

**Ministry of Rural Rehabilitation and Development (MRRD)
Independent Directorate of Local Governance (IDLG)
Kabul Municipality (KM)**

Covid 19 Relief Effort For Afghan Communities And Households (REACH)

Community Procurement Manual

August, 2020

Abbreviations

A-CDC	Gozar-Community Development Council
CDC	Community Development Council
CDD	Community-driven development
CPM	Community Participatory Monitoring
GC	Gozar Councils
GA	Gozar Assembly
HH	Households
IDLG	Independent Directorate of Local Governance
KM	Kabul Municipality
MRRD	Ministry of Rural Rehabilitation and Development
PO	Purchase Order
REACH	Covid 19 Relief Effort For Afghan Communities And Households
RFQ	Request For Quotation
Note: Wherever "CDC" is used in this Manual and Procurement Forms, it will cover CDCs and A-CDCs for MRRD, CDCs/ GAs/ A-CDCs for IDLG, and GCs for KM.	

1. Procurement of Food Baskets

Food Baskets refer to REACH in-kind relief packages that include both food and hygiene items. Procurement of the food baskets will be overall responsibility of the Community Development Council [CDC]. The entire procurement of food baskets will be carried out with participation of the Community Development Council [CDC].

The Community Development Council [CDC] will carry out procurement in accordance with the Community-driven development (CDD) clause 6.9 of the World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services, dated July 1, 2016 (revised in November 2017 and August 2018).

2. Fraud and Corruption:

Procurement by CDC is subjected to World Bank's Anticorruption Guidelines, dated October 15, 2006, revised in January 2011, and July 1, 2016. In case of any fraud or corruption that may occur, CDC will fully cooperate with relevant authorities to investigate allegations in connection with the use of the bucket procurement.

According to the World Bank's policy, the borrowers (including beneficiaries; bidders; suppliers; contractors and declared or undeclared agents; sub-contractors; sub-consultants; service providers and suppliers; and any other personnel) are required to observe the highest standard of ethics during the procurement and execution of World Bank-financed contracts.

3. Procurement Core Principles and Best Practices in Procurement:

- **Open competition:** Every vendor/ service provider/ contractor providing the required goods must be allowed equal opportunity to provide a quotation/ bid and participate in the procurement process.
- **Fairness/ Impartiality:** Procurement, especially when involving larger values, is prone to corruption, bribes, etc. Persons forming part of the CDC/ CCDC/ GA procurement/ project management sub-committee must ensure that they treat all bidders fairly and without biases. Where bidders are relatives/ close friends of any or all of the committee members, such members must withdraw from the committee to avoid perceptions of bias.
- **Transparency:** Information on the procurement process must be made evident to the community at large during the social audit processes. CPM team members have the right to question any and all aspects of the procurement process and the committee is responsible to respond to them.

4. What to be procured?

Procurement of Food Baskets for a fixed price of AFA 4,000 utilizing REACH grants for the implementation of REACH approved subprojects following the specified manual and forms.

The CDC, with assistance from the FP, clearly estimate the No of food baskets required based on the exact number of beneficiary/ households, fills out an 'Invitation to Quote' (Procurement Form 1a) and distributes it to potential retailers/traders who will respond to the procurement announcement which will be published for procurement of food baskets.

5. Procurement process:

The CDC/ CCDC/ GA is responsible for procurement of Food Baskets for a fixed price of AFA 4,000 utilizing REACH grants following the specified manual and forms. A minimum of 3 and a maximum of 5 persons from these bodies are recommended to handle the community's procurement.

FPs shall have a monitoring role and certify the final procurement process and sign off on overall procurement process.

(a) Procurement Threshold:

The overall value of the baskets should not exceed AFN 4,000 per household per tranche in any community, or AFN 6 million per tranche in any community.

(b) Advertisement/Request for Quotation (RFQ):

The CDC, with assistance from the FP, clearly estimate the No of food baskets required, fills out an 'Request for Quotation (RFQ)' (Procurement Form 1a) and distributes it to potential retailers/traders. The RFQ should ask the retailers/ traders to mention the number of baskets they can deliver, as per the delivery time and basket definition. All invitations must be distributed on the same day to provide equal time for retailers/traders to prepare their offers. A minimum of two days must be allowed between the distribution and the deadline for submission of offers. Retailers/traders must present their offers (in the same Form 1, with additional information added in separate pages if required) CDC representative at the location specified any time by the submission deadline. Each member of the CDC who received bids should sign (or puts a thumb-print on) each page of the quotation/offer.

However, in order to find/ identify qualified retailers/ traders in the area who will have the capacity to supply/ deliver the Food Baskets to the HHs, the CDC will first announce its procurement needs through available Medias i.e. in mosque, radio, school, etc. at city level. The announcement template (Community Procurement FORM No 1a) is attached to this Manual. The complete set of RFQ documents shall be acquired from the respective procurement committee of CDC.

It is important to note that there is no shopping or price discovery suggested in procurement of relief baskets under this project. The procurement of relief baskets is a fixed price direct selection.

(c) Evaluation/analysis of quotations:

The Quotation Evaluation Form (Procurement Form 2) should be used for the evaluation of the offers.

The quotations/offers must be evaluated/analyzed by a quotation Evaluation/analysis Sub-Committee comprising a minimum of 3 members and a maximum of 5 members.

While evaluating the offers, the committee should check whether the offer meets technical requirements, is the quantity as per need, is the calculation of quantity and unit cost done correctly in the quotation etc.

It's only the quality and quantity and the unit and total cost being as per the fixed disclosed unit cost to consider while selecting the retailer/trader/shopkeepers. If any retailer/trader is unable to supply the baskets as defined in terms of price, quantity, quality and varieties, those offers become non responsive if the supplier/ trader is not willing to sale his product with the fixed unit rate.

The qualified retailer/ trader who agree to deliver the food baskets as required within AFA 4,000 is selected for award. If more than one retailer trader agrees to deliver, then split the quantity among all those who agreed to deliver the baskets. The results are recorded in Form 2 and the form is signed by all members of the Bid Evaluation Committee. No offer should be rejected unless supply is more than the required food baskets.

(d) Contract/ Purchase Order (PO):

Purchase Order (PO or Procurement Form 3) is signed between the CDC and the selected retailer/trader

After the Form 2 (Evaluation Form) is completed and signed, the CDC proceeds with preparation of a Purchase Order (PO or Procurement Form 3) for the selected retailer/trader. Once the Procurement Form 3 is prepared, it must be signed (which signifies the approval) by the chairperson of the CDC, vice chairperson, secretary and treasurer of CDC, and GA in two original sets, before it is issued to the retailer/trader. The vendor/ supplier acknowledges acceptance of the PO by signing and stamping the PO and returning it to the CDC/CRC. One original version of the signed PO shall be provided to/ retained by the vendor/ supplier and one original version of the signed PO shall be recorded with the CDC.

(e) Receipt of goods:

For receipt of the goods the Goods Receipt Note “GRN” (Procurement Form No. 4) will be used by CDC/ GA for receipt of food baskets from the supplier/vender. The vendor/ supplier is expected to provide the food baskets to the designated location and timeline agreed to in the PO with quality and quantity and the stated delivery time in the PO. On delivery of the ordered food baskets, an inspection is made of the same by CDC, CPM and Mullah Imam and verified by the facilitating partner. The facilitating partner will be contracted by the IDLG who besides helping the CDC in the implementation of the Covid19 project will also have the responsibility to monitor and ensure proper delivery of the food baskets to households/ beneficiaries. The FP through monitoring would ensuring that the quantity and quality of the food baskets is aligned with the specification agreed in the purchase order.

The supplier himself does the transportation of the food baskets to final destination i.e. CDC premises where food baskets could easily be delivered to the identified household. However, distribution will be handled by relevant CDC/ GA/ GC/ A-CDC and monitored by CPM and FPs, and as such the beneficiaries will receive it directly from the suppliers. For zonal distributions, the CDC/ GA needs to receive the goods formally. Preferably the distribution will take place the same day as received from the supplier and no storage space would be required. If needed, the CDC/ GA needs to factor in safe storage of the goods from within the administrative costs allowed. In rural area, green bank where exist could be used for storage of food baskets.

The CDC/ GA is responsible for both receipt of goods and distribution. However, the same CDC members doing procurement shall not be involved in the distribution, and there shall be different CDC/GA members handling the two functions.

Any discrepancies between the required specifications in the PO and the food baskets actually delivered must be corrected by the vendor before any final payment is made. If the food baskets provided do not meet the required specifications in the purchase order and the vendor/ retailer/trader refuses to make the necessary replacement speedily, the CDC may issue the vendor/ retailer/trader with a ‘rejection memo’ attached to this Manual. The memo effectively rejects the food baskets provided, or any part thereof, by stating how they do not meet the required specifications and that payments will not be made for the same. If there is a discrepancy between only the quantities mentioned in the purchase order and that in the food baskets delivered, the chairperson of the CDC must record the discrepancy in the Receiving Report Box at the bottom of the PO, as well as any amounts to be deducted from the final payment. If the chairperson of the CDC is satisfied with the food baskets delivered, he/she signs the receiving report as accepted and the CDC Treasurer proceeds with payments for the same.

6. Documentation Related to Community Procurement

For the REACH, one of the responsibilities of PMUs/ PIUs beside CDC are to ensure that proper procurement and accounting documentation is prepared, utilized and retained for all expenditure under the REACH grants. The document should include but not limited to from advertisement/RFQ up to receipt of the goods by

person/unit assigned for. At a minimum, such documentation need to be retained for a period of seven years and six months from the date of complete utilization of the REACH grants or closing date of the project.

7. Important Notes:

Note 1: These guidelines contain 5 prescribed Procurement Forms. The use of these forms and their maintenance of the original forms along with invoices in the file by the CDC are mandatory requirements for the use of REACH grants.

Note 2: Training of FPs by Relevant IA: IAs will provide Community Procurement training as per this manual to all REACH FPs at the start of their contract periods, and also provide them the required training materials to be used when training the community representatives in the procurement for REACH. The FPs must conduct the training as per the material agreed with the IA, and provide evidence that the training has been provided for each community.

Note 3: The FP is mandated to a) ensure adequate training to the CDC members in the procurement manual and forms included in this Manual and b) support/ assist CDCs in the following functions/ tasks:

1. Procurement training which should cover the topics as explained above in Para 1 throughout Para 6 above particularly sub Para “a” to “e”;
2. Assist CDCs in conducting all procurement functions starting from estimation of the No of food baskets required till distribution of food baskets to HHs as explained in Para 1 throughout Para 6 above particularly sub Para “a” to “e”;
3. Assist CDCs in receipt and distribution of food baskets to HHs, and monitor the CDCs in their implementation of all procurement functions.
4. FPs shall be held accountable if there is any irregularity (from the stated roles) found during audit made by the TPMA or other government auditors or the WB.

Note 4: All procurement and related documentation (including forms prescribed in the Annexes and invoices received) must be maintained by the CDC for future audit. All transparency measures stated in this Manual (including notice boards, public meetings etc.) should be utilized in procurement related activities. The CDC must ensure that the wider community is kept informed on the procurement activities utilizing the community’s grant funds.

Note 5: A complete set of copy of all forms used in the procurement need to be submitted by CDC checked by FP to the PMUs and the original forms must be kept by the respective CDCs.

Note 6: CDC/GA/GC/ A-CDC members involved in the community procurement for the in-kind packages should not be involved in the actual distribution itself. As such, it is advisable to limit the CDC/GA/GC members handling the procurement to a maximum of 3. (The CDC members represent different neighborhoods and are needed for the distribution in their own neighborhood. So when a CDC member is involved in the procurement itself, a CDC member representing another neighborhood will then have to be involved in the distribution for the former's neighborhood, which is difficult).

COMMUNITY PROCUREMENT FORM NO 1b

Government of Islamic Republic of Afghanistan: Independent Directorate of Local Governance (IDLG)
Covid 19 Relief Effort For Afghan Communities And Households (REACH)

Form #1b: Quotation Form

Request for Quotation for Fixed Priced Food Baskets

Province:	City:
Community Name:	Community ID:

Serial No. [starting from the Quotation first issued] _____ Issue Date: _____ To: _____

Address of the Retailor: _____ *(Put Name of Retailor)*

Deadline for submission of quotation to the CDC is: 00:00 am/pm, _____ / _____ / 2020

Destination and expected timeline for delivery of the relief baskets are: _____

Final Destination Address:	Door to door distribution for all beneficiary HHs as per the instructions of the CDCs	
Expected timeline for delivery/ completion:	Within 5 days of signing this quotation, making it a formal purchase order	
Expected date or placing order/PO/Contract	Date: / /	Time:.....
Validity of quotation:	30 Days	

You are invited to submit your quotation(s) for the following Food Baskets for a fixed price of AFA 4,000 which is inclusive of all taxes: Number of food baskets to be delivered are _____baskets, with each basket per household containing all items in the quantity and quality specified per basket below.

A	B	C	D	E	F	G	H	I	J
Item	Unit & Quantity per basket	Recommended Variety/Brand (tick mark/circle any of them you want to supply)	Confirmed Variety/Brand <i>(to be filled by Retailor/Trader)</i>	No of Food Baskets Offered at AFA 4,000 Afghanis <i>(to</i>	Unit cost per basket	Sub-Total Cost Basket ExF	Transportation to CDC Premises Cost Per Food Baskets (if	Sub-Total Cost Trans. ExF	Grand Total Cost G+I

				<i>be filled by Retailor/Trader)</i>			applicable) (to <i>be filled by Retailor/Trader)</i>		
Rice	24 Kg	Sella awal Alfazal or Sella Awal Yaran Mark or Baghlani Sholae or any other equivalent (specify the other in the next column)		----- full food baskets as per the specifications provided	FN 4,000		----full food baskets		
Oil	3 Liters	Alko zai or Super Alnawed or Almostafa or any other equivalent							
Dried beans	4 Kgs	Watani Najrabi Red Color or Turkmani Palangi Color or Watani Baghlani Red Color or Wantani Muquri Red Color							
Bath Soap	4 Pieces of 140 to 170 gms.	Lux or Duru Lady or Dettol or Otto Khus or any other equivalent soap							
<p>Total amount to be paid to the retailer if the bid quotation is accepted, and after full delivery of the goods = Afghani _____ (AFA _____)</p>									

Instructions to Retailers/Traders submitting Quotation:

1. This is a quotation sought for fixed price Food Baskets delivered as Covid 19 Relief Baskets by the Government of Islamic Republic of Afghanistan, from all retailers/traders available in the coverage area of the CDC _____ in the city of _____. With the intend of providing equal opportunities to all retail traders, REACH.
2. The price and items in the Food Basket being fixed, the selection would be based on the capability of the retailer/trader to offer the items as described or equivalent, ability to adhere to the timelines suggested and the ability to deliver the offered number of baskets as per delivery requirements stated in this Request for Quotation.
3. One Quotation per Retailer/Trader: Retailer/Trader shall submit only one quotation and sign or thumb their quotation. (Wherever possible, offers must also be stamped).
4. Quality &Quantity: The Retailer/Trader undertakes to provide the Food Baskets as per the branding and identification/validation marks and display materials provided by CDC/GA.
5. The Contract will be issued to all Retailors/Traders whose quotation has been determined to meet the requirements as stated in para 2 above. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quoting process and reject all quotations at any time prior to contract award. Such reason should be acceptable to the Government of Afghanistan.
6. **The fixed rate is inclusive of all the taxes applicable in the country. 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**
7. **Fixed Price:** The prices indicated in are firm and fixed and not subject to any adjustment for the duration of the contract.
8. **Payment:** Payment will be made as per terms mentioned in the Purchase Order (PO) below.
9. **Health and Safety Measure:** This effort being initiated as a relief response to the Covid 19 pandemic, Retailer/Trader undertake to adhere to all health and safety requirements prescribed by Ministry of Public Health, Govt. of Islamic Republic Afghanistan while performing any function related to contract performance including but not limited –to provision of Personal Protective Equipment (face masks, gloves and any other protection material prescribed by the MOPH), limiting the potential spread of the contagion by regularly sanitizing the facility and provision of hand sanitizers and cleaning agents for high touch areas such as counter tops, door knobs etc. Required measures include: Daily temperature screening for staff and not admitting staff that are showing symptoms of the virus as described by the MOPH, adherence to infection prevention protocols in procurement, transportation, storage and distribution of relief baskets, ensuring the maintenance of social distancing protocols (2 metres) by clearly marking distances between individuals in the floor areas, scheduling distribution to avoid overcrowding by limiting the numbers at relief basket collection points at any given time. The supplier also agrees to treat fellow retailers and traders with respect, to ensure fair treatment in the distribution of baskets to women and men and to ensure that there is a transparent method of delivering the goods to all specified Beneficiary Households of the community without prejudice, as will be advised by the CDC.

10. **Disclosure Note:** By signing this bid quotation, the supplier hereby declares that he/she does not have any past/present relationship, or direct/indirect relationship, whether financial, professional or of any other kind that may cause conflict of interest with any of the participants of this quotation otherwise we understand that we will be disqualified. He/she agrees to hold in trust and confidence any information related to this Quotation Delivery, Transportation, Insurance, Storage, unloading at the final point of destination shall be the responsibility of the Supplier/contractor and such cost shall be included in the Quotation Price separately.

11. **Fraud and Corruption:** The Retailor/Trader, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines in connection with the procurement and execution of the contract. The retailer/trader declare and warrant that they are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group or under a cross-debarment as agreed with other international financial institutions. Retailer/Trader undertakes that they shall permit, and shall cause their sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the procurement process and/or Contract execution, and to have them audited by auditors appointed by the Bank. Retailer/Trader agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the Contract.

Authorized by: (Names & Signatures of CDC/ Office Bearers)

Name.....	Signature	Chairperson
Name.....	Signature	Vice Chairperson
Name.....	Signature	Secretary and Treasurer, of the Community Development Council (CDC),
Name.....	Signature	Gozar Assembly (GA)

Quotation signed by: Name, Stamp (if possible) & Signature of Retailer/Trader

Name:

Signature/Stamp:

COMMUNITY PROCUREMENT FORM NO 2

**REACH
Project**

Procurement Form 2:
Quote Evaluation/analysis Form

Name of Province: _____
Name of District: _____
Name of Community: _____
Name of FP: _____
Registration No: _____
Geo Code and GPS: _____

Quote Evaluation by CDC

Date: _____

No.	Description of Required Goods	QTY	Suppliers/ Contractors					
			Whether offer meets Technical requirement or not (Yes/No)	Is the quantity as per need (Yes/No)	Is the calculation of quantity and unit cost done correctly in Form#1b (Yes/No)	Corrected Total Cost In AFN	Whether offer meets Technical requirement or not (Yes/No)	Total Cost In AFN
1	Rice							
2	Oil							
3	Dried beans							
4	Bath Soap							
	Total:							

Recommendations (based on Availability, Quality stated on bidding documents, Delivery Time etc. as applicable):

Disclosure Note. - We hereby declare to agree that we do not have any past/present relationship, or direct/indirect relationship, whether financial, professional or of any other kind that may cause conflict of interest with any of the participants of this tender. We declare that should we discover during the course of the procurement process any such relationship; we will declare this immediately and resign from any further procurement responsibility. We agree to hold in trust and confidence any information related to this tender.

Name & Signature of 1st Evaluator

Name & Signature of 2nd Evaluator

Name & Signature of 3rd Evaluator

Name & Signature of Observe

If any quotation is accepted as result of evaluation, the following will form the **Purchase Order/ Contract for the same:**

Independent Directorate of Local Governance (IDLG)
Covid 19 Relief Effort For Afghan Communities And Households (REACH)
Form #3: Purchase Order/ Contract

Province: _____ City: _____ Nahia #: _____

Community Name: _____ Community ID: _____

Address of the Community: _____

The Community (hereinafter referred to as the Purchaser) is represented by its 4 CDC office bearers.

Retailer selected for the contract: _____ (Full name of the **Shop**)

Retailer selected for the contract: _____ (Full name of the **Owner of the Shop**)

Phone number of the owner: _____ Tazhira # of the owner: _____

Address of the Retailer: _____ (State street name, house #, nahia number, and other details)

The Retailor (hereinafter referred to as the Supplier) is represented by its Owner/ Manager.

The Supplier agrees to provide the Purchaser a total of _____ relief baskets, with each basket comprising the following:

A	B	C	D	E	F	G	H	I
Item	Unit & Quantity per Basket	Confirmed variety/ brand	Unit cost per basket	Quantity	Sub-Total Basket Dx E	Transportation cost [if applicable]	Sub-Total trans. ExG	Grand Total F+H
Rice	24 Kg	Sella awal Alfazal or Sella Awal Yaran Mark or Baghlani Sholae or any other equivalent	AFN 4,000			AFN		
Oil	3 Liters	Alkozai or Super Alnawed or Almostafa or any other equivalent						
Dried beans	4 Kgs	Watani Najrabi Red Color or Turkmani Palangi Color or Watani Baghlani Red Color or Wantani Muquri Red Color						
Bath Soap	4 Pieces of 140 to 170	Lux or Duru Lady or Dettol or Otto Khus or any other						

	gms.	equivalent soap						
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Total amount to be paid to the Purchaser after full and satisfactory delivery of the goods all-inclusive Afghani _____ (AFA _____)

Other terms and conditions in addition to those stated in the signed bid/quotation:

1. The transportation to final destination i.e. CDC premises where food baskets could easily be delivered to the identified household, will be handled by the Supplier as per the lists provided by the Purchaser, and will need to be accompanied and verified by the relevant IA Facilitator.
2. The transportation will need to be completed in full baskets per household, to all beneficiary households in the community within a maximum of 3 working days of receipt of this contract.
3. The Purchaser will reject any and all baskets that do not meet the quantity or quality specifications agreed to in the bidding document and in this contract.
4. Payment will be made only after full distribution is completed and verified for all beneficiary households specified by the Purchaser.
5. Payments will be made in cash or in cheques issued by the Da Afghanistan Bank’s provincial branch in this city.

In agreement to the above terms and conditions:

For and on behalf:	Signature and stamp
Name..... Chairperson	
Name..... Vice Chairperson	
Name..... Secretary and Treasurer, of the Community Development Council (CDC),	
Name..... Gozar Assembly (GA)	
Name of owner/ manager and of the shop forming the Supplier:	

COMMUNITY PROCUREMENT FORM NO 1a

<p><u>Procurement Form 1a:</u></p> <p><u>CDC Advertisement Form</u></p>	<p>Name of Province: _____</p> <p>Name of District: _____</p> <p>Name of Community: _____</p> <p>Registration No: _____</p> <p>Geo Code and GPS: _____</p>
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Description of Procurement	Procurement of food baskets including; Rice 24 Kg, Oil 3 Liters, Dried beans 4 Kgs, and Bath Soap 4 Pieces of 140 to 170 gms.
Date posted	
Deadline for submission of application	
Address, contact person, and mobile no	
<p>[insert name of CDC] CDC intends to procure the following food baskets. The eligible retailers/ traders who are interested to participate in this procurement process should approach to address given above before the closing of deadline and receive RFQ to submit your offer.</p>	

FORM No. 4/ GRN/4 فورم

1- نمبر راپور/: NUMBER OF REPORT

2- تاريخ/: DATE

3- نمبر سند فرمايش/: Serial No. of Quotation

REMARKS ملاحظات	QTY مقدار	UNIT واحد	EXPLANATION/تشریحات	شماره
			<i>Add here the name of the items</i>	1
				2
				3
				4

OBSERVED BY:/ملاحظه كننده	RECIEVER:/تسليم شونده
<i>[Insert name of CPM and Mullah Imam]</i>	
SIGNATURE /امضاء	SIGNATURE /امضاء

Verified by the Facilitating Partner (FP)

Signature:

Rejection Memo

1- نمبر راپور: / NUMBER OF REPORT

2- تاريخ: / DATE

3- نمبر سند فرمايش: / Serial No. of Quotation

REMARKS ملاحظات	QTY مقدار	UNIT واحد	EXPLANATION/ تشریحات	شماره
			<i>Add here the name of the items</i>	1
				2
				3
				4

The above food baskets or any part thereof provided do not meet the required specifications in the purchase order and therefore it have been rejected by CDC, and that payments will not be made for the same.

OBSERVED BY: / ملاحظه کننده

[Insert name of CPM and Mullah Imam]

SIGNATURE / امضاء

Verified by the Facilitating Partner (FP)

Signature:

VERIFICATION BY THE FP REPRESENTATIVE

Form #5: Verification Form by FP

Name of Province:
Name of District:
Name of Community:
Name of FP:
Registration No:
Geo Code and GPS:

Serial No. of Quotation _____

Date: _____

I _____ (*indicate here name of the FP's representative*) _____ representative

of the __ *indicate here the complete name of the NGO/FP*, certify that I have reviewed the procurement process and confirm that the entire procurement process is in line with the operation manual and all the documentation is complete and perfect.

Regards,

signature _____

Ahmad

Social Organizer ???, of ABC

Endorsed by Mahmood

Package Manager, ABC

Note: This form should be on the top of all the procurement forms as coversheet