



## Your Voice Organization (YVO)

### Request for Quotation

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

**Ref#: Supply and Distribution – YVO-DRA-AFJR-0154**

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	<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

**Title:**

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

**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 mobile repairing kits for 120 trainee beneficiaries of Mobile Repairing 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 Mobile Repairing 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, Batikot 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/with expired business license).

**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 Sir/Madam:

We, the undersigned, offer to undertake RFQ-YVO-0154-2023, 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	Heatgan Cada هیتگن کاڊا		
2	Cada Powre slide پاورسلاي کاڊا		
3	Glass Machine گلاس ماشين		
4	Kawia کاويه لايٽڊار		
5	Screw Drive پيچڪش سيٽ		
6	Twozer ٽوزر يا چمقي		
7	Kawia holder کاويه داوئي		
8	Opener original اوپنر اصلي		
9	Original Sohan سوان اصلي		
10	Cuter Pellas Original ڪٽر پلاس اصلي		
11	Chack metter ساموا چيڪ ميٽر		
12	Table Light سرمیزی گروپ		
13	Stand serket سرڪٽ سٽينڊ		
14	Tag Fuji فوجي ليم		
15	Magnifine Gass زره بين واره		
16	Petrol box پٽرول بڪس		
17	Extension wire ساڪتي 5 خانه پي		
18	Electric wire لين		
19	Carger Galaxy Original ڪلڪسي چارجر		
20	Charger Nokia نوڪيا چارجر اصلي		

(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	هیتنگن کاڊا Heatgan Cada	850	Pieces	1			
2	پاورسلائی کاڊا Cada Powre slide	1,502	Pieces	1			
3	گلاس ماشين Glass Machine	Model 999	Pieces	1			
4	ڪاويه لائيدار Kawia	Lightable	Pieces	1			
5	پيچڪش سيٽ Screw Drive	Defrent size	Set	1			
6	ٽوزر يا چمٽي Twozer	Use for Mobile Repairing	Pieces	1			
7	ڪاويه داوئي Kawia holder	Use for Mobile Repairing	Pieces	1			
8	اوپنر اصلي Opener original	Use for Mobile Repairing	Pieces	1			
9	سوان اصلي Original Sohan	Use for Mobile Repairing	Pieces	1			
10	ڪٽر پلاس Cuter Pellas اصلي	Use for Mobile Repairing	Pieces	1			
11	ساموا چيڪ Chack ميٽر metter	Samwa	Pieces	1			
12	Table Light سرميزي گروپ	Good quality	Pieces	1			
13	سرڪٽ سٽينڊ Stand serket	Good quality	Pieces	1			
14	فوجي ليم Tag Fuji	Use for Mobile Repairing	Pieces	1			
15	Magnifine Gass زره بين واره	Use for Mobile Repairing small size	Pieces	1			
16	پٽرول بڪس Petrol box	Use for Mobile Repairing	Pieces	1			
17	Extension wire- ساڪٽي 5 خانه پي	Electric Good quality	Pieces	1			
18	Electric لين wire	Good quality	Meter	1			

19	گلکسی چارجر Carger Galaxy Original	Good quality	Pieces	1			
20	Charger Nokia نوکیا چارجر اصلی	Good quality	Pieces	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				