



Educational and Health Organization for Afghanistan Women (EHOAW)

REQUEST FOR QUOTATION (RFQ)

COMPANY NAME	
COMPANY ADDRESS	
COMPANY PHONE	
POINT OF CONTACT	

REQUEST FOR QUOTATION NUMBER	RFQ-13-EHOAW 2024
FOR PROCUREMENT OF	Purchase of Sewing Equipment and Tailoring Toolkits
FUNDED BY	UN-WOMEN
ISSUE DATE	September 20, 2024
CLOSING DATE	September 25, 2024, 03:00 PM

1. INTRODUCTION

The Educational and Health Organization for Afghanistan Women (EHOAW) is accepting quotations from qualified suppliers for the procurement of 11 types of sewing equipment and Tailoring Toolkits for educational purposes. This procurement is part of a program to improve vocational training for Afghan women in tailoring and garment-making.

EHOAW is accepting quotations from suppliers based on below product specifications

LINE	ITEM	PRODUCT SPECIFICATIONS	QUANTITY
1	Sewing Machine with Case (High Quality)	Sewing machine (Zubair) with case Made in India	37
2	Electric Iron	Brand: Sanford, Model: SF32MD, Type: Heavy Dry Iron, Power: 1000-1200W, Voltage: AC 220-240V, 50/60Hz	25
3	Measuring Tape	Measuring Tape (Original) with high quality	37
4	Scissors	Scissors (YDL) Model 11	37
5	Straight Pins	Steel, rust-resistant	52
6	Seam Ripper	Ergonomic handle	37
7	Fabric Marking Tools	Chalk or pencil-based markers (colored)	52
8	Sewing Machine Platform Chair	Original in high quality	37
9	Workstation	2m x 1.5m table with drawers (made in India)	37
10	Machine Oil	Suitable for sewing machines	52
11	Metal Hangers	Durable	52

2. BUDGET

LINE	ITEM	UNIT COST (AFN)	QUANTITY	TOTAL COST
1	Sewing Machine with Case (High Quality)		37	
2	Electric Iron		25	
3	Measuring Tape		37	
4	Scissors		37	
5	Straight Pins		52	
6	Seam Ripper		37	
7	Fabric Marking Tools		52	
8	Sewing Machine Platform Chair		37	
9	Workstation		37	
10	Machine Oil		52	
11	Metal Hangers		52	
TOTAL BUDGET				

3. REQUIREMENTS AND CONDITIONS

- Bid Guarantee:** Suppliers must submit a bid guarantee of USD 500 or its AFN equivalent. This guarantee will be retained if the supplier fails to sign the contract or is found to have falsified documents. The bid guarantee ensures the supplier's serious intent to enter a contract.
- Performance Guarantee:** The winning bidder is required to submit a performance guarantee amounting to 20% of the total contract value. This guarantee ensures the completion of the project in accordance with the contract specifications and timeline. The exact percentage will be stipulated in the final contract.
- Pre-Bid Meeting:** A mandatory pre-bid meeting is scheduled for September 20, 2024, at 1:30 PM. This meeting will provide clarifications on the RFQ and bidding process. Failure to attend will disqualify the bidder from submitting a proposal.
- Relevant Working Experience:** Suppliers must have demonstrable experience working on similar projects, preferably with international organizations such as the UN or NGOs. Evidence of past performance, including references, should be provided as part of the bid.
- Bank Account:** All suppliers must have an operational business bank account in the company's name. Payments will only be made to the company's registered bank account.
- Business License:** Only suppliers with a valid and current business license are eligible to bid. Suppliers must provide a copy of their license and expired, or invalid licenses will result in disqualification.
- Legal Status:** Bidders must be legally registered entities capable of entering into binding contracts under Afghanistan law. Evidence of legal status, such as articles of incorporation, must be provided.
- Non-Listing on UN Sanctions:** Bidders must certify that they are not listed on the UN Security Council Sanctions List or any other relevant sanctions list. Suppliers on these lists are automatically disqualified from the bidding process.
- No Involvement in Terrorism:** Suppliers must declare that they do not support, finance, or have any affiliation with terrorism or terrorist groups. EHOAW reserves the right to disqualify any bidder found to be in violation of this clause, with potential further legal consequences.

4. QUOTE SUBMISSION

All quotations must be submitted in a sealed envelope with the RFQ number clearly marked. Bidders must ensure they provide all required documentation, including business registration, tax clearance certificate, and proof of similar project experience.

Submission Deadline: All quotations must be received by EHOAW no later than September 28, 2024, at 03:00 PM. Late submissions will not be considered.

Submission Address: EHOAW main Office, Karti-E-Char District 03, Kabul, Afghanistan

Email: ehoaw2020@gmail.com

Contact: +93779773582/0770373767

5. REJECTION OF AWARD

EHOAW reserves the right to reject any or all quotations without assigning any reason. Rejection may also occur if there is misrepresentation, conflict of interest, or non-compliance with RFQ requirements.

6. ELIGIBILITY AND DISCLAIMERS

ELIGIBILITY CRITERIA

- 1. Relevant Working Experience:** Suppliers must have a minimum of 3 years of demonstrable experience in supplying similar goods or services. Preferably, suppliers should have experience working with international organizations such as the UN, NGOs, or other recognized agencies. Bidders must provide supporting evidence, including references, past contracts, or performance certificates.
- 2. Business License:** Suppliers must possess a valid and current business license issued by the appropriate Afghan authorities. Copies of the license must be submitted with the bid. Expired or suspended licenses will not be considered.
- 3. Legal Status:** The bidder must be a legally registered entity, fully capable of entering into binding contracts under Afghan law. Proof of legal registration (incorporation documents, tax ID, etc.) must be provided.
- 4. Financial Capacity:** The supplier must have the financial capability to execute the contract. Bidders should submit their company's Current Bank Statement including their company's financial statements for the last two fiscal years, demonstrating adequate resources to fulfill the contract.
- 5. Bank Account:** All suppliers must have an operational business bank account in the company's name. Payments will be made exclusively to the company's registered bank account. No personal accounts will be accepted.
- 6. Bid and Performance Guarantees:** Suppliers are required to submit a bid guarantee of **USD 500** (or its AFN equivalent) with their bid submission. The winning bidder will also need to provide a performance guarantee equivalent to 20% of the total contract value before contract signing.

7. Compliance with National and International Laws: The supplier must comply with all relevant Afghan national laws, international regulations, and industry standards, including labor laws, anti-corruption laws, and human rights obligations.

8. Pre-Bid Meeting Attendance: Attendance at the mandatory pre-bid meeting is required. Suppliers must attend the scheduled meeting on September 20, 2024, at 1:30 PM at EHOAW's office. Failure to attend will result in disqualification from the bidding process.

9. Tax Compliance: Suppliers must provide a valid tax clearance certificate from the Ministry of Finance (MoF) of Afghanistan, confirming that they have complied with all tax obligations.

10. Non-Sanctioned Entities: The supplier must not appear on the UN Sanctions List or any similar international or national sanctions lists.

11. Anti-Terrorism Declaration: Suppliers must certify that they are not involved in, nor support, any activities related to terrorism or organized crime.

NON-ELIGIBILITY CRITERIA

1. Conflict of Interest: Suppliers who are found to have any form of conflict of interest with EHOAW personnel, partners, or board members are not eligible. Suppliers must declare any potential conflicts of interest upon bid submission.

2. Fraud and Misrepresentation: Any supplier that provides false or misleading information or engages in fraudulent activities at any stage of the procurement process will be disqualified and excluded from future opportunities with EHOAW.

3. Invalid or Expired Licenses: Suppliers without a valid business license or those whose licenses are expired, revoked, or suspended will not be considered for participation.

4. Financial Instability: Companies that are financially unstable or facing bankruptcy, insolvency, or significant financial losses will be excluded from the bidding process.

5. Sanctioned Entities: Suppliers that are on any sanctions lists, such as the UN Security Council Sanctions List or other national or international sanctions, are ineligible to participate in this procurement process.

6. Terrorism and Criminal Activity: Companies involved in, or supporting, terrorism, criminal activity, or any activities linked to organized crime will be immediately disqualified.

7. Non-Compliance with Procurement Requirements: Suppliers that do not comply with the mandatory pre-bid meeting, submission requirements, or fail to adhere to procurement conditions outlined in the RFQ will not be eligible.

8. Environmental and Social Responsibility Violations: Suppliers with a history of violating environmental laws or social responsibility standards will be excluded from participation.

Disclaimer:

EHOAW reserves the right to cancel the procurement process at any stage without prior notice or explanation. Bidders bear all costs related to the preparation and submission of their bids, and EHOAW will not be liable for any losses incurred.

Right to Accept or Reject:

EHOAW reserves the right to accept or reject any bid, in whole or in part, based on financial and technical considerations, in its best interest. The final decision will be based on a fair evaluation process.

This structure ensures clarity, making it easy for suppliers to understand whether they are eligible to participate. It also sets strong standards for transparency and adherence to national and international best practices in procurement.

7. COST OF PROVIDING QUOTES

All costs associated with preparing and submitting a quote will be borne by the supplier. EHOAW will not reimburse these costs under any circumstances.

8. CLARIFICATION AND AMENDMENTS OF REQUEST FOR QUOTATION

Bidders may request clarifications or submit questions to the EHOAW contact person up until September 22, 2024. EHOAW reserves the right to issue amendments to the RFQ based on bidder questions or organizational requirements.



QUOTE SUBMISSION FORM

RFQ NUMBER	RFQ-13-EHOAW 2024
ISSUE DATE	September 20, 2024
CLOSING DATE	September 25, 2024

LINE	ITEM	UOM	UNIT COST (AFN)	QUANTITY	TOTAL COST
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6	Seam Ripper	Each		37	
7	Fabric Marking Tools	Each		52	
8	Sewing Machine Platform Chair	Each		37	
9	Workstation	Each		37	
10	Machine Oil	Each		52	
11	Metal Hangers	Each		52	
				QUOTE VALID FOR # of Days	
				TOTAL PRICE	

If applicable, indicate any deviations from the product, terms, conditions, etc., described in the RFQ.

All deviations must be clearly specified, explained, and justified by the supplier in their quotation. Failure to clearly indicate deviations may result in disqualification or rejection of the bid.

DATE	
COMPANY	
NAME AND TITLE	
SIGNATURE	

ADDITIONAL REQUIRED CLAUSES

- A. Child Protection Policy:** All bidders must strictly adhere to the Educational and Health Organization for Afghanistan Women’s (EHOAW) Child Protection Policy. This policy mandates all necessary measures to ensure the safety and well-being of children in all activities and interactions. Non-compliance with this policy may result in disqualification and termination of the contract.
- B. Safeguarding Policy:** Bidders must comply with EHOAW’s Safeguarding Policy, which aims to protect individuals from harm, including but not limited to abuse, exploitation, and neglect. Suppliers are required to demonstrate their commitment to safeguarding practices, including the implementation of procedures to prevent and respond to safeguarding concerns. Non-compliance may lead to disqualification or termination of the contract.
- C. Protection from Sexual Exploitation and Abuse (PSEA) Policy:** Bidders must adhere to EHOAW’s Protection from Sexual Exploitation and Abuse (PSEA) Policy. This policy prohibits any form of sexual exploitation and abuse by staff or partners and mandates the establishment of mechanisms to prevent, report, and address such misconduct. Suppliers must provide evidence of their commitment to PSEA principles and ensure that their operations align with these standards.
- D. Compliance with National Laws:** Bidders must ensure full compliance with Afghan national laws, including but not limited to:
 1. Payment of all applicable taxes and duties as required by the Afghanistan Ministry of Finance (MoF). The required tax deductions must be clearly indicated in the financial proposal. And the EHOAW reserve the rights to deduct the required taxation and deposited to the relevant GoV Bank Account.
 2. Adherence to labor laws and standards, ensuring the fair treatment of workers and maintaining a safe and healthy work environment.
 3. Any other legal requirements necessary to conduct business in Afghanistan.

Failure to comply with these policies and legal requirements may result in disqualification from the bidding process, termination of the contract, and potential legal action.



DISCLAIMER

1. No Obligation to Award:

This Request for Quotation (RFQ) does not obligate the Educational and Health Organization for Afghanistan Women (EHOAW) to award a contract or purchase any goods or services. EHOAW reserves the right to reject any or all quotations, and to terminate the procurement process at any time prior to the signing of a contract.

2. Accuracy of Information:

While EHOAW has made every effort to ensure the accuracy of the information provided in this RFQ, it is the responsibility of the bidders to verify all details and assumptions. EHOAW accepts no responsibility or liability for any inaccuracies, errors, or omissions in the RFQ or any additional documents issued.

3. Changes to RFQ:

EHOAW reserves the right to amend or update this RFQ at any time. Any changes or updates will be communicated to all potential bidders via an official amendment or addendum. Bidders are responsible for acknowledging and incorporating any amendments or addenda into their quotations.

4. Costs Incurred:

EHOAW will not be liable for any costs or expenses incurred by bidders in the preparation or submission of their quotations. This includes any costs associated with attending pre-bid meetings, site visits, or responding to clarifications.

5. Confidentiality:

All information provided in response to this RFQ shall be treated as confidential and will not be disclosed to any third party without the written consent of the bidder, except as required by law or to comply with EHOAW's internal procedures.

6. No Binding Contract:

This RFQ does not constitute a binding contract or offer of a contract. A binding contract will only come into effect upon formal written agreement and execution of the contract by EHOAW and the successful bidder.

7. Bid Rejection:

EHOAW reserves the right to reject any bid that does not comply with the requirements and conditions specified in this RFQ. This includes, but is not limited to, bids that are incomplete, inaccurate, or not submitted in the prescribed format.

8. Legal Compliance:

Bidders must ensure that their bids comply with all applicable local, national, and international laws and regulations. EHOAW will not be responsible for any legal violations or consequences arising from the submission or execution of bids.

9. Cancellation:

EHOAW reserves the right to cancel or withdraw this RFQ at any time, in whole or in part, without prior notice. Any costs incurred by bidders in relation to the cancellation or withdrawal will not be reimbursed by EHOAW.

The End

Thank you