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**REQUEST FOR QUOTATION (RFQ)**

**RFQ REQUEST:**

ECW requests from tailoring and textile Supplying companies to submit their applications and quotations for the items given in the list of equipment in hard copy signed and stamped no later than March 30, 2020 to ECW’s Main office whose address is given as below:

**Address:**

Across Masjid-e-Wais Qarani, Qala-e-Jawad, Khoshal Khan Mena, 5th District, Kabul, Afghanistan

**Bidders’ Selection Criteria:**

The minimum selection criteria for bidders is given as below:

* Having at least 5 years of experience in provision of tailoring and textile supplying services to national and international NGOs
* Registration with relevant authority
* Shall be located in Mazar-e-Sharif City of Balkh Province
* Recognized brand

**List of Equipment:**

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| --- |
| **Class kit (per class for 30 students)** |
| **No** | **Item** | **Quantity Per Person** | **QTY** | **Unit cost** | **Total cost** | **Remarks** |
| 1 | Sewing Machine | 1 Piece | 25 |  |  |  |
| 2 | Gas Iron  | 1 Piece | 25 |  |  |  |
| 3 | Scissor | 1 Piece | 25 |  |  |  |
| 4 | Fabric | 30 meters  | 750 |  |  |  |
| 5 | Threads | 5 packages | 125 |  |  |  |
| 6 | Sewing Machine Table | 1 Piece | 25 |  |  |  |
| 7 | Layers | 3 meters | 75  |  |  |  |
| 9 | Needle | 5 Pockets | 125 |  |  |  |
| 10 | Measuring Tape | 1 Piece | 25 |  |  |  |
| 11 | Sewing Machine Needle | 5 Pockets | 125 |  |  |  |
| 13 | Chalk | 5 pieces  | 125 |  |  |  |
| 14 | L-typed Ruler | 1 piece  | 25 |  |  |  |
| 15 | Sewing Machine Lubricant oil | 1 bottle | 25 |  |  |  |
|   | **Total**  |  |   |

**Procedures:**

* ECW reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for ECW’s action.
* All costs incurred to prepare documents for the application have to be borne by the company; ECW will not be liable to reimburse any or all of such costs.
* The Quotation shall remain valid for a minimum period of 45 calendar days, after the deadline for submission.
* In exceptional circumstances, prior to expiry of the period of validity of quotations, ECW may request that the Supplier extends the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.
* The Supplier shall furnish, as part of its Quotation, documents establishing the Supplier’s eligibility to submit Quotation and its qualifications to perform the contract if its Quotation is accepted.
* The selection process will be based on cost and quality. Those firms that meet all eligibility criteria and provide the finest quality with least price will be selected for the supply and distribution.
* After eligible bidder is selected based on least price, it will require to provide Bank Guarantee of 10% of the total contract value to enable ECW to proceed with the contact award.
* In case a bidder meets the eligibility, criteria and is selected based on least price whereas the bidder company withdraws, ECW reserves the right to preserve the Bid Security provided by the bidder.
* After contract is awarded to the selected firm, in case the firm fails to provide the required items according to the specifications, quality and features set forth within the assigned timeline, ECW reserves the right to cancel the contract and preserve the bid security.

**Annex I**

**Payment:** the supplier will be paid the amount of contract in three equal installments upon successful completion of procurement process.

**Tax payment:** Amount of 2% will be withheld from the total amount of contract by ECW which will be paid to the MTO/MoF as per Afghanistan Tax Law.

**Delivery Locations:** The supplier is required to deliver the distributable items to Samangan Province and the company is located in Mazar-e-Sharif City of Balkh Province.

**Cancellation of RFQ:** ECW reserves the right for its own convenience and without charge or liability to cancel this procurement process at any stage prior to contract award.

**How to submit bids:**

Applicants are requested to sign and stamp all pages of the quotations. Quotations with no signatures and stamps will be given zero consideration.

Interested and qualified bidders are requested to submit their bids in sealed envelopes (putting their contact details on envelop and stamping all pages of the quotation) to the following address in hard copy before COB March 30, 2020.

**Contact Details:**

**Email:** logistic.ecw@gmail.com

**Contact #:** 0786890980

**Envelope Title:**

Signature of the authorized person:

Name and title of signatory:

Name and seal of Firm:

Phone#:

Email:

Address: