



## **Your Voice Organization (YVO)**

### Request for Quotation

Multi-Purpose Cash (MPC) Distribution Services to Target Population in Kot, and Bati-Kot Districts of Nangarhar Province

**Ref#: Cash Distribution – YVO-DRA-AFJR-0152**

Issue Date: 20 November 2023

Closing Date: 25 November 2023, 04:00 pm

### **Contact details**

At YVO Head Office - Jalalabad:

Department	Admin/Log
Telephone	+93731578788
E-mail	<a href="mailto:yourvo.org@gmail.com">yourvo.org@gmail.com</a>
Physical Address	House# 7, Street# 23, Adjacent to Babaryan Park#01, PD3, Jalalabad

## **1. About YVO:**

Your Voice Organization (YVO) was founded in 2019 as a national non-governmental organization (NGO), stemming from the Japan International Volunteer Center (JVC). JVC, with its inception dating back to 1980, initiated operations in Afghanistan in 2001, primarily focusing on humanitarian and emergency aid. These efforts encompassed diverse fields such as Food Security, Non-Food Items (NFI), healthcare, education, and peacebuilding.

Due to the security situation, JVC decided to limit the presence of JVC's international staff, and was dedicated to supporting the localization of its Afghan office. Recognizing the need to enhance the management capacities of the local Afghan staff to ensure sustainability, JVC committed to transitioning its legacy into a National NGO.

In March 2019, YVO was officially registered, inheriting the spirits, assets, knowledge, and experiences accumulated by JVC. YVO is recognized as a non-profit, non-political, and non-governmental organization under the constitution of the NGO law of the Islamic Republic of Afghanistan. The organization holds registration number 4679 with the Ministry of Economy.

## **2. Description:**

YVO through this RFQ is requesting Banks/eligible Money Service Providers-MSPs or Sarafs (Registered with DAB or other legal entity operating in the country) to provide one-time cash distribution services for 538 HHs (As per the YVO planned schedule) to the specific locations in two districts (Kot, and Bati-Kot,) of Nangarhar province as directed by YVO office after the contract is awarded, and in line with the requirements set forth in this document.

The overall objective is providing cash for multiple purposes to support the most vulnerable people in these two districts of Nangarhar province.

## **3. Scope of Work:**

Supply, Delivery and Distribution of MPC for 538 HHs in two districts (Kot, Bati-Kot,) of Nangarhar province.

The MSP/Bank is required to deliver the Cash as per the project plan to the specific distribution points identified by the YVO project team.

MSPs/Bank will be informed by the YVO project team at least 2-3 days before the distribution, the project team will coordinate with the MSPs /Bank about the exact date and distribution point.

## **4. YVO's responsibilities:**

- Provide the final approved list of the selected HHs for cash assistance to the MSP/Bank.

- For beneficiary identification and cross-checking, YVO will ensure that beneficiary hold Tazkira (or other ID) and cash receipt tokens indicating details of beneficiary and the amount to be received.
- Mobilize the beneficiaries to distribution points where cash distribution will take place.
- Distribution points will be selected in coordination with community members and line departments.
- YVO staff will supervise and monitor the cash distribution process.
- YVO takes no responsibilities for cash handling (i.e., included but not limited to transportation and distribution).
- YVO takes no responsibility for cash related risks such as theft, loss and/or misuse.

#### **5. Money service Provider/ (MSPs /Bank) Responsibilities:**

- Use means/methods of beneficiary identification stated above to verify and cross-check the beneficiaries.
- Pay beneficiaries the amount as stated on the voucher upon successful identification and verification i.e. as per the final approved list of beneficiaries provided by YVO.
- Ensure beneficiaries sign for receiving the money paid and collect the cash receipt tokens upon payment to each beneficiary.
- That each beneficiary in the list is duly paid and where practical closely coordinate with YVO team for any extended stay to ensure fulfillment of the payment.
- When needed or warranted, ensure there is sufficient security at the distribution centers
- Issue a completion report to YVO upon successful distribution to beneficiaries.
- Adhere to any detailed terms of reference and other annexures that YVO shall issue in relation to this cash distribution task.
- Return cash receipt tokens to YVO for final verification.
- All cash handling related activities such as transportation and distribution will be the responsibility of the Bank/MSP.
- All cash related risks including theft, lost or misuse will merely be the responsibility of the Bank/MSP. The Bank/MSP is eligible to receive payments from YVO only when the money is safely transferred to beneficiaries.
- The supplier (MSP/Bank) has to ensure enough staff deployed at the distribution day i.e., no unnecessary delays occur during the day of distribution.

#### **6. General:**

- Acceptable beneficiaries' payment method will be physical cash distribution.
- YVO is not paying any cash in advance for distribution.
- The Money service Provider (MSPs /Bank) must present a payment claim or invoice after the completion of all distribution.
- The reimbursement for distributed cash will be transferred through bank or cash.

- YVO is going to be responsible for monitoring the process, taking each recipient's signature and Thumb, and also maintaining all other required records.
- YVO motivates all applicants for this contract to disburse the cash in advance and then claim for reimbursement of the principal amount with the %age of commission.
- YVO cannot guarantee the safety and security of service provider's staff and cash during the transportation, distribution, returning, or any other possible situations.
- Please give your quotation in percentage (%) not in fixed Afghani or USD amount.
- Please specify the announcement number and name of your organization on top of the envelope and unknown costing and application received after the deadline will not be considered.
- YVO together with its partner in the region shall also ensure coordination with local authorities.
- Display visibility materials including complaints.

### **7. Project Duration and Penalty for Late Work:**

The cash distribution schedule and plan will be shared with MSP/Bank specifying the exact date of distribution one week in advance. In case of the delay, the procurement penalty (0.5-1% of total commission) will be charged.

### **8. Cost of Providing Offers:**

The bidder shall bear all costs associated with the preparation and submission of bid in response to this solicitation/RFQ.

### **9. Closing date**

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

### **10. Preparation of Offers:**

#### 10.1. Offer Currencies/Offer Prices:

The Cash distribution service (commission) charges shall be offered in percentage (%) not in figure. remains an evaluation factor.

#### 10.2. Period of Validity of Offers:

The Offer shall remain valid for 30 days after the closing date prescribed by YVO. An Offer valid for a shorter period may be rejected as non-responsive.

### **11. Opening and Evaluation Criteria:**

To assist in the examination, evaluation, and comparison of Offers, YVO may at its discretion ask the bidder for clarification of their Offers. The following criteria will be applied for the evaluation and scoring of bids.

**11.1. Bid Security:**

As per the organization’s procurement policy, the bidder is required to submit a bid security of \$3000 (three thousand USD, or equal in AFN) to YVO along with the offer.

**11.2. Cost-Effectiveness (70 point):**

Offer with lowest cash distribution services charges (%) in compliance with donor or YVO procurement policy will be considered eligible for award of contract.

The price must be technically acceptable which means the quoted price should be realistic and should be based on current market price analysis. YVO reserves the right to reject any and all bids at its sole discretion for any reason. The quantity requested in this RFQ does not create liability for YVO and that YVO may determine to reduce or increase the quantity cited in this RFQ at the contract awarding stage.

**11.3. Relevant Experience:**

According to organization policy, bidders should have the capacity and experience of at least two contracts implemented in past 5 years. Copies of the contracts should be part of the offer and will receive score. (10 points).

**11.4. Security and safety plan:**

In cash-based program handling of money is the main concern. Therefore, the bidder should submit the safety and security plan for cash transferring to the distribution points and distribution to the beneficiaries. (10 points)

**11.5. Cash distribution mechanism or implementation arrangement:**

To ensure a smooth and transparent distribution of the planned cash assistance, the bidder should develop a clear implementation mechanism for cash distribution services in the targeted districts. (10 points).

**12. Negotiations:**

It is anticipated that a ‘Contract’ will be awarded solely on the basis of the original offers received. However, YVO reserves the right to negotiate the price and the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation.

**13. Payment Terms:**

YVO’s preferred payment term is only through bank in a minimum of 15 days net. The bidder shall receive the amount through a specified bank account and will be transferred in minimum of 15 days after the service delivery/ cheque as per project circumstance. Bidders may request a different payment term, though remains an evaluation factor

Payment will be made to the Bank/MSPs within the 15 days once invoice is received and work is attested by the YVO staff, considering the banking regulations i.e., no liabilities will be incurred to YVO if banking system restricts the payments due to unforeseen circumstances and the 15 days' period exceeds.

#### **14. Offer Documents:**

Your offer package should include the following essential documents.

- Signed and stamped copy of this RFQ document.
- Returnable Bid Forms (include BoQs other required documents).
- Bid Security as specified in Section 11.1 evaluation criteria above.
- Bank and MSPs with Legal business registration/certificates of Sarafi Services With Da Afghanistan Bank.
- Past performance evidence (list of previous contracts, name and contact details of clients).
  - Security and safety plan
- Cash distribution mechanism or implementation arrangement
  - Bank account (Ghazanfar Bank preferred).
  - Firm/Company Profile.

In addition, your offer should be submitted with information as following.

- Your offer should be submitted in through Sealed Envelope and submitted in the bids box before closing date of offer on at the YVO Main Office; Offers submitted in other places and email/Fax will not be considered.
- Mark the envelope RFQ Cash Distribution Services in Nangarhar Province Ref#: Cash Distribution-YVO-DRA-AFJR-0152.
- Offers not addressed and sent as such will not be considered.
- The envelope should be properly marked with the bidder's company name, date, and time of submission, and RFQ reference number
- Your offer should be clear and legible, (in the English language preferable)
  - Your offer should state the offer issuing date.
- Your offer should be specific on the offer validity date.
- Your offer should be duly signed and stamped.

The bidder firm is responsible for all costs/expertise involved in preparing the offer, and YVO bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

#### **15. Offer Submission Guidelines:**

With reference to the information provided in the 'Offer Documents' section above, sealed enveloped are expected to be delivered at the address. Your offer should be submitted in Sealed Envelope and submitted YVO Main Office;

Offers submitted in other places will not be considered.

Bids received later than mentioned date and time will not be accepted.

YVO Office: House#7, Street#23, Adjacent to Babaryan Park, Arbapan and Babaryan Street, PD 3, Jalalabad, Afghanistan.

**19. Returnable Bid Forms:**

This BoQ contains statements required in the Offer documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration in the BoQ may result in rejection of the Offer.

## Summery BOQ

BoQ for Supply, delivery and Cash distribution Service for 538 HHs in two districts of Nangarhar province.

S#	Description	District	# of HHs received Cash	Unit USD per HH	Times	Total Distribution amount in USD	Commission %	Total Charges Including transport, security and Distribution	Remark
1	Multi-purpose Cash (MPC) Distribution for 538 HHs in two districts of Nangarhar province (one time)	Kot	538	180	1	96,840.00	%		The Exchange rate should be adjusted according to the DAB Afghanistan Bank one day before to Distribution plan in each distribution to AFN
		Bati Kot							
2									
Total commission charges Including all transportation, security, distribution.									

22. Bidder information

Persons authorized to sign bids, offers and contracts

Name	Title	Email	Telephone

Banking Information: Payment shall be made only through bidder's specified bank account, please provide your banking information as requested below.

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ SWIFT Code: \_\_\_\_\_

Sign and Stamp of the Bidder Firm

Subject: Submission of Quotations for Sub-Grants - Poultry and Tailoring Projects