

**Organization for Afghan Women Capacity and Knowledge (OAWCK)**

**REQUEST FOR QUOTATION**

**750 Hygiene Kits**

**in**

**Kunar and Laghman Provinces**

**Ref#: UNDP/ ABADEI/Provision of Rights-based Access to Justice and Legal Aid Focusing on Women /OAWCK/KNR/001/2024**

**Issue Date: 07 Jan 2024**

**CONTACT DETAILS**

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Contents

[About OAWCK 3](#_Toc155522284)

[Description: 3](#_Toc155522285)

[Cost of Providing Offers: 3](#_Toc155522286)

[Offer Documents: 3](#_Toc155522287)

[Clarification of RFQ Documents: 3](#_Toc155522288)

[Amendments of Request for Quotation: 3](#_Toc155522289)

[Preparation of Offers: 3](#_Toc155522290)

[Language of the Offer: 3](#_Toc155522291)

[Offer Currencies/Offer Prices: 3](#_Toc155522292)

[Period of Validity of Offers: 4](#_Toc155522293)

[Opening and Evaluation Criteria: 4](#_Toc155522294)

[Cost-Effectiveness: 4](#_Toc155522295)

[Relevant Experience: 4](#_Toc155522296)

[Bank Statement: 4](#_Toc155522297)

[Preliminary Examination: 4](#_Toc155522298)

[Evaluation of Offer: 4](#_Toc155522299)

[Evaluation and Basis for Award 4](#_Toc155522300)

[Negotiations 5](#_Toc155522301)

[Certifications and Compliance 5](#_Toc155522302)

[Pertinent Information 5](#_Toc155522303)

[Offer Documents. 6](#_Toc155522304)

[Project Duration and Penalty for Late Work: 6](#_Toc155522305)

[Payment Terms: 6](#_Toc155522306)

[Offer Submission Guidelines: (Open Bidding) 7](#_Toc155522307)

[Returnable Bid Forms 7](#_Toc155522308)

[Quotation Form: 7](#_Toc155522309)

[750 Hygiene Kit Quotation Form: 7](#_Toc155522310)

[Bidder information 9](#_Toc155522311)

# About OAWCK

Organization for Afghan Women Capacity and Knowledge (OAWCK) is an Afghan, independent, non-political, non-sectarian, non-profit organization established in Afghans in 2009 with a registration number of 1888 with the Ministry of Economy of the Islamic Republic of Afghanistan to protect, promote women rights through achieving sustainable development goals 2030.

# Description:

OAWCK through this RFQ is requesting eligible bidder (firms of Procurement and logistic services) for **750 Hygiene Kits** in Kunar and Laghman Provinces, project must be completed in 30 calendar days after the award of contract.

# Cost of Providing Offers:

The bidder shall bear all costs associated with the preparation and submission of bid in response to this RFQ.

# Offer Documents:

##  Clarification of RFQ Documents:

The bidder requiring any clarification on the Request for Quotation may notify OAWCK in a written form. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for questions. Clarification may be sought in writing through authorized representative email: procurement@oawck.org.af for clarifications only no later than Jan 13, 2024, before 12:00 AM. For submittal of bids please see the instructions set forth.

##  Amendments of Request for Quotation:

Prior to the Deadline for Submission of Offers, OAWCK may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may amend this Request for Quotation. In order to afford prospective bidder reasonable time in which to take the amendments into account in preparing their offers, OAWCK may, at its discretion, extend the Deadline for the Submission of Offers. Any amendments will be published in the same manner as the present RFQ for which the bidders are required to keep an eye on the advertised RFQ till its deadline, for any amendment made there.

# Preparation of Offers:

Language of the Offer:

The Offer prepared by the bidder and all correspondence and documents relating to the Offer exchanged by the company and OAWCK shall be in English Language only.

##  Offer Currencies/Offer Prices:

Prices shall be offered in USD and OAWCK’s preferred payment term is only through bank form in a minimum of 30 days’ net. The bidder shall receive the amount only through a specified bank account and will be transferred/Cheque/Deposit in minimum of 30 days after the service delivery. Bidders may request a different payment term, though it remains an evaluation factor.

##  Period of Validity of Offers:

The Offer shall remain valid for **30 days** after the closing date prescribed by OAWCK. An Offer valid for a shorter period may be rejected as non-responsive.

# Opening and Evaluation Criteria:

To assist in the examination, evaluation, and comparison of Offers, OAWCK may at its discretion ask the bidder for clarification of their Offers. The following criteria will be applied for the evaluation and scoring of bids.

##  Cost-Effectiveness:

OAWCK’s procurement department and the technical committee for evaluation of the offers shall have the right to take the decision on Cost-Effectiveness for the shortlisted bids as per and according to OAWCK, Donor and international standards allocated for the specified items with cost-effectiveness.

Although the Lowest cost is technically acceptable, the bids should meet at least the identified standards for items as per technical specification. (60 points).

##  Relevant Experience:

According to organization policy, bidders should have the capacity and experience of at least 2 contract implemented in past 5 years. Copies of the contracts should be part of the offer and will receive score (25 points).

##  Bank Statement:

According to organization’s policy, bidders should have the financial capacity to conduct the work without hindrance. The required closing balance at the bank or FSP/MSP (Sarafi/Hawala) account in the supplier’s name is **USD 15,000 (Fifteen thousand US Dollar)** or equivalent in **AFN 1,320,000 (One million Three hundred Twenty thousand Afghani)** update during RFQ announcement. (15 points).

Preliminary Examination:

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Offer will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

An offer determined as not substantially responsive will be rejected by OAWCK and may not subsequently be made responsive by the bidder by correction of the non-conformity.

# Evaluation of Offer:

Determination of compliance with the RFQ is based on the content of the Offer itself without recourse to extrinsic evidence.

# Evaluation and Basis for Award

A Contract will be executed with the Bidder whose quotation is determined to be responsive to this RFQ document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to the organization.

That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated below.

* 1. Cost-Effectiveness
	2. Relevant Experience
	3. Bank Statement

OAWCK reserves the right to reject any and all bids at its sole discretion for any reason whatsoever. The quantity requested in this RFQ does not create liability for OAWCK and that OAWCK may determine to reduce or increase the quantity cited in this RFQ at the order stage.

# Negotiations

It is anticipated that an ‘Contract’ will be awarded solely on the basis of the original offers received. However, OAWCK reserves the right to negotiate the price and the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation. Furthermore, OAWCK reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of OAWCK, Bidders may be requested to conduct oral presentation.

# Certifications and Compliance

Bidders shall be expected to comply with the following policies and regulations. The bidder must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, OAWCK withholds 2% tax from the total value contract where the supplier is registered with the government of Afghanistan, while the withholding tax rate for non-registered companies/individuals is 7%. OAWCK releases the tax to the account of MoF and provides confirmation to the respective bidder. This tax is a sole responsibility of OAWCK and therefore, it should be included in the final price that will be Offered to OAWCK in response to this solicitation.

# Pertinent Information

* 1. The OAWCK shall have the right to reject the offer if it does not conform to the requirements of the RFQ.
	2. The OAWCK reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to organization.
	3. Considering certain restrictions and COVID-19 mitigations **open bidding** may not be conducted. A designated technical committee ensuring OAWCK-Donor procurement policy and procedures will evaluate the offer documents, however, it will be at OAWCK discretion to conduct open bidding depending upon the circumstances
	4. Please be informed that the actual required work may differ (increase or decrease) depending on operational needs and hence the OAWCK should not be held responsible for any such changes.
	5. Failure to comply with the OAWCK requirement will justify the rejection of your offer.
	6. Within the contractual period any changes of the price will not be allowed and any approaches from the contractor requesting for a price increase or expertise unavailability will be considered as non-performance and thus the contract will be void.
	7. If not clear in any specification, please communicate and confirm before submitting the offer.

# Offer Documents.

**Your offer package should include the following essential documents.**

* 1. Signed and stamped copy of this RFQ document
	2. Returnable Bid Forms (include BoQs).
	3. Work plan
	4. Legal business registration/certificates.
	5. Copy of the bank statement where the name of the firm/company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
	6. Past performance evidence (list of previous contracts, name and contact details of clients).
	7. Bank account USD and AFN from Islamic Bank of Afghanistan.

**In addition, your offer should be submitted with information as following.**

* Your offer should be submitted through procurement@oawck.org.af
* Subject line of the email should be **‘Ref#: #: UNDP/ ABADEI/Provision of Rights-based Access to Justice and Legal Aid Focusing on Women /OAWCK/KNR/001/2024**. Offers not addressed and sent as such will not be considered.
* Your offer should be clear and legible, (in the English language preferable)
* Your offer should state the offer issuing date.
* Your offer should be numbered.
* Your offer should be specific on the offer validity date.
	+ Price should be Offered in **USD,** however, the organization may consider currency change to AFN as per the procurement regulations.
	+ Your offer should be duly signed and stamped.
	+ Complete bank details, as all payments will be made only through bank transfer.
	+ The bidder firm is responsible for all costs/expertise involved in preparing the offer, and OAWCK bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

# Project Duration and Penalty for Late Work:

The projected duration is 10 days after award of contract, the procurement penalty of 0.05% will be applied per working day after project end date (10 calendar days).

# Payment Terms:

Payment will be made in three installments,

1. Frist installment **40%** after **50%** physical completion of the project and verified by OAWCK Kunar province assigned team.
2. Second installment **80%** after **90%** physical completion of the project and verified by OAWCK Kunar province assigned team.
3. 3rd installment **100%** payment after the completion and final handover of the project, as certified by OAWCK and relevant stakeholders.

Payment will be made to the contractor within the 30 days once invoice is received and work is attested by the OAWCK Kunar staff, considering the banking regulations i.e. no liabilities will be incurred to OAWCK if banking system restricts the payments due to unforeseen circumstances and the 30 days’ period exceeds. The payment is subjected to tax as per Afghan Tax Law, which will be deducted from payment to the contractor.

# Offer Submission Guidelines: (Open Bidding)

Bidders shall submit the offers via email procurement@oawck.org.af with RFQ number in the subject line.

# Returnable Bid Forms

This BoQ contains statements required in the Offer documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration in the BoQ may result in rejection of the Offer.

# Quotation Form:

The kits content of the following items:

750 Hygiene Kit Quotation Form:

|  |
| --- |
| **Hygiene Kits** |
|
| **Family Hygiene Kit - one per family (7 members) and to meet at least 30 days need** |
| **S#.**  | **Item** | **Description** | **Unite** | **Qty** | **Price $** | **Total $** | **Remark** |
| 1 | Antiseptic soap (Dettol) - 125gm | For hand washing, bathing | Bar | 7 |  |  | 1 per person  |
| 2 | Plastic soap-case (for 250gm soap) |  Plastic Case | Piece | 2 |  |  |   |
| 3 | Laundry Soap (200gm) | For washing clothes  | Bar | 7 |  |  |   |
| 4 | Plastic Jerry Can (10-20 liters)  | For water storage or transportation |  Piece | 2 |  |  |   |
| 5 | Plastic bucket (20 liters)  | For water storage or transportation |  Piece | 1 |  |  | Bucket with lid |
| 6 | Plastic mug / Aftaba(2 LTR size) | Handling of water  |  Piece | 2 |  |  |   |
| 7 | Soft Cotton Cloth (2 m2 piece) | Dark color cotton cloth For menstrual hygiene  | m2 | 2 |  |  | Menstrual hygiene management |
| 8 | Toothbrush adult  | Standard quality  | Piece Large | 2 |  |  |   |
| 9 | Tooth brush child  | Standard quality  | Pieces Small | 5 |  |  |   |
| 10 | Toothpaste (125gm)  | Standard quality  | Tubes | 3 |  |  |   |
| 11 | Towel (40 x 70 cm) | Standard cotton towels  | Pieces | 5 |  |  |   |
| 12 | Shampoo | Bottle 250 ml | Pieces | 2 |  |  |   |
| 13 | Cotex/Sanitary Pad (normal size) (box of 12)  | Standard quality  | Box | 2 |  |  | For menstrual hygiene  |
| 14 | Hygiene promotion IEC materials with key messages | Few most essential messages - 2 pages, both side printed | Sheet | 5 |  |  | In local language & use of graphics where possible and the design and contents will be provided by OAWCK |
| 15 | Hygiene kit beg | High quality large beg for hygiene  | Piece | 1 |  |  |  |
| **Total Cost in USD**  |  |   |

**Summary sheet for 750 Hygiene Kits in Kunar and Laghman Provinces**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cod #** | **Description** | **Unit** | **Qty** | **Unit Price $** | **Total Price $** |
| 1 | Family Hygiene Kit - one per family (7 members) and to meet at least 30 days need | **Each** | **750** |  |  |
|  |  |  |  |  |  |
| Total estimation cost for 750 Hygiene kits in Kunar and Laghman Provinces.  **USD** |
|  |  |  |  |  |  |  |  |  |

**Essential Note for BoQs**

|  |  |
| --- | --- |
| **1** | RFQ must submit a Quotation for all of the goods and services (this includes materials plus transportation to mentioned provinces and districts with safe delivery) |
| **2** | Prices and lead times, presented in the quotation, should be firm and valid for the whole duration of the agreement from the date of its signature by both Parties.  |
| **3** | The price proposal should be submitted according to the template of abovementioned Quotation form on page# 07 and 08. |
| **4** | Your basic offer shall be strictly in accordance with the technical specifications specified in abovementioned Quotation form on page# 07 and 08.  |

# Bidder information

Persons authorized to sign bids, offers and contracts

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Email | Telephone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Banking Information:**

Payment shall be made only through bidder’s specified bank account, please provide your banking information as requested below. Considering the banking restrictions, no other than FMFB bank account in the supplier’s name is the OAWCK able to make payment to the supplier. This in good faith the supplier is required to comply with, failure to meet with this specific requirement will justify the rejection of your offer by OAWCK, however, ***if currently holding no account at Islamic Bank of Afghanistan the bidder may commit to open the account in case of contract award.***

Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Essentially IBA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SWIFT Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sign and Stamp of the Bidder Firm**