Date: 13 January 2020

Requirement:

The Welfare Association for the Development of Afghanistan (WADAN) wants to purchase the below-listed items of refresher student kit for the ALP and CBE students for the ECW-projects in Nangarhar Province, kindly informing the interested suppliers to submit us their sealed quotations, applications and a copy of their business license before the closing date mentioned below.

Conditions:
1. The respected suppliers have to provide the quotation according to the specification of an official quotation form of WADAN.
2. The selected vendors should have enough space and stock to stock their items until they are completely packed and then make them have to deliver it to WADAN required place.
3. The suppliers have to provide the contracted items for WADAN on the head of time and there is no delay is accepted in delivery.
4. The items to be supplied should be from reliable companies or as mentioned in the order attached to this RFA.
5. The provider companies should be legally registered and affiliated with the Government and have a registration certificate.
6. The RFA and the orders will be distributed to suppliers either by sending in their email ID or giving them an as hard copy.
7. The supplier must mention their full ID at the back of the envelope in which they submit their RFA and quotations.
8. An amount of 2% tax will be deducted from the total amount of the purchases from Suppliers who have Business License. This tax within 10 days will be paid to the government on the name of the company.
9. An amount of 7% tax will be deducted from the total amount of the purchases from Suppliers who have not Business License. This tax within 10 days will be paid to the government on the name of the company.
10. The payment of the purchase will be done through cheque to the supplier after completion of the documentation.
11. Suppliers who will win the contract have to give a 5% security deposit to WADAN prior signing of the contract which will be reimbursed after completion of the goods delivery.
12. The supplier should submit the proven experience with the application to WADAN's procurement department.
13. WADAN's procurement department will inform all the applicants through email after submission of the quotation regarding the amount of bid-security

Terms of Selections:

- Selections of the vendors who are considered as the winners are going to be done after the collection and analysis of all the quotations by the technical committee.
- The selection of the vendors well is based on having the best quality, lowest price, and date of delivery from reliable companies.
- The best vendor will be selected by the technical committee members.

Specification of the kits are as follow:

S/N	Description	Full specification	Unit/form	Total QTY	Price
1	Ink for fountain pen	Blue & black - 60 ml	Bottle	17850	
2	Pencil Sharpener	Plastic best quality	Piece	17850	
3	Pencil Eraser (rubber)	Original – good quality	Piece	8925	
4	Line Note Book 1	100 Sheets best quality	Piece	17850	
5	Drawing Note Book	60 Sheets best quality	Piece	8925	
6	Pencil	best quality	Piece	26775	
7	Ruler	Plastic – 30 cm - good quality	Piece	8925	
8	Ball Pen	Blue & black - good quality	Piece	17850	

Recommendations:

Considering the above-mentioned conditions suppliers are requested to provide their related documents to WADAN office in the following address and in case of being a winner should pay 5% security deposit before sign the contract

The CLOSING DATE for Collecting the Quotations and Applications is: 26 January 2020

Send your quotations at:
House # 4, Street 6, Opp to Ministry of Commerce & Industry Dar-ul-Aman Road. Kabul.
Phone # 0787012144

Email: isherzad@wadan.org

Supplier:
I ………………………….Certify having read, understood and accepted the above-mentioned terms and conditions for the RFA and certified to supply the contracted items accordingly.

Name of the Business:
Location:
Date:

Signature and stamped