



موسسه توانبخشی و رفاه بشری
Human Welfare & Rehabilitation Organization (HWRO)

RFQ No: HWRO-RFQ-001-2024

Request for Quotations (RFQ)
Computer for Beneficiaries in Kabul Province

Project Title: Web Development and Business Management for Afghan Families

Issue on: 26 Dec 2024

Closing on: 6 Jan 2025 (3:00 PM)

Introduction:

Human Welfare & Rehabilitation Organization (HWRO)

Introduction:

The Human Welfare and Rehabilitation Organization (HWRO) is a non-profit organization officially registered with the Ministry of Economy in Afghanistan. Our mission is to empowers marginalized women and children to achieve financial independence, better health, and community influence for sustainable change.

Activities/ Tasks

Only Logistic/Computer Companies should provide Hard Copy of Quotations for the supply of item below:

Specifications:

SR#	Description	Qty	UoM	Unit Cost AFN	Total Cost AFN
1	The A Grade Dubai used Laptop computers shall be equipped with the specifications mentioned in the following: 1. Company Name: Dell 2. Model: Latitude Serious 7400 3. Generation: 8th Core i7 4. RAM: 16 GB 5. HDD: 512 SSD 6. Display Screen Size: 14 Inches FHD 7. Average Battery life (in hour): At least 4 hours 8. Charger: Original charger adopter with power cable	50	PC		
Sub Total in AFN					

Eligibility, Evaluation, and Requests for Information

Only those companies that:

Possess a valid business license for their bids to be considered “responsive” and be evaluated for award, qualified offers must:

- I. Submit all information required below on or before the time/date mentioned.
- II. Demonstrate the capability (supported by client references and/or literature) to meet the requirements specified in the Statement of Work.
- III. Have a satisfactory record of Past Performance. (Attaching the Contract/Purchase Order with Completion Certificate, GRN, to the RFQ is recommended)
- IV. Must pay 2000 USD as assurance on the day of submitting RFQ, the paid amounts will remain as a guarantee with the organization until the RFQ opening ceremony. In case of rejection, the amount will be refunded to vendors."

Content and Format of Your PRQ

For HWRO to conduct the most efficient analysis of RFQ received, please format your response as follows:

1. A letter of transmittal confirming:
 - a. Your company’s status is that of a licensed firm with AISA/Ministry of Commerce.
 - b. The validity of your proposal/Quotes for a minimum of Thirty (30) calendar days. The letter must be signed by someone authorized to bind your company and negotiate on your company’s behalf.
2. A discussion of your approach to providing the required services. You must meet ALL the requirements.
3. A description of your company’s capabilities to provide the required goods, including evidence of financial responsibility and other Governmental Regulatory licenses.
4. The successful offer will receive a fixed-price contract for the period stipulated in this RFQ. The fixed prices will remain in effect for the entire Period of Performance unless modified in writing by HWRO.
5. Rates should be presented in **AFN**.

TIME FRAME

The purpose of this RFQ is to identify and hire a vendor to provide the above-listed good.

Service / Product Delivery and Payment Terms:

- **Payment method:** The supplier will be paid through a bank Account/Cheque after satisfactory delivery (no advance payment to the vendors).
- **Delivery timeline:** 10 days following the contract is issued
- **Mode of Shipment:** DDP
- **Delivery Address:** HWRO-Office.

Submission of Quotation:

The deadline for submission of sealed hard copies of offers is 6 Jan 2025/ 3:00 PM

Local Time. (Kabul, Afghanistan time) at the address: House # 8, Kerena (Breshna Customer Services Branch) alley, Taimani Project, Kabul-Afghanistan. Please reference this **(HWRO-RFQ-001-2024)** on the sealed envelopes.

RFQ received after the deadline may not be considered. RFQ must be valid for a minimum of Thirty (30) calendar days.

Questions and Clarifications

Any questions/clarifications should be submitted by email to **Said Mohammad Hossaini** (m.hossaini@hwro.org) by 30 Dec, 2024 - 3:00 PM (Kabul, Afghanistan time).

Prices & Terms of Contract:

Vendors must quote the price in **AFN**. The price quotes shall be free of any tax (such as VAT)

1. The Liaison Office shall deduct the applicable tax (**currently 2%**) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if the supplier cannot provide the registration certificate or the registered certificate is against to their business. If still awarded for the contract in this case (**7% tax**) will be deducted from the total amount of the contract and will be deposited to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance designated account.
2. Your quotation will be accepted, and payment will proceed as per your business title.
3. The Liaison Office pays for any kind of supply and service; Account payee checks by the name of your company, not by the name of the person (this is not an open check).
4. The penalty applies to the selected company in case of late delivery (0.5% per Day).
5. You should have a Bank account according to your business title.
6. Your quotation should be signed and stamped.
7. HWRO reserves the right to cancel this process without further notice from the vendors.

Please Mark:

- a) I certify that I've provided a quote and agree with your payment terms and conditions.
- b) Total Completion calendar days ().

Signature and stamp:

.....

Name: _____

Company Name: _____

E-mail address: _____

Mobile Phone: _____

Address: _____