



## Afghan Paramount Welfare and Development Organization (APWDO)

### **REQUEST FOR QUOTATION (RFQ)**

REQUEST FOR QUOTATION for Providing access to quality inclusive and protective learning spaces for affected children in Bala-Murghab and Ghormach Districts of Badghis province

#### **APWDO RFQ: RFQ/AP/EIE/AHF/032/2023 Provision and Supplies of kits**

Issue Date: 23 August, 2023

#### **Subject Provision and Supplies of kits**

The kits contained Class room kits, Student Kits, Teacher Kits, Textbooks and Hygiene Kits

#### **Organization Background:**

Afghan Paramount Welfare and Development Organization (APWDO) is a national non-governmental not-for-profit organization, established in 2008 by Afghans and registered, in 2010, with Afghanistan Ministry of Economy (MoEc). The core of our organizational philosophy, at APWDO, is to provide humanitarian support, to the vulnerable communities of Afghanistan, based on the principles of UDHR and the socio-cultural values of our country and to provide innovative, socially, economically, and environmentally sustainable human development solutions through research, dialogue, networking, partnerships, and solutions exchange. We seek opportunities to develop programs and projects and provide services to contribute to communities' relief, rehabilitation, and development. APWDO seeks to invest resources, efforts, time and energies in interventions responsive to the local needs, backed by evidence from the ground collected through close consultations with the local communities, formal and informal institutions.

#### **Manner of Submission:**

APWDO invites interested companies to submit their quotation in accordance with the requirements detailed below as a soft copy through email: [procurement.apwdo@gmail.com](mailto:procurement.apwdo@gmail.com), or as a hard copy in a sealed and stamped envelope (The name of the supplier and the reference number of the tender should be written on the outside of the envelope with attention to APWDO Logistic Department) to the APWDO office by the address given Below;

Office Add: House# 14, 1st Street, Near Rabia Balkhi High School, Kart-e-Char, Kabul

Deadline for submission of quotations is **29 August, 2023 04: 00 PM**, Kabul time. Companies who do not submit their quotation on this deadline will not be considered.

All questions will be directed send to the email: [procurement.apwdo@gmail.com](mailto:procurement.apwdo@gmail.com) before **27 August, 2023**. Questions arise after this date will not be answered.

The bid evaluation session will be held on August 31, 2023 at 10:00 am in APWDO Main Office in Kabul Province, and the shortlisted companies will be notified shortly via email to submit their samples of each kit to APWDO Kabul office.

**Special Terms and Conditions:**

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate APWDO to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to APWDO's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following Special terms and conditions will apply:

- (a) APWDO standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Shortlisted suppliers will be required to submit samples of each item to APWDO Kabul office. Please be sure to have all samples available at short notice, and wait for a response from APWDO if you have been shortlisted.
- (c) 2% Tax will be applicable on the companies which have valid business license and 7% Tax will be applicable on the companies that have invalid business license or on individuals who don't have business license, will be deducted from the contractor as a withholding tax. APWDO will pay that amount to Ministry of Finance
- (d) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (e) The title to any goods supplied under any award resulting from this RFQ shall pass to APWDO following delivery and acceptance of the goods by APWDO. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to APWDO.
- (f) APWDO has a zero-tolerance policy on sexual exploitation, abuse and harassment, which is defined and described in the policy document "APWDO policy on preventing and handling sexual exploitation, abuse and harassment".
- (g) Valuation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.
- (h) Your bid must be valid for three months after the quotation submission deadline date.

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- (i) After award of contract (contract sign date) the company must deliver the kits to APWDO Badghis Office within 15 calendar days

**Requirements:**

APWDO invites your company to make a firm offer for the following items

Delivery location: APWDO Badghis Office

Currency of offer should be in **Afghanis**

**Kits:**

**A-Class room kits:**

Item No	Item Descriptions	Unit	Quantity	Unit Price	Total Price AFA
1	White/black board (120cm X 80cm)	each	216		
2	Five boxes of chalk/board markers	Boxes	1080		
3	Bottles of ink for markers	No	432		
4	Dusters/erasers	No	432		
5	Attendance book/hazeri (containing 12 pages (80 gram) with cloth cover)	No	216		
6	Teaching progress book/taraqi taaleem (100 sheets 2 sided = 200 pages with cloth cover page)	No	216		
7	Floor covering/carpet (4m X 5m=20 square meter)	M2	4,320		
8	Brooms (two for one class)	No	432		

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9	Lockable metallic box for storing teaching materials (90cm X 40cm X 40cm, Weight=6.5 kg, Iron gauge=26, with lock and keys)	No	216		
10	Chair for teacher with foldable desk	No	216		
11	Shuqa (40 for one class)	sheet	8,680		
12	Result sheet/itla nama (40 for one class)	sheet	8,680		
13	Student result cards/jadwal-e-nataeej(40 for one class)	No	8,680		
14	Calendar	No	216		
15	Alphabet chart	No	216		
16	Afghanistan map	No	216		
17	Jump rope (2.5 meters X 5 mm) 2 for one class room	No	432		
18	Playing ball for recreational activities (Volley ball/football)	No	216		
19	Clock with batteries	No	216		
20	Water cooler (20 liters) with two glasses and plastic stand	No	216		
21	Hand washing station (40 liters)	No	216		
22	Hand washing soaps (7 per class room)	No	1512		
23	Basket/trash box	No	216		
<b>Sub total-A (AFA)</b>					

**B-Student Kits**

Item No	Item Descriptions	Unit	Quantity	Unit Price	Total Price AFA
1	Five notebooks (four lined and one unlined for painting), (100 sheets, 50-60 gr page density) (5*6500) notebooks per student	No	32500		
2	Three pencils (best quality with eraser) (3*6500) pencils per student	No	19500		
3	Two pencil sharpeners (2*6500) pencil sharpener	No	13000		
4	Two ball pens (2*6500) ball pens	No	13000		
5	Two erasers (2 * 6500) erasers	No	13000		
6	One plastic ruler	No	6500		
7	One student bag o for boys' grade 1-6= 40cm X 35cm X 10cm (two shoulder holder), for boys grade 7-9=50cm X 40cm X 15cm (two shoulder holder) made of nylon with three pockets and best quality. o for girls grade 1-4= 40cm X 35cm X 10cm (two shoulder holder), for girls grade 4-6= 40cm X 30cm X 10cm (one shoulder holder), for girls grade 7-9= 50cm X 40cm X 15cm (one shoulder holder). For girls in ALC= 50cm X 40cm X 15cm (two shoulder holder). Made of nylon with three pockets, best quality.	No	6500		
8	One set colored pencil (12 pencils per pack - best quality)	Pack	6500		

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9	One water bottle (metallic cover with inside nickel/stainless steel non-toxic size (750 ml)	No	6500		
10	Calligraphy pens (Qalam-e- Nay – Bony, very well constructed instruments with multiple nibs with length of 15-20 cm (4 C-Pens per student)	No	26000		
11	One ink for fountain pen (blue or black - 60 ml with plastic bottle)	No	5600		
<b>Sub total-B (AFA)</b>					

**C-Teacher Kits**

Item No	Item Descriptions	Unit	Quantity	Unit Price	Total Price AFA
1	Bag (40 cm X 30 cm X 8 cm, made of canvas)	No	216		
2	One ream/500 pages white paper (A4 size, 80 GSM)	ream	216		
3	Ball pens (6 per teacher)	No	1296		
4	Pencils (2 per teacher)	No	432		
5	Erasers (2 per teacher)	No	432		
6	Pencil sharpeners (2 per teacher)	No	432		
7	Ruler (flexible/soften plastic – 30 cm - good quality, 30cmX4cmX0.3cm)	No	216		
8	Flip charts (2 colors, 20 sheets, 50cm X 70cm and 110gr size) 20 sheet per teacher	sheet	4,320		
9	Diary (100 sheets)	sheet	216		
10	Teacher's planning book (MoE updated format for 1 academic year)	No	216		

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11	Highlighter set (four color)	Set	216		
12	Scissors (medium size - stainless steel with plastic handle)	No	216		
13	Stapler and staples X1 (medium size, 15-20 pages at once)	No	216		
14	Calculator (medium size)	No	216		
15	Glue (non-toxic 50 ml)	No	216		
16	Scotch tape (transparent 2 inch)	No	216		
17	Plastic folder or equivalent for filing (five per teacher)	No	1080		
18	File folder big size	No	216		
19	Observation notebook	No	216		
20	punch	No	216		
<b>Sub total-C (AFA)</b>					

**D-Textbooks**

Item No	Item Descriptions	Unit	Quantity	Unit Price	Total Price AFA
1	MoE standard textbooks. (From grade 1 to 3 best quality) for 6500 students	set	6500		
<b>Sub total-D (AFA)</b>					

**E-Hygiene Kits**

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Item No	Item Descriptions	Unit	Quantity	Unit Price	Total Price AFA
1	Body soaps (Anti – germ / bacterial soap – 95 gram) 4 per student	each	26000		
2	Shampoo (400- 500 ml)	each	6500		
3	Face cream (due to particularly arid climactic conditions) (200 grams)	No	6500		
4	Toothpastes (154 gram) 2 per student	No	13000		
5	Tooth brush (22mm /medium)	No	6500		
6	Hair brush	No	6500		
7	Towel (size = 40 cm x 60 cm)	No	6500		
8	Nail cutter (medium)	No	6500		
9	Plastic bag with zip	No	6500		
Sub total-E (AFA)					
Total amount A+B+C+D+E (AFA)					

All the materials should be the best and standard quality and acceptance to the APWDO procurement committee

Net price after deduction of discounts:	
Confirmed delivery schedule:	
Validity of the offer:	
Relevant past experience	
Company profile and Valid license	



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**Supplier Information**

Company name:

Address:

Contact person name and position:

Contact telephone number:

Email/Fax:

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Name of the offeror's authorized representative: .....

Position/Title: .....

Contact #: .....

Signature: .....

Company Seal/stamp:

**Confirmation and Compliance:**

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm that we are eligible to participate in in this tender and meet the eligibility criteria specified in this request for quotation. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I further confirm that we will comply with all the provisions and terms stated in this Request for Quotations. I confirm that the items and materials stated in this RFQ will be provided in the best possible standard and condition.

Name:

Title:

Signature:

Stamp:

Date: