



Title:	Provision of Supply Refreshment Items for livestock Training.
RFQ No:	RFQ-AFG-OSDRA-83123
Issue Date:	August/31/2023
Deadline for Questions:	September/06/2023
Closing Date:	September/06/2023
Date & Address of Submission for Questions:	For further clarifications and questions, kindly refer to the OSDRA Inbox: procurement@osdra.org through the timeline: August/31/2023 to September/06/2023
Quotations Submission Address:	Interested Bidder(s) are requested to submit their finest offer through the below email: procurement@osdra.org
Offer Validity:	60 Days
Submission Method:	Interested Bidder(s) are requested to submit their offer electronically through the address provided.
Type of Award:	One Time Firm Fixed Price Purchase Order

Invitation

Organization for Sustainable Development & Research of Afghanistan (OSDRA) requests quotations from eligible registered vendor, who have the required experience and capabilities for providing the required services “Provision of Supply Refreshment Items for livestock Training”.

Organization Background:

Organization for Sustainable Development & Research of Afghanistan “OSDRA” is a Humanitarian, Research, Non-Profit and Non-Governmental Organization, Registered with the Ministry of Economy of Afghanistan in 2017 [1396]. With the aim of providing easy, reliable, and secure services to government institutions and development partners.

Purpose, Objectives of Obtaining Quote:

The main purpose of this quotes announced to increase the quality of required Goods/Services and transparency with collecting different proposal from different vendors and to find the best supplier with offering best Goods/Services quote with high quality based on attached list and required specification with reasonable & acceptable prices.

Project Background:

OSDRA Humanitarian Project, an UN-Women funded Project which is going to be implemented at Kandahar, Helmand, Baghlan, Logar, Laghman and Nangarhar Provinces of Afghanistan for the Duration of 6 Months ending on 08 January 2024. Interested Bidder(s) are requested to submit their finest offer considering the following thematic areas of their responsibilities, if awarded with the contract.

- Training Schedule
 - Kandahar: Twenty days trainings for 100 beneficiaries.
 - Helmand: Twenty days' trainings for 120 beneficiaries.
 - Logar: Twenty days trainings, for 100 beneficiaries.
 - Baghlan: Twenty days trainings, for 100 beneficiaries.
 - Nangarhar: Twenty days trainings, for 100 beneficiaries.
 - Laghman: Twenty days trainings, for 80 beneficiaries.

- The vendor will be responsible to provide the good quality Biscuits and Juice for each participant, instead of lunch with time and deliverance flexibility.

- The vendor will be responsible to provide the refreshment for each participant, with time and deliverance flexibility.
- The vendor will be responsible to ensure the provided/proposed venue's space security, background assurance and reliability.
- The vendor will be responsible to provide printing materials which are mentioned in Technical Specification.
- OSDRA will carry out the inspection of all items before delivery.

Financial Offer: Suppliers are requested to submit their offers in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from the evaluation:

Budget Breakdown & Technical Specification						
Provision of Supply Refreshment Items for livestock Training. For UN-Women Funded Project in Kandahar, Helmand, Baghlan, Logar, Laghman, Nangarhar Provinces:						
S:NO	Item Name	Specification	Unit	QTY	Unit Cost including 2% or 7% Government Tax (USD)	Total Cost Including 2% or 7% Government Tax (USD)
1	Biscuits	Good Quality, any available in the market	Packet	12000		
2	Juice (250 ml)	Good Quality, any available in the market	Bottle	12000		
3	Mineral Water	Good Quality, any available in the market	Bottle	12000		
4	Cake	Good Quality, any available in the market	Packet	12000		
5	Training Materials	(26 Slide livestock Training Materials in Banner 50cm*70cm) With Binding,200cm*150cm Training and Distributions Banner (12)	No	5		
Transportation and Distribution Cost to all Provinces as Per the distribution plan: USD						
Grand Total USD:						

Tentative Delivery and Distribution Plan

Provision of Supply Refreshment Items for livestock Training. For UN-Women Funded Project in Kandahar, Helmand, Baghlan, Logar, Laghman, Nangarhar Provinces:

S:NO	Item Name	Specification	Unit	Quantity Based on Locations						Total QTY
				Kandahar (7,9,12 Zone of the City)	Helmand (Nihre Sraj, Grashk District)	Nangarhar (Bati Kot, Chardi, AmbarKhana Villages)	Logar (Kharwar District)	Baghlan (Pol e Khumri o)	Laghman (Qarghayi District)	
1	Biscuits (120g)	Good Quality, any available in the market	Packet	2000	2400	2000	2000	2000	1600	12000
2	Juice(250ml)	Good Quality, any available in the market	Bottle	2000	2400	2000	2000	2000	1600	12000
	Mineral Water	Good Quality, any available in the market	Bottle	2000	2400	2000	2000	2000	1600	12000
	Cake	Good Quality, any available in the market	Packet	2000	2400	2000	2000	2000	1600	12000
3	Training Materials	(26 Slide livestock Training Materials in Banner 50cm*70cm) With Binding,200cm*150cm Training and Distributions Banner (12)	No	1	1	1	1	1	0	5

Supplier Information:

Company Registered Name: _____

License No: _____

Establishment Date: _____

Address: _____

Phone: _____

Email: _____

By signing below, I certify all information provided above is true and correct to the best of my knowledge: Business Name: Authorized Representative Name and Signature:

Authorized Representative Name and Sign/Signature _____ Date: _____

OSDRA reserves the right to accept or reject any Quotation, and also to cancel any Quotation and the procurement process at any time. In addition, OSDRA can reject all the Quotations/ cancel the Purchase Order (PO) or Contract.

GENERAL INSTRUCTION TO SUPPLIERS (GIS)

OSDRA After collecting quotes and analyzing by technical bid Evaluation committee, those vendors will be selected who meet the given criteria, after final review of product and quality, price and other required things which mentioned in RFQ will call to the Winner competitors and will sign contract or directly order for purchasing & receiving required goods or services from winner vendor.

Project Description:

This RFQ is developed and announced to facilitate the procurement of Service “Provision of Supply Refreshment Items”, through a fair/Competitive procurement Process and OSDRA request prospective suppliers to submit Quotation.

Corrupt, Fraudulent, and Coercive Practices

OSDRA requires that all OSDRA staff, manufacturers, suppliers, or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. OSDRA shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive, or coercive practices. In pursuance of this policy, OSDRA defines for purposes of this paragraph the terms.

Set forth below as follows:

- Corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

In the case of OSDRA personnel involved in procurement activities, this translates into an obligation to maintain an unimpeachable standard of integrity in all business relationships, both inside and outside OSDRA. The highest ethical conduct must be followed in all dealings with OSDRA partners, donors, governments, beneficiaries, and the public. Procurement officials must never use their authority or office for personal gain and must seek to uphold and enhance the standing of OSDRA.

Cost of Preparing the Quotation

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and OSDRA will not in any case be responsible and liable for the costs incurred.

OSDRA's Right to Accept any Quotation and to Reject all Quotations.

OSDRA reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for OSDRA's action.

Bid Security

All Bidders must deposit amount of (1,000) USD to OSDRA First Micro Finance USD Account (012104020000213) as a bid security and submit original deposit along with offer. Offers without bid security deposit slip/ deposit proving document will automatically be rejected.

Contract Performance Guarantee

The winner of the tender must deposit 5% amount of total contract value to OSDRA bank account as contract performance guarantee before signing the contract and the mentioned amount is refundable after successful completion of the contract.

Note: All deposits (Bid security / contract performance Guarantee) will be refunded. The deposit (bid security / contract performance guarantee) will not be refunded if the supplier /bidder withdraws or quits form the process.

Documents to submit:

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- A) Valid Business License.
- B) Company Profile, Along with TIN.
- C) Detailed Relevant Work Experience in Event Management.
- D) 1401 Financial Year Tax Calarence Letter

Purchase Order Standard Terms & Conditions

1. Agreement

This Purchase Order (PO) becomes the exclusive agreement between OSDRA and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier 's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b) furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by OSDRA. Until so accepted, OSDRA reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless OSDRA agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

2. PO Identification

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

3. Delivery

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, OSDRA reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred

because of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.

4. Payment

Supplier shall invoice OSDRA upon delivery of the service/goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

5. Packaging

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to OSDRA will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. OSDRA reserves the right to reject any shipment that is deemed not to have been packaged adequately.

5. Inspection and Acceptance

- a) OSDRA or its representative shall have the right to inspect and/or test the goods at no extra cost to OSDRA at the premises of the Supplier, at the point of delivery or at the destination. The Supplier shall facilitate such inspections and provide required assistance.
- b) OSDRA shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, OSDRA may reject the entire delivery. OSDRA may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by OSDRA for disposition at Supplier's risk and expense. Supplier agrees that OSDRA's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. OSDRA's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by OSDRA prior to delivery.
- c) The Supplier agrees that any acceptance by OSDRA does not release the Supplier from any warranty or other obligations under this Contract.
- d) Title to the goods shall pass when they are delivered and accepted by OSDRA. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to OSDRA.

I understand I am duty bound to report any concerns relating to actual or possible abuse or exploitation of a child or vulnerable adult or risk of such, and to notify relevant OSDRA personnel as described in the reporting procedures of any actual or possible breaches of this code of conduct.

On Behalf of OSDRA

Name: _____
Title: _____
Date: _____

On Behalf of Supplier

Name: _____
Title: _____
Date: _____

Sign/Stamp: _____

Sign/Stamp: _____