



THE WELFARE ASSOCIATION FOR THE DEVELOPMENT OF AFGHANISTAN (WADAN)

REQUEST FOR QUOTATION

Provision Of Equipment for the Vocational Centers

WARNING:

Prospective Offerors, who have received this document from a source other than the WADAN, should immediately contact WADAN and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued to offerors via email.

SYNOPSIS OF THE RFP

RFP No.	WDN/UNHCR/2023-006
Issue Date	October 1, 2023
Title	Provision of Equipment for the Vocational Centers
Issuing Office	WADAN Operation Unit
Deadline for Receipt of Questions	October 10, 2023 at 10:00 AM local time All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to operations@wadan.org
Deadline for Receipt of Quotation	Quotations are due in Kabul no later than 4:00 PM local time on October 14, 2023. Submit Soft copy of your quotation via email to bids@wadan.org and hard copies via the following address. House No. 4, Street 6 District 6, Opposite Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul Afghanistan
Point of Contact	bids@wadan.org - +93 700358572
Anticipated Award Type	Purchase Order (PO)
Basis for Award	An award will be made based on the best value method. The award will be issued to the responsible and reasonable offeror, who provides the best value to WADAN and its client using a combination of technical and cost/price factors.

SUMMARY:

The Welfare Association for the Development of Afghanistan (WADAN) invites reputable vendors to participate in an RFQ for the provision of equipment to vocational centers established in Nangarhar, Laghman, and Kunar provinces. This initiative, funded by UNHCR, is a crucial effort aimed at empowering people of concern through vocational training, enhancing their skills, and promoting self-reliance. WADAN is seeking competitive quotations for the supply, delivery, installation, and commissioning of various equipment necessary for the vocational centers. The equipment required encompasses a wide range of categories, including but not limited to machines, tools, and materials, tailored to the specific vocational training programs offered.

MINIMUM ELIGIBILITY REQUIREMENTS FOR VENDORS FOR BID OPENING:

To qualify for this RFQ, the vendor must:

- Hold a Valid Business License (Logistics or Supply Company).
- Successful Implementation of Similar Project (At least One Contract).
- Hold a valid Bank Account on License Name
- Accept all WADAN terms and conditions and provide all information as requested in Annex 1 of this RFQ.

Terms and Conditions:

TAXES:

Withholding Tax on Subcontractor:

- Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009.
- WADAN is required to withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, WADAN 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, WADAN shall withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

DISCLAIMERS AND PROTECTION CLAUSES:

- WADAN may cancel the solicitation and not award and may reject any or all responses received.
- Insurance of solicitation does not constitute award commitment by WADAN.
- WADAN reserves the right to disqualify any offer based on the offeror's failure to follow solicitation instructions.
- WADAN will not compensate offerors for responses to solicitation and reserves the right to issue awards based on the initial evaluation of offers without further discussion.
- WADAN reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- WADAN will be contacting offerors to confirm the contact person, and address and that bid was submitted from the solicitation

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- a) The offeror certifies that--
 - The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor before bid opening or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
 - No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- b) Each signature on the offer is considered to be a certification by the signatory that the signatory--
 - Is the person in the offeror's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - I. Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
 - II. As an authorized agent does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) Above; and as an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- c) Offeror understands and agrees that --
 - Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - Discovery of any violation after award to the offeror will result in the termination of the award for default.

Tender Process:

The tender process includes the following steps/phases;

- RFQ Announcement
- RFQ Closing
- RFQs Opening and Compliance Checking (Vendors not meeting minimum criteria will be automatically disqualified)
- Evaluation
- Contract Award

PAYMENT METHOD:

- The amount will be paid to the service provider after the successful completion of the services, the amount will be transferred to the bank account or through a cheque to the contractor.

COST LIABILITY:

- WADAN assumes no responsibility and bears no liability for costs incurred by bidders in the preparation and submission of quotations in response to this RFQ.

LICENSE PERMIT:

- The contractor shall obtain and maintain in full compliance and affect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply WADAN with evidence of all such licenses, permits, and authorizations. This evidence shall be submitted subsequent to the contract award. In addition to the above, the contractor should have a Tax Identification Number (TIN) from the Ministry of Finance in Afghanistan.

Validity Period

- Bids shall be valid for at least 90 days from the date of Bid closure. WADAN also reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

Acceptance

- WADAN reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any Too detail such as specification, terms delivery, quantity etc.; – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFQ Closure.

Confidentiality

- This RFQ, or any portion thereof, along with all copies, must be returned to WADAN upon request. The RFQ is confidential and proprietary, containing privileged information, possibly including copyrighted material. It is provided to Bidders with the understanding that no part of it, or any information related to it, may be copied, displayed, or shared with others without prior written consent from WADAN. Bidders may share the specifications with potential subcontractors solely for the purpose of obtaining quotations from them. Regardless of whether a Bid is submitted or any other response is made to this RFQ, Bidders are bound by the terms of this paragraph.

Bid Currencies

- All financial rates provided in this bid shall be expressed in AFN currency and the amount will be also paid in AFN to supplier.

Conflict of Interest

- A Bidder must not and must ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential, or perceived conflict of interest between the interests of WADAN and the Bidder's interests during the procurement process. If during any stage of the procurement process or performance of any WADAN contract, a conflict of interest arises or appears likely to arise, the Bidder must notify WADAN immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of WADAN, or cases in which any WADAN official, employee, or person under contract with WADAN may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as WADAN may reasonably require, to resolve or otherwise, deal with the conflict to the satisfaction of WADAN.

Late Bids

- All Bids received after the RFQ closure will be rejected except if the delay is determined by WADAN to have been due to a valid reason. However, any bid received after the start of the Bid opening shall be rejected without exception.

Price Schedules and Location

- Bidders interested in the provision of Goods/Equipment to WADAN should quote their quotes considering the following three criteria.
 - Quality
 - Best Value for Money
 - Delivery Time

While quoting for the items, the bidders should consider all applicable taxes, any fee associated with the purchase and the transportation of items to the following locations.

- Nangarhar: Chamtala (2 Centers) and Samarkhail
- Kunar: Karamar and Asadabad
- Laghman: Baba Saib Dag and Mihtarlam

Financial Cost should be added in the Financial Cost attached as a Separate Excel File with RFQ.

EVALUATION CRITERIA

WADAN will evaluate applications based on the following criteria:

- Valid Business License: 10 Points
- Similar Experience: 30 Points
- Best Value for Money (Lowest Cost): 60 Points

Submission Guideline:

All interested bidders should read the whole RFQ and submit their quotation accordingly. Interested bidders should submit their quotation in accordance with the requirements detailed above either

electronically through email: bids@wadan.org or Via Hard copy to WADAN Main Office at the following Address:

House No. 4, Street 6 District 6, Opposite Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul Afghanistan

Interested bidders are required to provide us the below documents to be eligible for the initial bidding process.

- A Valid Business license (Transportation and Logistics).
- Bank Account on Company Name.
- Copy of at least one similar contract.
- Accept Bank Payment/cheque
- Must have a clean financial record and not appear on the UN Sanctions list, with no history of bankruptcy, insolvency, or winding-up proceedings.

Important Notice:

Prospective bidders are required to sign and stamp each page of the RFQ document and complete the Financial Cost Template, which is available in a separate Excel file. Afterward, they should sign, stamp, and rename the Excel file as "**Company Name_Financial Cost**" before submitting it to the designated email address provided above. Alternatively, hard copies can be submitted to WADAN's Head Office at the address mentioned earlier. It is essential that bidders refrain from altering the quantity and specifications of the items. When electronically submitting quotations, bidders are kindly requested to ensure that they copy and paste the following text into the subject line: "**Provision of Equipment for Vocational Centers/WDN/UNHCR/2023-006**".

Bidder shall submit sealed hard copy of bid clearly marked

(RFQ WDN/UNHCR/2023-006 – Provision of Equipment for Vocational Centers)

The Welfare Association for the Development of Afghanistan (WADAN)

Attn: Operations Department

WADAN HQ Office

Deadline

The deadline for submission of quotations is October 14, 2023 – at 4:30 PM, Kabul time. Companies who did not submit their quotation by this deadline will not be considered.

VENDOR OFFER AND BUSINESS DETAIL INFORMATION:

1. VENDOR INFORMATION:

Vendor Name Per Business License (Attach Business License)	
Contact Person & Phone Number	
Vendor Address	