

## TENDER SUMMARY LETTER

WAW Main Office  
Kart-e-Char Street 2 (Taraki Street)  
Opposite Shams London Private High School  
House No 07  
Kabul Afghanistan.



**To:** Bidders  
**From:** Women for Afghan Women (WAW)  
**Title:** Provision of Food Packages for Kabul Under WAW-Humanitarian Project  
**RFQ#:** WAW-RFQ-KBL-0307

**Issuance Date:** January 08, 2024

**Closing Date for Quotation:** January 28, 2024 at 12:00 PM. (Afghanistan Local Time).

Dear Bidders:

Women for Afghan Women - is not for profit, non-governmental organization (NGO) whose mission is 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 submission of the Tender Dossier is January 28, 2024 at 12:00 PM. (Afghanistan local time). The RFQs collected from The Logistics Department at: WAW Main Office House # 07 Street # 2 (Taraki Street), Opposite Shams London Private High School. District 03, Kabul City.

### Quotations Submission Date and Location:

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 WAW-HQ Office 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 through this email address

[Procurement@womenforafghanwomen.org](mailto:Procurement@womenforafghanwomen.org)

### Question Asking Date

Questions may be submitted no later than January 22, 2024 4:00 PM. (Kabul, Afghanistan local time).

Bidders are invited to address questions to the procurement department via email:

[Procurement@womenforafghanwomen.org](mailto: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. RFQ# 0307 Provision of Food Packages for Kabul Under WAW-Humanitarian Project).**

**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.

**I. 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/Services |
| 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  |
| Appendix G: | Due Diligence Undertakings                                      |
| Appendix H: | Scope of work   |

**II. 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 G (see above).

**Minimum Eligibility Requirements for Vendors to be Considered for Further Consideration**

**To Qualify for this RFQ, the Vendor must:**

- a. Submit their quotes as per deadline specified in RFQ.
- b. Hold a valid business license and have valid business bank account in company name.
- c. Accept all WAW terms and conditions, including payment and delivery terms.

**SECTION 1 – QUOTATION/BIDS INSTRUCTIONS / ADDITIONAL INFORMATION**

The Bidders shall submit their 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 **Afghani for all items** with complete services, inclusive of all taxes; delivery all charges for service contingent to the goods.
3. Women for Afghan Women Payment terms: The payment will be processed and released within maximum 15 working days after submission of the invoice and completing the required paper work to the business bank account of the supplier.
4. Bid validity: Net 60 days from date of submission.
5. Women for Afghan Women will not award a contract to an organization without AISA/Ministry of Commerce Business license or do not meet minimum eligibility criteria set in this RFQ.
6. If bid do not meet the key tendering requirements, it will not be considering for further process.
7. Supplier should attach hard copies of their general and similar/specific contracts.
8. Bidder must sign and Stamp all pages of this RFQ including Fill in the Due Diligence Undertakings.

9. Unsuccessful bidders will be notified after completion of evaluation.

10. In case if the President or V-President of company not available, an authorization letter is mandatory for the person participate in bidding on behalf of company and the authorization letter shall be signed and stamp by company President/V-President.

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

Please refer to Appendix A, B, C, D, E, and G attached list and specifications of items required.

## **SECTION 3 – SPECIAL PROVISIONS**

The below provisions will be incorporated into any purchase order issued by WAW

### **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, individual vehicle suppliers are exempted From 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.

### **2.3 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 and Location**

The agreed food packages should be delivered and distributed in **Kabul City** after the agreement signed between Women for Afghan Women as contracting authority and winning supplier as frame work type contract. The distribution will be in 1-3 sites in Kabul city for 5-20 times during contract period.

### **3.5 Inspection**

Women for Afghan Women shall have reasonable time to time, after delivery, to inspect the service and goods in term of quality and quantity 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 and also the qualified bidder is responsible to provide samples as per BOQs during evaluation stage.

### **3.6 Types of Contract**

Types of contract is Frame work agreement in terms of province and food packages, like minimum no of provinces covered will be one and maximum will be determined through a separate amendment, also the food packages included minimum and maximum as detailed in scope of work (SoW) attached in this RFQ.

**3.7 Amendment**

The quantity of food packages and province covered increases or decrease during contract validity subject to WAW approval with same specification. The price for other provinces is negotiable as detailed in Scope of work.

**3.8 Bid Security Deposit**

The Interested suppliers/bidders must freeze an amount of total 100,000/- One Hundred Thousand AFN in their bank accounts by name of WAW as Bid guarantee and submit the original bid guarantee letter to WAW separately while submitting the offer hard copy sealed and stamped.

مبلغ صد هزار افغانی تضمین آفر به شکل ضمانت بانکی در زمان تسلیم آفر ارایه گردد.

**3.9 Performance Guarantee**

The winner bidder/supplier is strongly required to submit 200,000 AFN freezing in a bank as performance guarantee to end of agreement and at the end of agreement or termination of agreement the performance guarantee will be return to the contractor as per condition and situation of cancellation cause. Incase of contractor failure or termination of contract due to failure of contractor the performance guarantee will be forfeited.

مبلغ دو صد هزار افغانی منحصیث تضمین اجرا به شکل ضمانت بانکی اخذ میگردد. در صورت عدم تحویلی نیازمندی بعد از عقد قرارداد یا هم فسخ قرارداد به اثر تخلف شرکت قراردادی – تضمین اجراء قابل استرداد نمیباشد.

**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 market prices and also analysis of cost rationality and competitiveness will be conducted on all bids received.
3. **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 (Similar and General). The bidder must provide at least 3 copies of relevant contracts of past 3 years to be considered for further evaluation.

**Financial Report** Bidders are required to submit their financial report/Bank Statement/line of credit. Back statement/financial report should be for last three years (2021, 2022 and 2023), respectively. Also Bank Statement it should be issued recently.

| EVALUATION CRITERIA  | Score |
|--|-------|
| Past Experience (Similar) at least three contracts successfully completed last three years | 30    |
| Past Experience (General) at least four contracts successfully completed last Four Years   | 24    |
| Bank Statement from last three years   | 6     |
| Offering the Lowest Price and Cost Break Down  | 40    |

**The Bidders must score at least 60 to be considered as a successful bidder.**

**Note:** In case suppliers submit more than 3 similar contract it will be consider under general experience criteria in evaluation stage.

**APPENDIX A**

**Price Quotation Declaration Letter**  
[On Letterhead]

<Insert date>

TO: Women for Afghan Women (WAW)  
Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Request for Quotation - RFQ # WAW-RFQ-KBL-0307 Provision of Food Packages for Kabul Under WAW-Humanitarian Project.** 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 (AFA 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 ( ).

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:

|  |   |
|--|---|
| <b>Annex B (Bill of Quantities)</b>  | <b>Itemized Details Per Food Package In <b>Kabul City</b></b> |
| <b>Contract Title:</b> Provision of Food packages for Kabul under WAW/Humanitarian project |   |
| <b>Contract Delivery Locations:</b> Kabul City   |   |

1- **Kabul City:** Food Package Minimum 500 package will be distributed during contract period

| No   | Food Items                                       | Food Package Items Description   | Units | QTY | Unit Price AFN | Total Price AFN |
|--|--|--|-------|-----|----------------|-----------------|
| 1  | Flour با آرد<br>کیفیت عالی                       | The main Nutrient of Carbohydrates and Fiber<br><b>(High Quality and samples provide by bidders)</b>   | KG    | 50  |                |                 |
| 2  | Oil (Sun Flower)<br>روغن گل آفتاب پرست           | It is one of the main sources of the Fats<br><b>(High Quality and samples provide by bidders)</b>  | Litre | 5   |                |                 |
| 3  | Lentils<br>دال نسک کلان                          | Lentils are an excellent source of B vitamins, iron, magnesium, potassium, and zinc. They're also a great source of plant-based protein and fiber.<br><b>(High Quality and samples provide by bidders)</b>   | KG    | 5   |                |                 |
| 4  | Sugar<br>بوره میده اعلی                          | sugar provides a quick, simple source of energy, but it doesn't contain other nutrients such as vitamins and minerals.<br><b>(High Quality and samples provide by bidders)</b>   | KG    | 4   |                |                 |
| 5  | Rice<br>برنج اعلی                                | Rice is a source of protein and contains various vitamins, such as thiamin and niacin, and minerals, such as zinc and phosphorus.<br><b>(High Quality and samples provide by bidders)</b>  | KG    | 7   |                |                 |
| 6  | Black Raisins<br>کشمش سیاه خوراکی                | They contain good amounts of iron, copper, and vitamins that are essential for making red blood cells and carrying oxygen throughout the body. Raisins contain substantial amounts of beneficial minerals, such as iron, copper, magnesium, and potassium. <b>(High Quality and samples provide by bidders)</b>                          | KG    | 1   |                |                 |
| 7  | Tomato paste (800Gr)<br>رب رومی به شکل قطعی آهنی | This food is very low in Saturated Fat and Cholesterol. It is also a good source of Dietary Fiber, Vitamin K, Riboflavin, Niacin, Vitamin B6, Iron, Magnesium and Manganese, and a very good source of Vitamin A, Vitamin C, Vitamin E (Alpha Tocopherol), Potassium and Copper.<br><b>(High Quality and samples provide by bidders)</b> | Can   | 2   |                |                 |
| 8  | Green Tea<br>چای سبز اعلی                        | A good source of vitamins A, C, E and many of the B vitamins. There are 13 essential types of vitamins: A, C, D, E, K and B vitamins (Thiamine (B1), Riboflavin (B2), Niacin (B3), Pantothenic acid (B5), Biotin (B7) Folate (B9), Pyrrolidine (B6), Cobalamin (B12).<br><b>(High Quality and samples provide by bidders)</b>            | KG    | 1   |                |                 |
| <b>Total (AFN) for Kabul Food Packages</b> |  |  |       |     |                |                 |

**Bidder (Sign and Stam)**

**Note:** the samples will be provided by qualified suppliers during evaluation stage.

**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 or Four years may be taken into consideration at the discretion of the evaluation panel.

| <b>Item #</b> | <b>Project Title and Description of Activities</b> | <b>Location Province/District</b> | <b>Client Name/ Email /Tel #</b> | <b>Cost in AFN</b> | <b>Start Dates</b> | <b>End Dates</b> | <b>Completed on Schedule (Yes/No)</b> | <b>Subcontractor or Prime Contractor?</b> |
|---------------|--|-----------------------------------|----------------------------------|--------------------|--------------------|------------------|---------------------------------------|---|
| 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 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.

**Appendix G****موضوع:** صحت معلومات، اسناد ضمایم آفرو Due Diligence Undertakings شرکت برنده قرارداد!

نظر به ماده 7.14 پالیسی تدارکات موسسه زنان برای زنان افغان (WAW)، در کنار شرایط مندرج اسناد داوطلبی، سپردن تعهدات تحت عنوان (Due Diligence Undertakings) برای اكمال کننده (شرکت قراردادی) حتمی میباشد. از شما تقاضا میگردد تا موارد ذیل را به موسسه زنان برای زنان افغان (WAW) تعهد داده و در صورت اثبات عدم صحت این موارد، مسئولیت حقوقی و مالی بدوش شرکت شما خواهد بود.

- 1- این شرکت تحت ریاست \_\_\_\_\_ و معاونیت \_\_\_\_\_ دارنده جواز نمبر \_\_\_\_\_ ثبت و راجستر شده وزارت محترم صنعت و تجارت بوده و دارای جواز معتبر میباشد.
- 2- شرکت ما دارای TIN نمبر \_\_\_\_\_ ثبت و راجستر شده وزارت محترم مالیه بوده و مکلفیت های مالیاتی خویش را حسب احوال قانون به مراجع مربوط ادا نموده است.
- 3- شرکت ما اطمینان میدهد که تمام معلومات مندرج آفرو اسناد ضمیمه شده صحت دارد.
- 4- شرکت ما در لیست محرومیت هیچ نهاد دولتی و حقوقی و یا موسسات مربوط به سازمان ملل متحد نمی باشد.
- 5- رئیس و یا معاون شرکت ما در لیست تحریم های بین المللی و گروه های دهشت افگن قرار ندارد.
- 6- رئیس/ معاون شرکت ما بالاثرت تخلف در تجارت در خلال سه سال اخیر از اشتراک در مراحل تدارکاتی محروم نگردیده است.
- 7- شرکت ما از توانایی کامل تکنیکی و مالی بخاطر تطبیق موفقانه این قرارداد، برخوردار است.
- 8- شرکت ما از پرداخت دیون عاجز نبوده و در حالت انحلال و ورشکستگی قرار ندارد.
- 9- شرکت ما هیچگونه تضاد منافع در این پروسه تدارکاتی ندارد.
- 10- محل فعالیت شرکت ما \_\_\_\_\_ در داخل کشور میباشد.

با احترام

نام مکمل شرکت \_\_\_\_\_

نام و تخلص رئیس/معاون شرکت \_\_\_\_\_

تاریخ و امضاء \_\_\_\_\_

## **Appendix H**

### **Scope of work for Provision of Food Packages**

- The cost includes purchase of 8 items, government taxes, packing, loading and unloading, and transportation costs in all provinces.
- The packing of food items should be strong and convenient.
- Transportation of items to the place of distribution will be the responsibility of the supplier.
- Supplier will stay at the place until the distribution is ended every day.
- Distribution in Kabul province occur in different sites and different period. (1-3) sites and 3 times within contract validity.
- Final payment to the supplier will be based on the actual distributed items/packs.
- supplier will have approval for all food items and its packing and quality from WAW one week before distribution.
- Addition of new Food, Hygiene and other relief items to this contract is subject to a memo, market survey and negotiation following with approval from procurement authority who authorized the original contract.
- supplier can only distribute the Food package when there is approval from WAW and WAW official is present at the distribution site.
- The supplier is responsible for the arrangement of food packages at the distribution site.
- Supplier will only print and use WAW name and logo on food packages as their own cost.
- Payment will be carried out after the distributed packages verification by WAW and completion of food package distribution within 15 working days through WAW-HQ office, Kabul.
- The agreement type is frame work with minimum 500 Package during 2024 and maximum depend on budget availability throughout 2024.

#### **Remark:**

At the initial phase for the upcoming two months, WAW has plan to distribute food package (the above agreed package) vulnerable families (disabled, widows, sick, beggar, ultra-poor families.) in various sites at Kabul Province, based on budget availability.