



Islamic republic of Afghanistan

Ministry of Finance

Request for Quotation

Purchase of Furniture for OMAID Project

Fiscal Year

2020

**Subject: Print Material for Geneva Conference**

**Reference No: AF-MOF-FSP-173515-GO-RFQ-MOIC**

**To:**

**Issuing Date: 22/10/2020**

1. The Ministry of Finance have enough resources for procurement of Goods/Services listed in this document.
2. Your enveloped Offer should be delivered to procurement Department of MoF before 10:00 am of 2020/10/29.
3. Late offers will be rejected without being opened. The envelope containing the bid should clearly indicate the offer for Purchase of furniture.
4. Your Offers should be valid for 30 calendar days from closing date of bid submission.
5. In case of any change in the amount of the requirement, the Office may either reduce or increase the required amount by up to (25) percent, provided that the total price does not exceed the monetary eligibility limit for Request for Quotation.
6. The domestic preferences shall be applicable in accordance with the fourth article of the Procurement Procedure.
7. Public bid opening is not obligatory and the Employer is not obliged to accept the lowest rate. If any or all of the bids are rejected, the Client will not be liable to the Bidder / Provider.
8. The Offerror shall attach following documents to his bids:
  - 1- Valid Business license / activity / work;
  - 2- Tax Identification Number;
  - 3- Authorization of the manufacturer (if necessary).
9. The RFQ shall be filled completely, signed and stamped by the qualified person/ Offerror on each page.

The name of employee issuing the RFQ:

Title:

Signature:

### Items and Prices Table

No.	Name of Items	Technical Specification	Unit	Quantity	Unit Price	Total Price
1	Manager Desk	Photo attached	pcs	1		
2	Normal high-quality office desk	According to sample after entity approval	pcs	8		
3	Mesh High quality Office Chair	According to sample after entity approval	pcs	9		
4	High-Quality meeting table with chairs for 10 ppl	According to sample after entity approval	pcs	1		
5	Simple Chair for office	According to sample after entity approval	pcs	4		
6	Office file cupboard	According to sample after entity approval	pcs	3		
Net total (tax excluded) in numbers:						
Net total in letters:						
Total tax in numbers:						
Total tax in letters:						
Gross total (tax included) in numbers:						
Gross total in letters:						

Time to deliver Goods/ providing Services from issue date of PO: 30 calendar days	
Warranty/ guarantee time after goods delivered: N/A	
Name of Supplier:	Supplier Stamp
Name of Representative of supplier:	
Representative Signature:	
Date:	

Note: The supplier will attach a copy of the instruction, model, brochure or catalog of equipment or services that it supplies. The above information is used to evaluate the bids effectively.

### Supply and Payment Terms

The following terms are subject to change by the Employer's written permission

1. The supplier is not obliged to pay the security and guarantees.
2. The supply of goods shall be completed within 30 days from the date of issue of the PO (purchase order).
3. After completing non-advisory services / supplying the goods, the Supplier / Provider shall submit the original and 2 copy of the Invoice to the Purchaser;
4. The payment by the Employer shall be made within a period of (30) business days in relation to the actual value of the non-advisory services/ goods provided.
5. The Purchaser may, in the following cases, by giving written notice to the Purchaser/ Provider to terminate the Purchase in whole or in part.
  - a. Failing to provide the successful delivery of any part or all of the products within a reasonable time;
  - b. The Supplier/ Provider will not be able to fulfill any other obligations under the Contract.
  - c. If the goods or services provided are defective, the supplier/ provider is required to remedy defects within 3 (three) business days after receipt of the notice, in addition to the processing the purchaser can cancel the purchase.
  - d. If the supplier/ provider has committed fraud and corruption during the bidding process or during the execution of the assigned duties under the purchase.

6. When a warranty claim (warranty / guarantee) is specified in the request for a quote, the supplier / provider is required to change within the specified period of time.

## **Methods and evaluation criteria**

### **Bid evaluation**

1. Before evaluating the rates individually, the Client shall recognize that the bids:
  - a. Complies with the terms and conditions of this quotation request;
  - b. It must be signed and sealed in the right way.
2. Responsive bid is the bid, which after evaluation, the qualitative and technical criteria and the terms of this application, have been complied with.
3. The Employer performs a financial assessment as follows:
  - a. Evaluation for items or components;
  - b. Any calculation errors are corrected;
  - c. Unconditional discounts are offered;
  - d. Applying any internal preferences;
4. Non-responsive bids are rejected, then they cannot be made responsive by correcting non-computational errors or deviations.
5. No type of negotiation with the bidder who offers the lowest price or other bidder.
6. The Bidder is not obligated to accept rates as conditions for the granting of responsibilities not specified in the bid application documents, such as a change in the price or moderation.

### **Correction of calculation errors**

(1) The calculation errors are corrected as follows:

1. In the case of difference between amount in the digits and the letters, the amount in letters is valid;
2. If there is a difference between the price per unit and the total price, the price of the unit is valid for the valuation of the prices and order of the purchase;
3. If there is a difference between the rate of the unit and the total price (the product of the multiplication of the amount at the rate of one unit), the rate of the unit is valid, if the Employer considers the mistake in the decimal points at the price of the unit, then the total price of the items is valid and the unit price must be corrected.
4. The Client, in accordance with the above, amends the calculation errors and calculates the Bid after obtaining the written consent of the Bidder.
5. The Bidder is required to accept the calculation errors in his bids. If the bids are not accepted by the bidders, the Bid will be rejected.

