



## TENDER SUMMARY LETTER

WAW Main Office  
Kart-e-Char Street 2 (Taraki Street)  
West of Khatamul Nabieen University  
House No 07  
Kabul Afghanistan

**To:** Bidders  
**From:** Women for Afghan Women (WAW)  
**Title:** Provision of Gear Box & Converter Assay Torque for Armored Toyota Land Cruiser UNHCR LTS-KBL Project

RFQ No: WAW-RFQ-KAB-0247

**Issuance Date:** Sep 25, 2022

**Closing Date for RFQ:** Oct 04, 2022 4:00 PM. (Afghanistan local time)

Dear Bidders:

Women for Afghan Women - is a not for profit, 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 invited to submit their completed TENDER DOSSIERS for review. The tender dossier consists of the following information that must be reviewed and completed by each applicant

### Collection of RFQs

The latest date for the collection of the Tender Dossier is Oct 04, 2022. The tender dossier should be received from The Logistics department WAW Main Office House # 07 Street # 2 (Taraki Street) West of Khatamul Nabiyeen University Karte 4. Supplier can download the Tender Dossier from ACBAR website ([www.acbar.org](http://www.acbar.org)) website

### Quotations Submission Date

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 outside of the envelope with attention to 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](mailto:Procurement@womenforafghanwomen.org)

### **Bid Opening Session**

The opening session will be conducted after the deadline and closing date of the bidding.

### **Question Asking Date**

Questions may be submitted no later than **Sep 28, 2022 04:00 PM. (Afghanistan local time)**. Bidders are invited to address questions to the procurement department via email:

[Procurement@womenforafghanwomen.org](mailto: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. Gear Box & Converter Assy for Armored Toyota Land Cruiser RFQ No: WAW-RFQ-KAB-0247)**

**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 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.

**II. 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     |
| Section 4 | Evaluation Criteria    |

#### Appendices

|             |   |
|-------------|---|
| Appendix A: | Price Quotation Declaration Letter                              |
| Appendix B: | Bill of Quantities  |
| Appendix C: | Summary of Relevant Capability, Experience and Past Performance |
| Appendix D: | Valid Business License/Certificates                             |
| Appendix E  | Financial Report (Bank Statement)                               |
| Appendix F: | Supplier questionnaire  |

**III. Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E and F 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:**

- Submit their quotes before the due date and time of the RFQ.
- Hold a valid business license and have valid business bank account.
- Accept all WAW terms and conditions, including payment and delivery terms.

### **SECTION 1 - QUOTATION/BIDS INSTRUCTIONS / ADDITIONAL INFORMATION**

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

- Quotation Cover Letter signed by a person authorized to sign on behalf of the Bidders. Use the template in Appendix A.
- All Prices shall be quoted in Afghanistan currency **Afghani Only**.
- 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 either to the business bank account of the supplier or will be paid by check.
7. Bid validity: Net 30 days from date of submission
8. 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.
9. The supplier must provide at least 3 copies of relevant contracts for the past 3 years to be considered for further evaluation.
10. Only eligible logistics & Spare Parts Seller companies can apply other irrelevant companies will not be considered for further evaluation.

## **SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED**

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

## **SECTION 3 – SPECIAL PROVISIONS**

The below provisions will be incorporated into any purchase order issued by Women for Afghan Women.

### **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 goods and Services should be delivered after the agreement signed and by Women for Afghan Women to the WAW- LTS Office, Beside Police Training Center, Kabul-Jalalabad Road, District 9, 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 Performance Guarantee**

Selected supplier will pay 15 % of the total amount as Performance Guarantee in Cash to the WAW, and will be refund after the complete and successful installations of Gear Box and Converter Assy, acceptance and satisfactory of the WAW-LTS-KBL project.

**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 deliverables and with the bids received from other bidders and market prices. An analysis of cost reasonableness 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. **The bidder must provide at least 3 copies of relevant contracts of past 3 years to be considered for further evaluation**

| EVALUATION CRITERIA   | Score |
|---|-------|
| Past Experience (three contract copies)   | %30   |
| Acceptance of WAW Terms and Condition and Delivery Lead Time (5 Days)                       | %10   |
| Providing Required Documents (Valid Business License, Active TIN and Business Bank Account) | %10   |
| Lowest Price/Cost Breakdown   | %50   |

**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 **Request for Quotation - RFQ # WAW-RFQ-KBL-0247 Provision of Gear Box & Converter Assay Torque for Armored Toyota Land Cruiser UNHCR LTS-KBL Project**

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 (AFN 0.00 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:

## Women for Afghan Women

### Detailed Bill of Quantities

**RFQ No.:** WAW-RFQ-KAB-0247

**RFQ Title:** Office Gear Box & Converter Assy Torque for Armored Toyota Land Cruiser UNHCR LTS-KBL Project

**Delivery Location:** LTS Office, Beside Police Training Center, Kabul-Jalalabad Road, District 9, Kabul-Afghanistan.

| No                 | Items Description  | Units | QTY | Unit Price AFN | Total Price AFN | Remarks |
|--------------------|--|-------|-----|----------------|-----------------|---------|
| 1                  | Complete Gear box Genuine, for Armored Toyota Land Cruiser Model 2015 Engine (VDJ200L (1VD-FTV) Chassis# (JTMHV09J4F4173490) | Pcs   | 1   |                |                 |         |
| 2                  | Converter Assy Torque  | PCs   | 1   |                |                 |         |
| <b>Total Price</b> |  |       |     |                |                 |         |

Certified by Vendor's Agent:

**Appendix C**

**SUMMARY OF RELEVANT CAPABILITY, 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 Five years may be taken into consideration at the discretion of the evaluation panel.

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

**APPENDIX D  
BUSINESS LICENSE/CERTIFICATE**

License

**Please Attach**



**APPENDIX E**

**Financial Report/Bank Statement for last three years**

**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.*