# Request for Quotation

SWSSO invites qualified vendors to submit quotations for Services.

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| 1. RFQ No. | **RFQ-UNW-SWSSO-2024-12-24** |
| 1. Issue Date | **Dec 24, 2024** |
| 1. Title | Gender Sensitive Risk Management and contingency plan developed, IT systems updated to efficiently continue Organization’s mandate. |
| 1. Issuing Office & Email/Physical Address for Submission of Quotes | SWSSO procurement  Submit electronic copy to:  [sharif@swsso.org.af](mailto:sharif@swsso.org.af)  You can also submit hard copies of the quotation to the SWSSO Kunar, or Nangarhar office. |
| 1. Deadline for Receipt of Quotes. | **Dec 29, 2024 04:00PM (Local Time-Kabul)** |
| 1. Point of Contact | [sharif@swsso.org.af](mailto:sharif@swsso.org.af)  Note: Questions/comments regarding the RFQ should be submitted to this email ONLY by the due date/time specified in section 10. Please see section 10 for details. Questions/comments submitted to other emails (unless specified otherwise) may not be entertained.  For this particular RFQ you can submit hard copies of the quotation to SWSSO Office in Nangarhar and Kunar provinces. |
| 1. Anticipated Award Type | **Purchase Order** (PO)  An award resulting from this RFQ is anticipated to be a purchase order/Contract.  The anticipated specific terms and conditions are as follows:  Payment will be made by bank wire transfer to the vendor Bank Account/Cash payment if the supplier does not have bank account, after complete delivering of the Services, and confirmation by the relevant SWSSO staff and grantee. Issuance of this RFQ in no way obligates SWSSO to award a subcontract or purchase order and bidders will not be reimbursed for any costs associated with the preparation of their bid.  **Government Withholding Tax for Afghanistan Based Companies**  Withholding Tax on Subcontractor:  Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective, SWSSO is required withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, SWSSO shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, SWSSO shall withhold seven per cent 7% “contractor” tax per current Afghanistan Tax law.  All Bidder are requested to attach valid Business license and TIN (Tax Identification Number). |
| 1. Basis for Award | An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to SWSSO, considering best value and/or other factors (**A short** **Period of Performance/quick delivery period will be considered as a plus point for the evaluation**) included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”. No discussions or negotiations will be conducted with bidders, and therefore bidders shall submit their best and final price. |

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| 1. General Instructions to Bidders | * Final quotations are due by **04:00 pm** local time Kabul on **Dec 29, 2024.** Late offers will be rejected except under extraordinary circumstances at SWSSO’s discretion. * Bidders shall submit quotations via email [sharif@swsso.org.af](mailto:sharif@swsso.org.af) with the RFQ number in the subject line of email. * Bidders shall confirm in writing that the Bidder fully understands the terms and conditions of the RFQ. * Bidders shall complete Attachment A: Price Schedule and submit any other required attachments. * Bidders shall sign, date, and stamp the Price Schedule. * The rates quoted shall be for complete service or goods, inclusive of all taxes and all charges for service contingent to the work. * SWSSO has the right to decrease or increase the goods and services mentioned in this RFQ * Bidder should fill out Attachment A, and B. * Incomplete bid will be automatically disqualified from the bidding process. * Bidder must have relevant past performance for provision of such contracts or purchase order. Vendor’s who do not have at similar past performance will not be considered. |
| 1. Questions Regarding the RFQ | Questions are due no later than **04:00 PM local time Kabul on Dec 29, 2024**. Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to the Issuing Office no later than the date specified above. |
| 1. Technical Specifications and requirements for Technical Acceptability | * Bidders must possess relevant experience in country providing the similar equipment as detailed in the section 9. * The bidder is responsible to provide new, original and branded Good/Services based on the specifications mentioned in the attachment A, BOQ section of the RFQ. * The bidder is responsible to provide the requested Services to SWSSO Project Location. * Bidder is responsible to provide vehicles in good condition according to the name, specs given in attachment A of this RFQ. * SWSSO will inspect the provided Services. If specifications do not match the RFQ requirements, the requested Services will be rejected and the bidder will not be paid, and it is the selected bidder’s responsibility to replace the mentioned items within three working days. * Bidder must have the technical and financial capability to provide the requested Vehicles. |
| 1. Determination of Responsibility | SWSSO will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing the vendor’s responsibility, the following factors are taken into consideration:   * Provide copies of the required business licenses to operate in the host country (such as AISA license or Ministry of Commerce business license). * Ability to comply with required or proposed delivery or performance schedules. * Having adequate financial resources to deliver goods/Service or the ability to obtain financial resources. * Ability to comply with required or proposed delivery or provide performance schedules. * Have a satisfactory record of integrity, performance and business ethics. * Be qualified and eligible to perform work under applicable laws and regulations. |
| 1. Compliance with Terms and Conditions | Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment |
| 1. Procurement Ethic | By submitting a Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to SWSSO employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the SWSSO staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at [director@swsso.org.af](mailto:director@swsso.org.af) . |

## Attachment A Price Schedule.

The bidder shall prepare quotations for the requested Provision of Standard Services to SWSSO.

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| **Bill of Quantity (BoQ)** | | | | | |
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| **SNO.** | **Item** | **Unite** | **Quantity** | **Price** | **Total Cost in AFN** |
| **1** | Recruit consultant to developed Organization’s new gender sensitive risk management and contingency plan. | **Person** | **1** |  | AFN - |
| 2 | Conduct Training with staff and board members on risk management and contingency planning. | Training | 1 |  | AFN - |
| 3 | An online Inventory Management System Will be Developed for Inventory Management | Each | 1 |  | AFN - |
| 4 | Development of M&E Data Base | Each | 1 |  | AFN - |
| 5 | Development of Program Management Data Base | Each | 1 |  | AFN - |
| Total Cost in AFN | | | | | AFN |

We, the undersigned, provide the attached quote in accordance **RFQ-UNW-SWSSO-2024-12-24** Provision of Services, our attached quote is for the total price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (figure and in words). We confirm that unit pricing is inclusive of all costs for final delivery to SWSSO.

I certify a validity period of Six (6) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that SWSSO is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Seal/Stamp:

**Attachment B: Past Performance Chart**

Include projects that best illustrate your experience providing similar services in or outside of Kabul for national or international NGOs or contractors. Projects should have been undertaken in the past one to two years.

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| **#** | **Project Title** | **Description of Activities** | | **Client Name, Contact Name & Tel/**  **Funding Agency if applicable** | **Location**  **City/** | **Cost in AFN/USD** | **Period of Performance** | **Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)** |
| 1 |  |  |  | |  |  |  |  |
| 2 |  |  |  | |  |  |  |  |
| 3 |  |  |  | |  |  |  |  |
| 4 |  |  |  | |  |  |  |  |
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Additional Comments:

**TOR O of the Consultancy**

* Recruit consultant to develop Organization’s new gender sensitive risk management and contingency plan.
* Conduct Training with staff and board members on risk management and contingency planning.
* Development of M&E Data Base.
* An online Inventory Management System Will be developed for Inventory Management.
* Development of Program Management Data Base.