

FACSIMILE COMMUNICATION

URGENT

NORMAL

ROUTINE

To: Whom it may concern

Attention:

Phone number:

0700263529

From: IFRC Afghanistan Country Delegation
Procurement Department

Our file ref: **4219/LOG/AFCD/2025**

N° of pages including this page:18

Issue Date: 01/JUN/2025

Closing date: 16/JUN/2025 14:00 hrs. Late offers will not be considered.

Re: **Ref#4219/LOG/AFCD/2025 -Request for Quotation - Framework Agreement – Generator Service & Maintenance for a period of One (1) Year, 2025-2026 Delivery DAP (Incoterms 2020) to IFRC office and residences in Kabul, Afghanistan.**

If you do not receive all pages, please contact us immediately. Thank you.

MESSAGE:

REQUEST FOR QUOTATION

1. About the IFRC

The International Federation of Red Cross and Red Crescent Societies (IFRC) is one of the world's largest humanitarian organizations, providing assistance without discrimination as to nationality, race, religious beliefs, class, or political opinions.

The IFRC is assisting the Afghanistan Red Crescent Society (ARCS) in various response, recovery, preparedness, and rehabilitation operations.

2. Purpose of the RFQ:

The IFRC Afghanistan Country Delegation would like request potential Service Providers to submit their best firm offer for the establishment of a One (1) Year Framework Agreement for Generator Service and Maintenance as per the attached specifications, terms, and conditions attached.

3. About Framework Agreement:

The Framework Agreement will initially be for one year but will be extended based on the performance of the selected Service Provider and or existing market conditions at the time of expiry.

The quantities of Services will vary depending on the needs; however, it is projected that in a period of one (1) year it will range from 1 Service per 2-3 months for Six (6) Generators at every 250 hours of operation. The IFRC is not bound by this projection and nor will it be committed to this number as it may be less or more.

An IFRC Framework Agreement (FWA) is a Long-Term Commitment with service providers, the purpose of which is to establish the terms and conditions governing services that may be awarded during a period of One (1) or Two (2) Year. The FWA sets out terms and conditions under which specific purchases of services will be made throughout the term of the agreement, usually two (2) years. Upon identifying a need, IFRC will prepare a Work Order (WO) based on the agreed price that will be contained in the Framework Agreement.

4. Pertinent information:

- a) The service provider needs to use genuine and new spare parts as the replacement parts.
- b) The IFRC shall have the right to reject any spare parts thereof if they do not conform to specifications.
- c) The IFRC reserves the right to waive any specifications or conditions stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to the IFRC needs.
- d) Please be informed that the actual required quantity of service may differ (increase or decrease) from the requested RFQ quantities depending on operational needs and available funding and hence the IFRC will not be held responsible for any such change in required quantities.
- e) In the case of Service Parts purchased based on specifications, the Service Provider warrants their conformity.
- f) The IFRC General Terms & Conditions for all purchasing contracts attached hereto are applicable (**Annex I**).
- g) Failure to comply with the IFRC requirement will lead to rejection of your offer.
- h) Within the contractual period any changes of the price will not be accepted and any approaches from the vendor requesting for price increase or stock unavailability will be considered as non-performance and thus the contract will be void.
- i) The total quantity may increase or decrease with the final order. Therefore, no objection would be granted from the supplier's side.
- j) All the supplied items must be in accordance with given specifications, fit for purpose statement and quality (**Annex II**).
- k) If not clear in any Service/item specification, please communicate and confirm before delivery.

5. Your offer should be submitted as below with the below information:

- a) Your offer should be submitted in the IFRC office reception in Kabul province; Offers submitted in other places and form will not be considered.
- b) Mark the envelope **'4219/LOG/AFCD/2025 – Generator Service & Maintenance Framework Agreement for a period of One (1) Year'**
- c) Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.
- d) When submitting the offer, the bidder should sign the bids submission **logbook sheet**.
- e) The envelope should be properly **marked** with the bidder's company name, date, and time of submission, RFQ reference number and items description.
- f) Your offer should be **clear and legible**, (in English language preferable).
- g) Your offer should be submitted in your company letter head and/or **duly stamped and signed**.
- h) Your offer should state the offer **issuing date**.
- i) Your offer should state the RFQ number.
- j) Your offer should be specific on the offer **validity date**.
- k) **Price** should be quoted in Afghani (AFN); **You are requested to use the attached pricing format given (Annex II)**.
- l) Your offer should provide **Unit price** and **total price** per item at the requested delivery place. The price should include all costs and the goods to be DAP to the requested delivery place.
- m) Price should be net after deduction of any discount. **Changes in prices after the tender time is closed will not be acceptable. If there are changes in prices the offer will be disqualified.**
- n) Make sure your arithmetic calculations are correct; Changes after the tender closing date will not be acceptable.

- o) Your offer should state whether the goods are available immediately Ex-Stock, or with a Lead Time for obtaining the goods as well as the capacity for delivery.
- p) **Specifications** for each item – confirmation to comply with the required specifications as per **Annex II** if you meet the specifications. If not, state clearly.
- q) Confirmation to agree to **accept** the terms & conditions as per this RFQ and the IFRC general **Terms & Conditions** attached as Annex I. These documents should be attached with your offer dully signed and stamped.
- r) Your offer should be duly signed and stamped.

6. Offer Validity:

Your offer must remain valid for 365 Days or **One year** from the date of submission of the quotation, before which a contract/order, if placed, should be accepted by you.

7. Sample and specifications:

Complete specifications of your offered parts are required to be submitted along with the Quotation at the date and time before the tender closing date. In case you are quoting in different brands and specifications, please provide Specifications for each brand/type you intend to quote.

All costs of submission of bids and the samples shall be borne by the bidders.

8. Delivery time:

The IFRC would like to have the Spare Parts delivered as per the requirements after the Issuance of Purchase Order. The Service Provider is requested to mention their deliverable Schedule. If your offer does not meet the requirements, mention in your offer information on your **ex-stock quantities, required time for delivery and delivery schedule** for all the **required quantities**.

CONTACT PERSONS/ NOTIFY PARTY: Fahim Wali / Senior Logistic Officer

Email : fahim.wali@ifrc.org

Our telephone number for further information: 0700263529

The Service Provider shall be responsible for all costs arising from delivery and installation of the Service Parts at the locations indicated including transport costs.

It is the responsibility of the Service Provider to clear all tax obligations under this Service Agreement to the Afghanistan government.

9. Inspection:

Service Parts supplied must meet the required specifications as per attached schedule to this RFQ. Quality and quantity inspection will be carried at the destination in Kabul Office of IFRC.

The Parts not found to conform to the specifications will not be accepted and in that eventuality the Service Provider must replace and install the correct ones in the generators at their own cost. The Service Provider will be responsible for any loss before final delivery and installation in the generators and issuance of Goods Received Note by the consignee, necessary for release of payment.

Please refer to Annex III for Standard AQL and Penalties plan.

Payment by IFRC will not imply acceptance of the Service Parts nor of any related work or services provided.

10. Liquidated Damage for delays:

The Federation will apply a penalty of 0.05% of the total value of Purchase Order in the event the Service Provider does not deliver and install the service parts as per agreed schedule.

11. Default:

In case of default by the Service Provider, including but not limited to failure or refusal to make deliveries and install the Service Parts within the time indicated in the PO, the IFRC is at liberty to engage any other Service Provider to carry out such work.

12. Payment Terms:

Payment shall be made as per IFRC standard payment terms in **30 days** from the date of receipt of the Service & Parts with all supporting documents in order.

Please clearly specify in your offer if your payment terms are different from the IFRC payment terms.

13. Integrity Line:

Prospective Service Providers are encouraged to make use of the Integrity Line to report any alleged misconduct or integrity incidents, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behavior, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to speakup@ifrc.integrityline.org, or call ([Phone List](#)).

14. Principles of Conduct Clause:

Supplier seeking to work with the Federation shall respect the following principles:

- 1. Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Federation.
- 2. Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
- 3. Fair competition:** supplier shall not be involved in any corrupt, collusive, or coercive practices.
- 4. Officials not to benefit:** The Supplier represents and warrants that no official of the Federation has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract, or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Purchase Order / Contract.
- 5.** If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier.

15. Posting Supplier's details:

The IFRC reserves the right to publish the name, location, and amount of contract with the selected supplier on its website.

16. Supplier Registration:

Service Providers are required to submit the documents below:

1. Supplier registration form (attached).
2. Legal business registration/certificates.
3. Copy of update tax clearance certificate.
4. The latest financial accounts and audit reports (last 3 years).
5. Copy of the bank statement where the name of the company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
6. Any other documents required by the applicable laws in Afghanistan.
7. Past performance evidence (copy of past contracts).

Note: If your company has changed bank account details and/or address and/or name you will have to submit the above list of documentation.

17. Submission and Marking of Bids:

Bidders are required to submit SEALED Profile and Financial Bid of their company marked with the Reference number and Name of the Tender, and addressed to the Local Committee of Contracts with a warning not to open before the time and date for Tender opening as follows:

REF: # 4219/LOG/AFCD/2025 –FRAMEWORK AGREEMENT FOR GENERATORS SERVICE & MAINTENANCE FOR ONE (1) YEAR 2025 - 2026.

**The Local Committee of Contracts, LCoC
The International Federation of Red Cross and Red Crescent Society, IFRC
Inside the Afghanistan Red Crescent Society Compound
AFSHAR-e-Silo, Qargha Road
Kabul, Afganistán**

Bids must be delivered to the above address before the **16th of JUN 2025 by 14:00pm Kabul Time**. Bids submitted after the deadline will not be accepted. Bidders are required to sign the bid register form at the reception of IFRC Office indicating their company name, telephone number, and date of submission.

Yours Sincerely

Supply Chain Management Department

Date: 01/06/2025

Place: Kabul, Afghanistan

Enclosures:

Annex - I / IFRC General Terms and Conditions for Services

Annex - II / Specifications and Pricing Format

Annex - III / Standard AQL and Penalties Plan

Annex - IV/ IFRC Supplier Registration form

Annex-V/ Declaration of undertaking

Annex-VI/ Term of Reference (ToR)