



AWEC Afghanistan (UNICEF) Project

UNICEF Contract no.

Request for Quotations

To: Offerors
From: AWEC
Title: **Purchasing of students kits for UNICEF Project**
RFQ No.: RFQ No: AWEC-KBL-0021
Issuance Date: **Nov 16, 2017**
Closing Date for Questions: **Nov 21, 2017**

Closing Date for Submission of Quotations: Nov 23, 2017 (12:00PM, Kabul, Afghanistan Local Time)

Afghan Women's Educational Center (AWEC), an Afghan women-led, non-governmental non-profit, humanitarian organization working for the promotion and protection of the rights of women and children in 11 provinces of Afghanistan. AWEC is implementing a project a representative of the donor Tetra Tech, to assist women in prison and their human rights, by means of this Request for Quotations (RFQ), AWEC invites Vendors to submit best-technical, best-price quotations for the goods and/or services as specified below and in accordance with the following instructions.

Schedule

- 1. Type of Award** – An award resulting from this RFQ will be a Firm Fixed Price Purchase Order.
- 2. Compliance with RFQ Instructions** – Vendors are required to fully review all instructions and specifications contained in this RFQ and attachment hereto. Failure to do so will be at the Vendor's risk.
- 3. Confirmation of Receipt of RFQ** – Please confirm receipt of this RFQ by reply email (raehanullah.dawoodzai@awec.info) before the closing date for questions as shown above. Failure to confirm receipt will exclude the Vendor from receiving the Q&A List discussed below. Vendors must insert in the subject line of their email the full RFQ Number and Title (shown above).
- 4. Submission of Questions** – Questions may be submitted no later than **Nov 21, 2017 (12:00PM, Kabul, Afghanistan Local Time)**. Bidders are invited to address questions to the Logistic Unit via the email address listed above in Item 3. Vendors must insert in the subject line of their email the full RFQ Number and Title (shown above). No questions will be answered over the phone or in person; all questions must be submitted in writing. All reasonable, applicable questions received will be compiled into one "Q&A List", answered, and emailed to all Vendors who have complied with Item 3 above by **Nov 22, 2017 (12:00PM, Kabul, Afghanistan Local Time)**.
- 5. Submission of Quotation** – Your quotation must be in English, and comprised of **1 hard-copy** indicating the RFQ number, title, and the above listed closing date. The quotation (including Appendices A through F) shall be placed in a sealed envelope (signed and stamped) and clearly marked "Quotation for AWEC RFQ Number and Title" (as shown above) and marked "To be

received only by Admin/ Logistic Department.” The quotation must be delivered to the address below by no later than **Nov 23, 2017** (12:00PM, Kabul, Afghanistan Local Time) to:

AWEC Main Office
Kart-e Char Street 2 House No 1365 Kabul Afghanistan
Attention: Raehanullah Dawoodzai
Phone# +93 702924872

AWEC reserves the right to not evaluate non-compliant quotations (i.e., ones that do not substantively comply with all RFQ instructions). All proposals submitted by Vendors must remain valid for acceptance by AWEC for a period of not less than 30 calendar days from the above specified closing date.

6. **Bidder’s Agreement with RFQ Terms &Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to AWEC of a quotation will constitute an offer and indicate the Vendor’s agreement to the terms and conditions in this RFQ, and any attachments hereto. AWEC reserves the right to award a Purchase Order without discussion and/or negotiation; however, AWEC also reserves the right to conduct discussions and/or negotiations, which among other things, may require a Vendor(s) to revise its quotation (technical and/or price factors). AWEC may increase or decrease the quantities described in this RFQ at its discretion without statement of cause. Issuance of this RFQ in no way obligates AWEC to award a Purchase Order, nor does it commit AWEC to pay any costs incurred by a Vendor in preparing and submitting a quotation.
7. **Composition of Quotation** – A quotation will consist of Appendices A through F (accurately and fully completed), for the goods and/or services described in Section 2 – Specifications for Goods and/or Services.
8. **Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

Section 1	Quotation Submission Documents
Section 2	Specifications for Goods and/or Services
Section 3	Purchase Order Terms & Conditions
Section 4	Basis of Selection

Appendices

Appendix A	Cover Letter
Appendix B	Bill of Quantities (BOQ) Form
Appendix C	Summary of Relevant Work Experience
Appendix D	Copy of Business License
Appendix E	Certifications
Appendix F	Inspections

Sections of RFQ: 1 through 4

Section 1 – Quotation Submission Documents

Appendix A - Cover Letter: The cover letter must conform to the format in Appendix A, be on commercial letterhead, be signed by an authorized representative of the Vendor, and stamped with organization’s seal. The cover letter must state the period of validity of the quotation; however, the period must not be less than 30 days.

Appendix B - Bill of Quantities: The Vendor shall submit its quotation in the format provided in Appendix B. All prices shall be quoted in United States (US) Dollars. Quoted prices shall be all-inclusive, in that all offered pricing will be fully burdened with all ancillary, associated costs (e.g., delivery, installation, taxes

and duties, training, warranty, etc.), unless such costs are shown as separate, stand-alone line items in the BOQ as prepared by AWEC (e.g., a separate line item for delivery or training or installation). In case of price discrepancy between a unit price and total price, the unit price shall prevail. Note: AWEC is exempt from import duties into Afghanistan.

Appendix C - Summary of Relevant Work Experience: Using the format provided in Appendix C, the Vendor must list no **more than five clients** that received goods and/or services of a nature similar to the requirements of this RFO within the last year. The Bidder must also provide copies of reference letters or certificates of completion from listed clients, if available. AWEC reserves the right to independently verify all submitted letters and certificates.

Appendix D - Copy of Business License: AWEC will not award a Purchase Order to an organization that fails to provide a current, valid copy of its AISA or Ministry of Commerce Business license. A Vendor's current, valid AISA or Ministry of Commerce Business License must be attached to Appendix D.

Appendix E - Certifications – A Vendor must complete, sign, stamp and submit as part of its quotation

Appendix F – Inspection/Acceptance of Work

Section 2 – Specifications for Goods and/or Services

Please refer to Appendix B – Bill of Quantities for a listing of all goods and/or services being solicited for, plus applicable item/service descriptions, specifications, standards of performance, and units required.

Source, Origin and Nationality – The Bidder may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

Completion Schedule – AWEC's desired schedule for the completion of all work required by this RFQ is 15 calendar days from the effective date of a finalized Purchase Order/ Contract.

a) Material Quality

All Items mentioned in BOQ of this RFQ will be new and in good condition. Any materials found to be of substandard quality will be rejected.

Section 3 – Purchase Order Terms & Conditions

The negotiated Purchase Order will specify the Terms & Conditions of the agreement with the Vendor, and will include but not be limited to, the topics of Delivery and Payment; Tax Withholding; Certifications; Inspection & Acceptance; Warranty; Termination; Incorporated Provisions, etc. All Terms & Conditions are in compliance with generally accepted international business practices and/or in compliance with USAID specified Federal Acquisition Regulation (FAR) and USAID Acquisition Regulation (AIDAR) requirements. At time of award negotiation, the Vendor will be provided with a copy of the Purchase Order and AWEC will be available to address all questions and comments.

Section 4 – Basis of Selection

Selection will be made on a lowest price, technically acceptable basis. A technical score of 70 points or above is technically acceptable; quotations will not be ranked for non-cost/price factors. AWEC will select the lowest offered priced quotation achieving a technical score of 70 points or better. In the event that no offered technical quotation scores at 70 points or higher, at the discretion of the AWEC Director, or his designee, the technical acceptance threshold may be lowered, but under no circumstances will it go below 60 points. Technical selection criteria for this RFQ are as follows:

Technical Selection Criteria	Maximum Points	Awarded Points
Conformity with BOQ Descriptions & Specifications	60	
Conformity with Units Required for All Line Items	5	
Conformity of Quotation with RFQ Terms & Conditions	10	
Current, Valid AISA or Ministry of Economy License	10	
Relevant Prior Client Experience	15	
Possible Total Score =	100	

AWEC- may or may not decide to negotiate with one or more Offerors. Prior to award, AWEC reserves the right to one or more on-site inspections of similar work that the Vendor has recently completed, and access to the applicable client(s) for whom the work was performed.

[End of RFQ]