



### REQUEST FOR QUOTATIONS

The USAID Afghanistan-funded Commercial Horticulture & Agricultural Marketing Program (CHAMP), implemented by Roots of Peace (ROP) request quotations for Goods and Related Services as outlined below:

<b>Description of Goods &amp; Related Services</b>	Large Size Plastic Crates
<b>RFQ #</b>	RFQ-ROP-CHAMP-2019-021 / 121
<b>RFQ Issue Date:</b>	February 12, 2019
<b>Submission of Questions:</b>	Questions should be submitted via email to <a href="mailto:champprourement@rootsofpeace.org">champprourement@rootsofpeace.org</a> no later than 5 days before the RFQ deadline.
<b>RFQ Closing Date:</b>	February 25, 2019
<b>Submission Method:</b>	Quotations should be submitted via email to <a href="mailto:champprourement@rootsofpeace.org">champprourement@rootsofpeace.org</a> prior to the closing date above.
<b>Minimum Bid Validity Period:</b>	90 days after closing date
<b>Type of Award:</b>	One Time Firm Fixed Price Purchase Order

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities through a focus on sustainable, organic farming practices. Roots of Peace is implementing the Commercial Horticulture & Agricultural Marketing Program (CHAMP) in Afghanistan for the United States Agency for International Development (USAID).

The CHAMP program provides matching grants to Afghan-registered agribusinesses wishing to improve their processing, packaging, storage or transportation operations. The grant, typically issued to procure equipment, is designed to improve the Agribusiness' capacity, product quality or productivity.

This Request for Proposals is issued to support one such agribusiness.

# 1. INSTRUCTION TO BIDDERS

## A. Submission of offers

Submit signed and dated offers to CHAMP Procurement Office at [champprocurement@rootsofpeace.org](mailto:champprocurement@rootsofpeace.org) before deadline specified in this solicitation. In the subject line indicate the RFQ number. All quotations must be submitted in English, as attachments, and in Adobe PDF format.

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, CHAMP reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

## B. Offer Format

Offerors are required to format their submissions in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from evaluation:

- Company Information
  - Company Name.
  - Company Address.
  - Name of Company's Authorized Representative.
  - Authorized Representative's Email, Phone Number.
  - Copy of their official registration or business license.
  - Summary of Relevant Capability, Experience and Past Performance.
  
- Financial Offer (as a separate document)
  - Indicate fixed costs in the categories given.
  - Indicate overall costs.
  - **Prices quoted in response to this RFQ must be priced DDP (Incoterms 2010) in US Dollars.**
  - Proposed Payment Terms.
  - Installation and commissioning terms.
  - Warranty Terms and Conditions.
  - Lead time for delivery to pick-up location.
  - Validity period for quotation.
  - Specifications for Shipping Cost Estimates
  
- Technical offer (as a separate document)
  - Detailed specifications of the goods offered (preferably with photos).
  - List of spare parts (if applicable).

## C. Questions on the RFQ

- Offerors are welcome to seek clarifications or ask questions on the technical and administrative aspects of this RFQ.
- All questions or requests for clarification must be in English.
- Questions or requests for clarification should be submitted in writing by email only, by the deadline, and to the email address stated on the cover page of the RFQ.
- Offerors should be aware that their responses to questions or requests for clarification may be shared with other Offerors.
- Any verbal information received from employees of ROP/CHAMP, the Beneficiary or any other entity should not be considered as an official response to any questions regarding this RFQ.

#### **D. Pricing**

- All prices presented in a quotation should be firm, fixed and all-inclusive. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor, warranty-related costs and charges, and, any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from the Offerors' required performance.
- Price(s) must include all taxes required by the country in which the factory or assembly plant works. ROP/CHAMP will not accept any additional taxes or charges after any resulting award.
- Where installation of the Goods is provided by the Offeror as a related service, ROP/CHAMP will require a larger proportion of the payment to be deferred until installation is completed and accepted by ROP/CHAMP and/or Beneficiary.

#### **E. Sources and Nationality**

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

#### **F. Vetting (anti-terrorism screening) Procedure**

Please be advised that offeror who is selected to supply equipment valued in excess of \$25,000 will be required to pass USAID's anti-terrorism vetting. ROP/CHAMP will detail the procedures once the awardee is notified.

In addition to vetting, CHAMP reserves the right to carry out due diligence on any offers received.

#### **G. 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 (LPTA) 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. CHAMP reserves the right to waive immaterial deficiencies at its discretion.

#### **H. Other Terms and Conditions**

- A. This RFQ in no way obligates ROP/CHAMP to make an award, nor does it commit ROP/CHAMP to pay any costs incurred by the Offeror in the preparation and submission of a quotation or amendments to a quotation.
- B. If there are any significant deficiencies regarding responsiveness to the requirements of this RFQ, an Offer may be deemed "non-responsive" and thereby disqualified from consideration. ROP/CHAMP reserves the right to waive immaterial deficiencies at its discretion.
- C. ROP/CHAMP reserves the right to cancel this RFQ at any time.
- D. ROP/CHAMP reserves the right to reject any or all bids without assigning any reasons.
- E. ROP/CHAMP reserves the right to waive any administrative requirement in this RFQ.
- F. If the Offeror anticipates subcontracting any of the work to a subcontractor, the Offeror must provide details of the subcontractor to ROP/CHAMP for approval.
- G. All Goods (including, but not limited to, materials, parts, components, and sub-assemblies thereof) shall, unless otherwise expressly approved by ROP/CHAMP in writing, be new, and not used, remanufactured, refurbished or discontinued; and shall be produced entirely from goods meeting all of the foregoing requirements.
- H. ROP/CHAMP will have the right to carry out due diligence on any offer received.
- I. ROP-CHAMP will not share its internal evaluation documents.

If you are approached by anyone suggesting unlawful actions regarding this RFQ or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the Special Inspector General for Afghanistan Reconstruction on +93 700107300 or email [sigar.hotline@mail.mil](mailto:sigar.hotline@mail.mil). Confidentiality or anonymity can be guaranteed.

## Annex 1. Checklist

- Submit signed and dated offers to [champprocurement@rootsofpeace.org](mailto:champprocurement@rootsofpeace.org)
  - Indicate the RFQ number in the subject line of the email.
  - Submit documents in PDF format.
  
- Document 1: Company Information
  - Company Name.
  - Company Address.
  - Name of Company's Authorized Representative.
  - Authorized Representative's Email, Phone Number.
  - Summary of Relevant Capability, Experience and Past Performance: *References of at least three past clients, providing contact details (name of the client, the client's representative, a contact telephone number and email address) and details of the goods and related services provided to those clients.*
  - Copy of their official registration or business license.
  
- Document 2: Financial Offer
  - Indicate fixed costs in each category in the table.
  - Indicate Overall costs.
  - Prices quoted in response to this RFQ must be priced DDP (Incoterms 2010) in US Dollars.**
  - Proposed Payment Terms.
  - Installation and commissioning terms.
  - Warranty Terms and Conditions: *A warranty is required for all goods under this RFQ and must be valid for a minimum period of 12 months after delivery and acceptance of the goods. The warranty should cover defects resulting from defective parts, materials or manufacturing, if such defects are revealed within 24 months of equipment commissioning.*
  - Lead Time for delivery to pick-up location.
  - Duration of Quotation Validity.
  - Specifications for Shipping Cost Estimates: *Indicate the number of 20' or 40' containers necessary to transport the equipment, or if less than one full container, the dimensions of the equipment once packaged.*
  
- Document 3: Technical offer
  - Detailed specifications of the goods offered (preferably with photos).
  - List of spare parts (include details of any expendable or spare parts that will likely be required within the first twelve months of equipment operation).

## Annex 2. Financial Offer Format

ROP/CHAMP requires a quotation for the goods and related services outlined in the table below.

#	Item Description	QTY.	Description	Unit Price (US\$)	Total Price (US\$)
1.	Large Size Plastic Crates	80000	See <b>Annex 3</b> for detailed specifications		
2.	Installation and/or commissioning*		Installation, training of staff, and commissioning should be performed in <b>Mazar-E-Sharif, Afghanistan.</b>  Flight tickets, accommodation, catering, and transportation will be provided by the beneficiary.		
3.	Spare parts		Spare parts that will be required in the first 12 months of operation.		

\* Offeror must clearly state that they are willing to send their personnel to Afghanistan to provide the installation and commissioning.

**OFFERORS ARE ALSO REQUESTED TO PROVIDE ALL INFORMATION REQUESTED BELOW:**

<b>Proposed Payment Terms</b>	
<b>Lead Time for Delivery to Pick-Up Location (In Calendar Days):</b>	
<b>Duration of Quotation Validity (Minimum Of 90 Calendar Days):</b>	

### Annex 3. Technical Specifications

Goods and related services offered in the quotation must fully comply with the technical specifications cited in this RFQ. Quotations must contain detailed specifications of the goods offered.

Offerors are welcome to submit photographs and product literature or technical documentation to support their quotations.

**Plastic Crates**

	<b>Item Description</b>	<b>Final Equipment Specifications</b>	<b>Qty</b>
1	Large Size Plastic Crates	<ul style="list-style-type: none"><li>○ Storage Capacity: 5 KG</li><li>○ 53 cm X 34 cm X 28 cm</li><li>○ Weight min. 1600 gm</li></ul>	80000 Each