

TENDER SUMMARY LETTER

AWEC Main Office
Kart-e Chahr Street 2
House No 1365
Kabul Afghanistan

To: Offerors
From: AWEC
Title: **Vocational training (Mobile repairing kit)**
RFQ No.: RFQ No: AWEC-KBL-0132
Issuance Date: Sep 07, 2016
Closing Date for Questions: Sep 18 2016 at 12:00 pm
Closing Date for Submission of Quotations: Sep 19, 2016(12:00PM, Kabul, Afghanistan Local Time)

Afghan Women's Educational Center (AWEC) is a Non-Governmental Organization founded in (1991) by Afghan women in exile, and was registered as an active local NGO with ministry of Economic in Afghanistan in 2002

AWEC is seeking interested suppliers to provide relevant documentation for the supply of Hygiene Materials for AWEC's TDH Center children's). An open National tender procedure is being conducted to identify a suitable supplier for this item.

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:

- 1. Information for all suppliers** - This document includes this letter that provides a complete summary of how to complete the Tender Dossier and how, and when to submit it (this document)
- 2. Specifications for suppliers** - This document includes detailed specifications of the item(s) required. Suppliers must provide a detailed costing for the items listed. (Attached to this document)
- 3. Exclusion and evaluation criteria** - This includes the scoring criteria that will be used to evaluate all bids submitted. This also includes criteria that would exclude suppliers from being considered. These criteria are attached to this summary letter and are to be reviewed by the applying supplier. (Attached to this document)
- 4. Conditions for tendering** - These criteria are attached to this summary letter and are to be reviewed by the applying supplier. (Attached to this document)
- 5. Supplier form** - This document must be reviewed, signed and returned by the applying supplier. The supplier form is attached to this summary letter. (Attached to this document)
- 6. Supplier questionnaire** - To be completed by the applicant. Please provide as much information as possible. The questionnaire is attached to this summary letter.

7. Supplier code of conduct - This document is to be reviewed and signed by the applicant.

8. Supplier terms and conditions - This document provides the terms and conditions that will apply on agreement of the contract with the successful supplier. This document is to be reviewed and signed by the applicant. The terms and conditions document is attached to this summary letter.

To complete your Tender Dossier application, please provide the following information as clearly, and in as much detail, as possible.

The latest date for the collection of the Tender Dossier is **1200 pm Kabul Local time Monday 19 Sep 2016. The tender dossier should be collected from The Logistics department AWEC Main Office Kart-e Chahr Street 2 House No 1365 Kabul Afghanistan.**

The completed Tender Dossier should be received on, or before, 12noon Kabul local time Monday 19 Sep 2016.

All application documentation should be submitted in a sealed envelope. The name of the supplier and the reference number of the tender process should be written on the outside of the envelope. **AWEC anticipates selection of the winning tender by Thursday 8th Sep 2016.**

If you have any question or need further clarification please contact on our office address, stated above or email admin.logistic@awec.info Tel: +93 (0)700 169505 **for the technical questions please call 0774144327, 0707032886**

Closing date for responding of your questions will be 2:00 pm local time 18th Sep 2016

Yours truly,

Mohammad Ibrahim Zadran
AdminLogisticcoordinator

TENDER DOSSIER
DOCUMENT 2: SPECIFICATION DETAILS FOR SUPPLIERS

Item no	Item	Description	Unit	Quantity
1	Rework station	Input= AC 220V Md - 850A Power= 400watt Fuse= 4A	Each	34
2	Cutters sets,	Cutters set specially used for mobile repairing 2pcs	Each	34
3	Power supply	PY1- 1502DD Automatically ON/OFF INPUT Voltage= 110v/AC Rated current= 1Amp	Each	34
4	GandhFerozah	Solid chemical material yellow colour	Each	34
5	Migare	Analog multi meter DC voltage ranges: 0.1- 0.5- 2.5- 10- 50- 250- 1000v Sensitivity : 20k Ω/v AC Voltage range: 10- 50- 1000v	Each	34
6	Screw driver sets	Original screw driver sets of mobile 5pcs	Each	34
7	Plas sets	2pcs set	Each	34
8	Kawah original	Input: 220 power= 30watt With two extra bite and one element	Each	34
9	Pest	Yellow chemical smooth solid and liquid mix	Each	34
10	CTC	Carbon tetra cleaner chemical liquid	Each	34
11	Glue	Two side glue, glue color black	Each	34
12	Mother board holder	Steel mother board holder size 5"x 3"	Each	34
13	Anti bounder	Crystal bottle white chemical liquid	Each	34
14	Jumper wire		Each	34
15	lemh	0.5mm solder wire	Each	34
16	Solder wire stand		Each	34
17	Pens sets	2pcs set for mobile repair used	Each	34
18	Casting opener	Steel mobile casing opener	Each	34

DELIVERY INFORMATION: (modify information requested as required for specific tender / items)

Delivery address:	AWEC Main Office Kart-e-Chahr Street 2 House No 1365 Kabul Afghanistan.
Delivery date:	Delivery will be no later than 23 sep 2016
Transport requirements:	Supplier will be responsible for goods transportation
Packaging requirements:	
Government Tax	In case the Bidder is awarded the contract the tax will be deducted from the contract price according to the taxation law of Government of Islamic Republic of Afghanistan
Quality requirements:	Supplier will provide good quality hygiene materials as per request
Sampling or inspection requirements:	Supplier will provide samples of the quoted items during submission quotation to AWEC office

PROPOSAL SUBMISSION DETAILS:

Number of copies of the proposal required	Supplier will need to submitted one hard copy to AWEC main office	
Final time and date to respond to Tender:	19 sep 2016 12:00pm	NOTE: Any tenders received after this date will not be considered
Tender opening session:	As soon as possible	

**TENDER DOSSIER:
DOCUMENT 3: EXCLUSION AND EVALUATION CRITERIA**

Evaluation criteria: (modify if necessary for the specific tender / items being requested – ensure these criteria are the same as the criteria being used in the bid evaluation report):

The tender commission will not necessarily choose on the basis of lowest price alone but will award the contract on the basis of value for money, price, quality, compliance with international norms, delay for delivery. The experience of the tenderer in the performance of similar contracts will also be a criteria for selection.

We will be running a Tender Evaluation Committee and the following criteria will be used to judge your Tender against the Tenders received from other suppliers.

Administrative compliance:

- The tender dossier must be received in a closed, sealed envelope
- Submission of a completed supplier questionnaire
- Submission of all registration documentation
- Submission of a completed, signed Supplier Code of Conduct
- Agreement and acceptance of AWEC's Terms and Conditions
- Government tax

Technical compliance and capacity:

- The model and brand which you quoted should be clear in the tender documents)
- The model and brand are of appropriate quality and standards
- Information of spare parts and additional services are provided

Financial capacity and cost breakdown:

- A clear breakdown of costs is provided and all costs are included
- Any additional services that will be provided at no cost are included (e.g. annual services)
- A clear demonstration of the supplier's ability to provide a contract of this size relative to their annual turnover and capacity
- Details of any cost saving or cost reduction strategies

Logistics and supply capacity

- The applicant demonstrates clearly their ability to manage the contract on time and in the particular location including:
- Appropriate technical resources are available (e.g. tracking technology)
- Demonstrates ability to handle contracts in high risk or emergency settings
- A project plan is provided that demonstrates the plan once a 'go' decision is made
- Sufficient numbers and qualifications of staff who will be working on the contract
- An ability to provide additional, after hours support if necessary
- Demonstrated warehousing, stock management and tracking capacity as appropriate to the size and scale of the contract
- A clear management plan for any sub-contracting that would be included in the contract

Organisational strategy, management and quality

- The applicant demonstrates own codes of conduct, management systems and sourcing strategies.
- Clear demonstration of how the applicant would manage the extra workload of this contract if it is awarded to them.
- How efficient or effective are the applicant's systems and working methods?
- Is the applicant a member of any relevant associations or accredited organisations?

- Does the applicant demonstrate clear mission to constant improvement?
- There is a clear proposal of any other benefits the applicant provides or proposes.

Ethical and environmental standards

- Are there any areas of possible conflict? How will they address these?
- Does the applicant demonstrate adherence to health and safety standards.
- Does the applicant demonstrate environmental standards (e.g. packaging, transportation standards?)
- Does the applicant's ethical practices reflect our ethical standards and code of conduct?

Client References and other considerations:

- Please provide the details of 3 recent clients (including names and telephone numbers) that can provide references on the applicant's service delivery and capacity.
- Does the applicant demonstrate relevant experience with previous, similar contracts and clients?
- Does the applicant demonstrate an understanding of our business needs and mission?

Technical Selection Criteria	Maximum Points	Awarded Points
Supplier form	30	
Administrative compliance	10	
Technical compliance and capacity	10	
Financial capacity and cost breakdown:	10	
Logistics and supply capacity	10	
Organisational strategy, management and quality	10	
Client References and other considerations	20	
Possible Total Score =	100	

TENDER DOSSIER
DOCUMENT 4: CONDITIONS OF TENDERING

1. Tenders must be received by 12noon Local time Monday 19 Sep 2016 at AWEC's office.
2. Suppliers must submit a tender for all requested items uncompleted tender will be removed from the process.
3. Communications relating to the tender must be addressed to the person identified in the covering letter accompanying the tender. Copies of all questions asked by suppliers and all responses are available on request by emailing the address above.
4. AWEC are in no way responsible for any costs associated with preparing the tender response.
5. Any attempts by the tenderer to discuss with, or influence, members of AWEC's staff will lead to disqualification.
6. The Organisation is under no obligation to accept any tender.
7. The Organisation may, unless the tenderer expressly stipulates to the contrary in the tender, accept whatever part or part of it the Organisation decides.
8. If the tenderer wishes to propose modifications to the Specification (which may provide a better way to achieve the organisation's contract objectives) these must be considered as an Alternative offer. The tenderer must make Alternative Offers in a separate letter to accompany the tender. The Organisation is under no obligation to accept Alternative Offers.
9. Tenderers must treat the Invitation to Tender and all associated documentation supplied by the Organisation as confidential.
10. Tendered prices must be exclusive of any VAT chargeable. Should VAT be applicable, then this must be separately identified
11. AWEC does not bind itself to accept the lowest or any tender, and reserves the right to accept a portion of the tender, unless the tenderer expressly stipulates otherwise on his tender.
12. Respondents are bound by their offers for a period of 30 days as from the closing date for the receipt of bids.
13. AWEC supports the ethical procurement policy developed by AWEC and seeks to only purchase goods that are produced and delivered under conditions that do not involve the abuse or exploitation of any persons. By responding to this tender the supplier warrants that neither they nor any of their vendors are in breach of this provision.
14. We will not engage in any kind of business relation with suppliers involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security; have business relations with army organisations or with governments for war purpose or transport AWEC products together with military equipment.

15. Tenders are requested not to contact AWEC during the tender assessment period. On receipt of the evaluation of tenders, the tenderer may telephone the AWEC representative dealing with the Tender for a debriefing.

AGREEMENT TERMINATION

The agreement can be terminated at any time by either party with one months notice.