



Your Voice Organization (YVO)

Request for Quotation (RFQ)

Supply and Distribution of Sub-grants for Village Shop Support (Equipment and Materials) in Achin, and Nazian Districts of Nangarhar Province

Ref#: Supply and Distribution – YVO-DRA-24-26-0208

Issue Date: 3 November 2024

Closing Date: 19 November 2024, 04:00 pm

Contact details

At YVO Head Office - Jalalabad:

Department	Admin/Log
Telephone	+93731578788
E-mail	yourvo.org@gmail.com
Physical Address	House# 7, Street# 23, Adjacent to Babaryan Park#01, PD3, Jalalabad

Background Information:

Your Voice Organization (YVO) is a national non-governmental, nonprofit organization registered with the Ministry of Economy of Afghanistan. Established in 2019, YVO is committed to promoting education, peacebuilding, food security, livelihood development, and emergency relief assistance. For more information, please visit our website at (<http://www.yvo.org.af>).

Description of Requirement:

YVO invites qualified, registered logistic suppliers to submit sealed quotations for the supply and distribution of Sub-grants for village shop materials as listed in (ANNEX B). The distribution will be carried out in Achin, and Nazian Districts of Nangarhar Province as per the project schedule.

Scope of Work:

- Provide and distribute a total of 33 sub-grants in Achin, and Nazian.
- Ensure timely delivery in line with YVO's project plan. The YVO project team will give at least 7 days' notice before the delivery date.
- Maintain close coordination with the YVO project team to confirm delivery details and distribution points.

Offer Submission Details:

- Quotations must be submitted by November 19, 2024, 4:00 PM local time. Late submissions will not be considered.
- Hard copies must be submitted to YVO Main Office (House #7, Street #23, Adjacent to Babaryan Park #01, PD3, Jalalabad, Afghanistan).
- Ensure quotations are sealed and clearly labeled with the supplier's address and contact details.

Selection Criteria:

The selection will be based on the highest combined score of administrative, technical, and financial evaluations. In the event of a tie, the quality of the proposal will take precedence. Preference will be given to suppliers with an active field presence. Quality sample check is a crucial step in the supplier selection process. The procurement committee may determine the number of suppliers for sample check during the bid opening session.

Eligibility Requirements:

- Incomplete bids will not be evaluated.
- Valid license/registration.
- Certification of fixed unit prices for the entire agreement duration.

Documents Required for Submission:**A. Administrative Documents:**

- Valid company license.
- Company profile/fact sheet.
- Tax clearance documents.
- Copy of Tazkara for the company President and Vice President.
- Company's full address.

B. b. Financial Documents:

- Completed (ANNEX A) and Budget quotation (ANNEX B) in AFN currency.
- Inclusive of transportation and related costs to Kot, Achin, and Nazian districts.

Important Note: *YVO reserves the right to accept either full or partial quotations to ensure the best financial outcome.*

Tax Compliance:

Suppliers must include all applicable taxes in their budget. Afghan Tax Law stipulates 2% tax for registered suppliers and 7% for non-registered suppliers or those with expired licenses.

Payment Terms:

- Payment will be made in AFN via bank transfer or cheque within 15 days after the service is completed.
- Suppliers must provide the following banking details:
 - o Account Number:
 - o Bank Name:
 - o Bank Address:
 - o Account Name:
 - o SWIFT Code:

Disclaimers and Protection Clauses:

- YVO reserves the right to cancel this tender without obligation.
- YVO may reject any or all responses.
- Issuance of this tender does not constitute a commitment to award.
- YVO may disqualify bids that are non-compliant, including those with abnormally low prices that may indicate a risk to successful contract fulfillment or disrupt the procurement process.
- Bidders will not be compensated for submitting responses.
- Awards may be based on initial evaluations without further negotiation.
- Partial or multiple awards may be made as required.
- YVO may waive minor deficiencies to foster competition.

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.

Scoring:

S/N	Descriptions	Score
1	Company License (Jawaz Update , Tazkara ,and TIN #)	4
2	Fact sheet (Company Profile)	3
3	Tax Clearance	4
4	Work Experience	4
5	Financial	85

Total score	100
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Note: Regardless of the combined financial and administrative scores, a quality sample check will be a crucial step in the supplier selection process. The procurement committee may determine the number of suppliers for sample check during the bid opening session.

Note to Suppliers: Please ensure that all submitted documents are signed, stamped, and in compliance with the requirements stated in this tender.



[ANNEX-A]: Supplier’s Commitment and Quotation Submission Letter

(Please fill out the following letter on your official company letterhead. Ensure that all fields are completed accurately, and the document is signed by an authorized representative and stamped with your company seal before submission.)

[Supplier’s Letterhead]

Date: ----/-----/-----

To: Your Voice Organization (YVO)
House# 7, Street# 23, Arbapan Babaryan Street, PD3, Jalalabad, Afghanistan

Dear Sir/Madam,

We, the undersigned, hereby submit our Quotation in response to **YVO-DRA-24-26-0208** issued by Your Voice Organization (YVO) on 3/November/2024. Our Quotation for the total sum of **AFN (in words)** _____ and **(in figures)** _____ is attached.

- Our Quotation shall remain valid for _____ **days** from the date of submission.
- Quotation prices shall be valid until _____ **days** following the execution of the contract (up to the end of [month/year]).
- Our prices include all applicable local taxes.
- This Quotation is based on compliance with the terms and conditions outlined in the RFQ.

We confirm our readiness to fulfill the provision requirements of YVO and undertake to deliver the services within _____ **calendar days** after receiving confirmation of the Purchase Order or contract.

By submitting this Quotation, we authorize YVO and its designated representatives to examine any relevant records necessary to evaluate the pricing and validity of our offer, including documents, accounting procedures, and other supporting data, regardless of type and form.

We understand that YVO is under no obligation to accept any Quotation it receives.

Sincerely yours,

Name of Company: _____

Name and Title of Authorized Signatory: _____

Phone Number: _____ Email: _____

Address: _____

Authorized Signature/Stamp and Date: _____

[ANNEX B]: FINANCIAL/BUDGET QUOTATION (Village Shop Support)

Below is the sample for budget/financial Quotation submission. Please keep the main headings as in below table.

No	Item	Specification	Unit	Quantity	Unit Cost AFN	Total Cost (AFN)	Remarks
1	Pack of 20 gums	۲۰ جاوله	Pack	1			
2	Boom Boom gums	بوم بوم جاوله	Pack	1			
3	Biryani Dall	برياني دال	Pack	1			
4	Biryani Dall (thin)	برياني ميانچه دال	Pack	1			
5	Sandwich biscuits	سينڊيوچ بيسڪويٽ	Pack	1			
6	Sandwich biscuits (Small)	واړه سينڊيوچ بيسڪويٽ	Pack	1			
7	Marry milk biscuits	ميري ملڪ بيسڪويٽ	Pack	1			
8	Serung cake	سيرنگ كيك	Pack	1			
9	Lala imli	لالا املي	Pack	1			
10	Choran	امچوره	Pack	1			
11	Choran (small)	امچوره	Pack	1			
12	Coriander (packet)	دنيا پاكٽ	Pack	1			
13	Chili powder (packet)	وچ مرچ پاكٽ	Pack	1			
14	Mint (Packet)	لاچي پاكٽ	Pack	1			
15	Filly chocolate	فيلي چڪليت	Pack	1			
16	Sohan khalwa chocolate	سوهان حلوا چڪليت	Pack	1			
17	Juice (Apple, Mango)	جوس ام او منڙه	Carton	1			
18	Soup (laundry)	د جامو صابون	Carton	1			
19	Soup (hands)	د مخ او لاس صابون	Dozen	1			
20	Detergents	د جامو مينځلو پوڊر	Pack	1			
21	Matches	ماچس	Dozen	1			
22	Mobile tablets	موبايل گولي	Pack	1			
23	Milk tablets	ملڪ گولي	Pack	1			
24	Alsaudya Dall	السعوديه دال	Pack	1			
25	Wafer biscuits	ويفر بيسڪويٽ	Pack	1			

26	Wafer biscuits (Small)	وايره ويفر بيسكويٲ	Pack	1				
27	Rix Cacao	ريكس كاكو	Pack	1				
28	Lolli pops	چوشكي	Pack	1				
29	zombie	زومي	Pack	1				
30	Khan dan popcorn	خندان	Carton	1				
31	Mana chips	مانا چيس	Carton	1				
32	Nakamura pops	ناكامورا پاپر	Pack	1				
33	Ring pops	رينگ پاپر	Pack	1				
34	Jaylee	جيلي	Pack	1				
35	Salty gum	تروشہ جاوله	Pack	1				
36	Dream cream biscuits	ډريم كريم بيسكويٲ	Pack	1				
37	Nani Cacao	ناني كاكو	Pack	1				
38	Nani Cacao (small)	ناني كاكو	Pack	1				
Total Price in AFN								

Please sign and stamp this page and provide the price quotations in your company official letterhead.