

## Request for Quotation: Purchase of Electric Generator

Date: January 30, 2017  
Subject: Purchase of Electric Generator  
RFQ #: WAW-RFQ-KAB-034

Dear Bidders:

Enclosed is a request for quotation for the Purchase of Electric Generator. (Women for Afghan Women) invites firms to submit a best-offer for subject RFQ.

### Quotations Submission Date

The quote must be in English, and comprised of four hard-copies indicating the RFQ number, title, and closing date. The quote must be delivered to the address below by no later than **February 11, 2017** (2:00PM) Kabul, Afghanistan local time) to:

Women for Afghan Women

Attention: Procurement Department  
Address: House # 119 Street # 2 (Taraki Street) West of Khatamunnabiyeen University Karte 4  
Attention to: Procurement Department

The quote (see Appendices A through E) shall be placed in a **sealed envelope (signed and stamped)** clearly marked "Quote for Women for Afghan Women RFQ numbers as shown above and marked "To only be opened in the presence of the Women for Afghan Women Evaluation Committee.

### Bid Opening Session

The opening session will be conducted in February 11, 2017 at 2:00pm Kabul, Afghanistan local time at above address.

### Question Asking Date

Questions may be submitted no later than **February 04, 2017** (02:00 PM. Kabul, Afghanistan local time). Bidders are invited to address questions to the procurement department via email: [Procurement@womenforafghanwomen.org](mailto:Procurement@womenforafghanwomen.org). No questions will be answered over the phone or in person; all questions must be submitted in writing. All questions received will be compiled into one list, answered, and emailed to all vendors who have confirmed interest in bidding. **Bidders must insert in the subject line of their email the full RFQ Number and Name (e.g. WAW-RFQ-KAB-034 Purchase of Electric Generator**

**I. Bidder’s Agreement with Terms and Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to Women for Afghan Women of a quote will constitute a Lump Sum agreement and indicate the Bidder’s agreement to the terms and conditions in this RFQ and any attachments hereto. Women for Afghan Women reserves the right to award a purchase order without discussion and/or negotiation; however, Women for Afghan Women also reserves the right to conduct discussions and/or negotiations, which among other things may require Bidders(s) to revise its quote (technical and/or price). Issuance of this RFQ in no way obligates Women for Afghan Women to award a purchase order, nor does it commit Women for Afghan Women to pay any costs incurred by the Bidders in preparing and submitting the quote/Bid.

**II. Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

Section 1	Quotation Instructions
Section 2	Description of Goods
Section 3	Special Provisions
Section 4	Evaluation Criteria

Appendices

Appendix A:	Price Quotation Declaration Letter
Appendix B:	Bill of Quantities
Appendix C:	Summary of Relevant Capability, Experience and Past Performance
Appendix D:	Valid Business License/Certificates
Appendix E:	Financial Report (Bank Statement)

**III. Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D & E Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through E (see above).

**SECTION 1 – QUOTATION/BIDS INSTRUCTIONS / ADDITIONAL INFORMATION**

The Bidders shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Bidders. Use the template in Appendix A.
2. All Prices shall be quoted in Afghanistan currency **Afghani Only**.
3. Bidders shall submit quotes/bids in prescribed Format of Appendix B.
4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
6. Women for Afghan Women Payment term: Net 15 days.
7. Bid validity: Net 30 days from date of submission
8. Women for Afghan Women will not award a subcontract or purchase order to an organization without AISA/Ministry of Commerce Business license. The valid AISA/Ministry of Commerce Business License must be attached to the quotation.

## **SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED**

Please refer to Appendix A, B, C, D and E attached list and specifications of items required.

## **SECTION 3 – SPECIAL PROVISIONS**

The below provisions will be incorporated into any purchase order issued by Women for Afghan Women.

### **3.1. Government Withholding Tax**

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, Women for Afghan Women is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, Women for Afghan Women shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, Women for Afghan Women shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before signing of this Agreement, the bidder/supplier will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with Women for Afghan Women.

### **3.2 Penalty Charges**

If the bidder/supplier fails to supply the specified Goods/Services within the date stipulated, Women for Afghan Women shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

### **3.3 Source, Origin and Nationality**

The bidder/supplier may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

### **3.4 Delivery Condition**

The agreed goods should be delivered after the purchase order issued by Women for Afghan Women

### **3.5 Inspection**

Women for Afghan Women shall have reasonable time to time, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this Purchase Order and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

**SECTION 4 - EVALUATION CRITERIA**

All quotations received in response to this solicitation will be evaluated or scored (if Applicable) by evaluation sub factors. The Subcontract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. Technically Acceptable – Women for Afghan Women will evaluate each bidder on its expertise and specification described in the bill of quantity and samples.
2. Cost – Women for Afghan Women will consider the total cost of the bid compared to the deliverables and with the bids received from other bidders and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.
3. Door to Door Delivery Timeline – Women for Afghan Women will consider and will give priority to those vendors/contractors, capable of Door to Door delivery.
4. Past performance - The bidders shall include complete details on past activities of similar scope and size, using the format provided in *Appendix D*, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience.
5. Financial Report- Bidders are required to submit their financial report/Bank Statement for last three years.

**APPENDIX A**

**Price Quotation Declaration Letter**  
[On Letterhead]

<Insert date>

TO: Women for Afghan Women  
Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Request for Quotation - RFQ # xxxxxxxxxxxxxxxx – Provision of xxxxxxxx** in accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFA0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation, i.e., <Expiration date or Validity of Bid >.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**APPENDIX B**  
Detailed Bill of Quantity

<p align="center"><b>Women For Afghan Women</b> <b>Detailed Bill of Quantities</b></p>						
<b>Goods Details: Electric Generator</b>						
<b>Province: Kapisa</b>						
<b>No</b>	<b>Items Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Unit Cost (Afs) in Numbers</b>	<b>Total Cost (Afs)</b>	<b>Remarks</b>
<b>1</b>	<b>Electric Generator/ Gen set Model: JET JP 12.5 P/13.5E with sound attenuated &amp; Weather Proof canopy type.</b> <b>13.5 KVA/ 11 KW Standby Power</b> <b>12.5 KVA/ 10 KW Prime Power</b> - <b>Engine:</b> Perkins (UK) - <b>Alternator:</b> Lorey Somer/ MECC (Europe) - <b>Panel Type:</b> Deep See 6110 - <b>Voltage:</b> 380/220V, 50Hz, 1500 RPM - <b>O &amp; M comes along with Gen Set UK made, assembled in UAE</b>	<b>Set</b>	<b>1</b>			
<b>Grand Total</b>						

**Appendix C**

**SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE**

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

<b>Item #</b>	<b>Project Title and Description of Activities</b>	<b>Location Province/District</b>	<b>Client Name/Tel #</b>	<b>Cost in US\$</b>	<b>Start Dates</b>	<b>End Dates</b>	<b>Completed on Schedule (Yes/No)</b>	<b>Subcontractor or Prime Contractor?</b>
1								
2								
3								

**APPENDIX D  
BUSINESS LICENSE/CERTIFICATE**

License

**Please Attach**

**APPENDIX E**

**Financial Report/Bank Statement for last three years**

**Please Attach**