

REQUEST FOR QUOTATION (RFQ)

Reference No: AUAF-RFQ-17-061

Issue Date: September 25, 2017

Closing Date: October 04, 2017 – 10:00 AM

PROJECT:

Supply of Diesel Fuel

Note: - The quotations will be accepted from 9:00am to 10am on October 04, 2017 in order for the venders to register their company names in Registration Sheet.

The American University of Afghanistan
Darulaman Road,
District 7, Kabul, Afghanistan

1. General:

The American University of Afghanistan (AUAF) is Afghanistan's only private, not-for-profit, institution of higher education, offering internationally-supported degree programs and education.

2. Project Summary:

AUAF is seeking qualified vendor for the supply of diesel fuel, firms and companies who have a solid track experience in supply and delivery of fuel in competitive prices to the international and national organizations within Afghanistan may submit their proposals.

3. Government Withholding Tax:

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, AUAF is required to withhold "contractor" taxes from the gross amounts payable to all Afghan/International for-profit subcontractors/vendors. Subsequently, based on Decision No. 15 of the Cabinet of Ministers of the Islamic Republic of Afghanistan, AUAF shall withhold Four percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, AUAF shall withhold seven percent (7%) "Contractor" taxes 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). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with AUAF.

4. Penalty Charges

If the Vendor fails to supply the specified goods within the date stipulated, AUAF shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

5. Source, Origin and Nationality

The vendor may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

6. Inspection

AUAF shall have reasonable time, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this Purchase Order and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

7. Statement of Work/Specification:

The selected vendor shall supply the Fuel to AUAF 2 Locations West and International Campuses located on Darul Aman Road Sanatorium Kabul City.

Firms/companies interested to bid should provide **quotation** to AUAF.

BILL OF QUANTITIES

No.	Description	Qty	Unit	Unit Price AFN	Total Price AFN
1	Diesel Fuel (Turkmenistan L01) High Quality	30000	Liter		
Delivery locations:					
1- AUAF West Campus Generators = 12000 litter					
2- AUAF International Campus Generators = 18000 litters					
TOTAL PRICE IN AFN					

8. Evaluation Process:

The proposals will be evaluated in terms of fairness, cost-consciousness, and best value to the AUAF considering both technical and cost factors. There may be multiple awards considering the technical compliancy and low price methodology. The award will be to the responsive and responsible offeror that offers best to AUAF.

AUAF may reject all of the proposals submitted for good cause. AUAF may negotiate price or service provided in terms with one or more of the bidders if it feels that negotiations would improve the chances that AUAF receives a better quotation.

RFQ Conditions:

Administrative Requirements	Valid company business license under the law of country of residence. Appendix A
Evaluation Criteria	Compliance with technical specification stated in the RFQ.
Delivery Term (INCOTERMS 2000)	(Door to door delivery to AUAF)
Estimated Service Start Date	Within one day after receipt of PO
Warranty	NA
Payment Terms	In net 30 days after delivery
Validity of Quotation	90 days
Completeness of quotation.	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
Withholding Tax	Applicable for as per tax law refer to point 3 above.

All Prices shall be quoted in Afghanistan currency Afghani only; other currency quote will not be considered.

- In case of price discrepancy between unit price and SUBTOTAL/GRAND TOTAL, the unit price shall prevail.
- AUAF has the rights to increase or decrease the measure quantity and services mentioned in this RFQ
- Open envelope quote will not be considered.
- The companies shall work based on the specification mentioned in the RFQ.

9. Quotation Submission guidelines:

Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the bidder.

Sealed proposals should be sent by hard copy only to the following address no later than **October 04, 2017 – 10:00 AM Electronic bids are not permitted.** Proposals received after the due date will not be considered further.

Please write down the following statement on the envelope:
"AUAF-RFQ-17-061-Supply of Diesel Fuel"

Address:

Procurement Department
The American University of Afghanistan - AUAF
Darulaman Main Road, Kabul, Afghanistan

10. Questions:

Please direct your questions via e-mail at homari@auaf.edu.af with cc to aghaffari@auaf.edu.af

11. Others:

AUAF as a not-for-profit educational institution expects to be charged no more than standard humanitarian agency rates.

AUAF will not pay any of the bidders' cost of preparing their proposals under this RFQ.

Name:

Title:

Company:

Email Address:

Telephone(s):

APENDIX A
COMPANY'S BUSINESS LICENSE

Please Attach

APPENDX B

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years (i.e. 2014, 2015 and 2016).

No	Project Title and Description of Activities	Location Province/District	Client Name/Tel #	Cost in US\$	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								