

## **TENDER SUMMARY LETTER**

WAW Main Office  
Kart-e-Char Street 2 (Taraki Street)  
West of Khatamul Nabieen University  
House No 07  
Kabul Afghanistan

To: Bidders

From: Women for Afghan Women (WAW)

Title: Provision of IT Equipment for WAW-LTS Project

RFQ No.: RFQ No: WAW-RFQ-KBL-0157

Issuance Date: July 12, 2020

Closing Date for Quotation: July 25, 2020 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 July 25, 2020. The tender dossier should be received from The Logistics department WAW Main Office House # 07 Street # 2 (Taraki Street) West of Khatamul Nabiyeen University Karte 4. Supplier can download the Tender Dossier from ACBAR website ([www.acbar.org](http://www.acbar.org)) website

### **Quotations Submission Date**

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 Logistic department. 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](mailto:Procurement@womenforafghanwomen.org)

## Bid Opening Session

The opening session will be conducted in as soon as possible

## Question Asking Date

Questions may be submitted no later than **July 20, 2020 4:00 PM. (Afghanistan local time)**. Bidders are invited to address questions to the procurement department via email:

Procurement@womenforafghanwomen.org. No questions will be answered over the phone or in person; all questions must be submitted in writing. All questions received will be compiled into one list, answered, and emailed to all vendors who have confirmed interest in bidding. **Bidders must insert in the subject line of their email the full RFQ Number and Name (e.g. Provision of IT Equipment RFQ No: WAW-RFQ-KBL-0157 Provision of IT Equipment for WAW-LTS Projects)**

- 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
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

- III. **Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E and F Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through F (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 Afghanistan currency **AFN Only**.
3. Bidders shall submit quotes/bids in prescribed Format of Appendix B.

4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
6. Women for Afghan Women Payment term: Net 15 working days.
7. Bid validity: Net 60 days from date of submission
8. 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.
9. The contract will be a Framework agreement and all Diesel will be provided by WAW given Order

## **SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED**

Please refer to Appendix A, B, C, D, E and F 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, Women for Afghan Women shall withhold seven percent (7%) "Contractor" taxes per current 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 goods and Services should be delivered and installed after the agreement signed and by Women for Afghan Women to the WAW-HQ-KBL Office

**3.5 Inspection**

Women for Afghan Women shall have reasonable time to time, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this Purchase Order, Contract and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

**3.6 Bid Security**

Any of those companies are interested to submit their offers must send to WAW Office an amount of **100,000 AFN as Bid Security freeze in your bank account by the name of WAWO** and once the decision is cleared on successful bidder and then the amount letter would be released to the unsuccessful bidders and to winner bidder it will be released after successful 100 % delivery.

**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. Door to Door Delivery Timeline – Women for Afghan Women will consider and will give priority to those vendors/contractors, capable of Door to Door delivery.
4. 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.
5. Financial Report- Bidders are required to submit their financial report/Bank Statement for last three years.

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

**The Bidders must score at least 60 to consider as a successful 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-0157 Provision of IT Equipment for WAW-LTS Projects** 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, i.e., <Expiration date or Validity of Bid >.

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:

Detailed Bill of Quantity Appendix B  
Vendor will deliver the below required item on time and per the provided specification

<b>Women For Afghan Women</b> <b>Detailed Bill of Quantities</b>						
<b>RFQ No.:</b> WAW-RFQ-KBL-0157						
<b>RFQ Title:</b> <u>Provision of IT Equipment</u>						
<b>Delivery Location:</b> HQ-KBL						
No	Items Description	Units	QTY	Unit Price	Total Price	Remarks
1	Laptop Computer (Lenovo IDEAPAD 340 Corei3, 8 GB RAM, 1 TB SSD or equivalent.	Pcs	8			
2	Printer (HP LaserJet 428 DW) or Equivalent	Pcs	3			
3	Printer (HP Color LaserJet Pro MFP M479) or Equivalent	Pcs	1			
4	Copier (Canon Image Runner 2520 IR ADF + Toner) or equivalent	Pcs	1			
<b>Total Price</b>						

**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\$	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								

**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.*