



داریانا افغان هوایی شرکت  
**ARIANA AFGHAN AIRLINES**  
P.O.BOX(76)KABUL AFGHANISTAN



Islamic Republic of Afghanistan

Ariana Afghan Airlines

Finance and Administrative Directorate

Procurement Department

**STANDARD REQUEST FOR QUOTATIONS (SRFQ)**  
**For**  
**Procurement of Services**

RFQ Serial Number: (010-582-CARGO MANIFEST)

Bidding Location: Kabul Afghanistan AAA- Head Office Procurement Dep't

Bid Announce Date: (24-August-2025)

Bid Closing Date **29-August-2025**

Bid opening date: **30-August-2025**

To: **[ whom it my concern/Service Provider]**

1. Ariana Afghan Airlines has planned to purchase the CARGO MANIFEST Services for the Ariana Afghan Airlines Aircraft in **DEHLI** Airport, type of the Aircrafts reflected on schedule of service and prices of the mentioned RFQ.
2. Your **quotation including requested documents**, must be send to the [bidding-box@flyariana.com](mailto:bidding-box@flyariana.com) .
3. Any quotation received later than the scheduled time will be rejected.
4. All quotations must be valid for a min period of thirty **(30)** Calendar days from the closing date of the Standard Bidding Document.
5. This quotation shall be completed/filled and signed by an authorised representative of the Service Provider.
6. 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
7. Depending on the final requirement, the quantities shown may increase or decrease by twenty five percent (25%) and this shall be reflected in the Contract.
8. 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.
9. The Service Provider should sign and stamp all RFQ's pages
10. The Service Provider must send **priced** list of the below services with signed RFQ.

**Signature of buyer authorized representative:**

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**Printed name and receipt signature of the Service Provider:**

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## SCHEDULE OF SERVICES AND PRICED QUOTATION

Specification of services	TOTAL SERVICE COST
IGM (IMPORT GENERAL MANIFEST)	
EGM (EXPORT GENERAL MANIFEST)	

### DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Service Provider shall attach the following documents to its quotation:

1. a valid business/trade/ commercial OR AITA License;
2. Quality Certificate
3. Any other documents about the fuel supply and fuel distributing (if available)

### TERMS AND CONDITIONS FOR CARGO MANIFEST SERVICE

- 1- 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 Service Provider shall form any part of the Contract:
  - (a) The providing of the services shall be completed within the agreed standard period.
  - (b) After completion of the services, the service provider shall submit an E Invoice to the billing address which reflected on the (Agreement) letter.
  - (c) Payment of the Invoice shall be arranged by the Purchaser by using the following method of the payment:
  - (d) 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 (c)
  - (e) The Purchaser may, by written notice sent to the Service Provider, terminate the, Contract if applicable, in whole or in part at any time for its convenience:
    - (i) If the Service Provider fails to deliver any or all the within the time period(s) specified in the Contract.
    - (ii) If the Service Provider fails to perform any other obligation(s) under the Contract Terms and Conditions.
    - (iii) if the Service Provider, 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 Service Provider, 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
  - (f) Acceptance of the Contract by Service Provider is considered as signing of the contract.

### 2- EVALUATION 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 Services; the effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Quotations;

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 after tender opening.

#### **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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