

TENDER SUMMARY LETTER

WAW Main Office
Kart-e-Char Street 2 (Taraki Street)
West of Khatamul Nabieen University
House No 119
Kabul Afghanistan

To: Bidders

From: Women for Afghan Women (WAW)

Title: Rental Vehicles for WAW Jawzjan, Samangan, Takhar, Ningarhar
And Kunar

RFQ No.: RFQ No: WAW-RFQ-KBL-0116

Issuance Date: Sep 04, 2019.

Pre-bid Meeting: Sep 14, 2019.

Closing Date for Quotation: Sep 18, 2019 4:00 PM. (Afghanistan local time).

Dear Bidders:

Women for Afghan Women - is a not for profit, non-governmental organization (NGO) whose mission is some grassroots, civil society organization; our mission is dedicated to securing and protecting the rights of disenfranchised Afghan women and girls in Afghanistan, particularly their rights to develop their individual potential, to self-determination, and to be represented in all areas of life: political, social, cultural and economic. We advocate for women's rights and challenge the norms that underpin gender-based violence wherever opportunities arise to influence attitudes and bring about change.

Interested and eligible suppliers are invited to submit their completed TENDER DOSSIERS for review. The tender dossier consists of the following information that must be reviewed and completed by each applicant

Collection of RFQs

The latest date for the collection of the Tender Dossier is Sep 18, 2019 4:00 PM. (Afghanistan local time). The tender dossier should be collected from The Logistics department WAW KBL Office Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 119 Kabul Afghanistan.

Quotations Submission Date and Location

All application documentation should be submitted in English language in a sealed and stamp envelope. The name of the supplier and the reference number of the tender process should be written on the outside of the envelope with attention to KBL WAW Main Office Logistic Department Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 119 Kabul Afghanistan. WAW anticipates selection of the winning tender by as soon as possible

If you have any question or need further clarification please contact on our office address, stated above or email: procurement@womenforafghanwomen.org

Closing date for responding of your questions will be 4:00 pm Kabul local time Sep 14, 2019

Bid Opening Session

The opening session will be conducted As soon as possible

- 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/Services
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)
Appendix F:	Supplier questionnaire
Appendix G:	Scope of Work

- III. **Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E, F & G Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through G (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 Afghani** complete service inclusive of all taxes all charges for service contingent to the work.
3. Women for Afghan Women Payment term: first week of the next month to the bank account of supplier.
4. Bid validity: Net 30 days from date of submission

5. 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.
6. **All Bidders are required to submit the bid security amount of 100,000 AFN when submitting your offers to WAW Logistic Department.**
7. **The winner bidder/supplier is strongly required to submit amount of 100,000 AFN performance guarantee up to end of agreement and at the end of agreement or at the cancelation of agreement the performance guarantee will be return to the contractor.**

SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED

Please refer to Appendix A, B, C, D, E, F & G 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 7% tax will be withholding, individual vehicle suppliers are exempted from 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 vehicles should be delivered after the contract 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 to reject acceptance in not conforming to the specifications of this contract 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. 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.
4. Financial Report- Bidders are required to submit their financial report/Bank Statement for last three years.

EVALUATION CRITERIA	Score
Technically /Past Experience	54
Cost / breakdown	40
Financial Turnover 3 years	6

The bidders must score at least 60 to be consider a qualified bidder.

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 # WAW-RFQ-KBL-0116 Provision of Rental Vehicles** 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 ()

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

Vendor will deliver the below required item on time and per the provided specification

Women for Afghan Women Detailed Bill of Quantities							
RFQ No: WAW-RFQ-KBL-0116							
RFQ Title: Rental Vehicles for WAW Offices							
Delivery Location: Jawzjan, Samangan, Takhar, Ningarhar and Kunar Provinces							
No	Line Items Description	Location	Units	Quantity	Unit Cost (AFN)	Total Cost (AFN)	Remarks
1	Toyota Corolla Model 1996-1997 Corolla White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	JZN (with possibility of travel to other Neighbor Provinces)	Vehicle	2			
2	Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	SMG (with possibility of travel to other Neighbor Provinces)	Vehicle	2			
3	Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	TKR (with possibility of travel to other Neighbor Provinces)	Vehicle	3			
4	Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	NGR (with possibility of travel to other Neighbor Provinces Including Kabul)	Vehicle	3			
5	Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	KNR (with possibility of travel to other Neighbor Provinces Including Kabul)	Vehicle	1			
Grand Total							

Certified by Vendor's Agent:

Date:

Organization's Seal:

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.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/ Email /Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								

**APPENDIX D
BUSINESS LICENSE/CERTIFICATE**

License

Please Attach

APPENDIX E

Financial Report/Bank Statement for last three years

Please Attach

APPENDIX F**SUPPLIER QUESTIONNAIRE**

The information provided in response to this questionnaire will be held confidential by WAW for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Please attach company registration documentation	
12. Annual turnover of your company	
13. Number of employees in your company	
14. Name of bank	
15. Bank details	
16. What products and services do you supply?	
17. Are you able to provide samples of your goods?	
18. What warranties/repair services do you offer?	
19. What storage or stock capacity do you have?	
20. Please provide references of other aid agency customers you have supplied with goods or services.	
21. Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with WAW. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to WAW in writing immediately.

APPENDIX E
Scope of Work

SECTION 1: GENERAL TERMS

Type of vehicle: Corolla Model 1996-1997 Corolla, White, Silver or Golden with driver. The model should not be older than 1996.

Payment terms: Payment will be made from Headquarters (WAW Kabul Office) within fifteen days from the date of receipt of invoices along with log book entries as certified by Jawzjan, Samangan, Takhar, Ningarhar and Kunar Admin and Logistic Officers.
Payment can be released by EFT (Electronic Fund Transfer). To the supplier Bank Account

Tax deduction:

The tax will be deducted from total amount of supplier invoices according to Afghanistan government tax law.

Sub Contract: The contractor shall not sublet any portion of the contract without written permission of WAW's representative.

Validity: The offer submitted by the contractor shall remain valid for acceptance for a period of 60 days from the date set for opening of tender.

Contract Duration:

For the first time contract will be for three months with possibility of extension

SECTION 2: SCOPE OF WORK AND ACCEPTANCE

Scope of work and acceptance of Terms and conditions: The contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by WAW, which are based on the lack of such dear information or its effect of the cost of the works to the contractor.

Firm price: The rate quoted shall be firm throughout the tenure of the contract and shall be inclusive of all applicable taxes

Validity and termination of the contract: The contract shall be valid initially for a period of three months from the date of award which can be extended further on same terms and conditions based on site requirement. The contract may be terminated by both party's supplier and WAW by giving a notice of one-month advance notice and no compensation shall be paid for remaining period of the contract period.

Maintenance of vehicle: Supplier will be responsible for all vehicle maintenance. In such a case the contractor shall arrange an alternate vehicle with the same condition.

Scope and Terms & conditions

1. Travelling in different districts of different neighboring Provinces when it is required.
2. Trip to other provinces when it is required.
3. The vehicle will normally be deployed for 12 and half hrs a day from 6:00 AM in the morning to 6:30 PM in the evening as per the requirement.
4. The vehicle must have update vehicle registration documents.
5. Work day from Saturday up to Thursday with service on Friday base on call if needed.
6. One vehicle service in each province will be required as an on duty driver during night shift base on call if needed.
7. The vehicles must provide service on national holidays according to driver's duty list provided by office administration.
8. The vehicle must provide service during emergency evacuation if needed.
9. The vehicle will be used for transporting employees and stuff.
10. The vehicle deployed should have standard tools, first aid kit. The vehicle will be maintained clean both inside & outside on a daily basis.
11. Active cooling and heating system.
12. Kilometer reading meter of the vehicle shall be in healthy condition.
13. In case of non-availability of vehicle for minor/major breakdown an alternative vehicle shall be arranged. If the alternative arrangement is continued beyond one weeks, WAW reserves the right to terminate the contract.
14. All expenses towards salary of driver/s. repair & maintenance, engine oil, damages due to accident, or third party comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner of vehicle.
15. The driver/s so deployed must have the valid driving license and have at leas three year driving experience. Driver/s so employed should not be under the influence of liquor or intoxicated during the duty hours.
16. In case of miss behavior by the driver/s. the contractor has to take immediate action and the decision of WAW's representative in this regard will be final and binding.
17. Should the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the contractor, driver/s cleaner of the vehicle shall be entertained by the company.
18. The bill along with log book/trip sheet and any other document/s as required by WAW's representative will be submitted to WAW on completion of a month.

Line Items Description	Location	Units	Quantity
Toyota Corolla Model 1996-1997 Corolla White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	JZN (with possibility of travel to other Neighbor Provinces)	Vehicle	2
Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	SMG (with possibility of travel to other Neighbor Provinces)	Vehicle	2
Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	TKR (with possibility of travel to other Neighbor Provinces)	Vehicle	3
Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	NGR (with possibility of travel to other Neighbor Provinces Including Kabul)	Vehicle	3
Toyota Corolla Model 1996-1997 White/Golden/Silver with fuel maintenance update legal vehicle registration documents and licensed driver	KNR (with possibility of travel to other Neighbor Provinces Including Kabul)	Vehicle	1

Sample Photos for Product Reference

