

## Women and Youth Future Assist Organization (WYFAO)

### REQUEST FOR QUOTATION PROCUREMENT OF LAPTOP COMPUTERS

**Rfq# Log /CBE, Const/WYFAO/TPN-15/2024/01**

**Issue Date: 30- Jan- 2024**

**Closing Date and Time: 7-Feb-2024 4:00 PM**

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## 1) Summary

<b>RFQ Number</b>	<u>Rfq# Log /CBE, Const/WYFAO/TPN-17/2024/02</u>
<b>Tender Title</b>	PROCUREMENT OF LAPTOP COMPUTERS
<b>Issue Date</b>	30-Jan-2024
<b>Deadline for the project</b>	7-Feb-2024 Time: 4:00 PM
<b>Note:</b>	The Technical & Financial Offer Must be Separated.

## 2) Introduction to Organization

Women and Youth Future Assist (WYFAO) is a none profiting, none governmental and none political organization that is mainly involved in humanitarian and developmental activities and serve the people in need. WYFAO was found back in 2016 by a group of young Afghan professional with high spirit of helping and shaping lives in Afghanistan.

WYFAO was established to play prominent role in addressing the actual need of poor people and enable all Afghan speak for their rights and have enabling environment for their development and prosperity

## 3) Tender Purpose and Expected Results

WYFAO is seeking for Companies with the below specifications for the [PROCUREMENT OF LAPTOP COMPUTERS](#). In order to participate and be eligible, you will need to complete the necessary documents and attend in the bid opening process. Please note the deadline for the bid submission, bid opening and submit your quotation. Incomplete submissions will automatically be rejected.

## 4) Language of Bid

The bid, as well as all correspondence and documents relating to the bid shall be written in English.

Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required)

## 5) Documents Comprising for the quotation.

The Supplier shall complete and submit the following document with quotation:

1. The attached bill of quantity with your cost.
2. Copy of your company government registration certificates
3. Company profile and previous experience.
4. List of similar projects implemented by company
5. Tax clearance letter for the year 2022.
6. List of key teams (full name, last Name, Position and contact detail)
7. CV of the Key Staff with documents. (one IT manager)
8. Bank Account Detail.

### Note:

1. Quotation must be completed without any changes to the format, no substitutes shall be accepted

2. All blank spaces shall be filled with the requested information.

#### 6) Bid Security:

The bidder is required to submit a bid security of **(108000 AFN)** to WYFAO along with the offer. The bid security can be submitted through bank form, from the bidder's specified account with a clear indication of the **(Rfq# Log /CBE, Const/WYFAO/TPN-17/2024/02)** and subject to WYFAO name on it or through cash. (No specific marking, as bid security comprises an essential part of the offer, supplier's offers lacking the bid security will essentially be counted as nonresponsive and offer will be considered rejected by the procurement committee. If their Price is also Reasonable, they will be rejected without Bid security).

#### 7) Eligibility for Application

To complete the tasks successfully, the Firm/companies are expected to have the following experience:

1. Company must be register with government of Afghanistan.
2. Over three years' experience in implementation of similar projects with national and international organizations.
3. Implemented at least one similar project worth of 2250000 AFN In Last 3 Years.
4. Contracts of similar projects implemented by the contractor.
5. Financial Capability, Bank Statement

## 8) Payment Terms and Bid Price for Service Contract:

- i. The payments will be made after confirmation of the work by WYFAO Technical Committee, Approval .
- ii. Bid price should be made individual and as whole in the summary.
- iii. All duties, taxes and other payable will be paid by the contractor under the contract, shall be included in the total bid price submitted by the bidder
- iv. WYFAO will deduct the applicable tax as required by Afghanistan tax Law and will. make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly bases accordingly.
- v. WYFAO is not responsible for all taxes of the project. Contractor have to pay all the tax according to the rule and regulation of Afghanistan law.
- vi. According to article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold.
- vii. 2% of contract value, if the Contractor holds a valid business license from the relevant sources.
- viii. 7% of contract value, if the Contractor does not have valid business license or expired business, or any other tasks which the contractor aren't able to provide the business license.

## 9) Currencies of Bid and Payment:

All invoices will be pay in AFN. And all payment will be transfer through the banking system/ cheque.

## 10) Terms of Contract:

The following terms of contract must be applicable for further payment and bidder contracts:

- i. Copy of government registration certificates along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
- I. Your quotation will be accepted and payment will be proceeding as per your legal business title.
- ii. WYFAO will pay crossed cheque in favors of valid bank account of the organization/individual with whom contract is executed. Any other bank account is not acceptable.
- iii. Penalty is applicable to the selected company in case of late delivery as per of our contact policy and procedures.
- iv. Valid Bank account according to your legal business title.
- v. WYFAO reserves the right to cancel this process without further notice to the vendors.

## 11) Offer Documents

Your offer package should include following essential documents.

- Signed and stamped copy of this RFQ document
  - Your offer should be submitted in Sealed Envelope and submitted in the bids box at the WYFA Head Office Reception; Offers submitted in other places will not be considered;
  - Do not send your offer by fax and/or email.
  - When submitting the offer, the bidder should sign the bids submission logbook sheet;

- The envelope should be properly marked with the bidder's company name, date and time of submission and RFQ reference number
- Your offer should be clear and legible, (in English language preferable)
- Your offer should be submitted in letter head and/or duly stamped and signed;
- 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 quoted in Afghani (AFN).
- 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 WYFAO. bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

## 12) Submission:

The offers must be received before the deadline specified above and in the Cover letter for tender participation file. Each offer received after the deadline will be rejected. The duly completed offers must be delivered TO WYFAO Main Office.

Add: House# 15, Sub #2, St#15 Wazir Mohammad Akbar Khan, Kabul Afghanistan.

### 1) Clarification of Solicitation Documents

If you have any further question or clarifications in this bid, please reach out by email to the following email id.

Email: [Procurement@Wyfao.org](mailto:Procurement@Wyfao.org)

Phone: 0776297804

## 15). Eligible Bidders:

Participation in tendering is open on equal terms to all companies/firms which is officially registered with the Government of Afghanistan. The bidder at the time of submission of the bid should not be:

- I. insolvent
- II. in receivership
- III. bankrupt
- IV. being wound up.

## 16. Inspection and late proposal:

WYFAO is obliged to ensure that its procurement decisions are clearly justified and documented, within the Donors mandatory principles. that full and on-the-spot access must be granted to representatives WYFAO, Donor, any organization or person mandated by it, to premises belonging to WYFAO or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

Tenders must be Submit by the due date and time as specified under para-10. Tenders received after the closing date will not be considered, unless in WYFAO sole opinion there are exceptional circumstances which have caused the delay. WYFAO, reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

Clear breakdown of costs related to items and services as requested in RFQ, and a detailed price list for all the services linked to the technical requirement.

The bidder will have affected by no potential conflict of interest, that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform **WYFAO** in written.

### 17. Compliance and Rejection of Tenders:

WYFAO, reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed. Therefore, the WYFAO is under no obligation to accept any tender.

### 18. Bid Validity:

Bids shall remain valid for the 60 days the date of the bid submission deadline date A bid valid for a shorter period shall be rejected as non-compliant.

### 19. Confidentiality:

- Bidders must treat the invitation to tender and all associated documentation supplied as confidential.
- Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated bidder is communicated to all bidders.
- Any effort by a bidder to influence the WYFAO in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

### 20. Sealing and Marking of the Bidding Documents by the Bidder:

- The bidder shall enclose the bid for each contract in a plain envelope securely sealed.
- Be addressed to the House# 15, Sub #2, St#15 Wazir Mohammad Akbar Khan, Kabul Afghanistan.
- Bear the bid number.
- No other markings should be on the envelope.
- If any envelope is not sealed and marked as required, those bids will be rejected

### 21. Process of Bid:

The WYFAO shall examine the legal documentation and other information submitted by bidders to verify eligibility, and then will review and score bids according to the following criteria:

Award Criteria	Percentage (%) of scoring
Past relevant experience and similar project	25 %
Company Capacity	25%
Financial Pricing	50 %
<b>Total of scoring</b>	<b>100%</b>

In order to qualify bidders should attain a minimum score of 85% in the technical & Financial evaluation.

### 22. Notification and Signing of the Contract:

Upon receipt of the Letter of Acceptance, the WYFAO shall call the successful bidder to sign the Contract and returned back to the organization. copy of contract will be awarded to bidder in the same time.

### 23. Scope of Work:

The scope of work is outlined in the Bill of Quantities (BoQ).

#### ANNEX-1

#### (BOQ)+ Technical Specification

#### ANNEX-2

#### Company Experience, Bidder Information