

**Your Voice Organization (YVO)**

**Request for Quotation (RFQ)**

Light Rehabilitation of Silingar High School in Alingar District, Laghman Province

**Ref#: Light Rehabilitation – YVO-AHF-CBPF-007**

**Issue Date:**  24 November 2024

**Closing Date:** 05 December 2024, 04:00 pm

**Contact details**

At YVO Head Office - Jalalabad:

|  |  |
| --- | --- |
| Department | Admin/Log |
| Telephone | +93731578788 |
| E-mail | [yourvo.org@gmail.com](mailto: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. This project is part of an AHF-funded initiative to provide immediate assistance to vulnerable people in areas of high need across Afghanistan. For more information, please visit our website at <http://www.yvo.org.af>.

**Description of Requirement**

YVO invites qualified and registered contractors to submit sealed quotations for the Light Rehabilitation of Silingar High School located in Alingar District, Laghman Province. This project includes specific repairs to the school roof and exterior to ensure safety and improve learning conditions for students.

**Scope of Work**

* **Activity 1: Roof Demolition and Removal of Isogam (540 m2):** Carefully remove existing Isogam material from the roof area, and transport the removed material to a suitable disposal or recycling location.
* **Activity 2: Roof Waterproofing Installation (540 m2):** Procure and install a 4 mm Iranian Isogam (weight: 38-40 kg) on the roof.
* **Activity 3: Exterior Building Painting (410 m2):** Apply two coats of 100% weather-shed paint.
* **Activity 4: Doors, Windows, and Vents Painting (170 m2):** Oil painting for doors, windows, and vents, and Apply two coats of oil-based paint to all exterior doors, windows, and vents.
* **Activity 5: Black Board Painting (21 m2):** Apply two coats of paint to the blackboard.
* **Activity 6: Hall Door Installation (1 door):** Prepare and install a hall door with dimensions of 2.5m x 2m.
* **Activity 7: Door and Window Locks Installation (15 No):** Procure and install high-quality locks for all doors and windows.
* **Activity 8: Door and Window Lockset Installation (7 No):** Purchase and install locksets on all doors and windows.
* **Activity 9: Carpentry work for Doors and Windows (5 No):** Carry out necessary carpentry work to fit and adjust doors and windows.
* **Activity 10: Glass Installation for Doors and Windows (10 m2):** Purchase and install a 4 mm glass for the doors and windows.
* **Activity 11: Door and Window Frame Installation (16 m):** Procure and install frames based on the previous door and window dimensions.
* **Activity 12: Door Latch Lock Installation (8 No):** Purchase and install door latch locks on all necessary doors.
* **Activity 13: Gutter Installation (15 m):** Procure and install iron sheet gutters (18 gauge) to ensure proper drainage.
* **Activity 14: Plastering of building edges (20 m2):** Use 200-grade mortar to plaster all building edges, ensuring smooth and durable surfaces.
* **Activity 15: Masonry work for Bathroom Elevation and Repair (6 m3):** Carry out masonry work to elevate and repair bathroom structures using first-class bricks and cement mortar.
* **Activity 16: Internal and External Plastering of Bathrooms (90 m2):** Apply 200-grade mortar for internal and external plastering of the bathrooms, ensuring a smooth and durable finish.
* **Activity 17: Concrete Surface Repair (PCC) for Flooring (3 m3):** Prepare and place 200-grade PPC concrete with a thickness of 7cm for surface patching, overlay repair, and crack sealing for both the building and bathrooms.
* **Activity 18: Metal Door Installation for Bathrooms (2 No):** Procure and install 20-gauge metal doors with dimensions of 1.8 m by 0.7 m using a 2-inch angle iron for the door frame.
* **Activity 19:** **Welding and Lock Installation for Bathroom Doors (6 No):** Perform welding for the bathroom doors, ensuring proper alignment and installation.
* **Activity 20: Oil painting for Bathroom Doors (16 m2):** Apply two coats of oil paint to all bathroom doors for corrosion protection and aesthetic finish.
* **Activity 21: Installation of New Bathroom Iron Sheet Doors (1 No):** Prepare and install new bathroom doors using 18-gauge iron sheets and 1.5-inch angle iron frames (1.8m x 1m).
* **Activity 22: Installation of Metal Girders for Bathroom Roof (31 m):** Procure and install metal girders with dimensions (B=7cm, H=14cm, T=4mm) to support bathroom roofing.
* **Activity 23: Wooden Plate Installation for Bathroom Roof (55 m2):** Install wooden plates of 3cm thickness on the bathroom roof, ensuring proper placement and securing.
* **Activity 24: Installation of Iron Gutter (4 No):** Procure and install iron gutters (18-gauge) with a length of 1 meter for water drainage.
* **Activity 25: Removal of Damaged Iron Sheets from Bathrooms (1 Lamsum):** Carefully remove damage iron sheets from the bathroom and transport them to a suitable disposal site.
* **Activity 26: Exterior Painting of Bathrooms (150 m2):** Apply two coats of 100% weather-shed paint to the exterior of the bathrooms, ensuring complete coverage and durability.
* **Activity 27: Interior Painting of Bathroom (210 m2):** Apply two coats of 75% interior paint to all bathroom walls and roof.
* **Activity 28: Tarpaulin Installation on Roof (55 m2):** Purchase and install tarpaulin on the roof to provide an additional proactive layer.
* **Activity 29: Concrete pouring for Bathroom Roof (4 m3):** Prepare and pour 200-grade concrete with a thickness of 7 cm on the roof of the bathrooms.
* **Activity 30: Installation of 4 mm Isogam on Roof (60 m2):** Install 4 mm Isogam (38-40 kg) on the roof, ensuring proper sealing and overlapping.
* **Activity 31: Interior Painting for Office Rooms (300 m2):** Apply two coats of 75% interior paint to office rooms, including all necessary surface preparation.
* **Activity 32: Installation of Ventilation Pipes for Bathrooms (18 m):** Procure and install 3-inch pipes for proper ventilation in the bathrooms, ensuring proper airflow.
* **Delivery Schedule:** The project duration is a maximum of three months from the start date, with all works to be completed within this period.
* **Coordination:** Maintain close coordination with the YVO project team and relevant education authorities to ensure compliance with technical and safety standards.

**Technical Specifications and Scope of Work Reference**

For comprehensive details regarding the requirements and deliverables for this project, please refer to the **ANNEX C: Scope of Work (SoW)** and **ANNEX D: Technical Specifications** documents, which constitute essential parts of this contract. The Technical Specifications provide specific standards, materials, dimensions, and quality expectations, while the Scope of Work outlines the project objectives, tasks, and timelines. Contractors are advised to review these annexes thoroughly to ensure complete understanding and compliance with all project requirements.

**Offer Submission Details**

* Quotations must be submitted by 5 December 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** |
| 1. Selection will be based on a combination of administrative, technical, and financial evaluations. 2. Technical evaluation and background checks may be conducted, and an active field presence will be considered advantageous. 3. Preference will be given to contractors with a strong track record in similar projects, particularly those with a demonstrated understanding of the specific requirements and conditions related to the school mentioned in this RFQ. 4. Familiarity with the construction standards and unique needs of this educational facility will be an added advantage in the evaluation process. 5. Contractors must demonstrate a clear quality control plan. 6. Evaluation of the contractor's resources, including workforce, equipment, and logistics capacity. 7. Compliance with occupational health and safety standards, including site-specific safety plans. 8. Proof of financial stability and the ability to manage project cash flow effectively. 9. Submission of a risk management plan tailored to the project’s scope. 10. Consideration for environmental and social responsibility in project execution. 11. Submission of a completed RFQ and Annexes with all required documentation. |

**Documents Required for Submission**

|  |
| --- |
| 1. **Administrative Documents** |
| * + Valid business license   + Company profile/fact sheet   + Tax clearance documents   + Tazkira for company President and Vice President   + Complete company address   + Relevant work/contracts copies with references.   + Environmental, Social Safeguard Plan   + Risk Management and Quality Control Plan   + Resources (Workforce, equipment, logistics)   + Technical Proposal (Methodology, schedule) |
| 1. **Financial Documents** |
| Completed Budget Quotation Form **(ANNEX B: BOQ)** in AFN currency, inclusive of all transportation and related costs to the target location in Laghman Province. |
|  |

|  |
| --- |
| **Tax Compliance** |
| Suppliers/contractors must include applicable taxes in their budgets. Afghan Tax Law stipulates a 2% tax for registered suppliers and a 7% tax for non-registered suppliers or those with expired licenses. |
| **Payment Terms** |
| Payment will be made in AFN via bank transfer or cheque and based on completion of key milestones as specified in the contract agreement. Detailed terms and conditions will be outlined in the final contract with the selected contractor. |

|  |
| --- |
| **Disclaimers and Protection Clauses** |
| * YVO reserves the right to cancel this RFQ without obligation. * YVO may reject any or all responses and is not obligated to award a contract based solely on submission. * Abnormally low bids that could risk successful contract fulfillment or procurement disruption may be disqualified. * No compensation will be provided for responses to this RFQ. * Awards may be based on initial evaluations without further negotiation, and partial or multiple awards may be issued as needed. * YVO may waive minor deficiencies in submissions to encourage competition. |

|  |
| --- |
| **Policy Compliance Clause** |
| Contractors and subcontractors must adhere to YVO policies, including safeguarding policies on PSEA, child protection, anti-money laundering and environmental policy. |

**Scoring Criteria**

YVO will evaluate submissions based on a total score of 100 points, divided into the following categories:

|  |  |  |
| --- | --- | --- |
| 1. **Administrative and Technical Evaluation (40 Points)** | | |
| This evaluation focuses on compliance with documentation requirements, technical capability, and understanding of the project. | | |
| **Criteria** | **Max Points (Total=40)** | **Evaluation Details** |
| Valid business license and tax clearance | 4 | Full marks for valid and updated documents; zero for missing or expired documents. |
| Company profile and past project experience | 8 | Full marks for a comprehensive profile and evidence of 3+ similar projects. |
| Technical Proposal (methodology, schedule) | 10 | Comprehensive, feasible, and detailed proposals earn full marks. |
| Resources (workforce, equipment, logistics) | 8 | Full marks for adequate resources; fewer or inadequate resources score lower. |
| Risk management and quality control plans | 5 | Robust and tailored plans receive full marks. |
| Adherence to safety and environmental plans | 5 | Full marks for detailed safety and social responsibility measures. |
| Total | 40 |  |
| 1. **Financial Evaluation (60 Points)** | | |
| This evaluation ensures cost competitiveness and financial transparency. | | |
| **Criteria** | **Max Points** | **Evaluation Details** |
| Competitiveness of quoted price | 60 | Formula-based scoring: |

* Lowest transparent and fixed bid earns full points. (60 Points)
* Other bids are scored proportionally: (Score=lowest bid/bidX60).

**Additional Information for Bidders**

* In the event of a tie, preference will be given to the proposal with the higher technical evaluation score.
* Submissions must include all required documents and meet all RFQ requirements to qualify for evaluation.
* Please ensure all submitted documents are dully signed and stamped.

**[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-AHF-CBPF-007** issued by Your Voice Organization (YVO) on 24/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 submission 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 contract/letter of engagement.

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

Sincerely yours,

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature/Stamp and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_