

**Your Voice Organization (YVO)**

**Request for Quotation (RFQ)**

Light Rehabilitation of Farman Khail High School in Qarghai District, Laghman Province

**Ref#: Light Rehabilitation – YVO-AHF-CBPF-010**

**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 Farman Khail High School located in Qarghai 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: Removal of Old PCC from Roof (49 m3): Remove the existing PCC from the roof and transport debris to a suitable disposal site.**

#### **Activity 2: PCC Concrete Works on Roofs and Bathrooms (23 m3): Construct a 7 cm thick PCC layer (M200 grade) on the building and bathroom roofs.**

#### **Activity 3: Installation of a waterproofing membrane (354 m2): Install a 4 mm thick Iranian Isogam membrane on the roof (38-40 kg) with proper overlap.**

#### **Activity 4: Replacement of Precast RCC Slabs (45 No): Fabricate and replace damaged precast RCC slabs in specific rooms, and use 250 Mark concrete for replacement, matching the previous design and dimensions.**

#### **Activity 5: Glass Installation for Doors and Windows (28 m2): Purchase and install 4 mm thick glass for doors and windows, and use Chufti frames made from national wood with accessories.**

#### **Activity 6: Wooden Door Preparation and Installation (2 No): Fabricate and install two wooden doors (**1x2.6 m), and match the design and shape of the existing doors.

#### **Activity 7: Painting of Windows and Doors (290 m2): Apply three coats of high-quality oil paint to windows and doors.**

#### **Activity 8: Installation of Wooden Planks for Doors (6 m2): Install wooden planks made of Kunar wood for doors, and perform carpentry, painting, and minor repairs as required.**

#### **Activity 9: Plaster Repair (100 m2): Repair damaged plaster areas using a 1:3 cement-to-sand ratio (M200).**

#### **Activity 10: Exterior Painting (710 m2): Clean building exteriors to prepare for painting, and apply two coats of weather-resistant (weather-shed) paint.**

#### **Activity 11: Interior Painting (1250 m2): Clean building interiors and prepare surfaces, and apply two coats of 75% distemper paint for walls and roofs.**

* **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.

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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 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. |
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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**

* Tie-Breaker: In the event of a tie, preference will be given to the proposal with the higher technical evaluation score.
* Proposal Completeness: 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-010** 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_