



Organization for Afghan Women Capacity and Knowledge (OAWCK)

REQUEST FOR QUOTATION

Distribution of School Kits to the children, registered in CFSs

in

Nuristan Province

Ref#: CP/OAWCK/NUR/009/2024

Issue Date: 06 February 2024

CONTACT DETAILS

OAWCK Head Office - Kunar:

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Title:	Admin and Logistic Officer
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1. 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.

2. Description:

OAWCK through this RFQ is requesting eligible bidder (firms of Procurement and logistic services) for **School Kits** in Kunar Province, project must be completed (**Purchase and Transportation of Kits**) in **15** calendar days after the award of contract.

3. Cost of Providing Offers:

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

4. Offer Documents:

4.1. 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, February 10, 2024 before 12:00 AM. For submittal of bids please see the instructions set forth.

4.2. 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.

5. Preparation of Offers:

5.1. 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.

5.2. Offer Currencies/Offer Prices:

Prices shall be offered in AFN 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 goods delivery. Bidders may request a different payment term, though it remains an evaluation factor.

5.3. 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.

6. 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.

6.1. 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).

6.2. 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).

6.3. 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 (Saraf/Hawala) account in the supplier's name is **(300,000 AFN)** during RFQ announcement. (15 points).

6.4. Performance Guarantee:

According to organization's policy, the winning bidders must provide 10% performance guarantee before awarding contract.

7. 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.

8. Evaluation of Offer:

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

9. 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.

- a. Cost-Effectiveness
- b. Relevant Experience
- c. 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.

10. 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.

11. 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.

12. Pertinent Information

- a. The OAWCK shall have the right to reject the offer if it does not conform to the requirements of the RFQ.
- b. 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.
- c. 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.
- d. Failure to comply with the OAWCK requirement will justify the rejection of your offer.
- e. 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.
- f. If not clear in any specification, please communicate and confirm before submitting the offer.

13. Offer Documents.

Your offer package should include the following essential documents.

- a. Signed and stamped copy of this RFQ document
- b. Returnable Bid Forms (include BoQs).
- c. Legal business registration/certificates.
- d. 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).
- e. Past performance evidence (list of previous contracts, name and contact details of clients).
- f. Bank account 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#: CP/OAWCK/NUR/009/2024'. Offers not addressed and sent as such will not be considered.

- Your offer should be clear and legible, (in the English language)
- 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 **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 OAWCK bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

14. Project Duration and Penalty for Late Work:

The projected duration is 15 days after award of contract, the procurement penalty of 0.05% will be applied per working day after project end date (15 calendar days).

15. Payment Terms:

Payment will be made in one installment.

Payment will be made to the contractor within the 30 days once invoice is received and work is attested by the OAWCK 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.

16. Offer Submission Guidelines: (Open Bidding)

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

17. RFQ & Project Timelines

The timeline of the quotation is as follows,

Request for Quotation Issuance Date	February 06, 2024
Last Date of Submission of Proposal	February 14, 2024

18. 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.

19. Location of delivery of Hygiene Kit:

The Bidders must provide the price of the kits along with its transportation costs for these goods, because the necessary kits will be delivered to (Paroon, Norgram and Bargimatal) districts of Nuristan province with safe delivery by contractor.

20. Quotation Form:

The kits content of the following items:

20.1 School Kits Quotation Form:

School Kits Quotation Form							
School Kits - one per child							
No	Item	Description	Unite	Qty	Price	Total	Remark
1	Bag with EORE Messages	Small size from quality clothes with logo & EORE messages	PC	3261			
2	Notebook with EORE Messages	60 pages, cover & each page will convey EORE message	PC	6522			
3	Pen with EORE Messages	Quality pen with EORE message	PC	9783			
4	Pencil	Large size	PC	9783			
5	Color Pencil	Large size	Dozen	3261			
6	Pencil Sharpener	Standard quality	PC	3261			
7	Pencil Rubber	Standard quality	PC	3261			
8	Ruler	Child size, plastic quality	PC	3261			
Total Cost in AFN							

Essential Note for BoQs

1	RFQ must submit a Quotation for all of the goods and services (this includes materials plus transportation to (Paroon, Norgram, Bargimatal) district of Nuristan provinces 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# 05.
4	Your basic offer shall be strictly in accordance with the technical specifications specified in abovementioned Quotation form on page# 05.

21. 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. 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.**

22. PSEA Acknowledgment:

Take all necessary efforts to prohibit and stop sexual exploitation and abuse (SEA) by its employees, vendors, or any other individuals it has recruited and is in control of to perform activities hereunder (hence, "other personnel"). SEA includes for the purposes of this Agreement:

1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favors or activities, including humiliating or degrading treatment of a sexual nature; abusing position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
2. Engaging in sexual activity with a person under the age of 18 (“child”), even the child is legally allowed to the concerned employee, vendors or other personnel and is over the age of majority or consent both in the child’s country of citizenship and in the country of citizenship of the concerned employee or other personnel.
3. OAWCK strongly discourage its employees, Vendors or other personnel having sexual relationships or involvement in any PSEA related activities.
4. Report timely to OAWCK any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.
5. The above warranties survive to the expiration or termination of this Agreement.