



## 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>	Hexagonal Bolts and Nuts
<b>RFQ #</b>	RFQ-ROP-CHAMP-2019-019
<b>RFQ Issue Date:</b>	18 February 2019
<b>Deadline for Questions:</b>	23 February 2019
<b>Submission of Questions:</b>	Questions should be submitted via email to <a href="mailto:champprourement@rootsofpeace.org">champprourement@rootsofpeace.org</a> prior to the deadline above.
<b>RFQ Closing Date:</b>	2 March 2019
<b>Submission Method:</b>	Quotations should be submitted in an envelope to ROP-CHAMP office at MAIL Compound, Pamir Building, ground floor. Kert-e-Sakhi, District 3, Kabul
<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 a sealed, signed, and dated envelope with your offers to CHAMP Procurement Office at **MAIL Compound, Pamir Building ground floor, Kart-e-Sakhi, District 3, Kabul** before deadline specified in this solicitation. On the envelope 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.
  - Copy of Owner/CEO/Manager Tazkeera.
  - Summary of Relevant Capability, Experience and Past Performance.
  
- Financial and Technical Offer
  - Indicate fixed costs in the categories given.
  - Indicate overall costs.
  - **Prices quoted in response to this RFQ must be priced in US Dollars.**
  - Proposed Payment Terms.
  - Warranty Terms and Conditions.
  - Lead time for delivery to pick-up location.
  - Validity period for quotation.

## 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.

## **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.
- J. According to Afghan regulations, CHAMP will deduct/retain 2% of the total contracting amount for suppliers with registration licenses and remit the amount to MoF.
- K. Suppliers without registration licenses will be deducted 7% of the total contracting amount and remit the amount to MoF.

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 2. Financial Offer Format

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

Item Description	Unit	Quantity	Unit Price AFS per ton	Total Price AFS
<b>Hexagonal Head Middle Low Tensile Steel Bolts Galvanized</b> <b>Length: 14 cm</b> <b>Diameter: 1 cm</b>  Price should include delivery to <b>Shakardara DAIL Department</b> CHAMP Field Office	Kg	2,200		
<b>Hexagonal Middle Low Tensile Steel Nuts Galvanized</b> <b>To be used with above mentioned Bolts</b>	Kg	250		
<b>Grand Total</b>				

Offerors are also requested to provide ALL information requested below:

- Proposed Payment Terms
- Installation and commissioning terms
- Warranty Terms and Conditions
- Lead Time for delivery to pick-up location (in calendar days):
- Duration of Quotation Validity (minimum of 90 calendar days):

## 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.