



دولت جمهوری اسلامی افغانستان
وزارت زراعت، آبیاری و مالداري

د افغانستان اسلامي جمهوري دولت
د کرهني، اوبولگولو او مالداري وزارت



Islamic Republic of Afghanistan
Ministry of Agriculture, Irrigation and Livestock

معينيت آبياري و منابع طبيعي
پروژه اضطراري زراعتي و مصنونيت غذائي

STANDARD

REQUEST FOR QUOTATIONS (RFQ)

FOR THE

PROCUREMENT OF GOODS

Procurement of UREA and DAP for Farmer Field Schools

Activity/Quotation ID Number: AF-MAIL/EAT-227580-GO-RFQ

Quotation Date of Issue: **27th July, 2021**

To: [.....]

Date: **27th July, 2021**

1. The Emergency Agriculture and Food Supply (EATS) Project within Ministry of Agriculture, Irrigation and Livestock has a budget allocation from WB for the purchase of below needs; for which this Request for Quotation is issued.

2. You are invited to submit your price quotation for the supply of the following lot:

Procurement of UREA and DAP for Farmer Field Schools

3. You may quote for:

- i. Any one lot or more lots under this RFQ. Each lot shall be evaluated, and contract awarded separately to the supplier(s) offering the lowest evaluated price for each item, if substantially responsive to the technical specifications

4. **PRICES:** The prices should be quoted in AFN for total price of DDP (Delivered Duty Paid), without taxes and also including taxes, both in letters and in figures.

5. **EVALUATION OF QUOTATIONS:**

In evaluating the quotations, the Purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- a) In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
- b) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.
- c) If a Supplier refuses to accept the correction, his quotation will be rejected.

Note: details are provided in the Annex - Evaluation of Quotation.

6. **POST-QUALIFICATION CRITERIA:** For the Supplier determined after the evaluation to be the lowest the assessment of post-qualification criteria will be undertaken. The Bidder must meet the following criteria:

- i) Financial Capability - The Supplier shall furnish documentary evidence (e.g. a Chartered Accountant/Auditor's Certificate) that it meets the requirement of minimum annual financial turnover in respect of Goods of **2,500,000** (Two million, five hundred thousand) Afghani in any of the last five Financial Years.
- ii) Similar Experience - The Supplier shall furnish documentary evidence (e.g copy of the Contracts, copy of the invoices, etc) that it meets the requirement of minimum two Contracts each with a value of **1,100,000** (one million one hundred thousand Afghani) during the last three years.

7. **AWARD OF CONTRACT:** The award will be made to the bidder offering the lowest evaluated price and offering goods which are substantially responsive to the technical specifications and meet the qualification criteria. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

8. **SUBMISSION:** Your quotation, in duplicate, must be delivered to the office and/or Submit to the authorized person of the undersigned **ON OR BEFORE 10th August, 2021**. Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for **{ Procurement of UREA and DAP for Farmer Field Schools }** and do not open BEFORE. **10th August, 2021**.

The quotation shall be completed and signed by an authorised representative of the Supplier.

The Supplier should sign and stamp all RFQ's pages.

9. **VALIDITY:** All quotations must be valid for a period of thirty-five (45) days from the closing date of the Request for Quotations.
10. **OPENING:** 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.
11. Depending on the final requirement, the quantities shown may increase or decrease by twenty five percent (25%) and this shall be reflected in the Purchase Order.

Signature of official authorised to receive to RFQ

Print name and designation of official

SCHEDULE OF ITEMS AND PRICED QUOTATION TABLE (1)

No شماره	Item جنس	Description & Details مشخصات	Unit واحد	Qty مقدار	Unit Rate AFN قیمت فی واحد	Total Amount AFN قیمت مجموعی
1	DAP Fertilizer	Supply of Diammonium phosphate (DAP) as per specification attached + delivery	KG	10,325		
2	Urea Fertilizer	Supply of Urea as per specification attached+ delivery	KG	20,650		
Total Amount in figure (Excluding Taxes) مجموع ارقام به عدد بدون مالیه مالیه						
Total Amount in words Excluding Taxes مجموع ارقام به حروف بدون مالیه						
Total Amount in figure including Taxes مجموع ارقام به عدد با مالیه						
Total Amount in Words including Taxes مجموع ارقام به حروف با مالیه						
Weeks Delivery Offered to Purchaser from date of issue of the Purchase Order by the Purchaser معیاد تکمیل بعد از قرارداد						
Name of Supplier اسم فروشنده						
Signature and Stamp of Supplier امضا و مهر فروشنده						
Date تاریخ						

محل تسلیمی و نصب خدمات و اجناس : وزارت زراعت، آبیاری و مالدارى - شش زون قرار جدول شماره (۲).

[The Supplier should attach copies of relevant brochures/ catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation.]

فروشنده / نرخ دهند باید کتلاک و نمونه مرتبط به اجناس فوق را ضمیمه نرخ خویش با مدت اعتبار کافی جهت ارزیابی تسلیم نماید.

TECHNICAL SPECIFICATION TABLE (2) مشخصات

SI	Item	Specification	Remarks
1	DAP	<p>Formula $(NH_4)_2HPO_4$, Nitrogen content by weight (on dry basis) minimum 18% , Neutral ammonium citrate soluble phosphate (as P_2O_5) content by weight minimum 46% / Moisture content by weight maximum 1.5% , Particle size Not less than 90% of the material shall pass through 4 mm IS sieve.</p> <ul style="list-style-type: none"> • Packing of 25- kg Bag with Printed Label containing all technical specifications (Name of Fertilizer, Nutrient content), Country and Manufacturing Date. • Fertilizer should have Origin and Product Certificates. • Supplier Should provide SGS Certificate. • Supplier should provide Dealership certificate. • Supplier should provide Sample for approval to EATS project (purchaser) before delivery. • After matching the requirement as per our standards from reliable source, supplier will be allowed to deliver the fertilizer based on the schedule. • Sewing thread should be sealed. 	
2	Urea	<p>Nitrogen minimum 46% , Biuret % by weight maximum 1.5% / Moisture content by weight maximum 0.5% , Neem oil content soluble in Benzene, % by weight minimum 0.035% / Standard White or Pure White,</p> <ul style="list-style-type: none"> • Packing of 50- kg Bag with Printed Label containing all technical specifications (Name of Fertilizer, Nutrient content), Country and Manufacturing Date. • Radioactive, Free Flowing, Treated against caking, 100% free from harmful substances • Fertilizer should have Origin and Product Certificates. • Supplier should provide SGS Certificate. • Supplier should provide Dealership certificate. • Supplier should provide Sample for approval to EATS (purchaser) before delivery. After matching the requirement as per our standards from reliable source, supplier will be allowed to distribute the fertilizer based on the schedule. 	

The Supplier is required to mention make/ model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature/ brochures for the various items listed.

DELIVERY SCHEDULE TABLE (3) جدول انتقالات

SI	Item	DAP / KG	Urea /KG
1	Kabul	11,00	2,200
2	Balkh	2,050	4,100
3	Baghlan	1,825	3,650
4	Herat	1,850	3,700
5	Nangarhar	1,875	3,750
6	Kandahar	1,625	3,250
Total		10,325	20,650

Name of Supplier نام فروشنده	
Signature and Stamp of Supplier مهر و امضای فروشنده	
Date تاریخ	

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

اسناد مورد ضرورت ضمیمه با نرخنامه

As part of the Quotation the Supplier should submit:

- a) Form of Quotation (Annex A)
- b) SCHEDULE OF ITEMS AND PRICED QUOTATION
- c) Terms and Conditions for the Supply of Goods and Payment signed by the Supplier (Annex B)
- d) Technical Specifications and Statement of Technical Compliance (Annex C)

The Supplier shall attach the following documents to its quotation:

1. a valid Trade License; جواز فعالیت
2. a valid TIN Certificate; نمبر شناسایی مالیہ
3. a Manufacturer's Authorisation Letter (if applicable); اجازہ نامہ تولید در صورت قابل اجرا
4. Dealership certificate
5. qualification -documents demonstrating the Supplier capacity to meet the Post criteria

FORM OF QUOTATION (RFQ-GOODS)

[To be completed, signed and submitted on Letterhead of Supplier]

_____ (Date)

To: **Ministry of Agriculture, Irrigation and Livestock**

Jamal Meena- Kart-e-Sakhi Road, Kabul-Afghanistan

Project Name: **Emergency Agriculture & Food Supply (EATS) Project**
Contract Name: **Procurement UREA and DAP for Farmer Field Schools**
Contract Ref: **AF-MAIL/EAT-227580-GO-RFQ**

We offer to execute the supply of **UREA and DAP for Farmer Field Schools as mentioned above with ID #: AF-MAIL/EAT-227580-GO-RFQ** in accordance with the Form of Contract and Annexes accompanying your Request for Quotation (RFQ) for the Contract Price of _____(amount in words and numbers) (_____) (name of currency). We propose to complete the delivery of Goods described in the Contract within a period of _____calendar days from the Date of Notification of Award.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the RFQ.

Authorized Signature: _____
Name and Title of Signatory _____

Name of Supplier: _____
Address: _____

Phone Number _____

Fax Number, if any _____
E-mail address: -----

TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS AND PAYMENT

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 Supplier shall form any part of the Contract:

- (a) **Price:** The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.

The Purchaser reserves the right at the time of contract finalization to increase by up to 25% the quantity of goods and services originally specified for each item without any change in unit prices as well as other terms and conditions.

The Supplier shall not be required to submit a performance security.

- (b) **Delivery:** The supply of the goods shall be completed within maximum [*insert the period as per the requirements - see also Technical Requirements*] from the date of acceptance of the Purchase Order.

The Supplier shall deliver and install the procured goods and services on site of the Purchaser.

- (c) **Insurance:** The supplier is responsible for all kinds of insurance until the goods are delivered and installed to the final destination and the Purchaser will not assume any responsibility until goods are delivered and installed.

- (d) **Packaging and Marking Instructions:** The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to and unloading at the final destination.

- (e) **Payment:** After completion of the supply of the goods, the Supplier shall submit an original Invoice (showing goods' description, quantity, unit price, and total amount), and two (2) copies, to the Purchaser along with its delivery note.

- (f) Payment of the Invoice shall be arranged by the Purchaser, at least within forty five (45) days due to new public budget approval, but only against the actual supplied quantities of goods as listed in the Purchase Order, and upon Acceptance Certificate by the Purchaser, for the respective delivery. Payment shall be made by bank transfer to the account of the supplier.

- (g) When applicable, the invoice must enlist serial number of all the equipment

- (h) **Termination:** The Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:

(i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order; or

(ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order; or

(iii) if the Supplier, 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 Supplier, 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; and

- (i) **Warranty and Defects:** The Supplier shall provide the warranty, as stipulated in the Quotation Documents, for the goods to be supplied and confirm that if any defaults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the default or replace the goods as the case may be. All defects shall be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser.

- (j) Acceptance of the purchase order by supplier is considered as signing of the contract.

- (k) The PO/Contract shall be interpreted in accordance with the laws of Islamic Republic of Afghanistan.

ANNEX C

STATEMENT OF TECHNICAL COMPLIANCE

[To be completed, signed and submitted by the Supplier as an attachment to the signed Form of Quotation]

Project Name: Emergency Agriculture & Food Supply (EATS) Project
Contract Name: **Procurement UREA and DAP for Farmer Field Schools**
Contract Ref: **AF-MAIL/EAT-227580-GO-RFQ**
Lot No. 1

Date:

To: **Ministry of Agriculture, Irrigation and Livestock**

We, the undersigned, confirm that we shall supply the Goods listed in Annex 1 according to the standards and specifications described in Annex 2 except for those deviations listed below:

List all deviations of the proposed items of Goods:

or

nil

We confirm that the Goods proposed in our quotation substantially satisfy the requirements specified in the specifications. The main technical responses are as listed below:

List all the main technical characteristics of the proposed items of Goods:

Authorized Signature: _____
Name and Title of Signatory _____

Name of Supplier: _____
Address: _____

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.
- (d) meets the Post-qualification Criteria

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 Items or Lots;
- b) price adjustment for correction of arithmetic errors;
- c) price adjustment due to discounts offered;
- d) 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;

If a Quotation is not substantially responsive, it shall be rejected by the Purchaser, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder.

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

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 govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

The amount stated in the Quotation shall be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder.

POST QUALIFICATION ASSESSMENT

After determining the substantially responsive Supplier which offers the lowest-evaluated cost in the Purchaser shall carry out the post-qualification of the Bidder using only the requirements specified.

If the 1st lowest Supplier does not meet the requirements of the post-qualification, the Purchaser will undertake the same assessment for the next lowest Supplier, and so, until the Supplier who meets all the requirements will be found.