

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 Lubricant for WAW-KBL-LTS Workshop
RFQ#: WAW-RFQ-KBL-0324

Issuance Date: May 27, 2024

Closing Date for Quotation: June 16, 2024 02:00 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 RFQ Dossier is June 16, 2024 02:00 PM. (Afghanistan local time). The RFQ should be submitted to 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

Question Asking Date

Questions may be submitted no later than **June 10, 2024 04:00 PM (Kabul, Afghanistan local time)**. Bidders are invited to address questions to the procurement department via email: 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. WAW-RFQ-KBL-0324 Provision of Lubricant for WAW-KBL-LTS Workshop).**

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

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:	Authorized Dealer/Agency Letter
Appendix F:	Financial Report (Bank Statement)
Appendix G:	Supplier Questionnaire
Appendix H:	Due Diligence Undertakings

III. Composition of Quote – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E, F & G 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:

- Submit their quotes as per deadline specified in RFQ.
- Hold a valid business license (Trade/Logistic or similar sector)
- Bank account in company name.
- Accept all WAW terms and conditions, including payment and delivery terms.
- If bid do not meet the key tendering requirements, it will not be considered for further process.

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 Afghanistan currency **Afghani Only**.
3. Bidders shall submit quotes/bids in prescribed Format of Appendix B for all items, partial given price results offer rejection.
4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
6. The payment of the supplier will be processed after successful goods delivery and submission of invoice within maximum 15 days' period. The amount will be transferred to the business bank account of the supplier.
7. Bidder shall sign and stamp all pages of this RFQ.
8. Bid validity: Net 60 days from date of submission.
9. Bidder should submit hard copy of general and similar in their offer or reference the contracts.
10. The arithmetic error in each BOQ should not exceed to 10% otherwise the offer will be rejected. Also major deviation in all BoQs and multi items is not acceptable.
11. Women for Afghan Women will not award a subcontract or purchase order to an organization without AISA/Ministry of Commerce Business license. The valid AISA/Ministry of Commerce Business License must be attached to the quotation.

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 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 Lubricant should be delivered to: WAW Kabul - LTS Office: Sarake Naw, behind old Police station in PD 09, Kabul within **7 working days** effective from PO/Contract date.

3.5 Inspection

Women for Afghan Women will inspect the vehicle lubricants in term of quality and quantity and to reject acceptance in not conforming to this RFQ specifications. Recovery of the rejected item (s) shall be the sole responsibility of the supplier. The contractor makes sure to deliver the good quality Lubricant.

3.5 Bid Security Deposit:

The Interested suppliers/bidders must freeze an amount of **50,000/- Fifty Thousand AFN** in their bank accounts by name of WAW as Bid guarantee with **3 months' validity** as Bank letter and submit the original guarantee letter to WAW separately while submitting the sealed offer hard copy.

- مبلغ پنجاه هزار افغانی تضمین آفر به مدت سه ماه به شکل ضمانت بانکی جدا از افر در زمان تسلیم افر ارایه گردد

3.7 Performance Guarantee

The winner bidder/supplier is strongly required to submit **10% of contract** amount freeze in a bank as performance guarantee up 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 ده فیصد قیمت قرارداد منحیث 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 bids received and scoring will be conducted after arithmetic errors check.
- 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 similar and general contracts from past 3 years** to be scored in evaluation. More similar experiences score under general contracts.

Financial Report Bidders are required to submit their Bank Statement from last three years (2021, 2022 and 2023), respectively. Also Bank Statement it should be issued recently and only amount received from public/private entities consider during evaluation.

EVALUATION CRITERIA	Score numbers
Past Experience (Similar) at least three contracts successfully completed	30
Past Experience (General) at least three contracts successfully completed	18
Bank Statement from last three years	12
Offering the Lowest Price and Cost Break Down	40

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

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-0324**
Provision of Lubricant for WAW-KBL-LTS Workshop.

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 ().

This RFQ is only for print, stamp and fill as hand writing in specific parts– not allowed to be edited/computerized WAW-RFQ formats.

این RFQ فقط بخاطر پرنٹ، مهر، خانہ پری قلمی بخش های معین بوده و اصلاح کردن یا نوشتن به شکل کمپیوتری در فارمت RFQ-WAW مجاز نیست.

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

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

Delivery Location: (WAW-LTS Office Sarak e Naw) Kabul, Afghanistan						
Sub: RFQ # 0324 Provision of Lubricant for WAW-KBL-LTS Workshop						
No	Items Description	Unit	Quantity	Unit Price (AFN)	Total Price (AFN)	Remarks
1	Engine oil (15W40) High Quality	Liter	1000			
2	Engine oil (5W30) High Quality	Liter	800			
3	Wind shield water (WSF) High Quality	Liter	100			
4	Antifreeze water (Q60) High Quality	Liter	100			
5	Engine oil (XT 7400 15W40XT) High Quality	Liter	100			
6	Grease compound (X546) High Quality	KG	50			
Grand Total Price (AFN)						

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

Item #	Project Title and Description of Activities	Location Province/District	Client Name/ Email /Tel #	Cost in AFN	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								

**APPENDIX D
VALID BUSINESS LICENSE/CERTIFICATE**

License

Please Attach

APPENDIX E

Authorized Dealer/Agency Letter

Please attach

APPENDIX F

Financial Report/Bank Statement for last three years

Please Attach

**APPENDIX G
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 H

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- محل فعالیت شرکت ما _____ در داخل کشور میباشد.

با احترام

نام مکمل شرکت _____

نام و تخلص رئیس/معاون شرکت _____

تاریخ و امضاء _____