



Your Voice Organization (YVO)

Request for Quotation (RFQ)

Subject: Purchase and Supply of Students' Kits to YVO Main Office, Jalalabad

Reference Number: YVO-AHF-CBPF-006

Issue Date: 03 October 2024

Closing Date: 12 October 2024, 4:00 PM Local Time

Contact Information

YVO Main Office – Jalalabad

- **Department:** Admin/Logistics
 - **Phone:** +93731578788 / +93774581855
 - **Email:** yourvo.org@gmail.com / logistics@yvo.org.af
 - **Physical Address:** House #7, Street #23, Arbapan Babaryan Street, Adjacent to Arbapan Park, PD3, Jalalabad
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About YVO

Your Voice Organization (YVO) is a national NGO registered with the Ministry of Economy of Afghanistan. YVO provides humanitarian aid across sectors like education, food security and livelihood, ES-NFI, and emergency response. For more details, visit www.yvo.org.af.

Description of Requirements

YVO, through this RFQ, invites qualified suppliers to submit quotations for the **purchase and delivery of students' kits** to its main office in Jalalabad. All supplies must meet the following specifications and be delivered as per YVO's schedule post-contract award.

Scope of Work

- Supply and delivery of students' stationery kits to YVO's Jalalabad office.
- Delivery must adhere to YVO's schedule.

Submission Guidelines

- **Deadline:** 12 October 2024, by 4:00 PM local time.
- Late submissions will not be considered.
- Offers must be submitted **in hard copy** to YVO's main office in a **sealed package**.

Selection Criteria

The selection will be based on the highest combined administrative, technical, and financial scores. In the event of a tie, technical quality will take precedence.

Eligibility Requirements:

- Valid company license and registration.
- Fixed unit prices for the contract duration.
- Prior experience in the field is advantageous.

Required Documentation

1. Administrative Documents:

- Valid company license.
- Company profile.
- National IDs (Tazkira) of key personnel (President and Deputy).
- Full company address.
- Compliance with specifications (Annex A).

2. Financial Documents:

Detailed budget quotation (Annex A) in AFN, including transport, loading, and unloading costs.

Note: YVO reserves the right to accept all or part of the quotation based on financial interests.

Tax Information

Afghan Tax Law is applicable and taxes must be included in the financial quotation. **2%** for registered suppliers and **7%** for non-registered suppliers and suppliers with expired license.

Payment Terms

1. Payment will be made in AFN via bank transfer or bank cheque within 15 days post-delivery.
2. Suppliers must provide bank transfer details, including account number, bank name, address, and SWIFT code for bank transfer.

Disclaimers and Clauses

- YVO reserves the right to cancel this RFQ or reject any or all responses.
- YVO may award based on initial offers without further discussions.
- YVO does not guarantee awarding to the lowest bidder.
- Bid preparation costs will not be reimbursed by YVO.

Scoring Criteria

S/N	Descriptions	Score
1	Company License (Jawaz Update, Tazkira, TIN)	4
2	Company Profile/Factsheet	3
3	Tax Clearance	3
4	Work Experience	5
5	Financial Quotation	85
Total Score		100

Policy Compliance Clause:

Contractors and subcontractors are required to adhere to YVO's policies, including those pertaining to PSEA, child protection, anti-money laundering, combating the financing of terrorism, and combating modern slavery.

Annex A: Financial/Budget Quotation

No	Item	Specification	Unit	Qty	Unit Cost (AFN)	Total Cost (AFN)
1	Notebooks	Five notebooks (4 lined, 1 unlined for painting, 100 sheets, 50-60 gr page density)	Pc	1		
2	Pencils	Best quality with eraser	Pc	1		
3	Pencil Sharpeners	Pencil Sharpeners	Pc	1		
4	Ball Pens	Ball Pens	Pc	1		
5	Erasers	Smooth Erasers	Pc	1		
6	Plastic Ruler	Plastic Ruler	Pc	1		
7	Student Bag (Boys)	Grade 1-6: 40x35x10cm (two shoulder holders good quality)	Pc	1		
8	Student Bag (Boys)	Grade 7-9: 50x40x15cm (nylon, three pockets, best quality)	Pc	1		
9	Student Bag (Girls)	Grade 1-4: 40x35x10cm (two shoulder holders, good quality)	Pc	1		
10	Student Bag (Girls)	Grade 4-6: 40x30x10cm (one shoulder holder, good quality)	Pc	1		
11	Colored Pencils	12 pencils per pack, best quality	Pack	1		
12	Water Bottle	Metallic cover, nickel/stainless steel, non-toxic, 750 ml	Pc	1		
13	Calligraphy Pens	4 pens, Qalam-e-Nay Bony, 15-20 cm length	Pc	1		
14	Ink for Fountain Pen	Blue or black, 60 ml, plastic bottle	Bottle	1		
Total Price in AFN						

IMPORTANT NOTES: 1) The quantities listed for any item in the Annex (A) are subject to change. Any adjustments will be communicated to the supplier in advance. 2) The supplier shall complete (Annex A) and also provide the price quotes on their official letterhead.

Name of Bidder: _____

Email and Mobile No. _____

Delivery Period: _____ Validity Period of the Offer: _____

Stamp and Signature: _____

Address: _____

Procurement Committee:

The following section is for YVO office use only.

Name	Position	Signature

Annex B: Supplier’s Submission Letter

(Company Letterhead)

Date: _____

Dear Sir/Madam,

We, the undersigned, offer to provide **Student Kits** under RFQ **YVO-AHF-CBPF-006**, for a total of **AFN (in words)** _____ and **AFN (in figures)** _____. This offer remains valid for _____ days, and prices will remain fixed until _____ 2024.

We commit to delivering the goods within _____ calendar days post-purchase order. We accept all terms and conditions outlined in the RFQ.

Sincerely,

- **Company Name:** _____
- **Authorized Signatory:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Signature/Stamp:** _____

Note: all bidders shall provide the completed and signed Annex B in their company official letterhead.