

TENDER SUMMARY LETTER

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

To: Bidders
From: Women for Afghan Women Organization (WAWO)
Title: Provision of IT Equipment for WAW-CSCs Projects
RFQ No.: RFQ No: WAW-RFQ-KBL-0169

Issuance Date: Sep 20, 2020

Closing Date for Quotation: Sep 30, 2020 4:00 PM. (Kabul, 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 30, 2020. The tender dossier should be collected from The Logistics department WAW Main Office House # 07 Street # 2 (Taraki Street) West of Khatamunnabiyyen University Karte 4 and also Supplier can download the Tender Dossier from ACBAR website (www.acbar.org).

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

Bid Opening Session

The opening session will be conducted in **as soon as possible**

Question Asking Date

Questions may be submitted no later than **Sep 27, 2020 4:00 PM. (Kabul, 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 for WAW-CSCs Projects RFQ No: WAW-RFQ-KBL-0169)**

- 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 frame work 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 & 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 currency **USD 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.

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 IT equipment, goods and Services should be delivered and properly installed after the PO/agreement signed by supplier to the WAW-CSC-Kabul, WAW-CSC-Badakhshan, WAW-CSC-Balkh and WAW-CSC-Herat Offices after properly inspection processes in WAW-KBL-HQ Office. For more details, please also see the detailed bill of quantity.

3.5 Inspection

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

3.6 Security Deposit

The Interested suppliers/bidders must freeze an amount of total 300,000 AFN in their bank accounts by name of WAW as Bid guarantee and submit the bank bid guarantee letter to WAW while submitting the offer hard copy sealed and stamped.

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 with installation of goods into specific WAWO office.
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.

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

The Bidders must score at least 60 to be considered as 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-0169 Provision of IT Equipment for WAW-CSCs 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 (USD 0.00 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:

Addre

Women For Afghan Women

Detailed Bill of Quantities

RFQ No.: WAW-RFQ-KBL-0169

RFQ Title: Provision of IT Equipment for WAW-CSCs Projects in Kabul, Badakhshan, Herat and Balkh Provinces.

Delivery Location: Kabul, Badakhshan, Herat and Balkh after proper inspection processes in WAW-KBL HQ office

No	Items Description	Units	QTY	Unit Price	Total Price	Remarks
1	Laptop Computer (Dell Latitude E7400, Core i7, 8GB RAM, 500GB SSD, Windows 10 Pro, Bag CoolBell, Wireless Mouse + keyboard LogiTech) with delivery in Kabul	Set	11			
2	Monitor (HP 27F/W FHD 27 inch) + VGA to HDMI Adapter with delivery in Kabul	PCs	8			
3	Scanner (HP Scanjet Enterprise Flow 7500 Flatbed Scanner) with delivery to Kabul	PCs	2			
4	Scanner (HP Scanjet Pro 2500 Flatbed Scanner) with delivery to Balkh after proper inspection in WAW-KBL-HQ Office	PCs	1			
5	Scanner (HP Scanjet Pro 2500 Flatbed Scanner) with delivery to Kabul	PCs	1			
6	Desktop Computer only CPU (Dell Optiplex 3070, Core i3, 4GB RAM, 500GB HDD, Mouse and Keyboard) with delivery to Balkh after proper inspection in WAW-KBL-HQ Office	PCs	10			
7	Laptop Computer (Dell Latitude E5400, Core i5, 8GB RAM, 500GB SSD, Windows 10 Pro, Bag CoolBell,) with delivery in Kabul	PCs	4			
8	Laptop Computer (Dell Latitude E5400, Core i5, 8GB RAM, 500GB SSD, Windows 10 Pro, Bag CoolBell) with delivery to Badakhshan after proper inspection in WAW-KBL-HQ Office	PCs	6			

9	Tablet (Samsung Galaxy Tab E) with delivery to Herat after proper inspection in WAW-KBL-HQ Office	PCs	2			
10	Camera (Canon SX620 HS, 32GB SSD) with delivery to Badakhshan after proper inspection in WAW-KBL-HQ Office	PCs	1			
11	Projector (Sony VPL 221 with Screen 2mx2m)) with delivery to Badakhshan and Balkh after proper inspection in WAW-KBL-HQ Office	PCs	2			
12	Printer (HP LaserJet M428DW)) with delivery to Balkh after proper inspection in WAW-KBL-HQ Office	PCs	1			
13	Television (Samsung 40" Original 4K with Wall Bracket)) with delivery to Herat after proper inspection in WAW-KBL-HQ Office	PCs	4			
14	UPS (Mercury 850VA)	PCs	2			
Total Cost						

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\$	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 E**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.