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)

Subject: WAW-RFQ-KBL-0329 Provision of Server and Windows Server for HQ-KBL

Package ID #: WAW-RFQ-KBL-0329

Issuance Date: August 20, 2024

Closing Date for Quotation: September 09, 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 bidders can obtain the RFQ from Logistics Dept at: WAW main office, House, #07 Street, #2 (Taraki Street), Opposite Shams London Private High School, District 03, Kabul, Afghanistan. From 8:00 AM to 4:30 PM from Sunday through Thursday.

The latest date for the submission of the Tender Dossier is September 09, 2024 04:00 PM (Afghanistan local time).

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 Main Office House # 07 Street # 2 (Taraki Street), Opposite Shams London Private High School. District 03, Kabul City.

Subject: Provision of Server and Windows Server for HQ-KBL

The deadline for receipt of your quotation(s) by the purchaser at the address indicated is:

Date: 09-Sept-2024 Monday

Time: 04:00 PM

Late quotations will be rejected and will be counted as non-responsive bids.

Number of copies required: None

Quotations by e- mail are not acceptable.

WAW anticipates selection of the winning tender by as soon as possible.

Question Asking Date

Questions may be submitted no later than September 05, 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. Provision of Server and Windows Server for HQ-KBL

- 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. The Purchaser reserves the right to accept or reject any quotation(s) and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- **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

<u>Appendices</u>

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 & 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:

- 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. The bidders shall quote for all item(s) in the schedule of requirement (Appendix B); bids with no quotation for all items will not be taken into account for evaluation and will not be considered for award.
- 4. 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.
- 5. Validity of the offer: Your quotation(s) should be valid for a period of 60 days from the date of submission
- 6. 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.
- 7. Supplier physical verification address (do exist check) will be applied.
- 8. If bid do not meet the key tendering requirements, it will not be considering for further tendering process.
- 9. Supplier should attach hard copies of their general and similar/specific contracts, Bank Statement, and Valid AISA License.
- 10. Bidder must sign and Stamp all pages of this RFQ including Fill in the Due Diligence Undertakings.
- 11. 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, F 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, The current local taxes are 7 % Contracts withholding tax in case the if the bidder is **not** registered in Afghanistan or the bidder business license is expired, asks for payment sand 2% Contracts withholding taxin case the bidder is registered in Afghanistan. tax will be deducted from gross billed amount while making the payment

- a. For information on taxes in Afghanistan, the bidder is advised to refer to the web site of Ministry of Finance: www.mof.gov.af/tax.
- b. The prices shall be quoted in Afghani only.

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 one percent (1%) of the delivered price of the delayed Goods/Services for each day 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, Iraq, Laos, Libya, North Korea, or Syria.

3.4 Delivery Condition and Location

The agreed goods and items should be delivered within One (1) month after the agreement signed and purchase order issued by Women for Afghan Women.

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.

1. Inspection and Test:

The following inspection and tests shall be performed on receipt of goods.

- i) Visual inspection;
- ii) Inspection for any physical damage and all the equipment's are new and 100% genuine
 - iii) Operation test.

Any other test to ensure that the goods supplied are as per technical specification

The rejected item(s) should be replaced within the (7) days of the rejection by the supplier otherwise the penalty period will come to effect, after the replacement period ends.

2. **Warranty**: The Supplier warrants that all the Goods are new, 100% genuine, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials.

The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

The warranty shall be for a minimum period of 12 months from date of acceptance of Goods.

3.6 Bid Security Deposit

The Interested suppliers/bidders must freeze an amount of total 50,000/AFN- (Fifty Thousand AFN) in their bank accounts with 90 days' validity from the date of bid submission, lesser periods lead to disqualification of the company, the bid security should be in the 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, and the bid security will not be released in the following situations:

- 1-in case the supplier doesn't accept or deny to sign the contract.
- 2-The Supplier don't accept the mathematic errors.
- 3- The successful supplier/contractor don't furnish the performance security. the bid security will be forfeited.

- مبلغ پنجاه هزار افغانی تضمین آفر به شکل ضمانت بانکی در زمان تسلیم افر ارایه گردد

3.7 Performance Guarantee

The winner bidder/ is strongly required to submit 10% of contract amount freeze in a bank as performance guarantee up to end of agreement+28 days beyond the contract expiry date 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:

- 1. **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.
- 3. **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 1 copy of similar and 1 copy general contracts from last 5 years to be scored in evaluation.

4. Financial Statement:

The bidder must submit the bank statement or line of credit from the relevant bank in the name of company; it should be issued within the advertisement period or as the closing date for the submission of the offers.

EVALUATION CRITERIA	Marks
Past Experience (Similar) at least one contract successfully completed in the last 5 years value at least 1,000,000 Afghani or two contracts each value at least 500,000 Afghani.	30
Past Experience (General) at least One contract successfully completed in the last 5 years. Value at least Each contract 1,000,000 Afghani	18
Financial capability (Liquidate asset) available closing balance at least 500,000 Afghani to meet the financial capability requirement.	12
Offering the Lowest Price and Cost Break Down	40

The minimum Technical and financial marks is 60 out of 100 whoever passes the minimum score and offer the responsive lowest price will go for the next stage

نمبر حد اقل تخنیکی و مالی برای واجد شرایط شدن 60 از 100 میباشد و هر شرکتی که حد اقل نمبر 60 را اخذ نماید و نازلترین قیمت را ارایه نماید، به مرحله بعدی سعود می نماید.

APPENDIX A

Price Quotation Declaration Letter

[On Letterhead]

<insert date=""></insert>	
то:	Women for Afghan Women (WAW) Procurement Department
Ladies and Gen	tlemen:
	igned, offer to provide the Request for Quotation - RFQ # WAW- WAW-RFQ-KBL-0329 ver and Windows Server for HQ-KBL
	with your Request for Quotation dated <insert date=""> and our Proposal (Technical and attached quotation is for the sum of <sum (afa="" figures)="" in="" sum="" words="">.</sum></insert>
•	shall be binding upon us subject to the modifications resulting from contract p to expiration of the validity period of the quotation (
We understand	you are not bound to accept any quotation you receive.
Yours sincerely,	
Authorized Sigr	nature:
Name and Title	of Signatory:
Name of Firm:	
Address	

ATTACHMENT 3

Technical Specifications

Bidders are required to offer a product/model meeting the required specifications given below and provide details of the offer. The specifications furnished here are minimum required, however all the software and hardware/equipment's shall be the latest models/technology matching the specification given below or higher. Any bidder offering higher specification shall not get any benefit in comparison with the bidder offering as per specification.

In the specification if any proprietary names/features are mentioned does not necessarily imply exclusive preference for the item so identified. It indicates the necessary properties and standard of the item. The bidder can quote the equivalent product with technical literature.

Bidders must enter "comply or not comply" against each paragraph of the specification, comment as necessary, and it is desirable to sign & stamp each page. Failure to complete this statement of compliance (Clause 5) may result in the offer being not considered for evaluation and award.

The Goods shall comply with following Technical Specifications and Standards:

S. No	Required Specification		Unit	Comply/Not Comply	Bidder's Response
	ICT Items				
1.	DELL POWEREDGE R760XS RACK SERVER or Equivalent PROCESSOR: 2 X INTEL® XEON® GOLD 6426YPROCESSOR (37.5M CACHE, 2.50 GHZ, 16CORE), MOTHERBOARD: POWEREDGE R760XS MOTHERBOARD WITH BROADCOM 5720 DUAL PORT 1GB ON-BOARD LOM 3.5 Chassis with up to 12 Hard Drives (SAS/SATA) + 2x2.5 Rear NVMe Drives, 1 CPU, PERC11 MEMORY:128GB (4X32GB) RDIMM DUAL RANK. STORAGE: DELL 8x1.92TB 12GBPS 2.5" SAS SOLIDSTATE DRIVE STORAGE CONTROLLER: PERC H755 SAS FRONT CONTROLLER OPTICAL DRIVE: NO INTERNAL OPTICAL DRIVE POWER SUPPLY: HOT-PLUG, REDUNDANT POWERSUPPLY (1+1), 700W, MIXED MODE POWER CORDS: C13 TO C14, PDU STYLE, 12 AMP, 6.5 FEET (2M) POWER CORD BEZEL: POWEREDGE 2U STANDARD BEZEL NETWORK INTERFACES: BROADCOM 5720 QUADPORT 1GBE BASE-T ADAPTER OCP NIC 3.0 EMBEDDED SYSTEMS MANAGEMENT: IDRAC9 ENTERPRISE 15G 2U RACK – READY RAILS SLIDING RAILS W/OUTCABLE MANAGEMENT ARM WARRANTY: 3YEAR PROSUPPORT - NEXT BUSINESS DAY	PCS	1		

S. No	Required Specification	QTY	Unit	Comply/Not Comply	Bidder's Response
2.	Licensing Model: Core-based CAL Requirements: Windows Server CAL Core Windows Server Functionality Hybrid Integration OSEs*/ Hyper-V isolated containers Windows Server containers: Unlimited Storage Replica	PCS	1		

Schedule of Requirements and Delivery Period

Item No			Delivery (as per Incoterms) Period DDP Kabul, Afghanistan		
	Description of Goods	Final (Project Site) Destination	Delivery Period	Bidder's offered Delivery date [to be provided by the bidder]	
	ICT Items				
1.	The Delivery period	WAW, Kabul	One month		
2.	The Delivery period	WAW, Kabul	One month		

- 1. The delivery period will count from date of the signature of the contract for direct payment.
- 2. Partial shipments are accepted, but the entire delivery must be completed within the specified delivery period mentioned above.
- 3. Bids must include full quantity of items.

Note: Delivery, Transportation, Insurance, Storage, Unloading, Installation, Testing and Commissioning at the final point of destination shall be the responsibility of the Supplier, and such cost shall be included in the Bid Price.

Schedule of Items and Priced Quotation

No.	Item Description		Qty	Unit	Unit Price DDP in AFN	Total Amount DDP In AFN
ICT Items						
1.	Server Dell PowerEdge R760XS or Equivalent (Server Setup and configuration services) • Equipment setup and Installation • Operating System Setup: Install and configure the server op practices, including creating secure passwords, configuring setting up appropriate user accounts and permissions. • Backup and recovery setup • Server security configuration and performance optimization performance by configuring resource settings, monitoring primplementing performance tuning measures.	network settings, and n: Optimize the server	PCS	1		
2.	Windows Server 2022 (Standard OEM License)		PCS	1		
	Grand Tota					
Gra	nd Total in Words:					
Deliv	ery Offered		() Weeks (To be delivered to	o [WAW] fron	n date of issue of the Pu	rchase order)
Warra	anty Provided (Please tick YES or NO)	YES/NO	(12) Month from date Receipt of the Goods by WAW			
	lity to service the Product during the Warranty period to be hed by the Bidder in detail.	,				
Signature of Supplier		Supplier's/Suppl	ier's Stamp			
Name of Supplier Date:						

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 five years and 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 BUSINESS LICENSE/CERTIFICATE

License

Please Attach

APPENDIX E

Financial Report/Bank Statement

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:

	<u> </u>	
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	
	Please attach company registration umentation	
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?	
	Please provide references of other aid agency tomers 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 شركت برنده قرارداد!

نظر به ماده 7.14 پالیسی تدارکات موسسه زنان برای زنان افغان (WAW)، در کنار شرایط مندر ج اسناد داوطلبی، سپردن تعهدات تحت عنوان (Due Diligence Undertakings) برای اکمال 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.

جواز

هاي

جو	دارنده	و معاونیت	رياست	شرکت تحت	این	-1
	جوازمعتبر میباشد.	وزارت محترم صنعت و تجارت بوده و داراي .	ثبت و راجستر شده		نمبر_	
ت ها	مالیه بوده و مکلفید	ثبت و راجستر شده وزارت محترم	نمبرنمبر	ت ما دار ای TIN	شرك	-2
		ط ادا نموده است.	، احوال قانون به مراجع مربو	ی خویش را حسب	ماليات	
		با اسناد ضمیمه شده صحت دار د.	د که تمام معلومات مندرج آفر	ت ما اطمينان ميد ه	شرك	-3
	می باشد.	قی و یا موسسات مربوط به ساز مان ملل متحد ن	رومیت هیچ نهاد دولتی و حقو	ت ما در لیست مح	شرك	-4
		ن الملی و گروه های دهشت افگن قرار ندارد.	ت ما در لیست تحریم های بین	<i>ى</i> و يا معاون شرك	رئيس	-5
ىت.	ی محروم نگردیده ا	فلال سه سال اخیر از اشتر اک در مر احل تدار کاتر	ا بالاثر تخلف در تجارت در۔	ر/ معاون شرکت م	رئيس	-6
		بيق موفقانه اين قر ار داد، بر خور دار است	مل تخنیکی و مالی بخاطر تط	ت ما از توانایی کا	شرك	-7
		نحلال و ورشکستگی قرارندارد.	یون عاجز نبوده و در حالت ا	ت ما از پرداخت د	شرك	-8
		نی ندار د.	اد منافع در این پروسه تدارکان	ت ما هيچگونه تض	شركد	-9
		شرکت و این سند داوطنبی، آفر رد میگردد.	مای متفاوت در لیتر هید/ورق	سورت ارایه نرخ ه	:- در ص	10
	اخل کشور میباشد.	در دا		فعاليت شركت ما	ـ محل	11
		با احترام				
			نام مکمل شرکت			
		ىاون شركت	نام و تخلص رئيس/مع			
			تاریخ و امضاء			

Technical Specifications

Item No	
	Server Dell PowerEdge R760XS DELL POWEREDGE R760XS RACK SERVER or Equivalent PROCESSOR: 2 X INTEL® XEON® GOLD 6426YPROCESSOR (37.5M CACHE, 2.50 GHZ, 16CORE),
1	MOTHERBOARD: POWEREDGE R760XS MOTHERBOARD WITH BROADCOM 5720 DUAL PORT 1GB ONBOARD LOM 3.5 Chassis with up to 12 Hard Drives (SAS/SATA) + 2x2.5 Rear NVMe Drives, 1 CPU, PERC11 MEMORY:128GB (4X32GB) RDIMM DUAL RANK. STORAGE: DELL 8x1.92TB 12GBPS 2.5" SAS SOLIDSTATE DRIVE STORAGE CONTROLLER: PERC H755 SAS FRONT CONTROLLER OPTICAL DRIVE: NO INTERNAL OPTICAL DRIVE POWER SUPPLY: HOT-PLUG, REDUNDANT POWERSUPPLY (1+1), 700W, MIXED MODE
	POWER CORDS: C13 TO C14, PDU STYLE, 12 AMP, 6.5 FEET (2M) POWER CORD BEZEL: POWEREDGE 2U STANDARD BEZEL NETWORK INTERFACES: BROADCOM 5720 QUADPORT 1GBE BASE-T ADAPTER OCP NIC 3.0 EMBEDDED SYSTEMS MANAGEMENT: IDRAC9 ENTERPRISE 15G 2U RACK – READY RAILS SLIDING RAILS W/OUTCABLE MANAGEMENT ARM WARRANTY: 3YEAR PROSUPPORT - NEXT BUSINESS DAY
2	Windows Server 2022 (Standard OEM License) Licensing Model: Core-based CAL Requirements: Windows Server CAL Core Windows Server Functionality Hybrid Integration OSEs*/ Hyper-V isolated containers Windows Server containers: Unlimited Storage Replica