



Request for Quotation (RFQ)

For Distribution of 292 Ramadan Food Packs to poor families in Kabul and Baghlan Provinces

Issue Date: 26 March 2023

RFQ# ORCDG/2023/104

Closing Date: 02 April 2023

RFQ Validity: 30 Days

1. Introduction

ORCDG Global Inc. is a U.S. based non-governmental, and not-for-profit founded in 2017. ORCDG was registered in the State of California, United States of America (USA) on 05 November 2017 (Registration No: C4076735). Later, it was registered as an international organization in Afghanistan in December 2018 (Registration number 460).

ORCDG is implementing Ramadan Food distribution project which is funded by US based charity Penny Appeal USA. The Project Title is: **Distribution of 292 Ramadan Food Packs in Kabul and Baghlan provinces.**

2. Scope of Services

ORCDG intends to distribute Food items to a total of 292 vulnerable families in Kabul and Baghlan provinces during the month of Ramadan. If your company is qualified, interested and available for the delivery of this service on the date & location specified below.

Province	Number of Kits to be delivered	Delivery Address	Date supplies required
Kabul province	192	Kabul Province (District/specific address will be decided later)	10 th April 2023
Baghlan	100	Baghlan Province (District/specific address will be decided later)	13 th April 2023
Total	292 Packs		



Bill of Quantities for Food items is as below:

SN	Description	Specification	Unit	Number of Units	Unit Cost USD	Total USD
1	Dates	Very good quality	KG	292		
2	Rice	Sela Awal	KG	2920		
3	Beans	Watani, very good quality	KG	1460		
4	Sugar	Very good quality	KG	876		
5	Milk	200ml per pack x 24 pack in one carton	Carton	292		
6	Cream	200ml per pack	Pack	4380		
7	Black Tea	Very good quality	KG	146		
8	Green Tea	Very good quality	KG	292		
9	Cooking Oil	(Sunflower) 5 Liter/Bot very good quality	Bottle	292		
10	Flour (50Kg)	High quality Qazaqi	Sack	292		
11	Packing & Shipment		Kit	292		
Total					\$	\$

3. Shortlisting and evaluation

In evaluating proposal bids submitted, consideration will be given to not only on the basis of low price but also to quality, relevant experience, references and reputation.

4. Confidentiality and Conflicts of Interest

- ✓ It is a further condition of proposing that you will keep confidential the information disclosed to you in this invitation to proposal and in connection with the invitation and your response to the invitation. You must also return to ORCDG any information disclosed (and any copies you have made of this) if requested and must only use such information for the purposes of making the proposal.
- ✓ In the same manner, any information received relating to the proposing company will be treated in the strictest of confidence by the ORCDG.



- ✓ A company will not be eligible for appointment if any of its partners, directors or major shareholders is a member of the ORCDG Board or the staff of ORCDG.
- ✓ Companies must declare, as part of the proposal, whether any partners, directors, major shareholders, senior staff, or the partners / spouses of any of these listed are:
 - Members of ORCDG Board or related to any such member.
 - An employee of ORCDG or related to any such employee.
- ✓ Companies should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

5. Form of proposal – information to be provided.

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

5.1. The RFQ will be evaluated using the following technical criteria. Proposals should address each question.

1. Does the company have a valid license? If yes, please provide us the scan copies.
2. Does the company have a quality control program to help ensure adherence to high professional standards?
3. Does the proposal fully respond to the needs of ORCDG about this Food Items assistance program?
4. Will the company be able to meet the ORCDG deadline? Does the number of days or the time period indicated by the company to complete the related tasks?
5. Has the company had the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
6. Does the proposal adequately describe in a clear concise, and understandable manner the work to be performed including sampling techniques and analytical procedures to be used?

5.2. Information about your company:

- a. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.

5.3. Experience:

- a. Details of your firm's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan.

5.4. Costs:



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- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af, TA/DA.
- b. The quotation price should be given in USD.

5.5. Payment:

- a. Once the contract is signed with a company and complete the supply, all the payment will be processed through bank transfer, the company is not supposed to request ORCDG for cash or cheque payment.
- b. Additionally, the payment will be processed to the partner company's bank account not individual bank account.

6. Submission Procedure

- ✓ Please submit the one hard sealed stamp copy of RFQ and send it to ORCDG Office House# 28, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project Kabul, Afghanistan by latest **11:00 AM (AFT), 02 April 2023** or before the deadline.
- ✓ Should you have any questions until closing date, please feel free to contact us via tender@orcdglobal.org
- ✓ No proposal will be considered if received after the deadline set out above.

7. Disclaimer

ORCDG is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

Sincerely,

Procurement & Logistic Department
ORCD Global Inc.