***AWEC Afghanistan (CAFOD-HELA) Project***

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**Request for Quotations**

**To: Only Logistic and Trading Companies Can Apply for this Tender**

**From:** AWEC

**Title:**  Provision and Delivery of 5 Items Refreshment for 100 Trainees in Musahi and Khak-e-Jabar Districts of Kabul province under CAFOD project

**Issuance Date:**  Nov 11, 2024

**Closing Date for Questions:** Nov 14 2024 (03:30 PM, Kabul, Afghanistan Local Time)

**Closing Date for Bid Quotation:**  Nov 18, 2024 (03:30 PM, Kabul, Afghanistan Local Time)

##### Schedule

1. **Type of Award** – An award resulting from this RFNT will be a Firm Fixed Price Purchase Order.
2. **Compliance with RFNT Instructions –** Vendors are required to fully review all instructions and specifications contained in this RFNT and attached hereto. Failure to do so will be at the Vendor’s risk.
3. **Confirmation of Receipt of RFNT:** Please confirm receipt of this RFNT by replying to this email ([logistic @awec.info](mailto:awec.kabul@awec.info)) before the closing date for questions as shown above. Failure to confirm receipt will exclude the Vendor from receiving the Q&A List discussed below. Vendors must insert the full RFNT Number and Title (shown above) in the subject line of their email.
4. **Submission of Questions:** Questions may be submitted no later than **Nov 14, 2024** (3:30: 00 PM, Kabul, Afghanistan Local Time). Bidders are invited to address questions to the Logistic Unit via the email address listed above in Item 3. Vendors must insert in the subject line of their email the full RFNT Number and Title (shown above). No questions will be answered over the phone or in person; all questions must be submitted in writing. All reasonable, applicable questions received will be compiled into one “Q&A List”, answered, and emailed to all Bidders who have complied with Item 3 above by **Nov 17, 2024** (03:30 PM, Kabul, Afghanistan Local Time).
5. **Submission of bid:** Your quotation must be in English and comprised of **1 hard copy** indicating the RFNT number, title, and the above-listed closing date. The quotation (including Appendices A through D) shall be placed in a sealed envelope (signed and stamped) and marked “Quotation for AWEC RFNT Number and Title” (as shown above) and marked “To be received only by Admin/Logistic Department.” The quotation must be delivered to the address below by no later than **Nov 18, 2024**(03:30 PM, Kabul or Paktia Afghanistan Local Time) to:

**AWEC Kabul Office**

**House # 12 Samad –e Wakeel Lane, 2nd Street, Karte Kart e Chahar from Pol Surkh Sq.**

**Kabul- Afghanistan**

**Attention: Logistics Department**

**Contact: 0705649787**

AWEC reserves the right to not evaluate non-compliant quotations (i.e., ones that do not substantively comply with all RFNT instructions). All proposals submitted by Vendors must remain valid for acceptance by AWEC for not less than **30 calendar days** from the above-specified closing date.

1. **Bidder’s Agreement with RFNT Terms &Conditions:** The completion of all RFNT requirements by the instructions in this RFNT and submission to AWEC of a quotation will constitute an offer and indicate the bidder’s agreement to the terms and conditions in this RFNT, and any attachments hereto. AWEC reserves the right to award a Purchase Order without discussion and/or negotiation; however, AWEC also reserves the right to conduct discussions and/or negotiations, which among other things, may require a Vendor(s) to revise its quotation (technical and/or price factors). AWEC may increase or decrease the quantities described in this RFNT at its discretion without a statement of cause. Issuance of this RFNT in no way obligates AWEC to award a Purchase Order, nor does it commit AWEC to pay any costs incurred by a Bidder in preparing and submitting a quotation.
2. **Documents comprising the Request for Quotation**

Documents comprising the Request for Quotation the Supplier shall complete and submit the following document with his quotation incomplete documents will be disqualified:

1. The attached Quotation Submission Form is signed and stamped
2. Valid Business License
3. Experience in similar supplies in the past preferably two contracts with the value equivalent to the tenderer’s offer with I/NGOS with references.
4. Bank information form/Details
5. Bank Statement showing at least 50% of the amount of the bid price.
6. **The composition of Quotation –** A quotation will consist of Appendices A through D (accurately and fully completed), for the goods and/or services described in Section 2 – Specifications for Goods and/or Services.
7. **Index of RFNT –** This RFNT is comprised in its entirety of the following sections and appendices:

Sections of RFN

Section 1 Quotation Submission Documents

Section 2 Specifications for Goods and/or Services

Section 3 Purchase Order Terms & Conditions

Section 4 Basis of Selection

# Appendices

Appendix A Vendor Information Form (VIF)

Appendix B Bill of Quantities (BOQ) Form

Appendix C Summary of Relevant Work Experience

Appendix D Copy of Business License, NIDs, Bank Account and Bank Statement

##### Sections of RFNT: 1 through 4

**Section 1 – Quotation Submission Documents**

**Appendix A – Vendor Information Form:** The VIF must conform to the format in the Appendix, be on the attached document, be filled and signed by an authorized representative of the Vendor, and be stamped on each page with the organization’s seal. The VIF must state the period of validity of the quotation; however, the period must not be less than **30 days**.

**Appendix B - Bill of Quantities**: The Vendor shall submit its quotation in the format provided in Appendix B. All prices shall be quoted in **Afghani (AFN**). Quoted prices shall be all-inclusive, in that all offered pricing will be fully burdened with all ancillary, associated costs (e.g., delivery, installation, taxes and duties, training, warranty, etc.) unless such costs are shown as separate, stand-alone line items in the BOQ as prepared by AWEC (e.g., a separate line item for delivery or training or installation). In case of a price discrepancy between a unit price and the total price, the unit price shall prevail. Note: AWEC is exempt from import duties into Afghanistan.

**Appendix C - Summary of Relevant Work Experience:** Using the format provided in Appendix C, the Bidder must list no **more than five clients** that received goods and/or services of a nature similar to the requirements of this RFNT within the last year. The Bidder must also provide copies of reference letters or certificates of completion from listed clients, if available. AWEC reserves the right to independently verify all submitted letters and certificates.

**Appendix D - Copy of Business License:** AWEC will not award a Purchase Order to an organization that fails to provide a current, valid copy of its AISA or Ministry of Commerce Business license. A Vendor’s current, valid AISA or Ministry of Commerce Business License must be attached to Appendix D.

**Section 2 – Specifications for Goods and/or Services**

Please refer to Appendix B – Bill of Quantities for a listing of all goods and/or services being solicited, plus applicable item/service descriptions, specifications, standards of performance, and units required.

Completion Schedule – AWEC’s desired schedule for the completion of all work required by this RFNT is 15 calendar days from the effective date of a finalized Purchase Order/ Contract.

**Section 3 – Purchase Order Terms & Conditions**

The negotiated Purchase Order will specify the Terms and conditions of the agreement with the bidder and will include but not be limited to, the topics of Delivery and Payment; Tax Withholding; Certifications; Inspection and acceptance; Warranty; Termination; Incorporated Provisions, etc. At the time of award negotiation, the Bidder will be provided with a copy of the Purchase Order and AWEC will be available to address all questions and comments.

**Section 4 – Basis of Selection:**

Selection will be made on the **lowest price, Comparable Quality, technically acceptable**. A technical score of 60 points or above is technically acceptable; quotations will not be ranked for non-cost/price factors. AWEC will select the lowest offered priced quotation achieving a technical score of 60 points or better. If no offered technical quotation scores at 60 points or higher, at the discretion of the AWEC Chief of Party, or his designee, the technical acceptance threshold may be lowered, but under no circumstances will it go below 60 points. Technical selection criteria for this RFNT are as follows:

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| --- | --- | --- |
| **Technical Selection Criteria** | **Maximum Points** | **Awarded Points** |
| Past Experience Similar, 4 Purchase Orders or Contracts | **20** |  |
| Financially evaluation (related to Budget limit) | **40** |  |
| Stock Availability (Should Confirm by Percentage %) | **5** |  |
| Supplier Capacity (Tax Clearance & Completed Project List) | **8** |  |
| Eligibility Documents, Valid BL, NID, bank A/C, Bank Statement Last 6 Months | **12** |  |
| Payment Term (Should Be Confirmed at least 30 days) | **8** |  |
| Bid Validity (Should Be Confirmed at least 30 days) | **7** |  |
| **Possible Total Score =** | **100** |  |

**Taxes:** AWEC, a not-for-profit organization, shall pay and be responsible for all taxes that are measured directly by the Purchase Price payments made by AWEC to the Supplier for the Goods hereunder and which the Supplier is legally required to collect and pay over to the applicable tax authorities.

**Bid Validity:** The bids should be valid at least for 30 calendar days.

**Shipping Delays:** The supplier will immediately notify AWEC in writing of any event or condition that could delay delivery of the Goods or services beyond the delivery date. In addition to any other rights and remedies hereunder, Supplier shall pay to AWEC a penalty charge of one point five percent (0.05%) of the total cost of the delayed order, per day of delay, computed from three (3) calendar days after the applicable delivery date until the related Goods are accepted by AWEC, or the maximum rate legally permitted, whichever is less, (such penalty charge, a “Charge”). Such Charge shall be deducted from the following Supplier’s Invoice, or Supplier should issue a credit in the full amount of the Charge to be immediately payable to AWEC by the Supplier.

**Payment Term:** Payment will be made through Bank transfer.

AWEC- may or may not decide to negotiate with one or more Bidders. Before award, AWEC reserves the right to one or more on-site inspections of similar work that the Vendor has recently completed, and access to the applicable client(s) for whom the work was performed.

**Note:**

The presence of the company president or a representative of the company with an "official letter of their office" is required at the bid opening meeting; otherwise, the company's quotation will be included in the process without their presence.

The bidding session process will take place on the following date and time

Date: Wednesday, November 20, 2024

Time: 10:00 AM Afghanistan Time

AWEC- may or may not decide to negotiate with one or more Bidders. Before award, AWEC reserves the right to one or more on-site inspections of similar work that the Vendor has recently completed, and access to the applicable client(s) for whom the work was performed.