

## Request for Quotations (RFQ)

RFQ Number: RFQ-SWIM-2017-022  
Issuance Date: May 2, 2017  
Deadline for Quotations: May 6, 2017 / 3:00 p.m. Kabul, Afghanistan local time  
Description: Provision and Delivery of Mobile Phones  
For: Strengthening Watershed and Irrigation Management (SWIM)  
Funded by: United States Agency for International Development (USAID)  
Contract No. AID-306-C-17-00001  
Implemented by: AECOM International Development Inc.  
Point of Contact: [swimprocurement@swimafg.com](mailto:swimprocurement@swimafg.com)

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### **Section 1: Instructions to Respondents**

- 1. Introduction:** The Strengthening Watershed and Irrigation Management (SWIM) project is a USAID program implemented by AECOM International Development Inc. (AECOM) in Afghanistan. The goal of the SWIM project is to support sustainable, agriculture-led economic growth by increasing the sustainable and productive use of water livelihoods, and strengthening water resource management.

The purpose of this RFQ is to solicit quotations from authorized mobile phone providers for provision and delivery of mobile phones. The SWIM project anticipates issuing a purchase order for subject procurement.

Respondents are responsible for ensuring that their quotations are received by AECOM in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of a quotation from consideration.

- 2. Submission Deadlines and Instructions:** Quotations must be received no later than **3:00 p.m.** Kabul local time on **May 6, 2017**, by email or hard copy delivery to the SWIM office.

Emailed quotations must be emailed to [swimprocurement@swimafg.com](mailto:swimprocurement@swimafg.com). The subject line of the quotation email must be as follows: **RFQ-SWIM-2017-022: Provision and Delivery of Mobile Phones.**

Hard copy quotations must be stamped and signed by the respondent's authorized representative and delivered in a sealed envelope to the SWIM Office located at the Baron, Kabul, Afghanistan. The address for the Baron is as follows: West of Hamid Karzai International Airport, Kawja Rawash Street, Kabul, Afghanistan. Respondents must coordinate the drop off of hard copy quotations no later than 72 hours prior to the requested drop off by sending an email request to [swimprocurement@swimafg.com](mailto:swimprocurement@swimafg.com)

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

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **12:00 p.m.** local Kabul time on **May 6, 2017**, by email to [swimprocurement@swimafg.com](mailto:swimprocurement@swimafg.com) . Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that AECOM believes may be of interest to other respondents will be circulated to all RFQ respondents who have indicated an interest in submitting quotations.

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

4. **Specifications:** Section 4 contains the technical specifications of the required items. All items offered in response to this RFQ must be new and unused and delivered in their original packaging.

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 and all other costs. Pricing must be presented in **Afghani (AFN)**.

Quotations must remain valid for not less than sixty (60) calendar days after the RFQ deadline. Respondents are requested to provide quotations using their official quotation format or letterhead; if this is not possible, respondents may complete and submit the table in Section 4 of this RFQ.

In addition, respondents 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 issued by any of the following entities as applicable - the Ministry of Commerce and Industry, Afghanistan Investment Support Agency (AISA), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health
- Individuals responding to this RFQ are requested to submit a copy of their national identification card.

**Pickup and Delivery:** The delivery location for the items described in this RFQ is the SWIM Office, The Baron, West of Hamid Karzai International Airport, Kawja Rawash Street, Kabul, Afghanistan.

6. **Source/Nationality/Manufacture:** All 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.

Respondents 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.

7. **Warranty:** Respondent warrants and implies that all goods and services delivered or provided hereunder to be merchantable and fit for use for the particular purpose described in the contract. All equipment shall have the standard manufacturer's 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.

8. **Taxes and VAT:** Respondents must assess and include in the total cost of their quotation the Business Receipt Tax (BRT) or any other tax required by the Afghanistan income tax law. AECOM will not allow an awarded entity to add taxes (including BRT taxes) or any previously unanticipated costs to the agreement after an award is made.

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, SWIM is required to withhold tax at the prescribed rates at the time of making payment from the gross amounts payable to all Afghan for-profit legal or natural person(s) providing supplies, materials, construction and services under contract.

The prescribed rate of tax withholding is 2% of the gross purchase amount for contractors/vendors who are 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.

Contractors/vendors who provide supplies, materials, construction, and services under contract, which are contrary to that approved by-law, are subject to 7% income tax withholding from the gross purchase amount.

Before signing this Agreement, the contractor/vendor will provide a copy of the organization's business license and TIN (Tax Identification Number) to AECOM. Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division and credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with AECOM.

9. **Eligibility:** By submitting a quotation in response to this RFQ, the respondent certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. AECOM 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 respondent whose quotation 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.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, a quotation may be deemed "non-responsive" and thereby disqualified from consideration. AECOM 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, AECOM reserves the right to conduct any of the following:

- AECOM may conduct negotiations with and/or request clarifications from any respondent prior to award.
- While preference will be given to respondents who can address the full technical requirements of this RFQ, AECOM may issue a purchase order for a period not to exceed 12 months.
- AECOM may cancel this RFQ at any time.

**11. Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate AECOM, the SWIM project, or USAID to make an award or pay for costs incurred by potential suppliers in the preparation and submission of a quotation.

This solicitation is subject to AECOM's standard terms and conditions. Any resultant award will be governed by these terms and conditions.

## **Section 2: Quotation Checklist**

To assist respondents in the preparation of quotations, the following checklist summarizes the documentation to submit a quotation in response to this RFQ:

- Cover letter, signed by an authorized representative of the respondent (see Section 3 for template)
- Official quotation, including specifications of offered items (see Section 4 for example format)
- Copy of Respondent's registration or 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.

**Section 3: Quotation Cover Letter Example**

(Must be submitted on the organization’s commercial letterhead)

Date:

SWIM Project  
Attn: Procurement Department  
The Baron  
Kabul, Afghanistan

Reference: RFQ-SWIM-2017-022: Provision and Delivery of Mobile Phones

Dear SWIM Project:

I, the undersigned, hereby provide the attached Quotation to perform all work required to complete the activities and requirements as described in the above-referenced RFQ.

I hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. I 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.

Please see attached the submitted Quotation which is comprised of:

- Quotation Cover Letter
- Specifications, Technical Requirements, and Price Schedule
- Copy of Business License

With references to all components of our Quotation, I have reviewed the information presented, and to the best of my knowledge, certify that all of the information is current, complete and accurate.

Our Quotation shall be binding upon us, including mutually agreed upon modifications resulting from negotiations, for a period of 60 calendar days from the specified RFQ closing date, after which time the validity of our quotation will expire.

We understand that SWIM is not required to accept and/or evaluate quotations that do not conform to the instructions of the referenced RFQ and may reject all quotations and not award a BPA for this RFQ.

Name of Organization \_\_\_\_\_

Name of Agent \_\_\_\_\_

Title of Agent \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Seal/Stamp of Organization \_\_\_\_\_

**Section 4: Specifications, Price and Technical Requirements**

**4.1 Specifications and Price**

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

Line Item	Description and Specifications	Oty	Unit	Item and Specifications offered. If same enter "same".	Unit Price (AFN)	Total Price (AFN)
1	Samsung Galaxy J1(2016) or alike <b>The mobile phone should support 3G:</b> Display: 4.50-inch Processor: 1.3GHz quad-core Front Camera: 2-megapixel Resolution: 480x800pixels RAM: 1GB OS: Android Storage: 8GB Rear Camera: 5-megapixel Battery Capacity: 2050mAh Data Network: 3G	58	Set			
Subtotal (AFN):						
Other Costs (Describe: _____)						
GRAND TOTAL (enter local currency):						

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

**4.2. Technical Requirement:**

Vendor agrees and shall ensure that all items delivered to AECOM/SWIM must be in new, unused condition and the packaging seal unbroken. Refurbished material is not acceptable.

Mobile phones will be accepted and verified by a member of the AECOM/SWIM IT Department. If the mobile phones are not in accordance with the RFQ's specifications, the mobile phones will not be accepted.

Mobile phones must have manufacturer warranty or guaranty.

If any of the above listed items fail during the warranty or guaranty period due to software defect, the vendor shall repair the subject item.

**4.2.1: Business detail information**

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

**4.2.2. Minimum Terms and Conditions**

No	Description/Question	Response
1	<p><b>Offer Cover letter</b></p> <p>Did you submit the Offer Cover Letter?</p> <p><a href="#">See Section 2 for template.</a></p>	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
2	<p><b>Valid Business License and Nature of Business.</b></p> <p>Only authorized companies in the business of mobile phones are eligible to apply. Vendors in the business of construction or not related to the relevant scope will not be considered.</p>	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
3	<p><b>Did you include the cost and specification for each item?</b></p> <p>The cost should be in AFN <a href="#">See section 4.1 for template</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<p><b>Validity of Bid Price:</b></p> <p>Bids must be valid for at least 30 days. Please choose only one checkbox.</p>	<input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Other:
5	<p><b>Payment Term:</b> Payment will be made to the vendor within 30 business days after the delivery of the goods and acceptance of invoice. No advance payment is authorized under this procurement. Do you accept these terms and conditions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No