

Women and Youth Future Assist Organization (WYFAO)

REQUEST FOR QUOTATION

For The Procurement & Delivery of Winterization Kits (Heater, Fire wood) for Logar ,Herat & Ghazni Provinces.

RFQ#: WK/Logar,Ghazni,Herat /WYFAO/ 012/2024
Issue Date: 24-Nov-2024

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Summary

RFQ Number	RFQ#: WK/Logar,Ghazni,Herat /WYFAO/ 012/2024
Tender Title	Procurement & Delivery of Winterization Kits (Heater, Fire wood) for Herat, Logar & Ghazni Provinces.
Deadline for the project	30- Nov - 2024 Time: 4:00 PM

Introduction to Organization

Women & Youth Future Assist Organization (WYFAO) is a nonprofit, non-governmental, and apolitical organization that assists those in need by participating mostly in humanitarian and development initiatives. A group of young Afghan professionals with a strong desire to improve and shape lives in Afghanistan formed WYFAO back in 2016. WYFAO was founded in order to play a significant role in addressing the actual needs of the poor, give all Afghans the ability to speak up for their rights, and create an atmosphere that is supportive of their growth and prosperity. WYFAO is a legitimate organization that has been given the Ministry of Economy's registration number 3931. In addition to the Ministry of Economy, it is registered with the Ministries of Education, Information and Culture, and Public Health as well as the UNPP (United Nations Partners Portal), UNGM, UNOCHA, GHC along with other national and international consortiums and clusters like Health, Education and Nutrition. We are also members of ACBAR, attend their events and coordinate with other national and international NGOs frequently.

Tender Purpose and Expected Results

WYFAO is seeking for a qualified vendor with the potential capacity for the Procurement & Delivery of Winterization Kits from WYFAO Logar, Herat & Ghazni provincial offices warehouse to All classes. These kits need to be reached to each class. This cost includes the labor for Sorting, loading and unloading, transportation cost.

Language of Bid

The bid, as well as all correspondence and documents relating to the bid shall be written in English. Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required)

Documents Comprising for the quotation.

The Supplier shall complete and submit the following document with quotation:

1. Copy of your company government registration certificates
2. Company profile and previous experience.
3. List of projects implemented by company
4. Contracts projects and related amount.
5. Bank Account Detail.
6. Delivery Timeline (Work plan).

Eligibility for Application

To complete the tasks successfully, the Firm/companies are expected to have the following experience:

1. Company must be register with government of Afghanistan.
2. Over two years' experience in implementation of projects with national and international organizations.

Payment Terms and Bid Price for Service Contract:

The WYFAO payments will be after the final invoice and completion report by the supplier.

All duties, taxes and other payable will be paid by the contractor under the contract, shall be included in the total bid price submitted by the bidder

WYFAO will deduct the applicable tax as required by Afghanistan tax Law and will. make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly bases accordingly.

WYFAO is not responsible for all taxes of the project. Contractors have to pay all the tax according to the rule and regulation of Afghanistan law.

According to article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold.

2% of contract value, if the Contractor holds a valid business license from the relevant sources.

7% of contract value, if the Contractor does not have valid business license or expired business, or any other tasks which the contractor aren't able to provide the business license.

Currencies of Bid and Payment:

All invoices will be pay in AFN. And all payment will be transfer through the banking system/ cheque.

Offer Documents

Your offer package should include following essential documents.

- Signed and stamped copy of this RFQ document
- Returnable Bid Forms
- Legal business registration/certificates; evidence (list of previous contracts, name and contact details of clients). In addition, your offer should be submitted with information as following.
- Your offer should be submitted in Sealed Envelope and submitted in the bids box at the WYFA Head Office Reception; Offers submitted in other places will not be considered.

Submission:

The offers must be received before the deadline specified above and in the Cover letter for tender participation file. Each offer received after the deadline will be rejected. The duly completed offers must be delivered TO WYFAO main office.

Address: House#15, Street#15 Wazir Mohammad Akbar Khan, Kabul Afghanistan.

Bid Security:

The bidder is required to submit a bid security of **(92109 AFN)** to WYFAO along with the offer. The bid security can be submitted through bank form, from the bidder's specified account with a clear indication of the (RFQ#: WK/Logar,Ghazni,Herat/WYFAO/012/2024) and subject to WYFAO name on it or through cash. (No specific marking, as bid security comprises an essential part of the offer, supplier's offers lacking the bid security will essentially be counted as nonresponsive and offer will be considered rejected by the procurement committee. If their Price is also Reasonable, they will be rejected without Bid security).

Inspection and late proposal:

WYFAO is obliged to ensure that its procurement decisions are clearly justified and documented, within the Donors mandatory principles. that full and on-the-spot access must be granted to representatives WYFAO, Donor, any organization or person mandated by it, to premises belonging to WYFAO or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

Tenders must be Submit by the due date and time as specified under para-10. Tenders received after the closing date will not be considered, unless in **WYFAO** sole opinion there are exceptional circumstances which have caused the delay. **WYFAO**, reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

Clear breakdown of costs related to items and services as requested in RFQ, and a detailed price list for all the services linked to the technical requirement.

The bidder will have affected by no potential conflict of interest, that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform WYFAO in written.

Compliance and Rejection of Tenders:

WYFAO, reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed. Therefore, the WYFAO is under no obligation to accept any tender.

Clarification of Solicitation Documents

If you have any further question or clarifications in this bid, please reach out by email to the following email address;

Faizullah Sadeed

WYFAO Procurement & Logistic Senior Officer

Email: Procurement@Wyfao.org

Phone: +93747718203

Bid Validity:

Bids shall remain valid for the 60 days the date of the bid submission deadline date A bid valid for a shorter period shall be rejected as non-compliant.

Confidentiality:

- A. Bidders must treat the invitation to tender, and all associated documentation supplied as confidential.
- B. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated bidder is communicated to all bidders.
- C. Any effort by a bidder to influence the WYFAO in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

Process of Bid

WYFAO shall undertake a thorough examination of all legal documentation and other relevant information submitted by bidders in order to verify their eligibility. Following this, WYFAO shall proceed to review and score the bids in question based on the outlined criteria, as follows:

Award Criteria	Percentage (%) of scoring
Past relevant experience and registration License documents	10%
Delivery plan	20%
Key team	5%
Lowest price	55%
Company Profile	10%
Total of scoring	100%

In order to qualify bidders should attain a minimum score of 70 % in the technical & Financial evaluation.

Notification and Signing of the Contract:

Upon receipt of the Letter of Acceptance, the WYFAO shall call the successful bidder to sign the Contract and returned back to the organization. copy of contract will be awarded to bidder in the same time.

Scope of Work:

The scope of work is outlined in the Bill of Quantities (BoQ).

ANNEX-1 LOT A Procurement & Delivery of Winterization Kit For Herat & Ghazni Provinces

ANNEX-2 LOT B Procurement & Delivery of Winterization Kit For Logar Province

ANNEX-3 Return Bid Form

