



Organization for Afghan Women Capacity and Knowledge (OAWCK)

Request For Quotation (RFQ) for 354 Milky Goats in Kot, Bati Kot and Spinghar Districts of Nangarhar Province Ref#: OAWCK/AFJR-DRA-2024-2026/NGR026/2024

CONTACT DETAILS

OAWCK Head Office – Kunar

Department	Procurement & Logistic Department
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Locality:	Address1: sub office - 40 Metra Road, New Daramsaal street, House#13, Jalalabad city, Nangarhar Province. Address2: Main office - next to Agriculture Directorate of Kunar, Mandakol road, Asadabad Kunar Province.
Issue Date	25, November, 2024
Deadline	29, November, 2024
Submission Note	Only sealed, signed and stamped documents in hard form will be considered for further process, submitted physically to OAWCK Office. No electronic submission is acceptable.

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1. About OAWCK

Organization for Afghan Women Capacity and Knowledge (OAWCK) is an independent, nonpolitical, nonsectarian, nonprofit organization, founded by group of social worker and right activist in 2009-10 in Kunar province of Afghanistan. It has been registered under # 1888 with the ministry of economy of the Islamic Republic of Afghanistan. OAWCK developed its institutional and management capabilities with the passage of time and now it is member organization of ACBAR, ANCB, SAWABIC network of NGOs.

2. Description:

OAWCK through this RFQ is requesting eligible bidder (firms of Agribusiness, Procurement/logistic services) for **FSL/IGA** in Nangarhar Province, project must be completed (**Purchase and Transportation/Delivery of goats**) in **30** calendar days after the award of contract.

3. Cost of Providing Offers:

The bidder shall bear all costs associated with the preparation and submission of bid in response to this RFQ.

4. Offer Documents:

4.1. Clarification of RFQ Documents:

The bidder requiring any clarification on the Request for Quotation may notify OAWCK in a written form. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for questions. Clarification may be sought in writing through authorized representative email: cp.manager@oawck.org.af and CC to procurement@oawck.org.af for clarifications only no later than, November -26- 2024 before 04:00 PM. For submittal of bids please see the instructions set forth.

4.2. Amendments of Request for Quotation:

Prior to the Deadline for Submission of Offers, OAWCK may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may amend this Request for Quotation. In order to afford prospective bidder reasonable time in which to take the amendments into account in preparing their offers, OAWCK may, at its discretion, extend the Deadline for the Submission of Offers. Any amendments will be published in the same manner as the present RFQ for which the bidders are required to keep an eye on the advertised RFQ till its deadline, for any amendment made there.

5. Preparation of Offers:

5.1. Language of the Offer:

The Offer prepared by the bidder and all correspondence and documents relating to the Offer exchanged by the company and OAWCK shall be in English Language only.

5.2. Offer Currencies/Offer Prices:

Prices shall be offered in AFN and OAWCK's preferred payment term is only through bank form. The bidder shall receive the amount only through a specified bank account under company business name and will be transferred/ Cheque/Deposit in minimum of 30 days after the service delivery as instalments.

5.3. Period of Validity of Offers:

The Offer shall remain valid for **60 days** after the closing date prescribed by OAWCK. An Offer valid for a shorter period may be rejected as non-responsive.

6. Opening and Evaluation Criteria:

To assist in the examination, evaluation, and comparison of Offers, OAWCK may at its discretion ask the bidder for clarification of their Offers. The following criteria will be applied for the evaluation and scoring of bids.

A Contract will be executed with the Bidder whose quotation is determined to be responsive to this RFQ document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to the organization.

6.1. Cost-Effectiveness (50 points)

OAWCK's procurement department and the technical committee for evaluation of the offers shall have the right to take the decision on Cost-Effectiveness & qualities for the shortlisted bids as per and according to OAWCK, Donor, National and International standards allocated for the specified items with cost-effectiveness.

Although the Lowest cost is technically acceptable, the bids should meet the identified standards criteria for IGAs' items as per technical specification.

6.2. Relevant Experience (25 points)

According to organization policy, bidders should have the capacity and experience of at least 1 similar or near in nature contracts implemented in past 5 years. Copies of the contracts should be part of the offer and will receive score.

6.3. Bank Statement (15 points)

According to organization's policy, bidders should have the financial capacity to conduct the work without hindrance. The required closing balance at the bank account in the supplier's name is **(220,000 AFN) or more** during RFQ announcement, Bank statement issue date has to be during November-2024.

6.4. Tax Clearance (10 points)

Bidder has to provide tax clearance letter from the authorized entity for 1402 fiscal year.

Cost Effectiveness (Lower cost)	50 points
Similar contract (At least one)	25 points
Bank Statement (220,000 AFN) or more	15 points
Tax clearance letter (1402 fiscal year)	10 points
Total Points	100 Points

7. Preliminary Examination:

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Offer will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

An offer determined as not substantially responsive will be rejected by OAWCK and may not subsequently be made responsive by the bidder by correction of the non-conformity.

8. Negotiations

It is anticipated that an ‘Contract’ will be awarded solely on the basis of the original offers received. However, OAWCK reserves the right to negotiate the price and the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation. Furthermore, OAWCK reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of OAWCK, Bidders may be requested to conduct oral presentation.

9. Certifications and Compliance

Bidders shall be expected to comply with the following policies and regulations. The bidder must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, OAWCK withholds 2% tax from the total value contract where the supplier is registered with the government of Afghanistan, while the withholding tax rate for non-registered companies/individuals is 7%. OAWCK releases the tax to the account of MoF and provides confirmation to the respective bidder. This tax is a sole responsibility of OAWCK and therefore, it should be included in the final price that will be Offered to OAWCK in response to this solicitation.

10. Pertinent Information

- a. The OAWCK shall have the right to reject the offer if it does not conform to the requirements of the RFQ.
- b. The OAWCK reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to organization.
- c. Please be informed that the actual required work may differ (increase or decrease) depending on operational needs and hence the OAWCK should not be held responsible for any such changes.
- d. Failure to comply with the OAWCK requirement will justify the rejection of your offer.
- e. Within the contractual period any changes of the price will not be allowed and any approaches from the contractor requesting for a price increase or expertise unavailability will be considered as non-performance and thus the contract will be void.
- f. If not clear in any specification, please communicate and confirm before submitting the offer.

11. Offer Mandatory Documents.

Your offer package should include the following essential documents.

Note: Any firm fail to provide all below-listed documents in hard form, will not be considered for further process.

1. Signed, stamped and sealed Hard copy of this RFQ document.
2. Active Business registration certificate
3. Bank Statement for at least 220,000 AFN or more with any bank (with company business name)
4. At least one Similar Experience Contract from National/International NGO or UN Agencies (Goats, cows or similar in nature)
5. Copy of Bank account (AFN) from any bank in Afghanistan under Company Business Name.

6. Annual Tax Clearance letter for 1402 fiscal year.
7. Company profile
8. TIN letter

In addition, your offer should be submitted with information as following.

- Offer should be submitted sealed to the physical address of OAWCK office mentioned in cover page, no electronic submission is acceptable.
- Subject line of the email should be **'Ref#: OAWCK/AFJR-DRA-2024-2026/NGR026/2024**
- Offer should be clear and legible, (in English language)
- Price should be Offered in **AFN**
- Offer should be duly signed and stamped.
- All costs associated with preparation and submission of the documents is undertaken by the firm, OAWCK bears no such cost, whether the firm is selected or disqualified.

12. Project Duration and Penalty for Late Work:

The projected duration is 30 days after award of contract, the procurement penalty of 0.05% will be applied per working day after project end date (30 calendar days).

13. Payment Terms:

Payment will be made in installments after each distribution batch.

Payment will be made to the contractor within the 30 days once invoice is received and work is attested by the OAWCK staff, considering the banking regulations i.e., no liabilities will be incurred to OAWCK if banking system restricts the payments due to unforeseen circumstances and the 30 days' period exceeds. The payment is subjected to tax as per Afghan Tax Law, which will be deducted from payment to the contractor.

14. Returnable Bid Forms

This BoQ contains statements required in the Offer documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration in the BoQ may result in rejection of the Offer.

15. Banking Information:

Payment shall be made only through bidder's specified bank account, please provide your banking information. This in good faith the supplier is required to comply with, failure to meet with this specific requirement will justify the rejection of your offer by OAWCK, however, any bank account is acceptable

16. PSEA Acknowledgment:

Take all necessary efforts to prohibit and stop sexual exploitation and abuse (SEA) by its employees, vendors, or any other individuals it has recruited and is in control of to perform activities hereunder (hence, "other personnel"). SEA includes for the purposes of this Agreement:

1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favors or activities, including humiliating or degrading treatment of a sexual nature; abusing position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
2. Engaging in sexual activity with a person under the age of 18 ("child"), even the child is legally allowed to the concerned employee, vendors or other personnel and is over the age of majority or consent both in the child's country of citizenship and in the country of citizenship of the

concerned employee or other personnel.

3. OAWCK strongly discourage its employees, Venders or other personnel having sexual relationships or involvement in any PSEA related activities.
4. Report timely to OAWCK any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.
5. The above warranties survive to the expiration or termination of this Agreement.

17. Quotation Form:

SN	Item	Description	Unit	Qty	Unit Price	Total Price	Remark
1	Milky Goats	1- Milky goats with high milk production 2- Along with one or two baby goats or pregnant with two-three months expected delivery. 3- All must have been vaccinated, ensuring their health and well-being for at 15 days. 4- The milky goats must be at a younger age, likely exhibiting high energy and curiosity typically. 5- Each animal must be properly ear-marked with a sign. Moreover, the goats are supposed to be accustomed to the climate of the districts, ensuring that they are well-adapted to the local environmental conditions. This familiarity with the climate suggests that they are likely to thrive and remain healthy in this region for longtime.	Milky Goat	354			2% governmental tax will be deducted by OAWCK as per Afghan Tax law, the remaining 2% tax will be paid by the firm itself. The cost will cover either purchasing and transportation / delivery of goats to each distribution site of the districts.
Total Cost in AFN							

18. Bidder information

Company Name	
Authorized Person Name & Title	
Email Address	
Phone Number	
Date of Submission	

Please sign & stamp each page of this RFQ