



## 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 IT Equipment for WAW-UNHCR-East Project in Nangarhar Province

**RFQ#:** WAW-RFQ-KBL-0310

**Issuance Date:** February 26, 2024

**Closing Date for Quotation:** March 17, 2024 04:00 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 **March 17, 2024 04:00 PM** (Afghanistan local time). The tender dossier should be openly announced through ACBAR or 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 **March 05, 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. Provision of IT Equipment for WAW/UNCHR-East Project Nangarhar Province).**

- I. **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.
  
- II. **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

- III. **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 or in check.
4. Bid validity: Net 90 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. Supplier physical verification address (do exist check) will be applied.
7. If bid do not meet the key tendering requirements, it will not be considering for further tendering process.
8. Supplier should attach hard copies of their general and similar/specific contracts.
9. Bidder must sign and Stamp all pages of this RFQ including Fill in the Due Diligence Undertakings.
10. Unsuccessful bidders will be notified after completion of evaluation.

## **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 Women for Afghan Women.

### **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.

### **3.3 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 goods and items should be delivered within Ten 10 days after the agreement signed and purchase order issued by Women for Afghan Women to the following Address.

**District #3, Maraston Square, Phase #2, Street # 12, House # 794-826, Jalalabad City, Afghanistan within 3 working days from PO effective date.**

آدرس انتقال: ناحیه سوم، چهاراهی مرستون، سرک 12 خانه نمبر 794-826 شهر جلال اباد.

### 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.

### 3.6 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 یکصد هزار افغانی تضمین آفر به شکل ضمانت بانکی در زمان تسلیم آفر ارزیابی گردد.

### 3.7 Performance Guarantee

The winner bidder/supplier is strongly required to submit amount of **200,000/-** Two Hundred Thousand 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. In case of contractor failure or termination of contract due to failure of contractor the performance guarantee will be forfeited.

مبلغ دو صد هزار افغانی تضمین اجرا به شکل ضمانت بانکی از شرکت برنده 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:

- Technically Acceptable** – Women for Afghan Women will evaluate each bidder on its expertise and specification described in the bill of quantity and samples.
- 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.
- 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	30
Past Experience (General) at least three contracts successfully completed	21
Bank Statement from last three years	9
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 the 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-0310**  
**Provision of IT Equipment for WAW/UNHCR-East Project in Nangarhar Province of Afghanistan**  
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

**Appendix B - Detailed Bill of Quantity of Food Items****Women for Afghan Women****Detailed Bill of Quantities****RFQ No.:** WAW-RFQ-KAB-0310**RFQ Title:** Provision of IT Equipment for WAW/UNHCR-East Project Nangarhar Province

Vendor will deliver the below required item on time and per the provided specification

No	Items Description	UOM	QTY	Unit Price AFN	Total Price AFN	Remarks
1	<b>Computer Laptop Dell Latitude 3440</b> (Corei7 13 <sup>th</sup> Gen, SSD 512GB, RAM16 GB, Display 14" Windows 11 Pro, 1 Year Warranty, with Cool Bell Bag) OR Higher Specification (Include Delivery to Nangarhar Province Jalalabad City)	PCS	5			
2	<b>HP Scan Jet Enterprise Flow</b> (7500 Flatbed Scanner) OR Higher Specification (Include Delivery to Nangarhar Province Jalalabad City)	PCS	1			
	<b>Printer Epson Eco Tank L6570</b> (Wi-Fi Duplex Multifunction ADF Ink Tank) OR Higher Specification (Include Delivery to Nangarhar Province Jalalabad City)	PCS	1			
3	<b>Power Bank</b> (40000 mAh 65 W, USB – C PD Port Fast Charging high quality) OR Higher Specification (Include Delivery to Nangarhar Province Jalalabad City)	PCS	72			
<b>Grand Total (AFN)</b>						

**Remark:** The above IT equipment's should be new branded and have warranty period of one year after delivery, OR higher specification or equivalent considered When the mentioned brand is out of sales in the market.

During the evaluation stage qualified suppliers should be bringing samples OR Serial Numbers, will be checked to ensure the equipment originality, otherwise the Offer will not be considered for further process.

Certified by Vendor's Authorized Agent
Date:
Supplier Stamp:

**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 years. Projects undertaken in the past 3 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 ضمايم 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 آفرا 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- در صورت ارایه نرخ های متفاوت در لیتر هید/ورق شرکت و این سند داوطلبی، آفر رد میگردد.
- 11- محل فعالیت شرکت ما \_\_\_\_\_ در داخل کشور میباشد.

با احترام

نام مکمل شرکت \_\_\_\_\_

نام و تخلص رئیس/معاون شرکت \_\_\_\_\_

تاریخ و امضاء \_\_\_\_\_