



The Welfare Association for The Development of Afghanistan (WADAN)
Warm and Relief-Winterization Cash assistance to the Vulnerable Households in Badakhshan
Province

REQUEST FOR QUOTATION

Cash Distribution to Beneficiaries

RFQ Number	WDN-AHF-Winterization-Cash_North-2024-001
Issue Date	Jan 25, 2024
Deadline	February 10, 2024 – 4:00 PM Kabul Time

Introduction:

Established in August 2002, WADAN is an indigenous, government-registered NGO. We undertake community and institutional development, civic education, education, drug control, human rights, anti-corruption, and child protection initiatives. WADAN is headquartered in the capital, Kabul, and has offices in the provinces that provide national coverage.

Tender Summary:

Through funding provided by UNOCHA through its AHF fund for Afghanistan, WADAN will be actively engaged in the implementation of the Cash Assistance to the vulnerable households in Badakhshan province. This initiative aims to empower beneficiaries by offering essential cash support fulfill their winter season needs. WADAN is in search of a qualified Money Service Provider (MSP) possessing a valid license and the necessary capacity to facilitate cash distribution among 1528 Households at designated sites in Badakhshan Province

The cash distribution process will operate on a Cost Reimbursement basis, wherein the MSP disburses the funds, and WADAN reimburses the equivalent amount along with the commission to the MSP. We invite interested and eligible bidders who meet the specified criteria outlined below to submit their competitive cost proposals in adherence to the provided submission guidelines.

Financial Proposal:

Please refer to Pricing List.

Minimum Eligibility Requirements Vendors for Compliance Conformity:

To qualify for this RFQ, the vendor must have:

- A Valid Business license (Da Afghanistan Bank or Ministry of Trade and Commerce).
- Copy of at least two similar contracts.
- Acceptance of Bank Payment
- Company TIN.

- President NID (Tazkera)

Criteria of Award Contract:

In reference to the announcement of this contract, the criteria for awarding contracts will be based on the principle of "best value for money". As per WADAN, the best value for money will not just be achieving the lowest rate, it will also incorporate technical assessment, quality and on time delivery of services, overall bidder's experience, reliability, reputation, past performance, and experience in the required area, etc.

All bidders will undergo a technical evaluation in order to review and comply with their overall technical capacity in terms of the items offered as defined in this tender. Those fulfilling the technical requirements will qualify for the "Financial Evaluation". In the financial evaluation, all financial factors including cost, warranty, quality, etc. will be considered.

Taxes:

Withholding Tax on Subcontractor:

- Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009.
- WADAN is required to withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, WADAN shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, WADAN shall withhold seven percent 7% "contractor" tax as per current Afghanistan Tax law.

Disclaimers And Protection Clauses:

- WADAN will not compensate offerors for responses to solicitation and reserves the right to issue awards based on the initial evaluation of offers without further discussion.
- WADAN reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- WADAN will be contacting offerors to confirm the contact personnel on, address and that bid was submitted to the solicitation.
- Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future WADAN RFQs.

Certification Of Independent Price Determination:

- a) The offeror certifies that--
 - The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the

- intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor before bid opening or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
 - No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- b) Each signature on the offer is considered to be a certification by the signatory that the signatory-
- Is the person in the offeror's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - I. Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
 - II. As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) Above; and as an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- c) Offeror understands and agrees that --
- Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - Discovery of any violation after award to the offeror will result in the termination of the award for default.

Tender Process:

The tender process includes the following steps/phases;

- RFQ Announcement
- RFQ Closing
- RFQs Opening and Compliance Checking (*Vendors not meeting minimum criteria will be automatically disqualified*)
- Technical and Financial Evaluation
- Contract Award

Validity Period

Bids shall be valid for at least 30 days from the date of Bid closure. WADAN reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

Acceptance:

WADAN reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity, etc.; or c) accept or reject any amendments, withdraws, and/or supplementary information submitted after the time and date of the RFQ Closing date and time. WADAN as per its policy also reserves the right to waive minor proposal/bid deficiencies that can be corrected prior to award determination to promote competition.

Conflict of Interest

A Bidder must not and must ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential, or perceived conflict of interest between the interests of WADAN and the Bidder's interests during the procurement process. If during any stage of the procurement process or performance of any WADAN contract, a conflict of interest arises or appears likely to arise, the Bidder must notify WADAN immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of WADAN, or cases in which any WADAN official, employee, or person under contract with WADAN may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as WADAN may reasonably require, to resolve or otherwise, deal with the conflict to the satisfaction of WADAN.

Late Bids

All Bids received after the RFQ closure will be rejected except if the delay is determined by WADAN to have been due to a valid reason. However, any bid received after the start of the Bid opening shall be rejected without exception.

Documents Required to Be Submitted:

All interested bidders should submit the following documents.

- *Signed and Stamped RFQ (Each Page of the RFQ should be Signed and Stamped)*
- *Annex A – Vendor Business Information Form (Filled, Signed and Stamped)*
- *Annex B – Items Pricing List (Filled, Signed, and Stamped – as well as Soft Copy)*
- *Updated Business License*
- *Bank Remittance*
- *Copies of at Least Two Similar Contracts.*

Questions and Clarification:

All interested bidders can direct their queries to the Program Unit of WADAN via mustafa.omary@wadan.org +93781285213

Submission Guideline:

All interested bidders should read the whole tender and submit their quotation accordingly. Interested bidders can submit their quotation in accordance with the requirements detailed outlined in the RFQ electronically through email: bids@wadan.org with the subject line **(Cash Distribution Services – WDN-**

AHF-Winterization-Cash_North-2024-001) or Hard Copy Bid placed in a Sealed Envelope marked as follows:

RFQ No: WDN-AHF-Winterization-Cash_North-2024-001

RFQ Title: *Cash Distribution Services*

Vendor Name: _____

Deadline for Submission:

The deadline for submission of quotations is February 10, 2024 - 04: 00 PM, Kabul time. Companies that do not submit their quotation by this deadline will not be considered.

Scope of Work:

Cash distribution for 1528 Households, at the following distribution sites as per the list provided by WADAN prior to the distribution day.

Project Details:

- Project: **Warmth and Relief: Empowering Vulnerable Families in Badakhshan Province through Winter Assistance**
- Beneficiary Households: 1528
- Location: Badakhshan Province (Khwahan, Raghestan, Shaki, Yawan, Kohestan)

Responsibilities:

1. **Money Service Provider (MSP):**
 - Procure and organize authentic banknotes for the specified amount.
 - Ensure the security and confidentiality of the cash during transportation.
 - Deploy trained staff for the distribution process.
 - Distribute the cash at the distribution sites already specified.
2. **Distribution Process:**
 - Cash distribution will take place on specified dates and at predetermined locations.
 - Beneficiaries will be verified against the program records.
 - MSP staff will facilitate the orderly and secure distribution of cash to beneficiaries.
3. **Documentation:**
 - MSP is responsible for maintaining accurate records of the distributed cash.
 - Provide detailed documentation to WADAN, including the list of beneficiaries, distributed amounts, and any discrepancies observed.
4. **Reimbursement:**
 - WADAN will reimburse the MSP within one month of the cash distribution.
 - MSP should submit an invoice along with supporting documents for verification.
5. **Authentic Bank Notes:**
 - MSP is explicitly instructed to provide beneficiaries with authentic and legal banknotes during the distribution process.
 - Any issues related to counterfeit notes or discrepancies must be reported immediately to WADAN.

Reporting: MSP is required to submit a comprehensive distribution report within seven days after the completion of each distribution event. This report should include beneficiary details, distributed amounts, and any incidents or challenges encountered during the process.

Note: All activities related to cash distribution should adhere to the highest ethical standards, and the MSP must comply with the relevant laws and regulations governing financial transactions.