



## **AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION**

### **Administration Department**

#### **REQUEST FOR QUOTATION**

*for*

**Supply, delivery and installation of solar system for ANFAE centers in Kabul**

**RFQ Number: HRD/2019/RFQ-007**

**Announcement Date: October 17, 2019**

**Closing Date: October 27, 2019, 10:00AM**

## **1. ABOUT ANAFAE**

The Afghan National Association for Adult Education (ANAFAE) was founded in September 2005 as an umbrella organization to foster the development of local adult education centers. The Association sees itself as a national forum for the promotion of strategies and programmes of adult education with a particular focus on literacy learning, basic education, further vocational training, and continuing civic education. It maintains contact with decision makers and policy planners in the sector, officials in charge of Ministry education departments and programmes, tertiary level teachers and instructors, and seeks to encourage proactive dialogue among all stakeholders in the sector, including grassroots practitioners. ANAFAE maintains close ties of cooperation with the National Literacy Centre, the Ministries of Education, Labour, and Women's Affairs and their local structures in the provinces, as well as with Community Development Councils, especially in the northern province of Balkh. Since the end of 2007, ANAFAE is a member of the network of the Asian South Pacific Bureau of Adult Education (ASPBAE).

## **2. ABOUT THE RFQ:**

The Afghan National Association for Adult Education (ANAFAE) request qualified companies based in Kabul for supply, delivery and installation of solar system of around 10KW for 6 Locations in Kabul.

The tender duly completed and signed shall be submitted in a sealed cover. The sealed cover upper-scribed shall be addressed to ANAFAE (coordination and main office KABUL), House No#25, Technique Street, Behind Kabul Water Park, Karte Char, Kabul, Afghanistan. or send it through email to [najim.anafae@gmail.com](mailto:najim.anafae@gmail.com) and [shamsudin.anafae@gmail.com](mailto:shamsudin.anafae@gmail.com)

## **3. STATEMENT OF WORK:**

1. Around 10 KW output AC Electricity needed for each location
2. Solar 10KW MPPT On-Grid Inverter, 3-phase in 3-phase
3. Risen Solar 275W
4. GEL+AGM Battery 200AH
5. Solar Bracket and Frame for 42 Solar
6. 4\*10mm wire 60 meters
7. 2\*10mm wire 20 meters
8. 1\*10mm wire 20 meters
9. Safety box for inverter and switch box
10. Installation and wiring of solar system

11. Transportation/Services
12. One-year free service
13. The contractor shall provide 10 years of guarantee after services

**4. TERMS AND CONDITIONS:**

1. Comply with mandatory Afghanistan Government Travel Regulations.
2. Liquidated Damages for delay of service would be: 0.5% of contract for every day of delay, up to a maximum duration of 10 days. Thereafter, the contract may be terminated by ANAF AE without notice.
3. In the event of any advantageous technical changes and/or downward pricing of the Goods and/or Services during the term of the retainer, the Contractor shall notify ANAF AE immediately. ANAF AE shall consider the impact of any such event and may request an amendment to the retainer.
4. The Contractor is responsible for and shall assume all risk and liabilities relating to its personnel and property.
5. The Contractor shall be responsible for the professional and technical competence of the personnel it assigns to perform work under the Contract and will select reliable and competent individuals who will be able to effectively perform the obligations under the Contract and who, while doing so, will respect the local laws and customs and conform to a high standard of moral and ethical conduct.
6. In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of ANAF AE. ANAF AE shall be entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that ANAF AE reasonably considers is not qualified to perform obligations under the Contract.

**5. INVOICING & PAYMENT:**

The service provider shall submit proper invoices - for services performed and/or supplies that have been successfully delivered and accepted in accordance with any directions stipulated in the Statement of work, the payment will be made 5 days after submission of invoices by the service provider.

**Invoice Requirements:** The service provider shall submit by according to ANAF AE requirements:

- Clear supplier title name
- Customer name in the invoice should be (ANAF AE)
- Invoice date should be clear and readable
- Only computerized invoices are acceptable

- Clear item name/number of unit/Price per unit/total/grand total
- Both Stamp and signature- signature should be with blue pen
- Invoice amount should be in AFN
- Please attach an exchange rate document with the USD dollars invoices or bills (only exchange rate from [www.oanda.com](http://www.oanda.com) is acceptable).
- We only accept the computerized invoices signed with blue pen

**6. TAXES:**

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, ANAFAE is required to withhold income tax at the prescribed rates at the time of making payment to the legal or natural person(s) providing supplies, materials, construction and services under contract, including purchase order procurements, for transactions of AFA 500,000 and above.

***7.1 Withholding Rate:***

The prescribed rate of income tax withholding is 2% of the gross purchase amount for subcontractors/vendors who have a business license registered with the Afghanistan Investment Support Agency (AISA) or MoCI; 7% of the gross purchase amount for subcontractors/vendors not registered with AISA who are conducting business without a license or contrary to approved by-law.

**7. PAYMENT METHOD:**

The amount will be paid to the service provider in 4 installments, after completion of each two centers, the amount will be transferred to account of the contractor, the contractor shall introduce a business bank account by the name of its company.

**8. COST LIABILITY:**

ANAFAE assumes no responsibility and bears no liability for cost incurred by bidders in the preparation and submittal of quotation in response to this RFQ.

**9. LICENSE PERMIT:**

The contractor shall obtain and maintain in full compliance and effect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply ANAFAE with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award.

In addition to the above, the contractor should have Tax identification Number (TIN) from ministry of finance of Afghanistan

**10. REQUIRED DOCUMENTS:**

The interested vendor shall submit the following documents with quotation:

1. Certificate of registration in government/ (AISA, MoCI) license.
2. Companies located in Kabul can only participate in the bidding
3. Company Profile (brief description/background of the company)
4. Quotation with time of delivery
5. Work Breakdown Structure (WBS)

**11. SUBMISSION GUIDELINE:**

Please submit your offer to ANAF AE coordination and main office (KABUL), House No#25, Technique Street, Behind Kabul Water Park, Karte Char, Kabul, Afghanistan. or send it through email to [najim.anafae@gmail.com](mailto:najim.anafae@gmail.com) and [shamsudin.anafae@gmail.com](mailto:shamsudin.anafae@gmail.com)

**12. POINT OF CONTACT:**

If you have any question or queries in this regard, please contact at +93791037527 or mail to [najim.anafae@gmail.com](mailto:najim.anafae@gmail.com)

**13. CODE OF CONDUCT FOR QUOTATIONS:**

This declaration needs to be part of each quotation in the ANAF AE for purchases higher than 5,000 EUR. Please provide this text to the supplier, which he should read, understand, sign and stamp. The supplier shall hand in this document together with the quotation document. The declaration needs to be included in the documentation of the respective voucher at the ANAF AE coordination office in Kabul.

We emphasize the importance of a free, fair and competitive awarding procedure, which excludes any misuse thereof. This company declares that it has never directly nor indirectly offered or granted any illegal advantages to public servants or other persons in connection with an awarding procedure. This company declares that it will also not offer or grant any illegal advantages to ANAF AE during the award procedure or in case of being contracted during the following order execution. We affirm the importance of compliance with core social and labor standards during order execution. We agree to respect the core labor standards of Afghanistan.

Date, place, name of responsible person and stamp: \_\_\_\_\_

Address \_\_\_\_\_

Name and Address of company \_\_\_\_\_

Place Name and Name of Responsible Person in company: \_\_\_\_\_

Signature of Responsible Person and stamp of Company \_\_\_\_\_

## Annex 1

### COMPANY BACKGROUND INFORMATION

Table 1: Each legal entity submitting quotation shall complete the Form:

<b>COMPANY BACKGROUND INFORMATION</b>	
Each legal entity submitting quotation shall complete the Form:	
1	Name of Legal Entity (Offeror):
2	Nature of Business:
3	Legal Address:
4	Telephone Number:
5	Year of Registration:
6	E-mail Address:
7	Country of Registration:
8	Registration Certificate issued by (name of institution):
9	Name and Position of the Head of Company/Organization:
10	Company's Contact Details (name, title, email and telephone number):

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Signature

Duly authorized to sign the Company Background Information for and on behalf of \_\_\_\_\_

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