

**Your Voice Organization (YVO)**

**Request for Quotation (RFQ)**

Light Rehabilitation of Norgal Girl’s Central High School in Nurgal District, Kunar Province

**Ref#: Light Rehabilitation – YVO-AHF-CBPF-008**

**Issue Date:**  24 November 2024

**Closing Date:** 5 December 2024, 04:00 pm

**Contact details**

At YVO Head Office - Jalalabad:

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| 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 Norgal Girl’s Central High School located in Norgal District, Kunar 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: Demolition of Boundary Wall (22.00 m³):** Demolition of the boundary wall damaged in the earthquake, including excavation, excavation dimensions: 11 m (length), 0.8 m (width), 2.5 m (depth).
* **Activity 2: Stone Masonry for Boundary Wall (19.25 m³):** Construction of a stone masonry wall for the new boundary, with dimensions of 11 m (length), 0.7 m (width), and 2.5 m (height), and mortar mix ratio: 1:4 (cement to sand).
* **Activity 3: Construction of Brick Masonry (2.0625 m³):** Construction of first-class brick masonry wall, with dimensions of 11 m (length), 0.25 m (width), and 0.75 m (height), and mortar mix ratio: 1:5 (cement to sand).
* **Activity 4: Construction of Concrete Peak Above Roof (0.385 m³):** Construction of a concrete peak above the brick masonry wall, measuring 11 m (length), 0.35 m (width), and 0.1 m (thickness), and mortar mix ratio: 1:1.5:3 (cement, sand, and aggregate).
* **Activity 5: Plastering of Brick Masonry Wall (22.0 m²):** plaster both sides of the brick masonry wall with a mortar mix ratio of 1:3.
* **Activity 6: Removal of Roof Soil and Transportation (683 m²):** Removal of soil from the building roof and transportation to an appropriate disposal site.
* **Activity 7: Roof Repair with Pre-Cast Slabs (152 Units):** Removal of existing damaged pre-cast slabs and installation of new slabs (1m x 0.5m x 0.07m).
* **Activity 8: Installation of Tarpaulin on Roof (683 m²):** Installation of high-quality tarpaulin over the entire 683m² roof.
* **Activity 9: Placement of PCC Concrete on Roof (47.81 m³):** Placement of PCC concrete (M150 mix) with a thickness of 7 cm over the entire 683m² roof area.
* **Activity 10: Installation of Iranian Isogam on Roof (683 m²):** Procurement and installation of 4 mm Iranian Isogam over the entire roof area.
* **Activity 11: Roof Gutter Repair (1.0 L/M):** Repair of the existing roof gutter, including necessary technical modifications.
* **Activity 12: Removal and Installation of New Gutters (9.0 m):** Removal of damaged gutters and installation of new 24-gauge iron sheet gutters.
* **Activity 13: Procurement and Installation of Glass (9.0 m²):** Procurement and installation of 4 mm glass for windows and doors, including all necessary accessories (Chufti).

**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.

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| **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**

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| 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 valid reference.   + 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. |
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| **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. |

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| **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. |

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| **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:

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| 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-008** 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_