

**Request for Quotations (RFQ)**  
**New Way Social and Development Organization**  
**NSDO**

**Project Title: NCA Provision Emergency WASH Services in Kunduz province Project**

TO: All Interested Suppliers

<b>Date of issue:</b>	28 June 2022
<b>File no.:</b>	NSDO-WASH-002-22
<b>Contract title:</b>	Provision and distribution of Hygiene kits
<b>Closing date:</b>	5 July 2022
<b>For further information, please contact the Contracting Authority:</b>	New Way Social & Development Organization (NSDO)   House# 13 , Street No. 2, Lane No 1, Opposite of Shams London School, Kart-e Char, District 3, Kabul City, Afghanistan. Mail: <a href="mailto:abdulmunir.zalmay@nsdo.org.af">abdulmunir.zalmay@nsdo.org.af</a> Phone: 0729702574
<b>Please note that the Quotations may be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company.</b>	

**Organization Background and Project Information:**

NSDO is a development, advocacy, and humanitarian organization established in 2011 and registered with the Ministry of Economy, Government of Afghanistan. NSDO is based in Kabul, with programming hubs across the north and northeastern provinces of the country. NSDO strives to empower the vulnerable and marginalized communities suffering from the impacts of war, natural calamities, poverty, and injustice. Additionally, NSDO is also working on the idea of integrated development, which encompasses socio-economic, cultural and good governance. Community Empowerment is the core to NSDO's strategy to engage with grass-root groups and communities to address the root causes of poverty, inequalities and injustice.

**Goal and Objectives of RFQ:**

The main purpose of this RFQ announcement is to increase the quality of required equipment services for procuring and requirements for better running and operate NSDO projects in Kunduz province as well as considering transparency while collecting quotations from several venders and proposals from different potential venders to create positive competition and provide more opportunities to find the best vender with offering appropriate quote as well as with high quality items and services as per the mentioned details and acceptable price.

**How to fill the Quotes Form?**

- Initially, review the quote form and carefully fill ONLY the price per unit include tax total price of each item include tax And total price of one complete kit include tax . and unit price of one Hygine Kite include tax and total price of total required Hygine kit include tax.( see the bellow quote table)
- The quotations must fill properly unit price and total price, quote with error will disqualify by quote team.
- Sign and stamp the filled quote and send it in sealed envelope then send to the bellow given address within valid period of announcement, since late submission quote will not be considered by NSDO.

**Procedures:**

The procedure is focused on analyzing of quotations by Technical Bid Evaluation committee and will select those venders which meet the given criteria and shortly check it out the bid quality, and price and other required related matters. The winner supplier will be called for contracting and while disqualified will be receiving a rejection call over the phone by NSDO's procurement department. soon after closing date of this announcement all collected RFQs will analyze by committee then within 10 days the winner vender will inform by NSDO for further process.

**Service Provider (Contractor) responsibilities:**

All mentioed in bellow at instruction and reesposiblites section

**Term of Termination contract:**

In case any breach in mentioned articles by Service provider NSDO will reserve the right to terminate the contract in any stage. it worth to mention this all conditions will be written at details in the agreement which will sign by both parties (NSDO as Contracting Authority and Supplier as Contractor).

**Payment Methods:**

Payment will take place in following methods:

- Via bank transfer
- Cash payment

**Submission of RFQ:**

The Interested and qualified companies should submit the hard copy of their quotes in a sealed and stamped envelope along with one copy of Licence to below NSDO office address in Kunduz office before Close of announcement 2nd July, 2022. No quotations will be accepted after the closing date

NOTE: don't send your quote via mail only hard copy in sealed envelope with a copy of valid company licence is acceptable.

**Address:**

New Way Social & Development Organization (NSDO) | House# 13 , Street No. 2,  
Lane No 1, Opposite of Shams London School, Kart-e Char, District 3, Kabul City, Afghanistan

**New Way Social & Development Organization (NSDO) INVITES YOU TO SUBMIT A QUOTATION FOR THE FOLLOWING**



Item	Description	Unit	Quantity	Required delivery date
1	Hygiene Kit	Kit	730	18 July 2022

**INSTRUCTIONS AND RESPOSIBLITISE**

**A.1.Acknowledgement**

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

#### **A.2.General**

The goods to be purchased are for use by the Contracting Authority in its provision of Emergency WASH Services to IDPs and Vulnerable Host Communities In **Kunduz Province** “Afghanistan” an intervention supported by NCA The suppliers are requested to submit a quotation for all lots.

#### **A.3.Cost of quotation**

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

#### **A.4.Eligibility and qualification requirements**

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. “Child Labour and Forced Labour” and article 14 “Mines” of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

#### **A.5.Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

#### **A.6.Documents comprising the Request for Quotation**

The Supplier shall complete and submit the following document with his quotation incomplete documents will be disqualified:

1. The attached Quotation Submission Form signed and stamped
2. Valid Business License
3. Previous experiences in the same field (1 similar Contact copy with reference)
4. Sample of hygiene kit at the time of quotation submission. Sample must include all items in price schedule given below.
5. Recent Bank statement in original by the name of the company.

#### **A.7.Packing**

The supplier is responsible for the packing of Hygiene Kits in a carton and properly rapped with the tap to avoid any damages.

#### **A.8.Price**

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

Price shall be quoted in AFN.

#### **A.9.Tax**

**Withholding Tax on Subcontractor:**

Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, NASO is required withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, NSDO shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, NSDO shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law.

**A.10. Payment:**

Payment will be paid to suppliers in AFN through **bank transfer only** after the complete delivery of goods/services and up on submission of signed/correct invoice to NSDO.

**A.11. Validity**

Quotations shall remain valid and open for acceptance for 30 days after the closing date.

**A.12. Closing date**

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

**A.13. Award of Contract and Criteria**

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ), **the supplier must submit a sample of kit comprising of all the items of hygiene kits along with kit.** to obtain the best value for money, 50% of the evaluation will be based on price and **50%** on as sample submitted. The samples will be return to the unsuccessful suppliers. Further that the supplier has the capability and resources to arry out the contract effectively.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NSDO has reserves the right to choose a Supplier based on its donor Feedback on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

**A.14. Signature and entry in to force of the Contract**

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, with the performance guarantee, to the Contracting Authority. On signing the Contract, and subject to the provision of a valid performance guarantee, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to Seize the tender guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

**A.15. Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

# QUOTATION SUBMISSION FORM

## PRICE SCHEDULE (Price to be inserted by supplier)

Item	Description	Unit	Qty	Currency AFN	
				Unit Price Incl. Tax	Total Price Incl. Tax
1	Hygiene Kit	Kit	730		
<b>Total price:</b>					
<b>All kits must deliver to the NSDO KUNDUZ office at the required time</b>					
<b>Grand Total including tax and transportation:</b>					

## PRICE SCHEDULE FOR PER HYGIENE KITS

SN	Items	Description of supplies	Unit	Qty	Currency: AFN	
					Unit Price incl. Tax	Total Price incl. Tax
1	Antiseptic soap (Dettol) – 125gm	For hand washing, bathing	Bars	7		
2	Plastic soap-case (for 125gm soap)	Standard quality	Pcs	1		
3	Laundry Soap (200gm)	For washing clothes	Bars	7		
4	Plastic Jerry Can (20 liters) with screw cap	For water storage or transportation	Pcs	2		
5	Shampoo (300ml, standard quality)	Hair washing Shampoo	Bottle	2		
6	Plastic bucket (20 liters) with lead	For water storage or transportation	Pcs	1		
7	Plastic mug / Aftaba (2 LTR size)	For Handling of water	Pcs	1		
8	Soft Cotton Cloth (2 m2 piece) menstrual hygiene	Dark colour cotton cloth For menstrual hygiene	Pcs	2		
9	Toothbrush adult	Standard quality (Large Size)	Pcs	3		
10	Tooth brush child	Standard quality (Small Size)	Pcs	4		
11	Toothpaste (125gm)	Standard quality	Tubes	2		
12	Towel (40 x 70 cm)	Standard cotton towels	Pcs	5		
13	Cotex/Sanitary Pad (normal size) (box of 12 Pcs)	Standard quality	Boxes	2		
<b>TOTAL PER KIT IN AFN:</b>						

## PRICE SCHEDULE FOR PER DIGNITY KITS

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

After having read this Request for Quotation NSD- WASH-002-22 on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- Certify and attest compliance with the Code of Conduct for Contractors.

- Our tender is valid for a period of 30 days after the closing date in accordance with instructions to tenders.
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This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by: \_\_\_\_\_

<b>The Contractor</b>	
Name of the company	
Address	
Telephone no.	
E-mail:	
Name of contact person	
Date:	

<b>References</b>				
<b>Name of customer</b>	<b>Type of contract</b>	<b>Value</b>	<b>Contact name</b>	<b>Phone and email</b>

# Code of conduct for contractors' Ethical principles and standards

**By this Code of Conduct**, the Contracting Authority applies ethics to procurement. We expect our contractors to act socially and environmentally responsible and actively work for the implementation of the standards and principles in this Code of Conduct. The Code of Conduct is applicable for all our contractors who supply goods, services and works to our operations and projects.

This Code of Conduct and its related principles and standards are based on recommendations from the Norwegian Initiative for Ethical Trade (IEH)<sup>1</sup>, the UN Global Compact principles<sup>2</sup> and ECHO's Humanitarian Aid Guidelines for Procurement 2011<sup>3</sup>.

## General Conditions

The Code of Conduct defines the ethical requirements and standards for our contractors, whom we expect to sign and respect the Code of Conduct, and work actively towards the implementation hereof. By signing the Code of Conduct contractors agree to place ethics central to their business activities.

The provision of the ethical standards constitutes minimum rather than maximum standards. International and national laws shall be complied with, and where the provisions of law and the Contracting Authority's standards address the same subject, the highest standard shall apply.

It is the responsibility of the contractor to assure that their contractors and subcontractors comply with the ethical requirements and standards set forth in this Code of Conduct. The Contracting Authority acknowledge that implementing ethical standards and ensuring ethical behaviour in our supply chain is a continuous process and a long term commitment for which we also have a responsibility. In order to achieve high ethical standards for procurement we are willing to engage in dialogue and collaboration with our contractors. In addition we expect our contractors to be open and willing to engage in dialogue with us to implement ethical standards for their businesses. Unwillingness to co-operate or serious violations of the Code of Conduct will lead to termination of contracts.

## Human Rights and Labour Rights

Contractors must at all times protect and promote human- and labour rights and work actively to address issues of concern. As a minimum they are obliged to comply with the following ethical standards:

- *Respect for Human Rights* (UN Universal Declaration of Human Rights)  
The basic principles of the Universal Human Rights are that all human beings are born free and equal in dignity and in rights, and everyone has the right to life, liberty and security of the person. Contractors must not flaunt their responsibility to uphold and promote the Human Rights toward employees and the community in which they operate.
- *Non exploitation of Child Labour* (UN Child Convention on the Rights of the Child, and ILO Convention C138 & C182)  
Contractors must not engage in the exploitation of child labour<sup>4</sup> and contractors must take the necessary steps to prevent the employment of child labour. A child is defined as a person under the age of 18 and children shall not be engaged in labour that compromise their health, safety, mental and social development, and schooling. Children under the age of 15 (in developing countries 14) may not be engaged in regular work, but children above the age of 13 (in developing countries 12) can be engaged in light work if it does not interfere with compulsory schooling and is not harmful to their health and development.
- *Employment is freely chosen* (ILO Convention C29 & C105)  
Contractors must not make use of forced or bonded labour and must respect workers freedom to leave their employer.
- *Freedom of association and the right to collective bargaining* (ILO Convention C87 & C98)  
Contractors must recognise workers right to join or form trade unions and bargain collectively, and should adopt an open attitude towards the activities of trade unions (even if this is restricted under national law).
- *Living wages are paid* (ILO convention C131)  
As a minimum, national minimum wage standards or ILO wage standards must be met by contractors. Additionally a living wage must be provided. A living wage is contextual, but must always meet basic needs such as food, shelter, clothing, health care and schooling and provide a discretionary income<sup>5</sup> - which is not always the case with a formal minimum wage.
- *No discrimination in employment* (ILO Convention C100 & C111 and the UN Convention on Discrimination against Women)  
Contractors must not practice discrimination in hiring, salaries, job termination, retiring, and access to training or promotion - based on race, national origin, caste, gender, sexual orientation, political affiliation, disability, marital status, or HIV/AIDS status.
- *No harsh or inhumane treatment of employees*  
The use of physical abuse, disciplinary punishment, sexual abuse, the threat of sexual and physical abuse, and other forms of intimidation may never be practiced by contractors.

The Contracting Authority advocates for the Ottawa Convention against landmines and the Convention on Cluster Munitions against cluster bombs. Contractors shall not engage in any development, sale, or manufacturing of anti-personnel mines, cluster bombs or components, or any other weapon which feed into violations of International Humanitarian Law or is covered by the Geneva Conventions and Protocols.

## Protection of the Environment

The Contracting Authority wishes to minimise the environmental damages applied to nature via our procurement activities and we expect our suppliers and contractors to act in an environmentally responsible manner. This involves respecting applicable national and international environmental legislation and acting in accordance with the Rio Declaration.

As a minimum contractors should address issues related to proper waste management, ensuring recycling, conservation of scarce resources, and efficient energy use.

### **Anti-Corruption**

Corruption is by the Contracting Authority defined as the misuse of entrusted power for private gain and it includes bribery, fraud, embezzlement and extortion. The Contracting Authority holds a great responsibility to avoid corruption and ensure high standards of integrity, accountability, fairness and professional conduct in our business relations. Contractors are expected to have the same approach by undertaking good and fair business ethics and practices, take action to prevent and fight corruption, and abide by international conventions as well as international and national laws. To fight corruption and promote transparency, contractors who are confronted with corrupt practices are advised to file a complaint in the NCA Complaint Mechanism<sup>6</sup>.

A contractor's involvement in any form of corrupt practice during any stage of a selection process, in relation to the performance of a contract or in any other business context is unacceptable and will lead to the rejection of bids or termination of contracts.

### **Sexual Exploitation and Abuse**

Contractors, their staff, sub-contractors and any other personnel engaged by the contractor, must not:

- i. Sexually exploit or sexually abuse any individual.
- ii. Engage in any sexual activity with a child or children regardless of the age of majority or age of consent locally. A child is defined as being below 18 years of age. Mistaken belief in the age of a child is not a defence.
- iii. Act in ways that may place a child at risk of abuse, including not giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, exposing a child to pornography including on-line grooming and trafficking. Whenever possible avoid being alone with a child.
- iv. Consume, purchase, sell, possess and distribute any forms of child pornography.
- v. Exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the buying of or profiting from sexual services as well as exchange of assistance that is due to right holders for sexual favours.
- vi. Exploit the vulnerability of any target group in the context of development, humanitarian and advocacy work, especially women and children, or allow any person/s to be put into compromising situations. Never abuse a position to withhold development or humanitarian assistance, or give preferential treatment; in order to solicit sexual favours, gifts, payments of any kind, or advantage.
- vii. Engage in sexual relationships with members of crisis-affected populations given their increased vulnerability and since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of aid work.