comply" against each paragraph of the specification, comment as necessary, and it is desirable to sign & stamp each page. Failure to complete this statement of compliance (Clause 5) may result in the offer being not considered for evaluation and award.

- The contractor shall provide sample based on specification to MoE after signing contract and receiving orders.

Delivery: DDP – delivery duty Paid as per incoterm 2010

- The contractor shall provide sample based on specification to MoE after signing contract and receiving orders.

The Goods offered shall comply with following Technical Specifications and Standards:

Procurement of office equipment for EQRA project, MoE,
Package ID No: AF-MOE-EQRA-219553-GO-RFQ

Technical specification of items included in this RFQ

شماره	اسم جنس	مشخصات تخنیکی		واحد	مقدار نیازمندی
1	واتر دسپنسر (اب سرد کن) سه خانه ای برای اب یخ، اب گرم و اب جوش با کیفیت عالی	وزن	۱۴ kg	عدد	21
		ظرفیت:	۵ لیتر		
		رنگ:	نصواری یا سفید		
		ولتاژ:	220 وات با یک سال ورنتی		
2	جاروب برقی با کیفیت و کارکرد عالی جاپانی یا معادل آن	اندازه:	۱۸ لیتر ۲۰۰۰ وات	عدد	19
		ولتاژ:	۲۲۰-۲۴۰V		
		رنگ:	جگری، سیاه، نصواری		
		تعداد در بسته:	1 پایه با یک سال ورنتی		
3	ماشین بایندنگ با کیفیت عالی	اندازه:	A4	پایه	15
		ظرفیت:	25ورق		
		جنسیت:	فلزی و پلاستیکی		
		تعداد در قوطی:	1 عدد		
4	ایر کندیشن سامسونگ یا معادل آن با خدمات نصب آن با کارکرد و کیفیت عالی	ظرفیت:	24000 بی تی یو	پایه	13
		نوعیت:	دیواری		
		رنگ:	سفید		
		تعداد در بسته:	1		
5	ماشین پاک کاری سرور (Dust Blower) کمپنی Bosch یا معادل آن با کیفیت عالی	مادل	GBL 82-270	عدد	6
		ظرفیت:	620 وات		
		Volmetric flow	minut 3.5		
		No load Speed	rpm 16000		
		سایر موارد	ورنتی و تعویض ختم فروش		
6	استبلایزر یونیورسل یا معادل ان با کیفیت عالی	ظرفیت:	7000 وات	عدد	9
		نوعیت:	مسی		
		رنگ:	زرد، گرمی روشن یا سفید		
		تعداد در بسته:	1 پایه با یک سال ورنتی		

Authorized signature ..... **company/bidder stamp and sign** ..... **Date** .....

ATTACHMENT 4
Schedule of Requirements and Price Schedule

Schedule of Requirements

S.N	Description	QTY	Unit	Final (Project Site) Destination	Delivery (as per Incoterms) Period DDP Kabul, Afghanistan	
					Delivery Period	Bidder's offered Delivery date [*to be provided by the bidder*]
1	واتر دسپنسر (اب سرد کن) سه خانه ای برای اب یخ، اب گرم و اب جوش با کیفیت عالی	21	عدد	دیپوی مرکزی وزارت معارف، محمد جان خان وات، داه افغانان	دو ماه بعد از عقد قرارداد	
2	جاروب برقی با کیفیت و کارکرد عالی جاپانی یا معادل آن	19	دانه			
3	ماشین بایندنگ با کیفیت عالی	15	پایه			
4	ایر کندیشن سامسونگ یا معادل آن با خدمات نصب آن با کارکرد و کیفیت عالی	13	دانه			
5	ماشین پاک کاری سرور (Dust Blower)کمپنی Boschیا معادل آن با کیفیت عالی	6	دانه			
6	استبلایزریونیورسل یا معادل ان با کیفیت عالی	9	دانه			

1. The delivery period will count from date of the signature of the contract for direct payment.
2. Partial shipments are accepted, but the entire delivery must be completed within the specified delivery period mentioned above.
3. Bids must include full quantity of items. Incomplete delivery will not be accepted.
4. Payment for shipped items will be made only on shipment of all the items ordered
5. Bidders quoting longer delivery period by more than indicated above will be treated as non-responsive bid.

Note:

- The supplier shall ensure supply of items (in original manufacturer's packing) and latest equipment as per specifications and requirements
- Delivery, Transportation, Insurance, Storage, Unloading, Installation, Testing and Commissioning at the final point of destination shall be the responsibility of the Supplier, and such cost shall be included in the Bid Price.

Annexure A
Schedule of Items and Priced Quotation

[Describe below the items, unit and quantity of the goods required].

S.N	Item	Description & Details	QTY	Unit	Unit Price in AFN	Total Amount In AFN
1		واتر دسپنسر (اب سرد کن) سه خانه ای برای اب یخ، اب گرم و اب جوش با کیفیت عالی	21	عدد		
2		جاروب برقی با کیفیت و کارکرد عالی جاپانی یا معادل آن	19	دانه		
3		ماشین بایندنگ با کیفیت عالی	15	پایه		
4		ایر کندیشن سامسونگ یا معادل آن با خدمات نصب آن با کارکرد و کیفیت عالی	13	دانه		
5		ماشین پاک کاری سرور (Dust Blower) کمپنی Bosch یا معادل آن با کیفیت عالی	6	دانه		
6		استبلایزریونیورسل یا معادل ان با کیفیت عالی	9	دانه		
(a)	----------Total Amount for Supply of office equipment----------					
(b)	**Taxes*(Taxes should be indicated separately in this column.**					
(c)	**Total Amount (a+b) (AFN)**					
(d)	Total Amount in AFN (in words)					

Delivery Offered	Two months	To be delivered to MOE, HQ central stack, deh afghanan, Kabul from date of issue of the Purchase order)
Warranty Provided(Please tick YES or NO)	Yes	
Modality to service the Product during the Warranty period to be furnished by the Bidder in detail.	Maintenance services during the warranty period is required, in case the product not functioning well, the contractor shall repair or replace with its own coast.	

Signature of Supplier	Supplier's/Supplier's Stamp
Name of Supplier	
Date:	

ATTACHMENT 5
Sample forms

(For acknowledgment of receipt of office equipment)

ACCEPTANCE CERTIFICATE

Contract Reference: .....

Items: Request for Quotation for Procurement of .....

Package ID No: AF-MOE-EQRA-219553-GO-RFQ

Supplier:

Invoice Number:

Date of office equipment's received:

Purchaser:

I hereby confirm that the above-requirements and related services have been received in accordance with the signed contract and appear to be in good order.

Signed.....

Name.....

For and on behalf of: .....

Dated.....

Witnessed by.....

Name.....

Of.....

Note: This form will be used by MoE, stock authorities.