



Rah-e-Rahnaward
Social Welfare
Organization

Request for Quotation (RFQ)

For

Provision of Hygiene Kits for Beneficiaries in Ghor Province

Date of RFQ Issued: 12 October 2024

RFQ No: RFQ-10-GHOR 02

Issued by:

Rah-e-Rahnaward Social Welfare Organization (RRSWO)

Address: House No.14, road # 3 - Traffic Square, 4th District Municipality Office Street,– Kabul

12th October 2024

Introduction:

RRSWO (Rah-e-Rahnaward Social Welfare Organization), is a Non-Governmental and Non-Profitable organization established in 2011 with registration no.(3482) with Ministry of Justice and later registered with Ministry of Economy in 2019 (4865) as historic opportunity to jump-start progress for women and girls in Afghanistan. RRSWO acts on the fundamental premise that women and girls have the right to live a life free of discrimination, violence and poverty, and that gender equality is central to achieving development with reach, sizable expertise and significant resources. For too long, women have been forced to stand on the sidelines, whether the issue is political leadership, safety in conflict zones, protection from violence or access to public services. Now women must come to the center as leaders, advocates and agents of change.

Description:

Rah-e- Rahnaward Social Welfare Organization (RRSWO) needs suppliers to provide the following Hygiene Kits for Beneficiaries in GHOR Province.

The quantity and details of required Hygiene Kits are as per following

Details of Required Hygiene Kits

S. N.	Item Description & Details	Unit	Qty	Unit Rate Inclusive tax in AFN	Total Amount inclusive tax in AFN	Remarks
Hygiene Kits	<p>Hygiene Kits good quality: items that can be included:</p> <p>1-Detol Soap 125gr 1 Pack (6PCs) ,2- Soap Pot Plastic – 1PC, 3- Family Shampoo (for adults and children (baby care) – 1 Bottle, 4- Toothbrush- 1Pc , 5- Toothpaste – 1 Tube, 6-Face Wash – 1 Pc, 7- Nail Cutter Medium size – 1 PC, 8- Mask – 1 Pack(50pc) , 9- Sanitary napkin-1Pack(10PC) , 10- shaving Razors disposable -1Pack(5PC) , 11- anti-sun cream-1 tube , 12- Hair brush (comb)-1PC, 13- Scissors – 1PC, 14- Plastic Bucket 20lit with bath cup-1PC , 15- Plastic Water Jag-1PC, 16- wash cloth- 1PC , 17-Towel size 120x60cm – 1PC, 18-Towel size70x40cm -1 PC, 19- bag size 100x45cm for placing the required items-1 PC</p> <p>کیت وسایل بهداشتی دارای کیفیت خوب : هر کیت شامل لوازم ذیل باشد:</p> <p>1- صابون دیتول 125 گرام 1 بسته (6 دانه پی). 2- صابون دانی پلاستیکی یکعدد ، 3 - شامپوی بزرگسالان و اطفال فامیلی پی بی کیر – یک بوتل 800 گرام ، 4- برس دندان یکعدد 5- کریم دندان یکعدد، 6- فیس واش یکعدد. 7- ناخنگیر متوسط یکعدد، 8- ماسک – یک بسته (50 عدد) ، 9- نوار بهداشتی – یکبسته(10 عدد)، 10- تیغ یکبار مصرف یک بسته(5 عدد)</p>	Kit	600			

11- کریم ضد آفتاب 25% - یک عدد. 12- شانه (برس موی) - یک عدد،
13- قیچی - یک عدد، 14- سطل پلاستیکی 20 لیتر و تملوت - یک عدد ،
15- آفتابه - یک عدد، 16 - لیف - یک عدد ، 17 - جان پاک 120 بر 60 سانتی
- یک عدد ، 18 - روی پاک 70 بر 40 سانتی - یک عدد ، 19 - بکس برای
گنجانیدن وسایل مذکور 100 بر 45 سانتی یک عدد.

Total Amount for Supply of Goods to Purchaser (Including Taxes in Afghani)

Total Amount in words

Delivery Offered

Signature of Supplier

Supplier's Stamp:

Name of Supplier

Date:

The Terms and Conditions

1. The quotations must be delivered to the office on or BEFORE 1:00PM of **19 October 2024**.
2. Any quotation received later than the scheduled time will be rejected and returned unopened.
3. The supplier must have a valid business license.
4. The quotation provided by the supplier must include the cost of delivery, transportation, insurance, and any other charges such as handling, loading, and unloading, Freight cost and transportation of the specified items to the centers in Firoz Koh City – Ghor Province.
5. All quotations must be valid for a period of twenty (20) days from the closing date of the Request for Quotations.
6. In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.
7. Depending on the final requirement, the quantities shown may increase or decrease by fifteen percent (15%) and this shall be reflected in the Purchase Order.
8. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
9. The evaluation of the quotations will be done for all items together, and quotation should be for the full quantity for the item; quotations for less than full quantity for an item will not be considered
10. The quotation shall be completed and signed by an authorized representative of the Supplier.
11. The prompt delivery of goods will be considered during the bid evaluation process.
12. Quotations must be submitted according to the stipulated specifications.
13. Quotations must be submitted using the format provided by RRSWO.
14. The supplier's name and address must be clearly written on the quotation envelope.
15. The supplier must sign and affix a company stamp on their bid documents.

16. The purchase order/contract will be awarded to the bidder with the lowest responsive quotation in terms of price, delivery time, as determined by the committee.
17. Supplier quotations must be original and not copies.
18. The quotation provided should be the supplier's best and final offer, as RRSWO will not entertain any changes in price afterward.
19. Only winning supplier will receive formal notification after evaluation.
20. Payment for goods and services will be made upon delivery to the designated location, as well as compliance with the terms of the purchase order/contract and submission of the correct invoice.
21. RRSWO will not make any deposits or advance payments to the supplier.
22. The supplier must have a satisfactory performance record.
23. Late offers will not be eligible for consideration and will be rejected.
24. All costs and price figures must be presented in Afghani.
25. All quotations should be submitted in sealed envelope along with all the required documents and must be properly labelled with the RFQ reference.
26. RFQs should be submitted in hard copies to the following RRSWO office address.
27. The award will be given to the offeror whose RFQ represents the best value to the project after evaluation according to the stated criteria in the solicitation.
28. In accordance with government withholding tax law, RRSWO will withhold 2% from suppliers with a valid business license and 7% from suppliers without or with expired business licenses.
29. the Supply of the goods shall be completed within **10 Days (10) days** from the date of acceptance of the Purchase Order, or the signing of the contract (if applicable);
30. after completion of the supply of the goods, the Supplier shall submit an original Invoice, and a copy of update business license to the Purchaser; the invoice shall show the cost of the goods and Taxes separately;
31. payment of the Invoice shall be arranged by the Purchaser, within **Thirty (30) days**, but only against the actual supplied quantities of goods as listed in the Purchase Order;

Documentation Required with the Submission of the Quotation:

The Supplier shall attach the following documents to its quotation:

- 1- Hard Copy Update Business license
- 2- Hard Copy price list with Stamp
- 3- Company Profile.
- 4- Official bank account and Bank Detail of the company
- 5- Work experience
- 6- Tax clearance.
- 7- Further conditions will be mentioned in the agreement with the successful bidder.

The timeline of the RFQ is as follows:

Request for Quotation Issuance Date: 12 October 2024

Last Date of Submission of RFQ: 19 October 2024

Submission Guideline:

Interested suppliers must submit the quotations in sealed envelopes to the address prior to the deadline, no late quotations will be considered.

Submission Address:

Kabul Office:

House No.14, Traffic Square, 4th District Municipality office street,, road # 3 – **Kabul**

Contact telephone: +93 (0) 780 033 063/ **Email add:** fareedrahimi2004@gmail.com

GHOR Office:

Firozkoh City, south of Red Crescent) Saramiasht), Dr:Omar Lalzad's house

Contact telephone: +93 (0) 789737273 / **Email add:** godous.sofi@gmail.com