

**Request for Quotations (RFQ)**

RFQ Number: CO-OP 002-2017

Issuance Date: January 22, 2012

Deadline for Offers: February 02, 2017

Description: Provision of Transportation services (Rental Vehicle\*2)

For: Country Operations Optimization Program (CO-OP)

Implemented By: Chemonics Afghanistan Limited Management and Implementation Services

Point of Contact: Sharon Rosenberg

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

* Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
* Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror’s father owns a company that is submitting another proposal, the offeror must state this.
* Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* Certify that all information in the proposal and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to Chemonics’ prohibitions against fraud, bribery and kickbacks.

Please contact Sharon Rosenberg coop-p@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics’ Washington office through the contact information listed on the website found at the hyperlink above.

**Section 1: Instructions to Offerors**

**Introduction**: The CO-OP was created in 2011. CO-OP maximizes Chemonics’ impact in Afghanistan by providing real-time, efficient, and effective guidance, local capacity development, problem-solving, and risk management to our projects. As part of CO-OP activities, CO-OP requires the purchase of Transportation Services for female staff to and from the office. The purpose of this RFQ is to solicit quotations for this item. As a result of this RFQ, CO-OP anticipates issuing a Transportation Service Agreement. This will allow CO-OP Program to set forth a mutual agreement for the next six (6) months.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol:** Offers must be received no later than 05:00 pm Kabul time on February 31, 2016 by email [coop-p@chemonics.com](file:///C%3A%5CUsers%5Cfzahir%5CDocuments%5CAfghanistan%5CCOOP%5CAppData%5CRoaming%5CMicrosoft%5CWord%5CRFP%20%28FP%29%20Template304914260763807675%5Ccoop-p%40chemonics.com). Offers received after 5PM will not be considered.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

1. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00pm Kabul time on January 27,2017 by email [coop-p@chemonics.com](file:///C%3A%5CUsers%5Cfzahir%5CDocuments%5CAfghanistan%5CCOOP%5CAppData%5CRoaming%5CMicrosoft%5CWord%5CRFP%20%28FP%29%20Template304914260763807675%5Ccoop-p%40chemonics.com). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

1. **Specifications**: Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

1. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Afghani.

Offerors must assess and include in their total cost of proposal the Business Receipt Tax (BRT) or any other tax required by Afghanistan income tax law. Chemonics will not allow an awarded entity to add taxes (including BRT taxes) or any previously unanticipated costs to the budget after an award is made.

Pursuant to FAR 52.228-3 Worker’s Compensation Insurance (Defense Base Act Insurance (Apr 1984), offerors are required to budget for the cost of workers’ compensation and any other insurance legally required in Afghanistan. If Afghanistan does not require worker’s compensation, then Offerors are required to budget for Defense Base Act (DBA) insurance in accordance with FAR 52.228-3 and as will be required under the awarded Subcontract. USAID's DBA insurance carrier is:

Aon Risk Insurance Services West, Inc.

Primary Contact Secondary Contact

AON AON

199 Fremont St. Suite 1400 1120 20th St., N.W., Suite 600

San Francisco, CA 94105 Washington, D.C. 20036

Point of Contact: Point of Contact:

Regina Carter Ellen Rowan

(415) 486-7554 (202) 862-5306

Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

* Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
* Individuals responding to this RFQ are requested to submit a copy of their identification card (Tazkira).
1. **Delivery**: The delivery location for the items described in this RFQ is Kabul, Afghanistan. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
2. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code** 937 and 935 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf). The cooperating country for this RFQ is Afghanistan.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

1. **Warranty**: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of Afghanistan, or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity’s end-user.
2. **Taxes and VAT:** Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, Chemonics is required withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of $10,000.00 US Dollars or greater and transfer this to the Ministry of Finance. In accordance with this requirement, Chemonics shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, Chemonics shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law.

Before the signing of this agreement, the subcontractor/vendor will provide a copy of the organization’s AISA or Ministry of Commerce License and TIN (Tax identification number). Amount deducted from the invoices will be forwarded to the Ministry of Finance (MoF) Tax division credited to the firm’s TIN. Records of payment to the MoF shall be maintained on file with Chemonics.

1. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
2. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis. Subcontract award is contingent on successful vetting of the awarded offeror by USAID. Pursuant to the Mission Order 201.06, vetting is required for all non-U.S. recipients proposed for any award in excess of $25,000 at any tier under a USAID contract, including subcontracts, 2nd-tier subcontracts, or any other similar award instrument.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

* Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
* While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the CO-OP.
* Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to CO-OP for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, CO-OP, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
2. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
3. No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
4. Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
5. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

**Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

□ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

□ Official quotation, including specifications of offered equipment (see Section 3 for example format)

□ Copy of offeror’s registration or business license (see Section 1.5 for more details)

**Section 3: Specifications and Technical Requirements**

*The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line Item** | **Description and Specifications** | **Qty** | **Items and Specifications Offered** | **Unit Price**[enter local currency] | **Total Price**[enter local currency] |
| 1 | Transportation service: Provide two (2) vehicles for the transportation of the CO-OP staff.Vehicles details: SEDAN Vehicle model 2006 **and above** good frame conditions working AC, No crime and traffic violations record.Route: To and from office location (Drop off location: Hawa Shenasi, Khawaja Rawash Road, Baron Hotel, Dreshak, Kabul, Afghanistan) starting 06:00am to 5:00pm depending on the needs of Chemonics.The route for each vehicle will include 3 pickup locations (3 passengers) and one drop of location: The vehicles will be driving approximately 20-30 km per day.The transportation services will be provided for two trips a day for staff pick-up and drop-off for routes Saturday through Thursday. One vehicle will be needed for one pick up and drop off on Saturdays. The transportation services are not required on Government of Afghanistan national holidays and other holidays as notified by Chemonics. Requirements for Drivers: The vendor is responsible for providing two drivers. The drivers must have DBA insurance/ Worker compensation insurance The vehicle provided shall be properly registered and licensed in accordance with the legal requirements of Afghanistan.The Vehicles should have complete took-kit (nothing to be missing) and spare tire.Maintenance: The Vendor is responsible for immediate repairs of any technical problems. During any maintenance or repairs, vendors shall provide Chemonics with a replacement vehicle of the same type, or as otherwise approved in writing by Chemonics, for the vehicle in maintenance.Fuel: The vendor is responsible for providing fuel for the vehicles. The duration of the contract will be for six (6) months, payment will be on monthly basis.Chemonics will not be responsible for any costs included but not limited to accident, maintenance, services, and driver’s salary.The drivers must have valid driver’s licenses with at least three (3) years of experience.Payment: A monthly payment would be transferred to the given bank account of the vendor on the company’s name.  | Two Vehicles  |  |  |  |
| **Subtotal:** |  |
| **Delivery Costs:** |  |
| **Other Costs (Describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) :** |  |
| **GRAND TOTAL** [enter local currency]**:** |  |

Delivery time (after receipt of order): calendar days

Length of warranty on offered equipment: years

Location of service center(s) for after-sales service, including warranty repair:

**Section 4: Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: CO-OP

 Hawa Shenasi, Khawaja Rawash Road, Baron Hotel, Dreshak, Kabul, Afghanistan

Reference: RFQ No. [enter RFQ #]

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any Chemonics or CO-OP project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):