

TENDER SUMMARY LETTER

WAW Main Office
Kart-e-Char Street 2 (Taraki Street)
Opposite of Shams Landon Private High School
House No 07
Kabul Afghanistan



To: Bidders

From: Women for Afghan Women (WAW)

Title: RFQ No: WAW-RFQ-KBL-0298 Provision of Tire Changer Machine for WAW-UNHCR-LTS Workshop in Kabul City

Issuance Date: October 22, 2023

Closing Date for RFQ: October 29, 2023 10:00 AM. (Afghanistan local time)

Dear Bidders:

Women for Afghan Women - is a nonprofit, non-governmental organization (NGO) whose mission is some grassroots, civil society organization; our mission is dedicated to securing and protecting the rights of disenfranchised Afghan women and girls in Afghanistan, particularly their rights to develop their individual potential, to self-determination, and to be represented in all areas of life: political, social, cultural and economic. We advocate for women's rights and challenge the norms that underpin gender-based violence wherever opportunities arise to influence attitudes and bring about change.

Interested and eligible suppliers are requested to submit their completed TENDER DOSSIERS for review. The tender dossier consists of the below information that must be reviewed and completed by applicants

Collection of RFQs:

The latest date for the collection of the Tender Dossier is October 29, 2023 10:00 AM. (Afghanistan local time). The tender dossier should be collected from The Logistics department WAW Main Office House # 07 Street # 2 (Taraki Street) in front of Shams London private school at Kart-e 4 and also bidder can download the Tender Dossier from ACBAR website (www.acbar.org).

Quotations Submission Date and Location:

All application documentation should be submitted in English language in a sealed and stamp envelope. The name of the supplier and the reference number of the tender process should be written on the front of the envelope with attention to WAW-HQ Office Logistic department. WAW anticipates selection of the winning tender by as soon as possible.

If you have any question or need further clarification please contact on our office address, stated above or email Procurement@womenforafghanwomen.org

Bid Opening Session:

The opening session will be conducted as soon as possible when the offers received.

Question Asking Date

Questions may be asked till **26 Oct, 2023 (Afghanistan local time)**. Bidders are invited to address questions to the procurement department via email: Procurement@womenforafghanwomen.org. No questions will be answered over the phone or in person; all questions must be submitted in writing. All questions received will be compiled into one list, answered, and emailed to all vendors who have confirmed interest in bidding. **Bidders must insert in the subject line of their email the full RFQ Number and Name (e.g. RFQ # WAW-RFQ-KBL-0298 Provision of Tire Changer Machine for WAW-UNHCR-LTS Workshop in Kabul City.**

- I. **Bidder's Agreement with Terms and Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to Women for Afghan Women of a quote will constitute a **Lump sum goods Agreement.**
- II. Bidder's agreement to the terms and conditions in this RFQ and any attachments hereto. Women for Afghan Women reserves the right to award a purchase order without discussion and/or negotiation; however, Women for Afghan Women also reserves the right to conduct discussions and/or negotiations, which among other things may require Bidders(s) to revise its quote (technical and/or price. Issuance of this RFQ in no way obligates Women for Afghan Women to award a purchase order, nor does it commit Women for Afghan Women to pay any costs incurred by the Bidders in preparing and submitting the quote/Bid.
- III. **Bidder's Agreement with Terms and Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to Women for Afghan Women of a quote will constitute a Lump Sum agreement and indicate the Bidder's agreement to the terms and conditions in this RFQ and any attachments hereto. Women for Afghan Women reserves the right to award a purchase order without discussion and/or negotiation; however, Women for Afghan Women also reserves the right to conduct discussions and/or negotiations, which among other things may require Bidders(s) to revise its quote (technical and/or price. Issuance of this RFQ in no way obligates Women for Afghan Women to award a purchase order, nor does it commit Women for Afghan Women to pay any costs incurred by the Bidders in preparing and submitting the quote/Bid.
- IV. **Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:
Sections of RFQ
 Section 1 Quotation Instructions
 Section 2 Description of Goods
 Section 3 Special Provisions
Appendices
 Appendix A: Price Quotation Declaration Letter
 Appendix B: Bill of Quantities
 Appendix C: Summary of Past Experience.
 Appendix D: Valid Business License/Certificates
 Appendix E Bank Statement
 Appendix F: Supplier questionnaire
 Appendix G: Samples Pictures
 Appendix H: Due Diligence Undertaking
- V. **Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E, F, G & H Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through F (see above).

Minimum Eligibility Requirements for Vendors to be Considered for Further Consideration

To Qualify for this RFQ, the Vendor must:

- a. Submit their quotes as per deadline and time of the RFQ.
- b. Bid Security as a bank letter with the amount of AFN 50,000.00
- c. Hold a valid business license and have valid business bank account in company name.
- d. Accept all WAW terms and conditions, including payment and delivery terms.
- e. Attach brochures or sample picture OR provide upon WAW request for tire changer machine to ensure originality
- f. If bid do not meet the key limited tendering requirements, it will not be considered for further process.

SECTION 1 - QUOTATION/BIDS INSTRUCTIONS / ADDITIONAL INFORMATION

The Bidders shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Bidders. Use the template in Appendix A.
2. All Prices shall be quoted in Afghanistan currency **Afghani Only**.
3. Bidders shall submit quotes/bids in prescribed Format of Appendix C.
4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
6. The payment of the supplier will be processed after successful delivery of goods and submission of invoice within maximum 15 days' period. The amount will be transferred to the business bank account of the supplier.
7. Bidder shall sign and stamp all pages of this RFQ.
8. Bid validity: Net 30 days from date of submission
9. Women for Afghan Women will not award a subcontract or purchase order to an organization without AISA/Ministry of Commerce Business license. The valid AISA/Ministry of Commerce Business License must be attached to the quotation.
10. Tax clearance or report documents if any.
11. Unsuccessful bidders will be notified.

SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED

Please refer to Appendix A, B, C, D, E, F, G & H attached list and specifications of items required.

SECTION 3 – SPECIAL PROVISIONS

The below provisions will be incorporated into any purchase order issued by WAW.

3.1. Government Withholding Tax

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, Women for Afghan Women is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, Women for Afghan Women shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, Women for Afghan Women shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before signing of this Agreement, the bidder/supplier will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with Women for Afghan Women.

3.2 Penalty Charges

If the bidder/supplier fails to supply the specified Goods/Services within the date stipulated, Women for Afghan Women shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

3.3 Source, Origin and Nationality

The bidder/supplier may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

3.4 Delivery Condition

The agreed tools shall be delivered within **(20) calendar days** after the agreement signed between Women for Afghan Women and supplier.

Delivery Destination as per DDP: WAW- LTS Office, District #9 Beside Police Training Center, Kabul-Jalalabad Road, Kabul-Afghanistan.

3.5 Inspection

Women for Afghan Women shall have reasonable time to time, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this Purchase Order, Contract and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

3.6 Bid Security Deposit

- The Interested suppliers/bidders must freeze an amount of total 50,000 AFN till 90 days as bank letter by WAW Name as Bid guarantee and submit the original bid guarantee letter separately to WAW while submitting the offer hard copy sealed and stamped.

• مبلغ پنجاه هزار افغانی تضمین آفر به شکل ضمانت بانکی در زمان تسلیم دهی آفر جدا گانه ارایه گردد.

3.7 Performance Guarantee.

The winner bidder/supplier is strongly required to **freeze 10% of contract amount** in terms of bank letter as performance guarantee up to end of agreement and at the end of agreement or at the cancelation of agreement the performance guarantee will be return to the contractor as per condition and situation of cancellation cause.

SECTION 4 - EVALUATION CRITERIA

All quotations received in response to this solicitation will be evaluated or scored (if Applicable) by evaluation sub factors. The Subcontract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. **Technically Acceptable** – Women for Afghan Women will evaluate each bidder on its expertise and specification described in the bill of quantity and samples.
2. **Cost** – Women for Afghan Women will consider the total cost of the bid compared to the market prices and also analysis of cost rationality and competitiveness will be conducted on all bids received.
3. **Past performance** - The bidders shall include complete details on past activities of similar scope and size, using the format provided in *Appendix D*, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience (Similar and General). The bidder must provide at least 3 copies of general and relevant contracts from past 3 years with the same scope and value to be considered for evaluation.
4. **Financial Report** Bidders are required to submit their Bank Statement/line of credit. The Bank statement/line of credit should be from last three years (2020, 2021 and 2022), respectively. Also, Bank Statement it should be issued recently.

EVALUATION CRITERIA	Score
Past Experience (Similar) at least 3 contracts successfully completed with the same scope and value	30
Past Experience (General) at least 3 contracts successfully completed	24
Bank Statement from last three years	6
Offering the Lowest Price and Cost Break Down	40

The Bidders must score at least 60 to be considered as a successful bidder.

APPENDIX A

Price Quotation Declaration Letter
[On Letterhead]

<Insert date>

TO: Women for Afghan Women
Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **WAW-RFQ-KBL-0298 Provision of Tire Changer Machine for WAW-UNHCR-LTS Workshop in Kabul City** in accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFN0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation, i.e., <Expiration date or Validity of Bid >.

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Appendix B

Women for Afghan Women Detailed Bill of Quantities						
RFQ No.: WAW-RFQ-KAB-0298						
RFQ Title: Provision of Tire Changer Machine for WAW-UNHCR-LTS Workshop in Kabul City						
Delivery Location: District #9 Beside Police Training Center, Kabul-Jalalabad Road, WAW- LTS office within 20 colander days from signing the contract.						

No	Items Description	Units	QTY	Unit Price AFN	Total Price AFN	Remarks
1	Tire Changer Machine HOFMANN Megamount Model (613 Racing) Original or equivalent or high specification	PCs	1			
Total Price in AFN						

Remark: Equivalent only acceptable if the given specification is short in the market and import is not possible.

Note: Bidders shall consider the delivery locations and attached samples photos while giving their price.

Certified by Vendor (Sign and stamp):

Appendix C

SUMMARY OF EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past three years may be taken into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/ Email /Tel #	Cost in AFN or US\$	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								
6								

APPENDIX D
BUSINESS LICENSE/CERTIFICATE Updated

License

Please Attach

APPENDIX E

Bank Statement for last three years recently issued

Please Attach

APPENDIX F**SUPPLIER QUESTIONNAIRE**

The information provided in response to this questionnaire will be held confidential by WAW for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Please attach company registration documentation	
12. Annual turnover of your company	
13. Number of employees in your company	
14. Name of bank	
15. Bank details	
16. What products and services do you supply?	
17. Are you able to provide samples of your goods?	
18. What warranties/repair services do you offer?	
19. What storage or stock capacity do you have?	
20. Please provide references of other aid agency customers you have supplied with goods or services.	
21. Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with WAW. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to WAW in writing immediately.

APPENDIX G

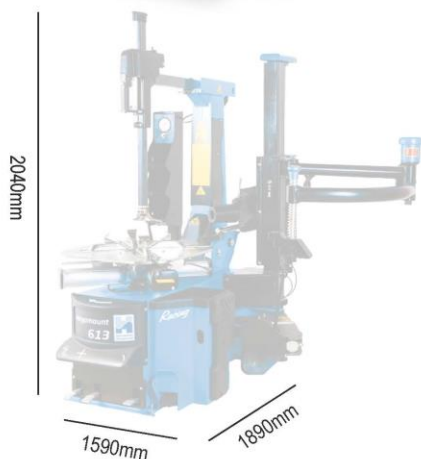
megamount 613 Racing

Tyre Changer



The megamount 613 Racing is an extra-heavy-duty tyre fitting machine up to the challenge keeping pace in the busiest of shops.

This super-automatic tyre changer is designed for high volume fitters, alloy wheel specialists, prestigiousmarque main dealers and the like. This is a no bars hold premium tyre fitting machine.



Specifications

Net weight (standard version without accessories)	360kg
Air Pressure	8 to 10 bar
Power Supply	400V - 3Ph - 50 Hz standard version
Optional	400V - 3Ph - 60 Hz 220V - 1Ph - 60 Hz 220V - 1Ph - 50/60 Hz 2 speed with inverter motor
Rim clamping from outside:	10" to 24"
Rim clamping from inside:	12" to 26"
Max. tyre diameter	43" (1100 mm)
Max. tyre width	16" (415 mm)
Bead breaker cylinder force at 10 bar	30800 N (3140 kg)

Appendix H



موضوع: صحت معلومات، اسناد ضمايم آفرو Due Diligence Undertakings شرکت برنده قرارداد !

نظر به ماده 7.14 پالیسی تدارکات موسسه زنان برای زنان افغان (WAW)، در کنار شرایط مندرج اسناد داوطلبی، سپردن تعهدات تحت عنوان (Due Diligence Undertakings) برای اكمال کننده (شرکت قراردادی) حتمی میباشد. از شما تقاضا میگردد تا موارد ذیل را به موسسه زنان برای زنان افغان (WAW) تعهد داده و در صورت اثبات عدم صحت این موارد، مسئولیت حقوقی و مالی بدوش شرکت شما خواهد بود.

- 1- این شرکت تحت ریاست _____ و معاونیت _____ دارنده جواز نمبر _____ ثبت و راجستر شده وزارت محترم صنعت و تجارت بوده و دارای جواز معتبر میباشد.
- 2- شرکت ما دارای TIN نمبر _____ ثبت و راجستر شده وزارت محترم مالیه بوده و مکلفیت های مالیاتی خویش را حسب احوال قانون به مراجع مربوط ادا نموده است.
- 3- شرکت ما اطمینان میدهد که تمام معلومات مندرج آفرا اسناد ضمیمه شده صحت دارد.
- 4- شرکت ما در لیست محرومیت هیچ نهاد دولتی و حقوقی و یا موسسات مربوط به سازمان ملل متحد نمی باشد.
- 5- رئیس و یا معاون شرکت ما در لیست تحریم های بین المللی و گروه های دهشت افکن قرار ندارد.
- 6- رئیس/ معاون شرکت ما بالاثرت تخلف در تجارت در خلال سه سال اخیر از اشتراک در مراحل تدارکاتی محروم نگردیده است.
- 7- شرکت ما از توانایی کامل تخنیک و مالی بخاطر تطبیق موفقانه این قرارداد، برخوردار است.
- 8- شرکت ما از پرداخت دیون عاجز نبوده و در حالت انحلال و ورشکستگی قرار ندارد.
- 9- شرکت ما هیچگونه تضاد منافع در این پروسه تدارکاتی ندارد.
- 10- محل فعالیت شرکت ما _____ در داخل کشور میباشد.

با احترام

نام مکمل شرکت _____
نام و تخلص رئیس/معاون شرکت _____
تاریخ و امضاء _____