

### Request for Quotations (RFQ)

RFQ Number: ATAR-RFQ-17-22  
Issuance Date: May 24, 2017  
Deadline for Offers: June 03, 2017 (12:00PM Local Kabul Time)  
Description: Provision of Wireless Internet Service  
For: The Afghanistan Trade and Revenue (ATAR) Project  
Funded By: United States Agency for International Development (USAID),  
Contract No. AID-306-TO-13-00009

Implemented By: Chemonics International Inc.

**\*\*\*\*\* 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, or falsified proposals or bids. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities. In addition, Chemonics will inform USAID of any supplier offers of money, commissions, or gifts to obtain business.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, or object of value from current or potential vendors or suppliers in exchange for or as a reward for business.

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

- 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.
- Any family or financial relationship with other offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting a proposal, the offeror must state this.
- Certification 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.

Please contact [dduclaux@atar-af.com](mailto:dduclaux@atar-af.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 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 Afghanistan Trade and Revenue (ATAR) Project is a USAID program implemented by Chemonics International in Afghanistan. The goal of the ATAR is to strengthen the business climate of Afghanistan to enable private investment, enhanced trade, job creation, and fiscal sustainability through the critical Transition period and continuing into the Transformational Decade.

This purpose will be achieved through interventions aimed at 1) improving the capacity of the Government of the Islamic Republic of Afghanistan (GIRoA) to formulate and implement a liberal policy framework for trade and investment in accordance with international standards; 2) enhancing integration in the regional and world economy through the promotion of trade and agreements, enhanced economic corridors governance, and private sector linkages throughout South and Central Asia; and 3) strengthening revenue generation for fiscal sustainability and trade facilitation through reforms and anti-corruption measures in customs.

In order to carry out project operations, ATAR requires the purchase of wireless internet service. The purpose of this RFQ is to solicit quotations.

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 before **12:00PM** Kabul, Afghanistan time on **June 03, 2017**. The proposals must be stamped and signed by the Offeror's authorized representative and should be submitted online to [bids@atar-af.com](mailto:bids@atar-af.com) for further consideration.

Please reference the RFQ number in any response to this RFQ. Offers received after this 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 **12:00pm** local Kabul time on **May 30, 2017** by email to [procurement@atar-af.com](mailto:procurement@atar-af.com). 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 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.

- 5. Quotations:** The per-unit pricing in 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. Offers must remain valid for not less than sixty (60) 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 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.

- 6. Delivery:** The service delivery location for the items described in this RFQ is Hamid Karzai International Airport at One Stop Shop. 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.

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** in accordance with the U.S. 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: Iran, North Korea, Syria.

8. **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.

9. **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.

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. **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.

12. **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.

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 ATAR Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.
- The vendor should mention complete specification of item which he is offering.

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 ATAR 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.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the ATAR 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: Cuba, Iran, North Korea, 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 Services (see Section 3 for example format)
- Copy of Offeror’s registration or business license (see Section 4 for more details).

## **Section 3: Specifications and Technical Requirements**

The table below contains the list of commodities/services that may be ordered under PO mechanism. Offerors are requested to provide per-unit 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.

**Offered unit prices should include transportation/delivery costs and should submit the hole Singed/ Stamped RFQ including required documents.**

Line Item	Description and Specifications	Qty	Unit	Month
1	Wireless Internet Connection: Dedicated 5MB/ 5MB internet connection + installation and complete equipment set on lease	1	Each	4

Line Item	Description and Specifications offered by vendor	Qty	Unit	Month	Unit Price (AFA)	Total Price (AFA)
1		1	Each	4		
Subtotal:						

Desired Delivery & Installation Time: 02 Days

Delivery & Installation time (after receipt of order): \_\_\_\_\_ Calendar Days

Length of warranty on offered equipment: \_\_\_\_\_ Years

**Note: Please make sure to put your offered items specification next to the RFQ specifications in the above table otherwise your quotation might not be considered for further evaluation.**

**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: **ATAR  
Dreshak Hotel Services,  
Hawashinasi Road, nearby ISAF airport, Kabul, Afghanistan**

Reference: ATAR-RFQ-17-22

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 ATAR 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 document 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: \_\_\_\_\_

Email address: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

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

Official name associated with bank account (for payment): \_\_\_\_\_