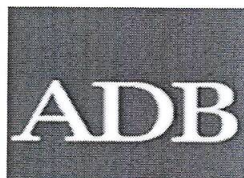


**ISLAMIC REPUBLIC OF AFGHANISTAN  
NATIONAL WATER AFFAIRS REGULATION  
AUTHORITY (NWARA)**



**European Union**

**SHOPPING FOR Services**

**REQUEST FOR QUOTATION**

**PROCUREMENT (SHOPPING) OF**

**(Public Awareness on Water Management and Documenting PARBSP Achievements in Panj  
Amu River Basin)**

**ADB Grant No. and Title: (506/507) -AFG: Panj- Amo River Basin Project (PARBP)**

**PACKAGE NO. NWARA/PARBSP/SHP/S01**

**May 2021**



**SHOPPING FOR SERVICES**  
**REQUEST FOR QUOTATION (RFQ)**

Project Title: **ADB Grant – (506/507) Public Awareness on Water Management and Documenting PARBSP Achievements in Panj Amu River Basin.**

Source of Funding: **Asian Development Bank**

Contract Ref: **NWARA/PARBSP/SHP/S01**

Date of Issue of Request: 24 May 2021

To: (Supplier) \_\_\_\_\_

Sir/Madam:

1. The Islamic Republic of Afghanistan has received a grant from the Asian Development Bank (ADB) towards the Panj- Amo River Basin Project ((PARBP)) and intends to apply part of the fund to cover the eligible payments under the contract for procurement of services (Shopping) of (Public Awareness on Water Management and Documenting PARBSP Achievements in Panj Amu River Basin) under this RFQ.

No.	Description	Unit	Qty
1	Video Shoot (2-3 min), any project site across 16 Provinces (maximum)+Kabul)	Each	20
2	Video Shoot (3-4 min) of interviews/speeches/etc. with Officials in Kabul	Each	15
3	Video Clips (2-3 min) Editing (NWARA will provide raw video clips)	Each	15
4	3D Animation/Infographics (2-3 min) (NWARA will provide raw photos/material)	Each	15
5	Posters (A4 Size)	Each	3000
6	Pamphlets/ Brochures (A4/130g, Glass/3fold/Design)	Each	4000
7	Banners (2mX5m)	Each	25

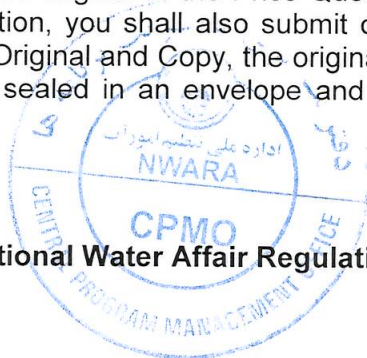
If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item. **[Option: You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items].**

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address.

Purchaser's Address : **National Water Affair Regulation Authority (NWARA),**





Conference Room, 3<sup>rd</sup> Floor, CPMO building (Duranta Building)  
NAWARA Compound, Dural – Aman Road, Kabul, Afghanistan  
Email: [msadat@cpmo-nwara.org](mailto:msadat@cpmo-nwara.org)

Telephone : +93 786 53 84 77

**[Option: Your price quotation in the form attached may be submitted by facsimile or electronically to the following address:] Not Applicable**

Purchaser's Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

Fax : \_\_\_\_\_

4. Your quotation in duplicate and written in **English** language should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information in **English language** for each item quoted, including names and addresses of firms providing after-sales service facilities in **Islamic Republic of Afghanistan**.

5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: Tuesday **07 June 2021, 10:00 AM**, Kabul, Afghanistan. The sealed bids (quotations) shall be opened in the presence of all bidders.

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

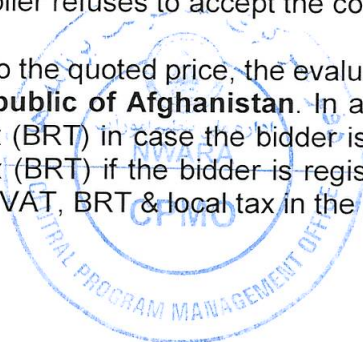
7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted for supply and delivery to **National Water Affair Regulation Authority**. Prices shall be quoted in **United States Dollar (US \$)**.

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) Where 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 will govern; and
- (c) If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in **Islamic Republic of Afghanistan**. In addition, the current local taxes are 7 % Business Receipt Tax (BRT) in case the bidder is not registered in Afghanistan and 2 % Business Receipt Tax (BRT) if the bidder is registered in Afghanistan. The bidder should include appropriate VAT, BRT & local tax in the price.



- a. For information on taxes in Afghanistan, the bidder is advised to refer to the web site of Ministry of Finance: [www.mof.gov.af/tax](http://www.mof.gov.af/tax).

(iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.

The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of Sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from the below address:

Purchaser's Address: **National Water Affair Regulation Authority (NWARA),  
Conference Room, 3<sup>rd</sup> Floor, CPMO building (Duranta Building)  
NAWARA Compound, Dural – Aman Road, Kabul, Afghanistan**

Email: [msadat@cpmo-nwara.org](mailto:msadat@cpmo-nwara.org)

Telephone +93 786 53 84 77

9. A Pre-Proposal meeting will be organized at the location above mentioned in para 3 on **01 June 2021, 10:00 AM**. The attendance in the pre-Proposal meeting is not mandatory its optional.

10. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 30 days from the date of submission of quotation.

11. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

12. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

13. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).



Sincerely,

Eng. Said Moqeen Sadat  
CPMO Director



## FORM OF QUOTATION

To: National Water Affair Regulation Authority  
Central Project Management Office (CPMO)

Address: **National Water Affair Regulation Authority (NWARA),  
Conference Room, 3<sup>rd</sup> Floor, CPMO building (Duranta Building)  
NAWARA Compound, Dural – Aman Road, Kabul, Afghanistan**

We offer to execute the shopping of **Public Awareness on Water Management and Documenting PARBSP Achievements in Panj Amu River Basin**, Contract Ref no NWARA/PARBSP/SHP/S01 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (\_\_\_\_\_) US \$. We propose to complete the delivery of services described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

**(Public Awareness on Water Management and Documenting PARBSP Achievements in Panj Amu River Basin)**

No	Description	Unit	Qty	Unit Price USD	Total Price USD
1	Video Shoot (2-3 min), any project site across 16 Provinces (maximum)+Kabul)	Each	20		
2	Video Shoot (3-4 min) of interviews/speeches/etc. with Officials in Kabul	Each	15		
3	Video Clips (2-3 min) Editing (NWARA will provide raw video clips)	Each	15		
4	3D Animation/Infographics (2-3 min) (NWARA will provide raw photos/material)	Each	15		
5	Posters (A4 Size)	Each	3000		
6	Pamphlets/ Brochures (A4/130g, Glass/3fold/Design)	Each	4000		
7	Banners (2mX5m)	Each	25		
<b>Total</b>					

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: \_\_\_\_\_

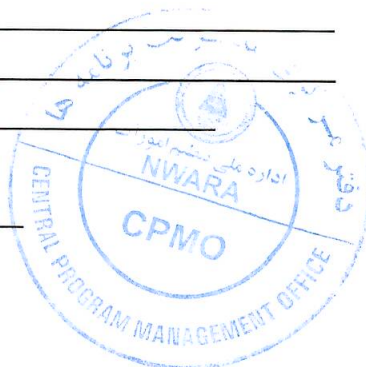
Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address (optional) \_\_\_\_\_



## FORM OF CONTRACT

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, 2021, between \_\_\_\_\_ (hereinafter called "the Purchaser") on the one part and \_\_\_\_\_ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for \_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_ hereinafter called "the Contract Price").

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of \_\_\_\_\_ (country of Purchaser) on the date indicated above.

**Signature and seal of the Purchaser:**  
For and on behalf of

**Signature and seal of the Supplier:**  
For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative





## TERMS AND CONDITIONS OF SUPPLY

Project Name: **ADB Grant – (506/507) -AFG- Panj- Amo River Basin Project (PARBP)**

Purchaser: **National Water Affair Regulation Authority (N-WARA), Central Project Management Office (C-PMO).**

Package No. NWARA/PARBP/SHP/S01

### Schedules for Supply

No.	Description	Unit	Qty	Delivery Period
1	Video Shoot (2-3 min), any project site across 16 Provinces (maximum)+Kabul)	Each	20	60 days
2	Video Shoot (3-4 min) of interviews/speeches/etc. with Officials in Kabul	Each	15	
3	Video Clips (2-3 min) Editing (NWARA will provide raw video clips)	Each	15	
4	3D Animation/Infographics (2-3 min) (NWARA will provide raw photos/material)	Each	15	
5	Posters (A4 Size)	Each	3000	
6	Pamphlets/ Brochures (A4/130g, Glass/3fold/Design)	Each	4000	
7	Banners (2mX5m)	Each	25	

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 60 calendar days from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Afghanistan.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Law and rule of the Islamic Republic of Afghanistan.
8. Payment: 100% Payment will be made after the delivery and acceptance of Services by the purchaser in the form of direct transfer to the supplier's bank account. And 10% will be retained for one year and will be released once the quality of service is approved by technical team.

10. Performance Security: The service provider shall provide 10% Performance Security of the total contract price within a period of one week after the issuance of the Letter of Acceptance & shall be valid till the end of the contract.
11. Defects: All defects will be corrected by the Service provider without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility \_\_\_\_\_

Address \_\_\_\_\_

12. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

13. Required ToR: (See Attachment 1)

Supplier confirms compliance with below specifications.

**Attachment 1: TOR for Public Awareness on Water Management and Documenting PARBSP Achievements in Panj Amu River Basin**





## ToR

# Public Awareness on Water Management and Documenting PARBSP Achievements in Panj Amu River Basin

## Introduction

Panj Amu River Basin encloses some of the most fertile lands of the country with great agriculture and livestock potential that could contribute significantly to the country's GDP and other development indicators. Much has been done by government, international partners, and donors in water sector in the basin with some outstanding outcomes. Little has been done in giving reflection to such projects and intervention. Panj Amu River Basin Sector Project (PARBSP) of ADB has contributed in the water sector in the basin.

Local stakeholders and partners need to be educated on the projects' impact so they become interested and support the ongoing and future projects in the sector. This is also important for capacity development and trust building of the stakeholders and local people. Similarly, within a project various teams are working on different aspects of the project and sometimes they are not being educated on all of the aspects of the project. It is planned to educate and aware them and the public in the basin and even across the country about the recent achievements in the water sector. Therefore a series of awareness and education activities that could convey the message to the citizen on the importance of water and its availability across the country has been planned along with the PARBSP's project contribution to the sector.

## Objectives

The overall objective of the project is to reflect ADB projects' impact in the basin with focus on the Panj Amu River Basin Sector Project (PARBSP) and its contribution to water resources improvement and support to the agriculture and other related businesses in the basin. Other specific objectives include: people's awareness on the importance of water resources structures, water conservation practices, and approaches of efficient use of water.

## Scope

The Scope of Work for this **Public Awareness on Water Management and Documenting PARBSP Achievements in Panj Amu River Basin** is to be carried out by a national contractor who shall provide a team of national media and public awareness specialists engaged on a short-term basis over a period of 2 months.

The project has the intention to inform the public regarding water affairs management in the basin. The project will work with stakeholders and deploy certain media tools and techniques to educate people on the complexity of water management in the country. Certain interventions have been done by the project (ADB) with great impacts across the basin. For the purpose of awareness and educating the target groups, the followings points are considered:

- Importance of water management.
- Situation of water resources in the basin before ADB's projects, especially PARBP.

- Achievements of the project in the recent years.
- Impact of the project on domestic and irrigation water and contribution to the local livelihood.
- Contribution of the project regarding the livestock improvement in the basin.
- Awareness on the need and approaches of water saving.

### **Quantity of Work**

A number of media elements have been planned for achieving the objectives of the project. Table 1 lists the identified elements of the project and can be changed within the overall scope and budget.

Main activities of the project

*Table 1: Activities of the project*

S.N	Item	No. of Items
1	Video Shoot (2-3 min), any project site across 16 Provinces (maximum)+Kabul	20
2	Video Shoot (3-4 min) of interviews/speeches/etc. with Officials in Kabul	15
3	Video Clips (2-3 min) Editing (NWARA will provide raw video clips)	15
4	3D Animation/Infographics (2-3 min) (NWARA will provide raw photos/material)	15
5	Posters (A4 Size)	3000
6	Pamphlets/ Brochures (A4/130g, Glass/3fold/Design)	4000
7	Banners (2mX5m)	25

### **Description**

Following points are to be considered:

- Video Shoot locations could be any site across 17 provinces mainly: Kabul, Nangarhar, Balkh, Kandahar, Herat, Baghlan, Kunduz, Kunhar, Paktia, Khost, Parwan. Remaining provinces will be decided during implementation stage.
- For all videos the script will be provided by NWARA in English/Pashtu/Dari.
- Narration for some videos may be required.
- Field offices of NWARA will support site visit but will not be responsible for transportation, stay facilitation, and/or food.

### **Working Methods**

- One expert of the company shall be based in NWARA for regular coordination of planned activities for the contract duration.
- First of all, the contractor shall re-confirm the quantity of work, with NWARA, in Table-1.
- The contractor shall be working closely with relevant directorates in NWARA and collect the required data, & information (including pictures, figures and videos).
- Prepare video clips of given lengths on different themes.
- Review provided scripts/texts for various videos or posters and incorporate in clips or other elements.
- Get approval for each item before preparation and finalization.
- Publication and distribution of the products where appropriate and possible.



- Submit each item individually or as lump-sum which will be decided at the early stage of the assignment.

Note 1: upon consultation with the contractor/service provider some slight changes in the approach and scope of work may be made at the early stage of the project.

**Note 2:** The amount for each item shall be inclusive of VAT, BRT, Local Taxes and duties. The Firm shall offer its price based on the incoterm term DDP (Delivered Duty Paid) applied for the shopping, **refer to clause 7 Terms and conditions of supply & Technical Specification**. The final destination where the goods shall be delivered is NWARA Compound, Darul Aman Road, Kabul Afghanistan.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser. The Performance Security shall be forfeited by the employer.

NAME OF SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

