

Women and Youth Future Assist Organization (WYFAO)

REQUEST FOR QUOTATION PROCUREMENT OF LAPTOP COMPUTERS

Ref#: CBE/WYFAO/003/2023

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About WYFAO

Women and Youth Future Assist (WYFAO) is a none profiting, none governmental and none political organization that is mainly involved in humanitarian and developmental activities and serve the people in need. WYFAO was found back in 2016 by a group of young afghan professional with high spirit of helping and shaping lives in Afghanistan.

WYFAO was established to play prominent role in addressing the actual need of poor people and enable all Afghan speak for their rights and have enabling environment for their development and prosperity.

Mission

WYFA's mission is to reach out to people especially in rural areas of Afghanistan and provide social services, build their capacity and promote participative approaches to respond to social and economic challenges and provide humanitarian assistance in times of need.

Vision

WYFA's vision is to see an Afghanistan where communities are:

Informed, educated, cooperative, collaborative, resilient, self-helping who can resolve their social and economic challenges on their own and withstand the hardships of time.

Description:

WYFAO through this RFQ is requesting eligible firms, Logistic & It Companies to provide High performance New Branded Laptop Computers with the requirements set forth in this document.

Amendments of Request for Quotation:

Prior to the Deadline for Submission of Offers, WYFAO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Providers (SP), may amend this Request for Quotation. In order to afford prospective SP reasonable time in which to take the amendments into account in preparing their offers, WYFAO may, at its discretion, extend the Deadline for the Submission of Offers. Any amendments will be published in the same manner as the present RFQ.

Preparation of Offers:

Language of the Offer:

The Offer prepared by the bidder/SP and all correspondence and documents relating to the Offer exchanged by the company and WYFAO shall be in English Language only.

Payment Terms:

The bidder shall receive the amount only through a specified bank account .

WYFAO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.

Currency; unless specified otherwise, all statements of or references to amounts in this agreement are to lawful money of Afghanistan but the amount will be paid in AFN.

Bid Security:

the bidder is required to submit a bid security of **(101250 AFN or equal in USD)** to WYFAO along with the offer. The bid security can be submitted through bank form from the bidder's specified account with a clear indication of the **RFQ # (CBE/WYFAO/003/2023)** and subject to WYFAO name on it. (No specific marking, as bid security comprises an essential part of the offer, supplier's offers lacking the bid security will essentially be counted as nonresponsive and offer will be considered rejected by the procurement committee) .

Eligibility for Application:

To complete the tasks successfully, the Firm/companies are expected to have the following experience:

- Only Logistic & IT companies can apply for this RFQ
- Company must be register with national Government Institutions.

Pertinent Information

- ❖ The WYFAO shall have the right to reject the offer if it does not conform to requirements of the RFQ.
- ❖ The WYFAO reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to organization.
- ❖ Please be informed that the actual required work may differ (increase or decrease) from the depending on operational needs and hence the WYFAO should not be held responsible for any such changes.
- ❖ **Selection will be made on a lowest price, & Best Quality, Past Experience, Valid Business License**
- ❖ procurement committee will evaluate the offer documents .
- ❖ Failure to comply with the WYFAO requirement will justify rejection of your offer.
- ❖ Within the contractual period any changes of the price will not be allowed and any approaches from the contractor requesting for price increase or expertise unavailability will be considered as non-performance and thus the contract will be void.
- ❖ If not clear in any specification, please communicate and confirm before submitting the offer.

Offer Documents

Your offer package should include following essential documents.

- Signed and stamped copy of this RFQ document
- Returnable Bid Forms
- Legal business registration/certificates;
- Copy of the bank statement where the name of the firm/company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
- Past performance evidence (list of previous contracts, name and contact details of clients). In addition, your offer should be submitted with information as following.

- Your offer should be submitted in Sealed Envelope and submitted in the bids box at the WYFA Head Office Reception; Offers submitted in other places will not be considered;
- . Do not send your offer by fax and/or email.

- When submitting the offer, the bidder should sign the bids submission logbook sheet;
- The envelope should be properly marked with the bidder's company name, date and time of submission and RFF reference number
- Your offer should be clear and legible, (in English language preferable)
- Your offer should be submitted in letter head and/or duly stamped and signed;
- Your offer should state the offer issuing date;
- Your offer should be numbered;
- Your offer should be specific on the offer validity date;
- Price should be quoted in Afghani (AFN).
- Your offer should be duly signed and stamped.
- Complete bank details, as all payments will be made only through bank transfer.

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

Tax and insurance

- WYFAO deduct the applicable tax as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly bases accordingly.
- As the tax withholding entity, WYFAO is required to remit the income tax amount withheld directly to the Ministry of Finance designated account by the end of the month following the transaction.
- WYFAO will issue an income tax withholding certificate to the contractor/vendor listing the gross payment, the amount of income tax withheld and the net contract payment along with a copy of the payment form and deposit receipt for transfer made to the designated Ministry of Finance account.
- According to article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold:
- 2% of contract value, if the Contractor holds a valid business license from the relevant sources.
- 7% of contract value, if the Contractor does not have valid business license or expired business, or any other tasks which the contractor aren't able to providing the business licenses.

Offer Validity

Your offer must remain valid 60 days from the date of submission of the quotation, before which a contract/order, if placed should be accepted by you.

Delivery Period

Since WYFAO requires the Laptop urgently, the WYFAO would like to have the services delivered within Seven (10) days in whole after the Issuance of Purchase Order and/or Contract.

Contact Person/Notify Party

In the event of assistance you may seek for clarification on the RFQ, following WYFAO staff may help you to provide clarification regarding the RFQ only.

Clarification of Solicitation Documents:

Suppliers/vendors requiring any clarification on the Request for Quotation may notify WYFAO in a written form. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for questions. Clarification may be sought in writing through authorized representative email: Procurement@Wyfao.org for clarifications only.

Offer Submission Guidelines:

The offers must be received before the deadline specified above and in the Cover letter for tender participation file. Each offer received after the deadline will be rejected. The duly completed offers must be delivered TO WYFAO Main Office .

Add: House#12, Street#15E Wazir Mohammad Akbar Khan, Kabul Afghanistan .

Returnable Bid Forms + Technical specifications

NO	High performance Laptop New Branded	Items	Brand	Technical specifications Unit
1	High performance Laptop New Branded	Laptops	Dell 7400 Core I 7, 2 IN 1 or Equivalent	High performance Laptop 2 in 1 - Screen size: (14 ") - Processor model: Intel Core i7- (8th Gen) - RAM: 16 GB - SSD: 512 GB - Windows 11 Pro - Microsoft Office 2019 - Keyboard light

No.	Items	QTY	Unit Price	Total Price
1	Dell 7400 2 in 1 or Equivalent	25 PCS		
			TOTAL Price/ AFN	

- The laptop computers must the quality in accordance with these RFQ specifications .
- Brand new & original

Bidder Company Information Form

Bidder Company Information Form	
Company Name:	
License#	
Nature of primary business:	
Registration date:	
Expiry date:	
Legal statues of company:	
Contact#	
Email add:	
Company office add:	
Authorized focal point Name, Tazkira# and Contact details:	

Owner Information Form

Owner Information Form	
Full Name:	
NID/Tazkira/Passport#	
Year of birth:	
Place of birth:	
Permanent add:	
Current add:	
Contact details	

Banking Information:

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

Banking Information Form	
Bank Name:	
Account Name:	
Account Number:	
SWIFT Code:	

Company profile and pervious experience:

Complete the following Company profile and **Previous Experience Form** listing the work or contracts .

Company Profile and Previous Experience Form							
#	Name of Project	Donor	Total value of Contract	Year	Place	Type of work	Donor Reference Email add and Phone#
1							
2							
3							
4							
5							

Confirmation of Bidder's compliance:

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I confirm that WYFAO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: _____ Title of signatory: _____

Signature: _____ Date of signing: _____