



Your Voice Organization (YVO)

Request for Quotation

Supply and Distribution of Graduation Kits to the Trainees of Tailoring Courses in Kot, Bati-Kot, Momandara and Lalpura Districts of Nangarhar Province

Ref#: Supply and Distribution – YVO-DRA-AFJR-0153

Issue Date: 21 November 2023

Closing Date: 27 November 2023, 04:00 pm

Contact details

At YVO Head Office - Jalalabad:

Department	Admin/Log
Telephone	+93731578788
E-mail	yourvo.org@gmail.com
Physical Address	House# 7, Street# 23, Adjacent to Babaryan Park#01, PD3, Jalalabad

Title:

Supply and Distribution of Graduation Kits for the Trainees of Tailoring Courses in Batikot, Kot, Momandara and Lalpoora District.

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.

Description:

YVO through this RFQ is requesting logistic suppliers (Registered with the Ministry of Commerce/AISA or other legal entity operating in the country) to supply and distribute the tailoring kits for 120 trainee beneficiaries of tailoring courses of YVO (As per the YVO planned schedule) to the specific locations in four districts (Momandara, Lapura, 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.

Scope of Work:

Supply, Delivery and Distribution of tailoring graduation kits for 120 tailoring trainees in four districts (Momandara, Lapura, Kot, and Bati-Kot) of Nangarhar province.

The logistic company/supplier is required to deliver these kits as per the project plan to the specific distribution points identified by the YVO project team.

The logistic company/supplier will be informed by the YVO project team at least 7 days before the distribution, the project team will coordinate with the potential supplier about the exact date and distribution point.

Offer Submission:

- Interested suppliers/companies shall submit their best offers by Nov 27, 2023, 4:00 PM local time.
- Submission of offers after the above mentioned time and date will not be considered.
- The submission can be hard copy to YVO Main Office: (House# 7, Street# 23, Adjacent to Babaryan Park#01, PD3, Jalalabad Afghanistan).
- Quotations related to this offer can be addressed to YVO Main office on seal Package only.

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 Field. Other eligibility criteria are:

- Incomplete bids will not be considered for evaluation.
- Hold a valid license/registration with Ministry of Commerce/AISA.
- 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.

2. Administrative:

- Company License
- Factsheet/Profile
- Financial Clearance documents (tax clearance proof)
- Copy of Tazkara - President and Vice President of company.
- Exact address of Company
- Provision of Tailoring Kit for YVO as per required technical specification (Annex A)

3. Financial:

- Budget Quotation (Annex B) Currency:
- Budget/financial Quotation should be submitted in AFN by supplier.
- Transportation including Loading, unloading, distribution and other expenses of goods to Momandara, Lalpoora, Batkot and Kot Districts is supplier's or company responsibility.

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

Tax:

Supplier shall be liable for all tax payments occurring relevant to this purchase. All such taxes shall be reflected in Budget/Financial Quotation.

Afghanistan Tax Law will be applicable in case the amount in taxable threshold (2% tax on registered supplier and 7% on non-registered supplier).

Payment:

Payment shall be made through bank transfer without restricted access to cash in AFN currency and Payment will be made within 15 days net after Completed/End of service.

Payments shall be made in AFN by bank transfer or cheque to the following account: *(please provide information to the following bulletins)*

- Account Number:
- Name of bank:
- Address of bank:
- Account name:
- Swift Code:

Disclaimers and Protection Clauses:

- YVO may cancel the solicitation and is not obligated to make an award.
- YVO reserves the right to reject any or all responses received.
- Issuance of the solicitation by YVO does not constitute a commitment to award.
- YVO reserves the right to disqualify any offer based on non-compliance with solicitation instructions.
- YVO will not compensate bidders or offers for responses to the solicitation.
- YVO reserves the right to issue an award based on the initial evaluation of offers without further discussion.
- YVO may choose to award only part of the activities in the solicitation or issue multiple awards based on the solicitation activities.
- YVO reserves the right to waive minor quotation deficiencies that can be corrected prior to the 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	75
	Total score	100

Supplier's LETTER (in Letterhead)

Dear Sirs/Madams:

We, the undersigned, offer to undertake RFQ-YVO-0153-2023, in accordance with your Request for Quotation dated / _____ / and our Quotation in the sum of AFN (in words) _____ (in figures) _____.

Our Quotation shall be valid for _____ Days from the submission date.

Our Quotation prices will be valid for up to _____ Days (the end of ____2023) upon contract execution.

Our Quotation prices include local taxes.

Our Quotation is predicated upon all the terms and conditions of the RFQ.

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

By submitting this Quotation, we grant YVO 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 Quotation as the basis for pricing, that will permit an adequate evaluation of the Quotation price and validity of the offer.

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

Sincerely yours,

Name of Company: _____

Name and Title of Authorized Signatory: _____

Phone Number: _____

Email Address: _____

Address: _____

Authorized Signature/Stamp and Date: _____

(Annex A):Technical Specification Deliverables:

No	Description of Items	Made , Color	Remarks
1	Tailoring machines		
2	Scissors		
3	Iron		
4	Metalic box for Tailoring machine		
5	Mako and Muchla (ماکو او مچله)		
6	Tape (measurment)		
7	Kaj gaz		
8	Colour Chock		
9	Gas Cylinder		
10	Kaj purza		
11	Tailoring Tables		
12	Two set of buttons		
13	Two set of buttons		
14	Press cloth		
15	Machine Oil		
16	Color (کالر)		
17	Ben (بین)		
18	Cloth (رخت) for boys		
19	Cloth (رخت) for girls		
20	Threads (تارونه)		
21	Press board		
22	Hand needles		
23	Bukrim for girls (بکرم)		
24	Bukrim for boys (بکرم)		
25	Skirt Clip		
26	Plier		
27	Wrench (سکورنچ)		
28	Screwdriver (پیچکش)		
29	Metalic box		
30	Machine Needles		

(Annex B): Financial/Budget Quotation

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

Note: Price and currency to be inserted by supplier.

No	Item	Specification	Unit	Quantity	Unit Cost AFN	Total Cost (AFN)	Remarks
1	Tailoring machines	Tailoring machine (Ralko),made in India	Pieces	1			
2	Scissors	Scissor # 10 (Asghar company)	Pieces	1			
3	Iron	Iron for gas cylinder (# 10)	Pieces	1			
4	Metallic box for Tailoring machine	Metallic box for Tailoring machine of Ralko company	Pieces	1			
5	Mako and Muchla (ماکو او (مچله)	One Mako and one muchal (extra then the one in machine)	Pieces	1			
6	Tape (measurement)	Tape (measurement), Original	Pieces	1			
7	Kaj gaz	Kaj gaz iron made (فلزی)	Pieces	1			
8	Color Chock	Color Chock (تباشیر), one pack	Pieces	1			
9	Gas Cylinder	Gas Cylinder , Hatum , made in Iran 5kg	Pieces	1			
10	Kaj purza	good quality Kaj purza (کاج پرزه)	Pieces	1			
11	Tailoring Tables	Woodend table with (120cm length, 60cm width, 30cm hight, Lasani Malisia sheet on top with frame from Russian wood. ,	Pieces	1			
12	Two set of buttons	Different colors (two sets) for boys	Pieces	1			
13	Two set of buttons	Different colors (two sets) for girls	Pieces	1			
14	Press cloth	2 meters white cloth for tailoring table (زیر کاری)	Meter	1			
15	Machine Oil	2 bottles of original tailoring machine oil	Pieces	1			
16	Color (کالر)	3 Dozen Color (14 - 15 - 16 numbers)	Dozen	1			

17	Ben (بين)	3 Dozen Color (14 - 15 - 16 numbers)	Dozen	1				
18	Cloth (رخت) for boys	12 meters cloth each.	Meter	1				
19	Cloth (رخت) for girls	12 meters cloth each.	Meter	1				
20	Threads (تارونه)	5 packs of threads different colors	Packs	1				
21	Press board	One piece of press board (پريس تخنه)	Pieces	1				
22	Hand needles	5 packs of hand needles different size (لاسی ستنی)	Packs	1				
23	Bukrim for girls (بکرم)	10 meters Bukrim	Meter	1				
24	Bukrim for boys (بکرم)	10 meters Bukrim (بکرم لوی بري)	Meter	1				
25	Skirt Clip	one Piece of Skirt Clip , Japan (د لمنی قید ، جاپانی)	Pieces	1				
26	Plier	One piece of Plier (پلاس)	Pieces	1				
27	Wrench (سکورنج)	Wrench 8 number (سکورنج)	Pieces	1				
28	Screwdriver (پیچکش)	2 Pieces of Srewdriver (1 small and 1 big)	Pieces	1				
29	Metalic box	Mealix box for keeping the items	Pieces	1				
30	Machine Needles	One pack of machine needles (18 number) golden	Packs	1				
Total unit price AFN								

Delivery point: YVO Main Office – (House# 7, Street# 23, Adjacent to Babaryan Park#01, PD3, Jalalabad, Afghanistan:

Note: Considering that the budget of this project is in USD. Companies that provide price offers in AFN will have their price converted to USD, and USD will paid. The exchange rate is taken from Da Afghanistan Bank website on the day of payment.

Procurement Committee:

NO	Name	Department	Position	Signature
1				
2				
3				