

**Request for Quotation (RFQ)  
For Construction of waiting areas  
(LOT 4)**

**One Company can only apply for one of the Lots announced simultaneously.**

Issue Date: 24<sup>th</sup> November 2024  
Closing Date: 30<sup>th</sup> November 2024  
**RFQ Validity: 45 days**

RFQ# ORCD/2024/251

**1. Introduction**

Established in 2011, ORCD is an Afghan national organization registered with the Ministry of Economy. ORCD's efforts are guided by its mission "Using evidence-based best practice approach, empower communities to set and achieve their own development goals".

ORCD has Special Consultative Status with the UN ECOSOC since 2015; ORCD is the first Afghan NGO representing civil societies in the Economic and Social Council (ECOSOC) of the United Nations. Such status had never been granted to any Afghan NGO before in the history of Afghanistan.

With funding from UNFPA, ORCD is planning to construct waiting areas, construct latrines, handwashing facilities, fencing and construct water wells for the Service Delivery Points (SDPs) which have already been established in different provinces. The expansion activities will take place close to the prefabricated containers previously installed by ORCD.

**This RFQ contains only one segment of the planned activities (i.e., waiting areas).**

**It should be noted that ORCD requires the completion of these activities on an urgent basis (preferably within 20 – 25 days after the contract award). Therefore, companies that do not have the technical and logistical capacity to undertake the assignment within the deadline are kindly requested to avoid applying.**

ORCD cordially requests all vendors who wish to apply to read the requirements of this document thoroughly, provide each and every document accordingly and avoid offering unrealistic prices.

**Please Note: You can only apply for one of the Lots that have been announced simultaneously. If ORCD finds out that a company has offered bids for more than one LOT, all their bids will be automatically disqualified, and the company will have no right to complain.**

**2. Scope of Services**

ORCD expects the winning bidder to complete the planned construction and installation activities in accordance with the Bill of Quantities, Drawings (attached) and in compliance with engineering standards of the highest quality. Details of locations and Bill of Quantities are provided below.

### 2.1. Location Details:

SN	Province	District	Village
1	Nuristan	Nurgram	Mashfa
2		Nurgram	Teten balet
3		Nurgram	Teten Daba
4		Nurgram	Shingal
5		Nurgram	Mamo
6		Kamdish	Akhtar abad
7		WantWaygal	Kone kalay
8		WantWaygal	Kigal
9		WantWaygal	Mandish

### 2.2. Drawings (available in the zip file)

### 2.3. Bill of Quantities: As provided below:

Bill of Quantities for Waiting area					
SN	Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
1	Excavation of Foundation for Columns	CUM	1.728		
2	Reinforced Concrete for Foundations M (1:2:4) including adding concrete admixtures in cold areas	CUM	1.728		
3	Roof Work A. Roof Truss Made of Box Profile (80*40*3)mm, (with minimum 15% slope) @ 3.5 meters spacing (Nos=3) B. Purlins for roof made of Box Profile (80mm*40mm*3mm) @ 60 cm (Length=7 meters), C. Gauge 22 GI Sheet with 3 coats zinc oxide D. glass wool (t=100 mm), E. Acrylic Plastic (T=4-5 mm) F. Downspout According to the drawings The steel members should be galvanized (anti-rust painted)	M2	24.5		

4	Box Profile (100mm*100mm*2mm) for columns (Length 3 meters) (Nos=6), Beams (Longer side) (Length = 3.5 meters) (Nos=4) and Beams (short side) Length (3.5 meters) (Nos=2). The steel members should be galvanized (anti-rust painted)	M	39		
5	Benches for waiting area (L=3 meters, Width=0.4 meters, Height=50cm) Made of Angle Iron 30mm*30mm*3mm, with high quality wooden board (T=4-5mm) bolted in the frame along the length of the benches. The steel members should be galvanized (anti-rust painted)	Nos	6		
	Provision and spreading gravel (crushed stone) on the floor of the waiting area including levelling the area before spreading (Thickness of gravel layer between 6 - 8 cms)	CUM	2.4		
6	Handwashing facility (supply and installation) according to the drawing	Nos	2		
<b>Total (USD) for one Waiting Area</b>					
<b>Grand Total (USD) for (9) units</b>					

### 3. 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.

#### 3.1. Information about your company:

- 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. However, joint ventures with other companies and further subcontractors will not be accepted.

#### 3.2. 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.

### 3.3. Costs:

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

### 3.4. Payment:

- a. Once the contract is signed with a company all the payment will be processed through bank transfer, the company is not supposed to request ORCD for cash or cheque payment.
- b. ORCD will sign the subcontract with the winning vendor in USD. However, the payments will be made in AFN since ORCD is following the UN exchange rate.
- c. Additionally, the payment will be processed to the partner company's bank account not to an individual bank account.

## 4. Bid-opening Shortlisting, evaluation and announcement of results

Bid opening of all the quotes/proposals received will be conducted after the closing date in the presence of all the bidders. ORCD will invite the bidders through email or phone.

The following criteria will be applied to all bidders and the vendor with the lowest price will be shortlisted for further negotiations. If ORCD does not reach a conclusion with the lowest price bidder, it will contact vendors who are ranked 2<sup>nd</sup>, third and so on.

The first Evaluation Stage contains the following:

*(To be decided and filled by ORCD)*

First Evaluation (Prequalification stage) Stage			
SN	Pass/Fail Criteria	Pass	Fail
1	Submission of a valid business license, registered with the Ministry of Commerce/other relevant government department		
2	Bid properly sealed with all technical and financial bids submitted without correction in a sealed envelope with contact number & Company Official Email address clearly written on top of the envelope		
3	Provided a proposal with validity of 45 calendar days from the closing date of the RFQ (should be provided through a letter; signed and stamped)		

4	All submitted bid documents including supporting documents and annexures properly completed, signed, and stamped.		
5	Financial Bids provided in ORCD RFQ template only		
6	Bid security amount of up to <b>USD 1,000 or AFN 68,000</b>		
If a vendor fails to meet any of the above criterion, their bid will be eliminated, and the bidder will be disqualified from the process.			

The Second Evaluation stage shall be conducted by a technical committee after bid opening. This stage will be comprised of both Technical and Financial evaluation of all the bids which have passed the prequalification stage. Details, maximum scoring and scoring criteria of the second stage is as follows:

*(Scores to be given by ORCD)*

Second Evaluation Stage			
SN	Criteria	Score Received	Max. Score
1	Lowest Financial Bid*		30
2	Similar Experience and Previous Performance supporting documents, only a list of completed and ongoing projects is not acceptable. 1. Overall, at least 5 years of experience in construction projects (Excluding projects that consist of construction of fencing) (3 contracts from three different clients of the previous experience should be provided) – 15 marks. 2. Three contracts of previous similar projects (similar both in nature and size) The total value of three contracts must be at least USD 18,000 – 15 marks.		30
4	Realistic and comprehensive work plan for the completion of project (timeframe for each activity should be clearly mentioned in the work plan, the maximum timeframe for the work plan should not exceed 25 days)		20
5	Organization Capacity (Office existence and presence in the target province; addresses of main office and field offices to be provided, a list of total number of staff members, list of relevant machinery and equipment)		10

6	Updated Original Bank Statements (Last six months statements) (5 marks) (Statements of periods more than the last six months will be given zero marks) Updated (Last fiscal year) Tax Filing (Izhar Nama) documents (5 marks)		10
Total			100
<p>* The lowest price shall be scored a total of 30. However, prices ranked lower shall be scored according to the following formula: <math>\text{Score} = (30 \times \text{lowest price}) / \text{price under consideration}</math></p> <p>ORCD holds the right to disqualify bids that have provided unrealistic and illogically low or high prices.</p>			
Other criteria will be assessed/scored after a technical evaluation by the committee.			

## 5. 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 ORCD any information disclosed (and any copies you have made of this) if requested and must only use such information for the purpose of making the proposal.
- ✓ In the same manner, any information received relating to the proposed company will be treated in the strictest sense of confidence by the ORCD.
- ✓ A company will not be eligible for appointments if any of its partners, directors or major shareholders is a member of the ORCD Board or the staff of ORCD.
- ✓ 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 ORCD Board or related to any such member.
  - An employee of ORCD 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.

## 6. Submission Procedure

- ✓ Please submit the hard sealed stamp copies of RFQ to ORCD Office House# 28, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project, Kabul, Afghanistan by **02:00 PM (AFT), 30 November 2024** or before the deadline.

- ✓ Should you have any questions, please feel free to contact us via [tender@orcd.org](mailto:tender@orcd.org)
- ✓ No proposal will be considered if received after the deadline set out above.

**7. PSEA compliance:**

- All bidders must adhere to ORCD and UN Protection from Sexual Exploitation and Abuse (PSEA) policies.
- If selected as a contractor, the company/vendor will be required to prevent, report and respond to any form of sexual exploitation and abuse among those involved in the project service delivery.
- All staff and representatives of the vendor will be required to adhere to ORCD Code of Conduct that includes commitments to prevent sexual exploitation and abuse.
- Non-compliance with PSEA standards can result in contract termination, penalties, or legal actions.

**8. Disclaimer**

ORCD 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 Afghanistan