



Women's Activities and Social Services Association (WASSA)

Announcement # 020 -2025.

Announced date:21. Sep.2025.

Closing Date : 06.Oct.2025.

Subject :Request for Quotation (RFQ) : Provision of Dignity Kit for Islam Qala Boarder ,Herat Province.

Background

The Women's Activities and Social Services Association (WASSA) was established in 2002 as Afghanistan's first women's independent organization. WASSA aims to promote women's equal participation in social -economic sectors of the country, is committed to seeking ways for women empowerment, and works directly with communities to bring change in the social attitude of the society in Afghanistan.

I. Description

Provision of Dignity Kit for Islam Qala Boarder,Herat Province:

No	Item Name	Items Description	QTY	Unit	Total Pack
1	Toothbrushes	Toothbrushes(Soft, High Quality)	5	Kit	3912
2	Tooth past	Whitening 180 gr	2	Kit	
3	Wome's underwear	Large (ages 11-45)	5	Kit	
4	Sanitary Pads	High Quality	4	Kit	
5	Soap	Toilet soap bar,100/110 g for personal hygiene.Unscented , anti bacterial, Hypoallergenic, free of harmful or dangerous substances. Remaining shelf life 80%.	4	Kit	
6	Shampoo	Bottle of minimum 200 ml.for adults.Must be suitable for children ,for normal hair.Hypoallergenic ,PH neutral.not harmful to humans, and not irritating to the eyes. Neutral scent,Shelf life, not less than three years .Indicated on pachaging.	1	Kit	
7	Headscarves-head cover	soft	1	Kit	
8	Hijab-Abaa	Hijab-big size 160 cm X 50	1	Kit	
9	Combs	Durable plastic , with handle, medium size 20 cm approx, teeth spacing no less than 2 mm, assorted colours.	1	Kit	

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10	Washing Powder	4kg bottle , fair quality	1	Kit	3912
11	Back Packs	Medium Size 40cmX20cm	1	Kit	
12	Nail Clipper	Clipper with sharp, straight blade edge for cutting toenails, durable stainless steel, approximately 17X2X7 cm.	1	Kit	
13	Torch/Flash light	Small to medium sized handheld torch with LED bulbs(s) of a monimum 100 lumens.Emitting colours is white.Beam distance (throw)of Minimum 15 cm rechargeable.	1	Kit	
14	Womens socks	Sockes, Made of breathable and stretchable materials .Not transparent .100% cotton.	5	Kit	
15	Towel	Bath towel 100% cotton ,very absorbent ,not less than 400 gsm,Rough,Loose ,uncut pile weaves. With hemmed selvage (bordeling towel edge).size:100X50 cm,soft.	1	Kit	

Note 1: Delivery location is Islam Qala Boarder ,Herat Office.

Note 2: Delivery cost is responsibility of Vendor.

Note 3:It is not possible to distribute the kits all at once, so the vendor must rent a place in Islam Qala until distribution is complete. The kits may be distributed over more than two and a half months, and the service provider will deliver the kits as needed by the project team.”

2. Offer Submission:

Interested companies shall submit their best offers **by Oct 06, 2025, 12:00 PM local time**. The submission can be **hard copy to WASSA** Main Office: (Panj Rah-e-Aab Bakhsh Badmorghhan (Gholha St), Next to Ferdowsi 70, House #17-19, Herat, AFG.

RFQ related to this offer can be addressed to WASSA Main office on seal Package only ((Panj Rah-e-Aab Bakhsh Badmorghhan (Gholha St), Next to Ferdowsi 70, House #17-19, Herat, AFG).

Note: Only short-listed company will invite for the next step.

3. Selection Criteria:

Award will be made to the company whose offer achieved the highest combined administrative, technical and financial score. If the final score is equal between two companies, the score of quality will prevail.

Priority will be given for the companies that are actively present in western region. Other eligibility criteria are:

- Incomplete bids will not be considered for evaluation.
- Hold a valid license/registration with Ministry of Commerce/Ministry of Economy.
- Certify that proposed unit prices shall be fixed for the duration of the agreement.

1. Requirement for submission:

Following documents must be duly completed/signed/stamped by authorized person of the company:

I. Administrative:

1. **Company License**
2. **Factsheet/Profile**
3. **Financial Clearance documents (tax clearance proof)**
4. **Copy of Tazkara - President and Vice President of company.**

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5. Exact address of Company.

II. Technical:

- I. As per required technical specification (Annex A)

III. Financial:

- I. Budget proposal (Annex B)

Currency: Budget/financial proposal should be submitted in AFN currency by supplier, Payment will do by bank.

Note: WASSA reserves the right to accept all or part of your proposal, whichever is in its best financial interest.

Tax:

Supplier shall be liable for all tax payments occurring relevant this purchase. All such taxes shall be reflected in Budget/Financial proposal. In case supplier is exempted from Tax payments, proof of such exemption shall be included with the bid documents.

Payment

Payment shall be made through bank transfer without restricted access to cash in AFN.

Payment will do after service (End of Month).

Payments shall be made in AFN currency by bank transfer to the following account:

Account Number:

Name of bank:

Address of bank:

Account name:

Swift Code:

Disclaimers and Protection Clauses

- WASSA may cancel solicitation and not award
- WASSA may reject any or all responses received
- WASSA confirms that issuance of solicitation does not constitute award commitment
- WASSA reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- WASSA will not compensate offerors for responses to solicitation
- WASSA reserves the right to issue award based on initial evaluation of offers without further discussion.
- WASSA may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- WASSA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition

Scoring:

S/N	Descriptions	Score
1	Company License (Jawaz Update, Tazkara, and TIN #)	5
2	Fact sheet (Company Profile)	5
3	Tax Clearance	5
4	Work Experience	10
5	Financial	60
6	Sample check	15
Total score		100

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Supplier's LETTER (in Letterhead)

Dear Sirs/Madams:

We, the undersigned, offer to undertake **RFP-WASSA-020-2025**, in accordance with your Request for Proposal dated / / and our proposal in the sum of AFN (in words) _____ (in figures) _____.

Our proposal shall be valid for two months from the submission date.

Our proposed prices will be valid for (.....) upon contract execution.

Our proposed prices include local taxes.

Our proposed is predicated upon all the terms and conditions of the RFP.

Our company is ready to carry out the provision in WASSA and shall provide services within _____ calendar days after receipt of confirmation of contract.

By submitting this proposal, we grant WASSA and the authorized representative(s) the right to examine, at any time before award, those records, which include documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price and validity of the offer.

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

Sincerely yours,

Name of Company: _____

Name and Title of Authorized Signatory: _____

Phone Number: _____

Email Address: _____

Address: _____

Authorized Signature/Stamp and Date: _____

Note: Please print this page on your company letter head.

Annex A: Technical Specification Deliverables:

1. Provision of Hygiene Kit for Herat Province			
No	Description of Goods	Quality, Make	Remarks /Compliance
1			
2			
3			
4			
5			
6			
7			

Provision of Dignity Kit for Islam Qala Boarder ,Herat Province.

8			
9			
10			
2. Provision of Hygiene Kit for Farah Province			
S/N	Description of Goods	Description of Goods	Remarks /Compliance
2			
3			
4			
5			
6			

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7			
8			
9			
10			

3. Provision of Hygiene Kit for Badghis Province.

S/N	Description of Goods	Description of Goods	Remarks /Compliance
1			
2			
3			
4			

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5			
6			
7			
8			
9			
10			

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Annex B: Financial/Budget Proposal

Below is the sample for budget/financial proposal submission. Please keep the main headings as in below table.

Note: Price and currency to be inserted by supplier.

No	Description	Offered Specification	Unit	Quantity	Currency AFN		Budget Narration
					Unit Cost AFN	Total Cost (AFN)	
1.Provision of Hygiene Kit for Herat Province.							
1							
2							
3							
4							
5							

Provision of Dignity Kit for Islam Qala Boarder ,Herat Province.

6							
7							
8							
9							
10							
Delivery point: Address I: Delivery point: Address I: DDP WASSA Main Office – Islam Qala Boarder, Herat, Afghanistan.					Total price AFN:		

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No	Description	Offered Specification	Unit	Quantity	Currency AFN		Budget Narration
					Unit Cost AFN	Total Cost (AFN)	
1.Provision of Hygiene Kit for Farrah Province.							
1							
2							
3							
4							
5							
6							
7							
8							

Provision of Dignity Kit for Islam Qala Boarder ,Herat Province.

9							
10							
Delivery point: Adress I: Delivery point: Adress I: DDP WASSA Main Office – Islam Qala Boarder, Heart, Afghanistan.					Total price AFN:		
No	Description	Offered Specification	Unit	Quantity	Currency AFN		Budget Narration
					Unit Cost AFN	Total Cost (AFN)	
1.Provision of Hygiene Kit for Badghis Province.							
1							
2							
3							

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4							
5							
6							
7							
8							
9							
10							
Delivery point: Address I: DDP WASSA Main Office – Islam Qala Boarder, Heart, Afghanistan.					Total price AFN:		

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