

Standard Request for Quotations for Procurement of Goods and Non-Consultancy Services
Afghanistan Cricket Board



AFGHANISTAN CRICKET BOARD

REQUEST FOR QUOTATIONS (RFQ)

FOR

PROCUREMENT OF

Bread for ACB Main Office Kitchen

March, 2023

Instructions to Users

The use of RFQ applies when a Procuring Entity/user (the Purchaser) wishes to select a Supplier for the procurement of Goods and non-consultancy services as per procurement manual

The Procuring Entity **SHALL NOT** require any quotation security and Performance Security because of the nature of the procurement method.

The confirmation of the Award should be in the form of a Contract, prepared by the Procuring Entity, attached to which will be the Conditions of Purchase. The contract will be signed by both the Procuring Entity and the Supplier and will be treated as contract. Signing of a separate contract is not required.

Prior to the detailed evaluation of Quotations, the Contract 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

Evaluation of Quotations

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 a margin of preference, if applicable.

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.

Request for Quotation for the Supply

Of

Bread for ACB Main Office Kitchen

Reference: *ACB/ICC/PRO/GO/2023/Admin/AFG/RFQ-009*

Issue Date: *March 29, 2023*

Closing Date: April 04, 2023

Name of the Supplier: _____

Address of the Supplier: _____

Contact No: _____

Email Add: _____

Business bank account detail _____

1. The *Afghanistan Cricket Board* has a budget allocation for the purchase of Goods; and is applying some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
2. Payments made against any Contract arising from this Request for Quotation will only be made in AFN. The Unit Rate(s) offered by the Supplier, if accepted and the price shall change as per price up & down in the market.
3. Your **sealed** quotation must be delivered to the office of the undersigned **ON April 04, 2023 at 10:00AM** Kabul time. 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 Bread for ACB main office kitchen and do not open **before April 04, 2023**.
4. Contract period from April 25, 2023 till Dec 31, 2023.
5. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
6. The quotation shall be completed and all pages shall be signed by an authorized representative of the Supplier.
7. 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 contract.
8. Depending on the final requirement, the quantities/Price shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the contract.
9. 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.

**Schedule of Items and Priced Quotation including
delivery to ACB main office.**

NO	Description	Quantity	Unit	Unit Price in AFN	Total Price in AFN
1	Bread (Net weight 170gr)	46,400	Piece		
Total Price AFN					

The above mentioned quantity is for the period of 8 months, ACB may 5800-6000 bread each month.

Documentation Required with the Submission of the Quotation

The Supplier shall attach the following documents to its quotation:

- (a) A duly completed and signed priced offer as per the Schedule of Items and the Priced Quotation. Note that all prices shall be quoted in AFN;
- (b) a valid Trade License;
- (c) a valid Bank Account

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.

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Payments:

The following payment terms shall be applied for the contract:

- All payments shall be subjected to Afghanistan income tax law.
- Supplier with valid business license taxable at rate of 2% and supplier without valid business license at rate of 7%.
- Payment will be made to selected vendor through business bank account or through Amana card within 15-30 days.

Note: all supplier must fill out the required information mentioned at this RFQ and stamp each page of this RFQ submit to the ACB main office in a sealed envelope. For further information and samples please contact at +93 796 165 830