



جمهوری اسلامی افغانستان

Islamic Republic of Afghanistan

REQUEST FOR QUOTE

FOR PROCUREMENT OF GOODS UNDER

NATIONAL SHOPPING PROCEDURES

FOR PROCUREMENT OF

AFMIS Core Team Office Furniture for KM 10 Districts and 5 Directorates

Package ID No: KMDP/G-40

Project : Kabul Municipal Development Program

Purchaser : Kabul Municipality

Funding : ARTF

Project ID : P125597

Issued by:

**Program Management Unit (PMU)
Kabul Municipal Development Program (KMDP)
Kabul Municipality**

August 03, 2019

REQUEST FOR QUOTE

SUBJECT: Procurement of AFMIS Core Team Office Furniture for KM 10 Districts and 5 Directorates

Package ID No: **KMDP/G-40**

Issued Date: **3rd of August, 2019**

Gentleman/Ladies:

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

Procurement of AFMIS Core Team Office Furniture for KM 10 Districts and 5 Directorates

2. The Islamic Republic of Afghanistan has received a grant from the **ARTF towards of Afghanistan Kabul Municipal Development Program** (KMDP) and intends to apply part of the fund to cover the eligible payments under the contract for procurement of the items under this RFQ.

3. 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.

4. 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.

5. Your quotation for the full quantity and the documents listed in Clause 4 above in the required format in duplicate and in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for the item quoted. This should be addressed and submitted to:

Kabul Municipal Development Program
Wazir Akbar Khan, Street 14, House No: 322
Kabul, Afghanistan
Tel.: 0786334040 / 079-9041164
E-mail. Nangialai.barakzai@gmail.com Cc to: e-sahill@outlook.com
Contact Person: Nangialai Barakzai
Senior Procurement Officer, Project Management Unit

6. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 5 is:

Date: Saturday 10th of August, 2019
Time: 3:00 PM

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

7. 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 following experience requirement(s):

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

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

PRICES: The prices should be quoted for delivery to

Kabul Municipality

Deh-Afghanan, District. 2

Kabul, Afghanistan

Tel.: 0786334040 / 079-9041164

E-mail. Nangialai.barakzai@gmail.com Cc to: e-sahil1@outlook.com

Contact Person: Nangialai Barakzai

Acting Senior Procurement Specialist, Project Management Unit

i. 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) in case the bidder is **not** registered in Afghanistan and 2 % Business Receipt Tax (BRT) in case the bidder is registered in Afghanistan. **The bidder should include appropriate BRT tax in the price and also provide total price net of taxes in the price schedule.** BRT tax will be deducted from gross billed amount while making payment'

ii.

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

b. The prices shall be quoted in Afghani only.

iii. **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.

v) The bidders have to quote for the item in the schedule of requirements (attachment 4) and it will be evaluated and PO will be awarded to the bidder who meets the entire requirement under this RFQ. However, bidders shall quote for the complete requirement of goods and

services specified under each lot on 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 45 days** from the date for receipt of quotation(s) indicated in Paragraph 6 of this Request for Quote (RFQ).

9) Further information can be obtained from:

Nangialai Barakzai
Acting Senior Procurement Specialist, Program Management Unit (PMU)
Wazir Akbar Khan, Street 14, House No:322
Tel.: 0786334040 / 079-9041164
E-mail. Nangialai.barakzai@gmail.com Cc to: e-sahil1@outlook.com

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

Yours sincerely,

Purchasing Committee:

Eng. Najiburrahman Rahmani/ KMDP.....

Abdul Rauf Hakimi/ KMDP.....

Mohammad Shoaib Karimi/ KMDP.....

Reshad Azimi/ KM.....

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
- 5- Sample form

ATTACHMENT 1

M/s
.....
.....

SHOPPING

Draft Purchase Order/Contract

Purchase Order No: KMDP/G-40

Date of Purchase Order: -----

Name of the Purchaser:

Kabul Municipality
Kabul Municipal Development Program
Wazir Akbar Khan, Street 14, House No: 322
Kabul, Afghanistan

Subject: Request for Quotation for procurement of AFMIS Core Team Office Furniture for KM 10 Districts
and 5 Directorates

Package ID: KMDP/G-40

Address: (Supplier)
.....
.....
.....

Dear Sir,

Your price Quotation No:_____ Dated _____ for the supply of the above goods
is accepted by the Purchaser for an amount of _____ as per the Terms and Conditions
described in Attachment 2 to this Purchase Order.

Please acknowledge within 1 week from the date of receipt of this Purchase Order.

Yours Sincerely,

Authorized Representative

Sayed Rahman Jalal
Deputy Kabul Mayor Finance & Administration

ATTACHMENT 2

Terms and Conditions of Supply

Project Name: **Kabul Municipality, Kabul Municipal Development Program,**
Wazir Akbar Khan, Street 14, House No: 322

**Request for Quotation for Procurement of: AFMIS Core Team Office Furniture for KM 10 Districts &
5 Main Directorates**

Package ID No: KMDP/G-40

1. Schedule of Requirements and Price Schedules:

Item No	Description	Qty	Period of Contract	Physical unit	Final (Project Site) Destination
AFMIS Core Team Office Furniture for KM 10 Districts & 5 Main Directorates					
1	Office Desk	15		Piece	Kabul Municipality Deh-Afghanan, Dis. 2 Kabul Afghanistan
2	Revolving Office Chairs	15		Piece	

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. Not Applicable

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:(i)

On Delivery: Ninety (90) percent of the Contract Price shall be paid on receipt of all equipment 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 date of the acceptance certificate for the respective delivery issued by the Purchaser.

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 two (2) working days from the physical receipt of the all equipment included in this

RFQ by the Purchaser. Physical receipt means the moment when the all equipment 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 Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials.

The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

The warranty shall remain valid for twelve (12) months after the Goods, 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.

Upon receipt of such notice, the Supplier shall, within a maximum period of 3 days expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

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.

The selected supplier will have to provide a performance Guarantee which should be in the form of a bank guarantee from a Bank in Kabul, the amount of BG should be 10% of the total contract/PO value and shall be valid 28 days beyond the completion of warranty period. The Performance BG will be forfeited if the bidder fails to perform in accordance with terms and conditions clauses of this contract.

8) Packaging and Marking Instructions:

The Supplier shall provide such packing of the Goods 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) Extension of Time: If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

11) Liquid Damage: If the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may

without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage (0.5% of contract price per week or part thereof) of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage (The maximum amount of liquidated damages shall be: 10% of the Contract price). Once the maximum is reached, the Purchaser may terminate the Contract.

13) Failure to Perform: The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 2 days' 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.

14) Delivery Documents

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

Upon or before delivery of the Goods, 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, road consignment note, truck waybill, or multimodal transport document showing Purchaser as **KABUL MUNICIPALITY, Deh-Afghanan, Dis. 2 Kabul Afghanistan** 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.

15) Inspection and Test:

The following inspection and tests shall be performed on receipt of goods.

- i) Visual inspection;
- ii) Inspection for any physical damage;
- iii) Operation test.

Any other test to ensure that the goods supplied are as per technical specification

NAME OF THE SUPPLIER _____

Authorized Signature _____

Place: _____

Date: _____

ATTACHMENT 3

Technical Specifications

Bidders are required to offer a product/model meeting the required specifications given below and provide details of the offer. **The specifications furnished here are minimum required; however the Furniture shall be the latest models/technology matching the specification given below or higher. Any bidder offering higher specification shall not get any benefit in comparison with the bidder offering as per specification.**

In the specification if any proprietary names/features are mentioned does not necessarily imply exclusive preference for the item so identified. It indicates the necessary properties and standard of the item. The bidder can quote the equivalent product with technical literature.

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 Goods shall comply with following Technical Specifications and Standards:

S. No	Required Specification	Complied/Not Complied	Bidder's Response
AFMIS Core Team Office Furniture for KM 10 Districts & 5 Main Directorates			
1	Office Desk: Material: MDF, Color: brown, size: 1.2 X 0.8 m. With two drawers		
2	Revolving Office Chairs: black in color with arm rests.		

Authorized Signature

Company Stamp

Date

Note: Bidder to supply full details, including contact telephone nos of service centre in Kabul and local agent or nearest support agent to the user in Afghanistan.

ATTACHMENT 4

Schedule of Requirements and Price Schedule

Schedule of Requirements

Item No	Description	Quantity	Physical unit	Final Project Site) Destination	Delivery (as per Incoterms) Period	
					DDP Kabul, Afghanistan	
					Delivery Period	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
AFMIS Core Team Office Furniture for KM 10 Districts & 5 Main Directorates						
1	Office Desk	15	Piece	Kabul Municipality Deh-Afghanan, Dis. 2 Kabul Afghanistan	10 Days after signing the Purchase Order	
2	Revolving Office Chairs	15	Piece			

1. The delivery period will count from date of the signature of the PO/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 Lot. Incomplete Lot will not be accepted.
4. Payment for shipped items will be made only on shipment of all the items.
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 new (in original manufacturer's packing) and latest Model as per specifications.
- The supplier will demonstrate to the Purchaser / Consignee's satisfaction that the goods confirm to the Technical Specification as mentioned in Attachment 3.
- **Delivery, Transportation, Insurance, Storage, Unloading, 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

Sl	Item	Description & Details	Unit	Qty	Unit Price in AFN	Total Amount In AFN
AFMIS Core Team Office Furniture for KM 10 Districts & 5 Main Directorate						
1	Office Desk	As per attachment 3 of this RFQ	Piece	15		
2	Revolving Office Chairs		Piece	15		
	Total Amount Including all applicable taxes (AFN)					
	Total Amount in AFN (in words)					

Delivery Offered		10 days (To be delivered to Kabul Municipality) from date of issue of the Purchase order)
Warranty Provided(Please tick YES or NO)	YES/NO	12 Months from the date Goods delivered.
Modality to service the Product during the Warranty period to be furnished by the Bidder in detail.		

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

ATTACHMENT 5

Sample forms

(For acknowledgment of receipt of goods)

ACCEPTANCE CERTIFICATE

Contract Reference:

Items: Request for Quotation for Procurement AFMIS Core Team Office Furniture for KM 10 Districts and 5 Directorates

Package ID: KMDP/ G-40

Supplier:

Invoice Number:

Date Goods received:

Purchaser:

I hereby confirm that the above-referenced goods have been received in accordance with the contract and appear to be in good order.

Signed.....

Name.....

For and on behalf of:

Dated.....

Witnessed by.....

Name.....