



## Request for Quotations (RFQ)

RFQ Number: RADP-S-2017-2308-N

Issuance Date: February 23, 2017

Deadline for Offers: February 26, 2017

Description: Procurement of Seeds, Saplings, Cuttings, and Peat moss

For: Regional Agricultural Development Program – South (RADP-S)

Funded By: United States Agency for International Development (USAID),  
Contract No. AID-306-C-13-00018

Implemented By: Chemonics Afghanistan Limited Management & Implementation  
Services, (Chemonics)

Point of Contact: Subcontracts, Procurement and Grants Office

### \*\*\*\*\* 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 [sferrer@chemonics.com](mailto:sferrer@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 RADP-S Project is a USAID program implemented by Chemonics International in Afghanistan. The goal of the RADP-S is to improve food and economic security for rural Afghans in Kandahar, Helmand, Zabul, and Urozgan provinces. The focus will be on improving the productivity and profitability for targeted value chains selected from the wheat, high-value crop, and livestock sectors. This sustainable agricultural development program will support the consolidation of licit economies to fuel economic growth. The goal of the RADP-S is to longer-term agricultural value chain approach designed to address sustainability as well. As part of project activities, RADP-S requires to procure seeds, saplings, cuttings, and peat moss for program activities in Kandahar Provinces.

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 **4:30 PM on Sunday, February 26, 2017**, via email to [RADPSprocurement@chemonics.com](mailto:RADPSprocurement@chemonics.com). ***(Quotations submitted or copied to any other e-mail than the designated e-mail address above will be disqualified).*** Hard copies will not be accepted.

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.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **12:30 pm** (Kabul Local Time) on **Thursday, February 23, 2017** by email to [subktecquestions@radp-s.com](mailto:subktecquestions@radp-s.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 posted on [www.acbar.org](http://www.acbar.org). Answers provided to questions/clarifications if any; will be posted no later than **4:30 PM on Thursday, Thursday, February 23, 2017**.

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.

3. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

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.

4. **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 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 (detailed in Section 8). 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.

Offers must remain valid for not less than **90 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.

5. **Delivery:** The delivery location for the items described in this RFQ is RADP-S women's demo farm in Kandahar province.

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 purchase order.

6. **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** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). 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, Syria.

7. **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, the Chemonics, 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.
8. **Taxes and VAT:** 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 Article 72 of the Afghanistan Income Tax Law, Chemonics is required to withhold taxes from the gross amounts payable to all Afghan subcontractors. In accordance with this requirement, should an award be made to a successful offeror and an agreement is successfully negotiated with that offeror, Chemonics will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by

any of the following entities - the Ministry of Commerce and Industry, Afghanistan Investment Support Agency (AISA), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health - at the time the awarded entity submits invoices for payment, and the invoices are successfully reviewed and approved by Chemonics. If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, Chemonics will in this case withhold a seven percent (7%) fixed tax on the gross amount payable to the awarded entity, subject to Chemonics' review and approval of the subcontractor's invoices. In either case, this tax is withheld by Chemonics from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. Chemonics will maintain records of all of such remittances.

Before the signing of the 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.

9. **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.
10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically- acceptable basis.

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 RADP-South Project.
- 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 the RADP-South Project 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.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the RADP-South Project, 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:

- (a) 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.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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)

***You must submit your quotation in the above order of documents mentioned. Printing the RFQ and stamping each page is not required***

### Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the 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	Varieties	Items and Specifications Offered	Qty	Unit	Unit Price Afghani	Total Price Afghani
<b>Saplings</b>							
1	Pomegranate saplings	Wonderful		125	Each		
2		Early Wonderful		125	Each		
3	Grape saplings	Shundo khani		350	Each		
4		Kasmashi		300	Each		
5		Aita		300	Each		
<b>Cuttings</b>							
6	Grape vine cutting	Aita		3,000	Each		
7		Shundo khani		3,000	Each		
8		Kasmashi		3,000	Each		
9	Rose cutting	Red		1000	Each		
10		Dark Red		1,000	Each		
11		Yellow		1,000	Each		
12		Dark Pink		1,000	Each		
13		Light Pink		1,000	Each		
14		Orange		1,000	Each		
15		Maroon		1,000	Each		
16		White		1,000	Each		
17	Poplar cutting	Local Varity		3,000	Each		
18	Pomegranate cuttings	Wonderful		4,000	Each		
19		Early Wonderful		4,000	Each		
20	mulberry cuttings	Kabul		5,000	Each		

21	Fig cutting	Vista		3,000	Each		
22		Red Labanese		3,000	Each		
<b>Seeds</b>							
23	Mung bean seeds	Nayab		5	KG		
24	Clover seeds	Local variety		30	KG		
25	Pumpkin seeds	Local variety		3	KG		
26	Strawberry	Canada		50	KG		
27	Henna seed	-		2	KG		
28	Geranium seed	Multiple colors		20	KG		
29	Garlic bulb	China Variety		15	KG		
<b>Peat moss</b>							
30	Peat moss, original quality <ul style="list-style-type: none"> <li>▪ The peat moss shall be PH-1 and have 40-55% moisture</li> <li>▪ The peat moss shall have black dark color</li> <li>▪ The PH should be between 5-6</li> </ul> <b>Sample Pictures:</b>			200	KG		
							
31	Delivery to RADP-S women's demo farm in Kandahar province			1	LS		
<b>GRAND TOTAL Afghani:</b>							



### **Important Notes:**

1. **MAIL/DAIL certificate are required for saplings listed above.** The saplings shall come from a reliable nursery which is registered with ANGO (Afghanistan Nursery Grower Organization) and must have certificate from the PHDP (Perennial Horticulture development Project); or shall have an approved certificate from MAIL/DAIL.
2. All seed shall be **certified/approved by MAIL/DAIL** and shall have percentage of germination, package label, expiry date, variety name, producer company name, treated medicine and quantity
3. Prior to award, the supplier must deliver samples of seeds, saplings, cuttings, and peat moss to RADP-S office in Kandahar for inspection by a technical representative of RADP-S. Vendors unable to provide physical samples will not be considered.

**Delivery time (after receipt of order): \_\_\_\_\_ calendar days**

### **Scope of Work:**

The objective of this procurement is to procure and supply seeds, saplings, cuttings, and peat moss for RADP-S women's demo farm in Kandahar province.

### **Locations of delivery and quantity breakdown**

The vendor is responsible to deliver all products to RADP-S women's demo farm in Kandahar.

### **Technical specification**

The works described above shall cover below specifications. The vendor shall strictly follow below points while fulfilling this requirement:

#### ***Saplings and Cuttings***

- All saplings and cuttings shall come from a reliable nursery that is to be registered with ANGO (Afghanistan Nursery Grower Organization) and must have certificate from the PHDP (Perennial Horticulture development Project); or alternatively shall have an approved certificate from MAIL/DAIL.
- The supplier shall identify nursery to RADP-S technical staff for inspection.
- The sapling and cutting labels shall contain species, variety/clone, nursery, date, virus free stock and other necessary information and are to be in Pashto and English language.
- Once the saplings and cuttings are inspected/identified at the nursery; they shall be transported at the same day.
- Each sapling shall:
  - Be free from disease, pest and mechanical injury
  - Have a **standard size of 120 cm height** and the trunk diameter should not to be less than **12 mm**,
  - Must have Strong, well-developed leader with bright, healthy bark.
  - Have complete and healthy root system
  - The distance between grafts and roots distribution point should not to be less than **20 cm**.
  - Packaging

- The Supplier shall pack each/required variety of sapling individually in moisturized saw dust covered with black plastic and then in plastic bags as a bundle and must be kept wet.
  - Each sapling shall be treated with suitable fungicide before bundling and packaging.
- Each cutting shall be
  - Be free from disease, pest and mechanical injury
  - Have a standard size of 15 to 20 cm height and the diameter should not be less than 12 mm,
  - Must have Strong, well-developed leader with bright, healthy bark.
  - Must have clean cuts that are not dried on the ends

### **Seeds**

- All seed shall be certified/approved by MAIL/DAIL and shall have percentage of germination, package label, expiry date, variety name, producer company name, treated medicine and quantity
- The expiry dates for all seeds shall be minimum of 12 months left from the date of supply.
- All seeds are to be pure and resistant to pest and diseases and shall have early maturity rate.
- Color, shape and size of each type of seeds shall be uniform and the coats of the seed shall not be broken or damaged.
- Any damaged or leaked packages of either seeds or the whole package will not be accepted and the supplier will be notified for replacement.
- The selected vendor is responsible to provide seed sample in original packet in metal can to RADP-S technical team, after acceptance of the sample the vendor shall complete the delivery.

### **Inspection**

Prior to delivery, the supplier will be responsible to supply samples of saplings, cuttings, seeds, and peat moss to RADP-S AMTEX office for inspection by a technical representative from the gender team. Vendors unable to provide physical samples will not be considered. Sample that do not match the specification or meet quality standards will be rejected and the supplier will be notified for provision of an additional sample.

**Any item that do not match the upper mentioned characteristics will not be accepted and will be rejected immediately where the supplier will be responsible for replacement.**

**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: RADP-South Project

Reference: RFQ No. RADP-S-2017-2308-N

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 p included in the above-referenced RFQ. We further certify that the be 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 RADP-S 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): \_\_\_\_\_