

REQUEST FOR QUOTATION (RFQ)

Reference No: AUAF-RFQ-17-078 (Re-advertised)

Issue Date: December 19, 2017

Closing Date: January 17, 2018 from 01:30 – 02:30 PM

PROJECT:

Provision of Fresh meat Under a Blanket Purchase Agreement (BPA) for the period of one year.

Note: Suppliers who are maintaining the minimum safety & hygiene measures required by local laws and internationally accepted standards ensuring pureness and healthiness of meat can submit their quotations.

The quotations will be accepted from 01:30 to 02:30 PM on January 17, 2018. Please ensure to sign the registration sheet at the AUAF gate while submitting sealed proposal!!

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

- Section 1 - Instructions to Offerors
- Section 2 - Offer Checklist
- Section 3 - Specifications and Technical Requirements
- Section 4 - Cover Letter
- Section 5 - Business License
- Section 6 - Relevant Experience and Past Performance

Section 1: Instructions to Offerors

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 suppliers to provide meat per specifications stipulated in this RFQ under a Blanket Purchase Agreement (BPA) for the period of one year. The meat is required for AUAF's cafeteria providing food to all staff. Firms and Companies who have a solid track experience in provision of meat to international and national organizations or NGOs within Afghanistan, may submit their quotations.

The purpose of this RFQ is to solicit quotations from eligible food providers for AUAF. As a result of this RFQ, AUAF anticipates issuing a Blanket Purchase Agreement (BPA) — or possibly multiple BPAs — to establish specific pricing levels and parameters to acquire meat, on-need basis. The BPA will be established for the period of one year. The supplier shall furnish the meat described in the Purchase Order and issued by AUAF under the anticipated BPA. AUAF is only obligated to pay for meat ordered through Purchase Orders issued under the anticipated BPA and delivered by the Supplier in accordance with the terms/conditions of the anticipated BPA. Offerors are responsible for ensuring that their offers are received by AUAF 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.

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 business license. For subcontractors/vendors without active business 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 business 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 supplier fails to supply the meat 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 offer or supply the meat or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iraq, Iran, Laos, Libya, North Korea, Sudan, or Syria.

6. Inspection

AUAF shall have reasonable time, after delivery, to inspect meat, and to reject acceptance which is not conforming to the specifications of this Purchase Order issued under the anticipated BPA and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

7. Statement of Work:

The selected supplier shall supply meat on an as needed bases – at the pricing levels established in the suppliers' offer and the anticipated BPA. When the need arises for meat described in the BPA, AUAF will issue a purchase order to the BPA holder.

If there are multiple BPA-holders as a result of this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time.

- Any BPA issued as a result of this RFQ will have a minimum duration of one year. AUAF will order meat on an as needed basis during the life of the anticipated BPA.
- The supplier shall only furnish meat described in purchase orders issued by AUAF under the BPA.
- AUAF is only obligated to pay for the meat documented in purchase orders that are issued under the BPA.
- The supplier should delivery the meat within 12 hrs to AUAF old campus after the purchase order is issued under the anticipated BPA.
- All delivered meat will be inspected before acceptance, and if any poor deliveries is identified, will be returned. The supplier will have 8 hours to replace the rejected items.
- The supplier must deliver meat from Butcher shop to AUAF in a way that the meat is covered from sunlight and is delivered with proper precautions.
- The supplier should provide price validation for a period of one year. The prices will be locked in the BPA for the duration of one year.
- The supplier is required to maintain the minimum safety & hygiene measures required by local laws in order to ensure the provision of healthy and clean meat to AUAF at all times.
- The supplier is required to further maintain quality of meat with consideration or pureness and healthiness of meat based on internationally accepted standards.
- AUAF reserves the rights to conduct quality inspection of the shop of butcher in order to ensure the health and hygiene measures on monthly and before the award of the anticipated BPA based on the following conditions:
 - a): ensure the appropriateness and implementation of documented food safety management procedures.
 - b): assessment of the business's adherence to the FSA's guidance on controlling the risk of cross-contamination by *E.coli* O157.

- c): Sanitation of equipment before cutting of meats.
 - d): Pest free environment.
 - e): Wearing of sanitary gloves when cutting of meats.
 - f): Proper storage facility for carcass.
- Quotation will be deemed disqualified if supplier cannot meet the upper listed conditions.
 - AUAF reserves the rights to retain payment, return the meat or cancel the BPA immediately if it finds that the supplier is not delivering high quality meat.
 - AUAF Representative will conduct a site visit of the butcher shop of the supplier prior to the award of the anticipated BPA to ensure quality assurance.

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.

8. Evaluation Process:

The quotations will be evaluated in terms of fairness, cost-consciousness, and best value to the AUAF considering both technical and cost factors. An award will be made to a responsible offeror whose offer follows the RFQ instructions, 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.

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

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 vendor. A sample of cover letter is in Section 4.

Sealed quotations must be received from 01:30 PM to 02:30 PM local Kabul time on January 17, 2018, by hard copy delivery to the AUAF Procurement Department. Electronic bids are not permitted. Hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the AUAF Office located at Darul Aman Main Road, Next to Sanitarium Street, Kabul, Afghanistan.

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 AUAF.

10. Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 04:00 PM local Kabul time on December 26, 2017, by email to procurement@auaf.edu.af with cc'ing hqudosi@auaf.edu.af. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that AUAF 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 AUAF will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of AUAF or any other entity should not be considered as an official response to any questions regarding this RFQ.

11. Others:

AUAF is a non-for-profit educational institution expects to be charged no more than standard humanitarian agency rates.

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate AUAF to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

FAR Clauses which will be incorporated by reference in the Purchase Order:

52.202-1 Definitions.

52.203-5 Covenant Against Contingent Fees.

52.203-6 Restrictions on Subcontract Sales to the Government.

52.203-7 Anti-Kickback Procedures.

52.203-17 Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.

52.204-19 Incorporation by Reference of Representations and Certifications.

52.203-8 Cancellation, Recession, and Recovery of Funds for Illegal or Improper Activity.

52.203-13 Contractor Code of Business Ethics and Conduct.

52.203-16 Preventing Personal Conflicts of Interest.

52.204-7 System for Award Management.

52.249-8 Default (Fixed-Price Supply and Service).

52.249-10 Default (Fixed-Price Construction).

52.249-4 Termination for Convenience of the Government (Services) (Short Form).

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 5 for more details)
- Copy of offeror's summary of relevant capability, experience and Past Performance (see Section 6 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format officially accepting the terms and conditions by stamping each page. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to AUAF.

Offered unit price should include transportation, delivery, and administrative costs. The meat will be ordered based on an as needed basis.

BILL OF QUANTITIES

#	Description	Qty	Unit	Unit Price AFA	Total Price AFA
1	Fresh Beef Meat including bones (Normal meat)	1	KG		
2	Boneless and Fresh Beef Meat	1	KG		
3	Fresh Lamb meat including bones (Normal meat)	1	KG		
4	Boneless and Fresh Lamb meat	1	KG		
Total Price AFA:					

The prices must remain valid and unchanged for a period of one year. Suppliers must provide the total of the unit prices.

RFQ Conditions:

Administrative Requirements	Valid company business license under the law of country of residence.
Evaluation Criteria	LPTA Process, and AUAF will conduct inspection of the butcher shop based on section 7 th "Statement of Work"
Delivery Term (INCOTERMS 2000)	DDP (Delivered Duty Paid) Delivery to AUAF
Delivery Time	Within 12 hours of each PO issued
Warranty	N/A
Payment Terms	Within 30 days after receipt of complete invoice
Validity of Quotation	90 calendar days after the offer deadline
Completeness of quotation.	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
Delivery Point	Hamayoon Qudosi Subcontracts Specialist +93 (0) 795 192 607 hqudosi@auaf.edu.af
Customs clearance	N/A
BRT Tax	Applicable for as per tax law refer to paragraph 3

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: American University of Afghanistan (AUAF)
Old Campus, Darul Aman Road, Next to Sanitarium Street, Kabul, AFG
Reference: AUAF-RFQ-17-078| Provision of meat to AUAF

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.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any AUAF 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.

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 Email: _____

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 5

COMPANY'S BUSINESS LICENSE

Please Attach

Section 6

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. 2016, 2015 and 2014).

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