

## Request for Quotations (RFQ)

RFQ Number: [RFQ-WIG-000803](#)

Issuance Date: [March 29, 2017](#)

Deadline for Offers: [April 03, 2017 at 04:00 P.M.](#) local time Kabul, Afghanistan

Description: [Repair and Maintenance of Baghe Zanana Training Center Directorate of Women Affairs \(DoWA\), Mazar-e-Sharif, Balkh Province, Afghanistan](#)  
**(Vendors must be based on Mazar)**

For: USAID Promote: Women in Government

Funded By: United States Agency for International Development (USAID),  
Contract No. Contract AID-306-TO-15-00044/AID-306-I-14-00012

Implemented By: Chemonics Afghanistan Limited Management and Implementation Services

Please send your  
Proposals to: [subcontracts@promotewig.com](mailto:subcontracts@promotewig.com)

### \*\*\*\*\* 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/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, and 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 report any potential violations. Potential violations may also be reported directly to Chemonics at to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

## **Section 1: Instructions to Offerors**

1. **Introduction:** The USAID Promote: Women in Government is a USAID project implemented by Chemonics Afghanistan Limited Management and Implementation Services (Chemonics) in Afghanistan.

Under the contract, the subcontractor is to provide Repair and Maintenance Baghe Zanana Training Center Directorate of Women Affairs (DoWA), Mazar-e-Sharif, Balkh Province, Afghanistan. The repair work includes painting, plumbing work, electricity, cleaning, supply and installation of Air Conditioner Units, and Supply and delivery of projectors. Please refer to section 2 for more details.

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.

2. **Offer Deadline and Protocol:** Offers must be received no later than 04:00 P.M. local Kabul time on April 03, 2017 by email to [subcontracts@promotewig.com](mailto:subcontracts@promotewig.com).

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.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 03:00 P.M. local Kabul time on April 01, 2017 by email to [subcontracts@promotewig.com](mailto:subcontracts@promotewig.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.

4. **Specifications:** Section 2 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.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, 2% BRT and all other costs. Pricing must be presented in Afghani Currency (AFN). Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format; in the event this is not possible, offerors may complete the table in Section 2.

6. **Delivery:** The delivery location for the items described in this RFQ is USAID Promote: Women in Government Project in Mazar-e-Sharif City, Balkh 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 contract. Please provide your delivery date in the Section 2 of the solicitation.

7. **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** (Free World) 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, (North) Sudan, Syria.

8. **Taxes and VAT:** Prices must be quoted on a lump-sum, all-inclusive basis. Any taxes (including BRT taxes) or fees are not to be added later. The BRT tax must be included in the Grand Total Cost of the Proposal. Offerors are required to submit their business license to support the 2% BRT tax.

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, USAID Promote: Women in Government is required to withhold “contractor” taxes from the gross amounts payable to all Afghan for-profit subcontractors. In accordance with this requirement, USAID Promote: Women in Government withholds two percent (2%) tax from all gross invoices to Afghan subcontractors under this agreement with active business registration license at the time of payments. For all legal and natural persons who, without a business license or contrary to approved by-law, provide supplies, materials, construction and services under this contract shall be subjected to seven percent (%7) fixed tax in lieu of income tax. This tax is withheld from the gross amount payable to the contractor and remitted to the Ministry of Finance.

Chemonics will maintain records of all these payments. The business license for the purpose of tax withholding is the license issued by the Ministry of Commerce & Industry, AISA, Ministry of Information & Culture, Ministry of Education and Ministry of Public Health. For all other licenses, including municipal permits, 7% tax will be withheld.

**RFP/RFQ:**

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.

**SUBCONTRACTS:** Pursuant to Article 72 of the Afghanistan Income Tax Law, Chemonics is required to withhold taxes from any gross amount payable to the Subcontractor. In accordance with this requirement, Chemonics will withhold two percent (2%) tax from the subcontractor’s gross invoices if the Subcontractor is in possession of an active business -license issued by the Ministry of Commerce and Industry, Afghanistan Investment Support Agency (AISA), the Ministry of Information and Culture, the Ministry of Education, or the Ministry of Public Health, at the time it submits invoices to Chemonics for payment, and the invoices are successfully reviewed and approved. If the Subcontractor provides services contrary to approved by-laws or does not possess a business license issued by these public entities, but possesses licenses issued by other local or national government entities or municipalities, Chemonics will in in this case withhold a seven percent (7%) fixed tax on the gross amount payable to the subcontractor, pending review and approval of the subcontractor’s invoices, per Section D.2 of this Subcontract. In either case, whether 2% or 7%, this tax is withheld by Chemonics from the gross amount payable to the Subcontractor and subsequently remitted to the Ministry of Finance. Chemonics will maintain records of all of all such remittances.

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. USAID Promote: Women in Government will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **VETTING:** Vetting procedures are established by the Mission Order 201.06, which is in coordination with the Mission Order 201.03 (Terrorist Finance Risk Assessment, dated October 2009). The Mission Order outlines policies, responsibilities and procedures aimed at ensuring that USAID-financed projects and activities are insulated against their benefits being provided, even inadvertently, to Prohibited Parties. Pursuant to the Mission Order 201.06, vetting is required for any proposed non-U.S. recipient of an award

of a USAID contract, subcontract, or any instrument acting as the same in excess of \$25,000 at any tier. As such, an eligibility determination from vetting is required for any second-tier subcontracts over \$25,000, as detailed in Mission Order 201.06 and updated periodically by USAID Afghanistan. If at any time during the performance of this subcontract, the subcontractor is not eligible as a result of the vetting per Mission Order 201.06 or ineligible as a subcontractor per notification from USAID, the subcontract will be terminated immediately. In addition, the Subcontractor is required to notify Chemonics of any changes to key individuals of the organization within 3 days of such change.

11. **Evaluation and Award Criteria:** The award will be made to Offeror whose offer is technically acceptable and presents the lowest price. In order to be technically acceptable, offerors need to complete the terms and conditions in section 2 of the Request for Quotation.

### **11.1 Preliminary Administrative Review of the Proposals**

The preliminary examination of offers serves to determine whether the quotations meet the general procedural requirements of the RFQ/RFP. The purpose of this examination is to eliminate any offers from further and more complicated consideration if they do not meet the minimum requirements as defined in the RFQ (section 2). In order to qualify for the evaluation stage, offerors shall complete the minimum terms and conditions section in section 2.

The preliminary examination stage of Quotation evaluation described above is aimed at making sure that the offers received are substantially responsive. A substantially responsive offer is one that conforms to all the terms, conditions and specifications in the RFQ/RFP without material deviations, reservation, or omission.

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 USAID Promote: Women in Government.
- 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 USAID Promote: Women in Government 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.

- 12 **General Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the USAID Promote: Women in Government, or USAID to make an award or pay for costs incurred by potential offeror 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/equipment 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 (Attachment A- Purchase order template).
- (c) No commodities , equipment 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.
- (g) The vendor's proposed specifications shall either meet or exceed the specifications required in the solicitation, any offer not meeting the specs will not be considered for evaluation.

**Section 1: 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: USAID Promote: Women in Government (WIG)

Reference: Request for Quotation No: [RFQ-WIG-00803](#)– [Repair and Maintenance of Baghe Zanana Training Center Directorate of Women Affairs \(DoWA\), Mazar-e-Sharif, Balkh Province, Afghanistan](#)

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 USAID Promote: Women in Government 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): \_\_\_\_\_

## Section 2 – Offer and Business Detail Information:

### 1. Offeror Information:

Vendor name per Business License	
Vendor Address:	
Vendor Contact person and Phone Numbers	
Vendor email addresses	

### 2. Items Specifications and Price:

No	Description	Location	Unit	Quantity	Unit Price	Total Price
1	<b>Power Plug outlet</b> with installation (See photo no. 1 in attachment A)	Class A: 2 Class C: 2 Class D: 2 Class E: 2 Corridor: 1	Each	9		
2	<b>LED Light</b> (24 watt, including installation on the ceiling surface) (See photo no. 2 in attachment A)	Class A: 3 Class B: 2 Class C: 4 Class D: 3 Class E: 1 Room F/Stock: 1 Washroom A:1 Washroom B:1	Each	16		
3	<b>Power Push button switch</b> (2 gang) See photo no. 3 in attachment A)	Class B: 1 Class C: 1 Room F/Stock: 1 Corridor: 3	Each	6		
4	<b>Cover for power joint box</b> (with installation on the wall) See photo no. 4 in attachment A)	Class C: 1 Class E: 1 Corridor: 1	Each	3		
5	<b>Exhaust Fun, medium size</b> (with installation in kitchen and washroom window glasses), see photo no. 5 in attachment A	Class E/Kitchen: 1 Washroom A:1 Washroom B:1	Each	3		
6	<b>Air Conditioners Split units</b> (18000 BTU, Samsung or equal, including brackets, wiring and connecting/extending it to socket of the room), see photo no. 6 in the attachment A	Class A:1 Class B: 1 Room D: 1	Set	3		
7	<b>Air Conditioners Split units</b> (12000 BTU, Samsung or equal, including brackets, wiring and connecting to joint box in the balcony of the room, see photo no. 7 in the attachment A)	Class C: 2	Set	2		
8	<b>Water Boiler</b> (50 liter, Ariston or equal for Kitchen with installation and required brackets, the water	Kitchen: 1	Each	1		

	supply and plumbing is already available)					
9	<b>Water Boiler</b> (80 liter, Ariston or equal for two washrooms with installation and required brackets, the water supply and plumbing is already available)	Washroom A: 1	Each	1		
10	<b>Multi Media Projectors</b> (Wall-mounted with installation) (Sony DX-102 wall mounted Projector, or equal with 200x200cm wall mount screen, 10-meter power cable, 10 meter VGA cable, and 10 meter HDMI Cable, brackets with installation, ducting and cabling cost on ceiling, and all required materials), see photo no. 8 in the attachment A	3 in three classrooms	Each	3		
11	<b>Multi Media Projector</b> (Stand-alone) Portable (Sony DX-102, or equal with 200x200cm wall mount screen, 10-meter power and HDMI Cable), See photo no. 9 in attachment A for sample	1	Each	1		
12	Painting of one room, and kitchen (off-white/creamy color)	Staff Room and Kitchen	Square Meter	320		
13	Repairing of the classroom painting Painting in ceiling of the classrooms and corridor total 5 square meter. See photo no. 10 in attachment A	Classrooms and corridor	Square Meter	15		
14	Replacement of window glass (60 cm x 40 cm)	Class A	Each	1		
15	Replacement of window glass (60 cm x 40 cm)	Class D	Each			
16	Replacement of window glass (65 cm x 30 cm)	Class E	Each	1		
17	Aluminum plates to replace door glasses (70 x 96), see photo no. 11 in attachment A	Classroom C	Each	2		
18	Wooden Cabinet for Stock (3 meter x 1 x .40, 3 rows with installation to the wall)	Stock Room	Each	1		
19	Wooden Cabinet with Installation for Kitchen (5.60 meter, including dish washing sink) see photo no. 12 in attachment A	Kitchen	Each	1		
20	Toilet (Full set with Installation cost), see attached photo see photo no. 13 in attachment A	For washroom A and B	Each	2		
21	Sink faucet (high quality with Installation)	For Corridor	Each	1		



22	Handle with lock for Aluminum doors, see photo no. 14 in attachment A	Each	Each	10		
24	<b>Overall cleaning and site clean-up</b> (two washrooms, 1 kitchen, 1 stock, three classrooms, one staff room, including door frames and window glasses)	N/A	Each	1		

**Note:** The cost should be inclusive of all charges, installation cost to each item including delivery to the office and all associated costs. The order may be placed for different quantities (be reduced or increased). The vendor's proposed specifications shall either meet or exceed the specifications required in the solicitation, any offer not meeting the specs will not be considered for evaluation.

### 3.1 Minimum Terms and Conditions

No	Description/Question	Response
1	<b>Do you have office in Mazar?</b> Vendors must have office in Mazar-e-Sharif to be qualified for the evaluation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<b>Offer Cover letter</b> Did you submit the Offer Cover Letter? The cover letter must be stamped and signed by authorized representative of the offeror <i>See Section 1 for template.</i>	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
3	<b>Valid Business License and Nature of Business</b> Offerors who are in the business of Construction are eligible to apply. Any Offeror who is not in the mentioned category will not be considered for next round of consideration process. Expired license will not be accepted.	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
4	<b>Did you include the cost, correct calculations and provided specification for each item in AFN currency?</b> Cost included in any other currency will not be considered for further evaluation process. <i>See Section 2.2 for template</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	<b>Delivery period</b> Can you make the delivery and installation within three (7) calendar days upon signing if the purchase order? <b>3% Penalty will be imposed for each day delay from the total amount of the Invoice if the delivery and installation is not completed within three (7) calendar days.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	<b>Validity of Bid Price</b> Bid must be valid for at least 30 days. Please choose only one checkbox.	<input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days
7	<b>Payment Term:</b> Payment will be paid to the vendor within 30 days after the delivery of goods and submission of signed invoice. Payment will be processed once the original invoice is received and accepted by project. No advance payment is authorized under this procurement. Do you accept these terms and conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Business Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Name (print)

\_\_\_\_\_  
Authorized Representative Title (print)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

**Attachment A – Sample Photos of Material/Labor**

**1. Power Plug outlet**



**2. LED Light (24 watt, including installation on the ceiling surface)**



**3. Power Push button switch**



**4. Cover for power joint box (with installation on the wall)**



**5. Exhaust Fan, medium size (with installation in kitchen and washroom window glasses)**



**6. Air Conditioners Split units (18000 BTU, Samsung or equal, including brackets, wiring and connecting/extending it to socket of the room)**



**7. Air Conditioners Split units (12000 BTU, Samsung or equal, including brackets, wiring and connecting to joint box in the balcony of the room, see photo no. 7 in the attachment)**

**7.A – Sample photo of an Air Conditioner (Offerors can choose an equivalent brand)**



**7.B – Installation first AC in the wall at balcony of the room**



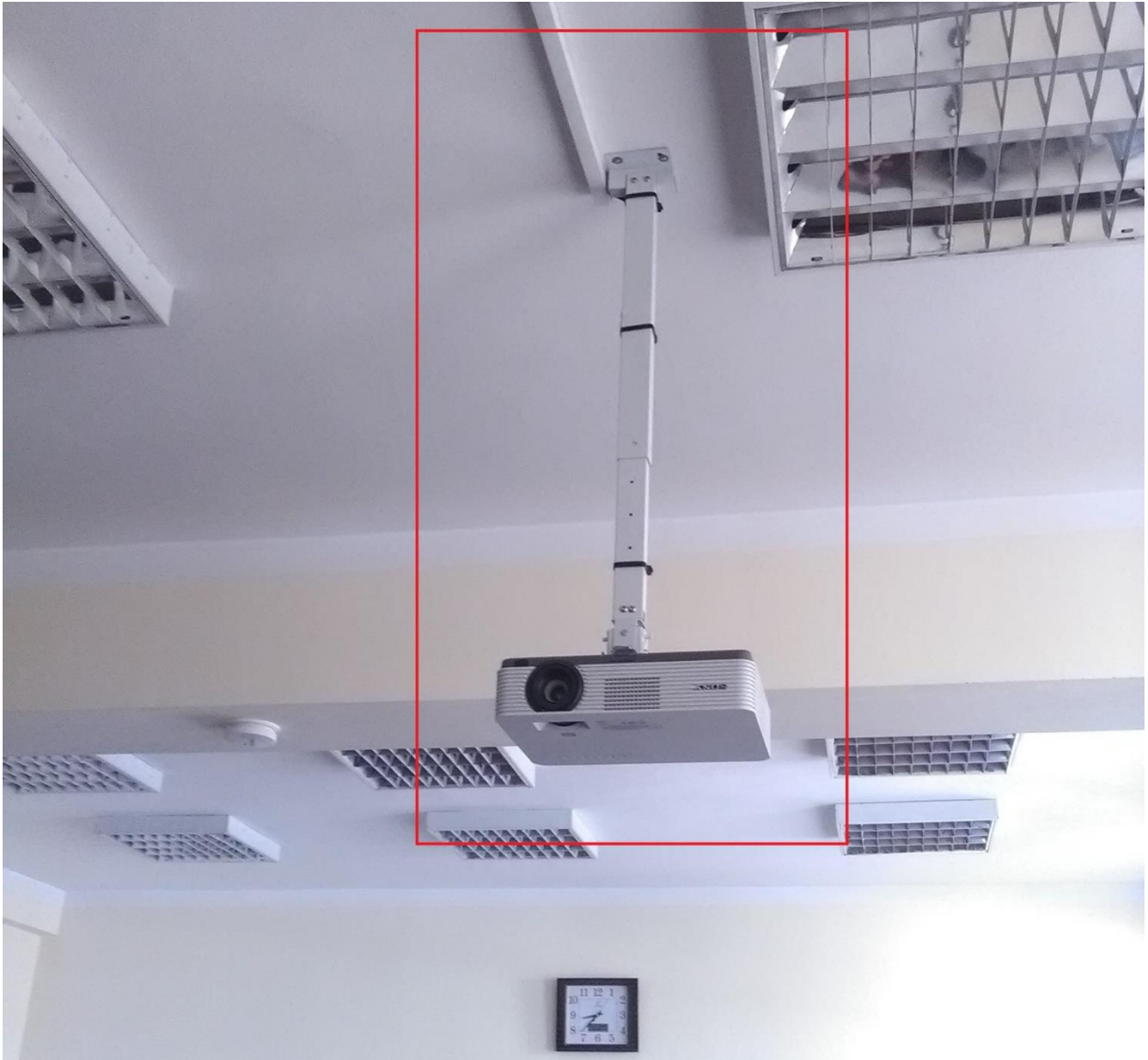
**7.C – Installation first AC in the wall at balcony of the room**





8. **Multi Media Projectors** (Wall-mounted with installation)

(Sony DX-102 wall mounted Projector, or equal with 200x200cm wall mount screen, 10-meter power cable, 10 meter VGA cable, and 10 meter HDMI Cable, brackets with installation, ducting and cabling cost on ceiling, and all required materials)



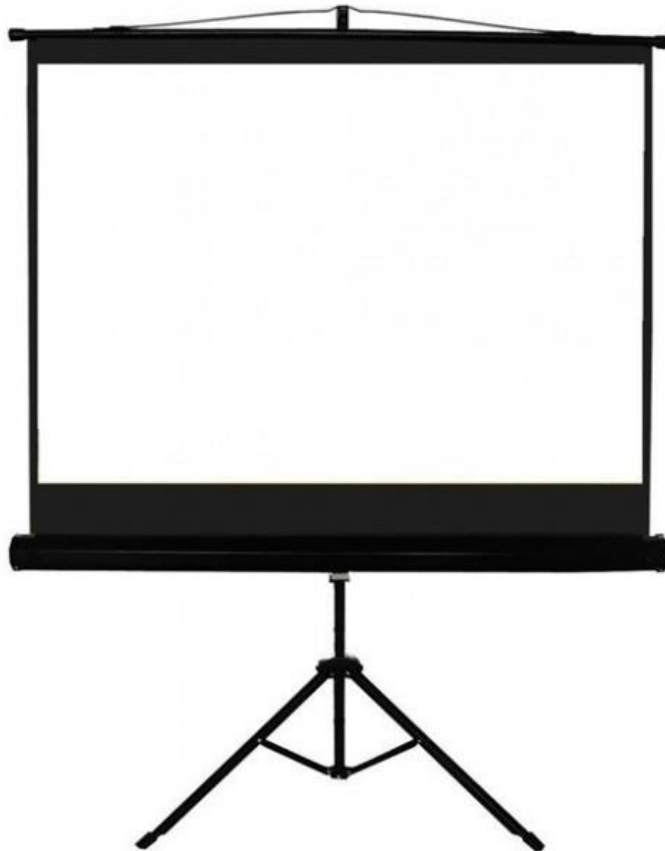
**8.B - Photo no. 2: Sample wall-mounted projector screen**



**9. Multi Media Projector (Stand-alone) Portable**



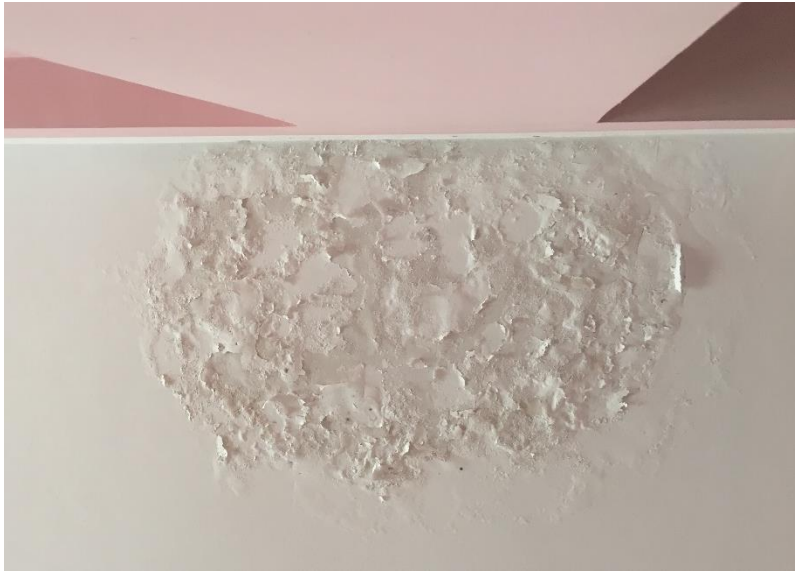
**9.B- Projector Screen Sample portable**



10. Repairing of the classroom painting in ceiling of the classrooms and corridor total 5 square meter. See photo no. 10 in attachment A







11. Aluminum plates to replace door glasses (70 x 96). Replace the door glass with the Aluminum plates.



12. Standard Wooden Cabinet for Kitchen (5.60 meter x 60 x 70) including dish washing sink)



13. Toilet (Full set with Installation cost)





14. Handle with lock for Aluminum doors



#### **Section 4: 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 1 for template)
- Signed Official quotation, including specifications of offered equipment (see Section 2 for example format)
- Copy of Offeror's registration or business license (see Section 1.5 for more details)
- Section terms and conditions completed (see Section 2)