



Your Voice Organization (YVO)

Request for Quotation (RFQ)

Supply and Distribution of Graduation Kits for Tailoring Trainees in Kot, Achin, and Nazian Districts of Nangarhar Province

Ref#: Supply and Distribution – YVO-DRA-24-26-0206

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 118 graduation kits for tailoring vocational training graduates. The distribution will be carried out in Kot, Achin, and Nazian Districts of Nangarhar Province as per the project schedule.

Scope of Work:

- Supply and Distribution: Provide and distribute a total of 118 graduation kits (tailoring kits) to trainees in Kot, Achin, and Nazian.
- Delivery Schedule: 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 checks are critical in the selection process, regardless of combined financial and technical scores. Number of suppliers for sample check will be determined by the procurement committee during the bid opening.

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

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-24-26-0206** 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 (Tailoring Kits)

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	Tailoring machines	Best quality available Tailoring machine in the market, (Ralko or equivalent quality with specifications)	Pieces	1			
2	Scissors	Scissor # 10 (Asghar company)	Pieces	1			
3	Iron	Iron for gas cylinder (# 10)	Pieces	1			
4	Metallic box for Tailoring machine	Metallic box for Tailoring machine of Ralko company	Pieces	1			
5	Mako and Muchla (ماکو او مچله)	One Mako and one muchal (extra then the one in machine)	Pieces	1			
6	Tape (measurement)	Tape (measurement), Original	Pieces	1			
7	Kaj gaz	Kaj gaz iron made (فلزی)	Pieces	1			
8	Color Chock	Color Chock (تباشیر), one pack	Pieces	1			
9	Gas Cylinder	Gas Cylinder , Hatum , made in Iran 5kg	Pieces	1			
10	Kaj purza	good quality Kaj purza (کاج پرزه)	Pieces	1			
11	Tailoring Tables	Woodend table with (120cm length, 60cm width, 30cm height, Lasani Malisia sheet on top with frame from Russian wood. ,	Pieces	1			
12	Two set of buttons	Different colors (two sets) for girls	Pieces	1			
13	Press cloth	2 meters white cloth for tailoring table (زیر کاری)	Meter	1			
14	Machine Oil	2 bottles of original tailoring machine oil	Pieces	1			
15	Cloth (رخت) for girls and Boys	12 meters cloth each.	Meter	1			
16	Threads (تارونه)	5 packs of threads different colors	Packs	1			
17	Press board	One piece of press board (پریس تخته)	Pieces	1			
18	Hand needles	5 packs of hand needles different size (لاسی سنتنی)	Packs	1			
19	Bukrim for girls (بکرم)	10 meters Bukrim	Meter	1			
20	Plier	One piece of Plier (پلاس)	Pieces	1			
21	Wrench (سکورنج)	Wrench 8 number (سکورنج)	Pieces	1			
22	Screwdriver (بیچکش)	2 Pieces of Srewdriver (1 small and 1 big)	Pieces	1			
23	Metalic box	Mealix box for keeping the items	Pieces	1			
24	Machine Needles	One pack of machine needles (18 number) golden	Packs	1			
25	Solar Dynamo	1 piece of solar dynamo for machine	Pieces	1			
Total Price in AFN							

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