دآریانا افغان هوائی شرکت
ARIANA AFGHAN AIRLINES
P.O.BOX(76)KABUL AFGHANISTAN

جمهوری اسلامی افغانستان

Islamic Republic of Afghanistan

Ariana Afghan Airlines

Maintenance and Engineering Directorate

Technical Supply Department

STANDARD
REQUEST FOR QUOTATIONS
(SRFQ)
FOR THE
PROCUREMENT OF GOODS

(Description of Goods- sees SCHEDULE OF ITEMS)

RFQ Serial Number: (001-498-Supply)

RFQ Date: (21-Apr-2019)

Closing Date and Time of RFQ: (26-Apr-2019- Time 09:00AM Local)

Vendor Responsibility:

Quotation Serial Number: ( )

Quotation Dated of Issue: ( )

Vendor Name: ( )

Standard Request for Quotation for Procurement of Goods
Procurement Policy Unit - Ministry of Finance – Kabul, Afghanistan

To: *[whom it my concern]*

1. *Ariana Afghan Airlines* has a budget allocation for the purchase of Goods reflected on schedule of item and is applying some of that allocation for the purchase of Goods for which this Request for Quotation is issued.
2. Your quotation, must be send to the following Address before closing Date

   quotation-box@flyariana.com

. Any quotation received later than the scheduled time will be rejected. The quotation must send with complete requested information, The quotation must be clearly marked quotation for RFQ XXX , and send to quotation-box e mail address only .

3. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
4. The quotation shall be completed and signed by an authorised representative of the Supplier.
5. 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 Purchase Order.
6. Depending on the final requirement, the quantities shown may increase or decrease by twenty five percent (25%) and this shall be reflected in the Purchase Order.
7. 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.
8. The Supplier should sign and stamp all RFQ's pages

Signature of official authorised to receive to RFQ

Print name and designation of official

SCHEDULE OF ITEMS , CRITERIA AND PRICED QUOTATION

Item	Part Number	Description	QTY	Condition	Trace	Lead Time	$Unit Price	$Total Price
1	8GH003912-06	LAMP	300 EA	New	OEM			

The bidder can provide the alternative P / N but it should be with full support documents to show that our requested P / N is completely interchangeable with their offered P/N and has the same quality

Warranty of the Unit	Type of warranty	Period of warranty
Name of Supplier		
Special Instruction of the vendors :		
Signature and Stamp of Supplier		
Date		

[The Supplier should attach copies of relevant brochures/ catalogue for the equipment to be supplied, which will give sufficient data to permit effective evaluation of the quotation.]

TECHNICAL SPECIFICATION OF THE GOODS REQUIRED

Sl	Item	Specification

The Supplier is required to mention make/ model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature/ brochures for the various items listed.

Name of Supplier	
Signature and Stamp of Supplier	
Date	

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Supplier shall attach the following documents to its quotation:

1. a valid Business License;
2. ISO9001-2008 Certificate on civil aviation field
3. a Manufacturer's Authorisation Letter (if applicable);

TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS AND PAYMENT

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract:

(a) the Supplier shall not be required to submit a performance security;

(b) The supply of the goods shall be completed within *The Lead Time which reflected on quotation* from the date of acceptance of the Purchase Order.

(c) After completion of the supply of the goods, the Supplier shall submit an E Invoice to the billing address which reflected on the PO, and two (2) copies of custom invoice with the shipment for custom clearance of the shipment.

(d) payment of the Invoice shall be arranged by the Purchaser by using the following methods of the payment

Method A : 20 Days Credit Bases
Method B : Letter of Credit

(e) payment process of the Invoice shall be arranged by the Purchaser as well Payable Team and pay by Finance Department as per payment method reflected on article (d)

(f) The Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:

(i) if the Supplier fails to deliver any or all the goods within the time period(s) specified in the Purchase Order; or

(ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order; or

(iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or

(iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and

(g) The Supplier shall provide the warranty, as stipulated in the Quotation Documents, for the goods to be supplied and confirm that if any defaults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the default or replace the goods as the case may be .

(h) Acceptance of the purchase order by supplier is considered as signing of the contract.

VALUATION OF QUOTATIONS

EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS

Prior to the detailed evaluation of Quotations, the Purchaser 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.

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 other evaluation criteria as follows: factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;
(e) adjustments due to the application of a margin of preference, if applicable.

The Purchaser's evaluation of a Quotation will exclude and not take into account:

(a) In the case of Goods manufactured in the Islamic Republic of Afghanistan, sales and other similar taxes, which will be payable on the goods if the Purchase Order is sent to the Bidder;

(b) in the case of Goods manufactured outside the Islamic Republic of Afghanistan, already imported or to be imported, customs duties and other import taxes levied on the imported Goods, sales and other similar taxes, which will be payable on the Goods if the Purchase Order is sent to the Bidder;

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.

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.