

## RFQ - Request For Quotation

Grant #: \_\_\_\_\_

PR #: ACR-PR-100-2019

**THIS IS NOT A CONTRACT. THIS IS FOR INFORMATION PURPOSES ONLY.**

**ISSUE DATE:** 21/5/2019

**DUE DATE:**

26-May-19 10:00am

PLEASE LIST ONLY THE NAME OF THE COMPANY THAT WILL RECEIVE PAYMENT, IF SELECTED FOR THIS WORK. PAYMENT WILL NOT BE ISSUED TO ANY THIRD PARTIES

<b>COMPANY Name:</b>	
<b>Company Representative's Name:</b>	
<b>Supplier Address &amp; Telephone Number</b>	
<b>Company / Owner Nationality</b>	
<b>DELIVERY LOCATIONS</b>	Creative Associates International, Afghan Children Read (ACR), House 632, Saleh Mohammad Khan Street, Shash Darak, District 9, Kabul, Afghanistan

Item No.	ITEM DESCRIPTION	UNIT (pc, kg, set, box, doz,	QTY	UNIT PRICE (AFN)	TOTAL PRICE (AFN)
1	High quality diesel fuel for generator for the months of Jun, July and August 2019 in Kabul with delivery to ACR office in Shash Darak	Liter	25,000.00		
2	High quality diesel fuel for ACR vehicle for the months of Jun, July and August 2019	Liter	3,000.00		
3	High quality petrol fuel for ACR vehicle for the months of Jun, July and August 2019	Liter	1,000.00		
	***Nothing Follows***				

<p style="text-align: center;"><b>ANTI CORRUPTION NOTICE</b></p> <p>Under no circumstances, commission or undisclosed rebates payment to Creative staff are to be made or authorized. No gift, gratuity or remuneration of any kind shall be made to any Creative staff as a result of this request.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px dashed black; border-bottom: 1px dashed black;"><b>SUB TOTAL</b></td> <td style="background-color: yellow;"></td> </tr> <tr> <td style="border-top: 1px dashed black; border-bottom: 1px dashed black;"><b>TRANSPORT COSTS</b></td> <td style="background-color: yellow;"></td> </tr> <tr> <td style="border-top: 1px dashed black;"><b>TOTAL AMOUNT</b></td> <td style="background-color: yellow;"></td> </tr> </table>	<b>SUB TOTAL</b>		<b>TRANSPORT COSTS</b>		<b>TOTAL AMOUNT</b>	
<b>SUB TOTAL</b>							
<b>TRANSPORT COSTS</b>							
<b>TOTAL AMOUNT</b>							

Quotation Validity Period		Product Availability	YES	NO
Warranty & Maintenance Period				
Delivery Terms				
<b>Vendor Registration ID# - Attach copy of Registration Certificate (required)</b>				
Product Origin (country of manufacture)				
Creative Payment Terms:	Within 30 days of delivery and presentation of completed, signed invoice (The payment will be made based on the actual liter of fuel which might increase or decrease).			

	<p><b>Provided by Supplier</b></p> <p><b>DATE:</b></p> <p>Name</p> <p>Postion:</p> <p>Signature</p> <p>DATE:</p>
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**REFERENCE: USAID (USAID AID-OAA-I-14-00072)**

Enclosed is a Request for Quotations (RFQ). Creative invites qualified firms and organizations to submit a quotation for the work funded under USAID (USAID AID-OAA-I-14-00072). The issuance of a subcontract is subject to availability of funds and the successful negotiation of the subcontract budget and terms, and receiving USAID's Contracting Officer consent, if required. The Contract resulting from this award will be a single firm fixed price purchase order.

The requirements for this activity are described in the "Statement of Work" in Attachment I. Creative encourages your organization to indicate its interest in this procurement by submitting a quotation according to the instructions in Attachment II "Instructions to Offerors". Quotations will be evaluated based on the "Evaluation Criteria" in Attachment III. Creative will make an award to the responsible Offeror submitting an offer which provides best value to the project: technical merit and price will be both considered.

To be considered, Offerors should submit a complete quotation no later than the closing date and time indicated above. Offerors should ensure that the quotation is well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted in writing and delivered to Creative's offices no later than three days after the issue date of this RFQ. No questions will be entertained if they are received by means other than the specified address below. The RFQ number should be stated in the subject line.

Quotations can be submitted in labeled with the above-stated subject, subproject number and title, and delivered to:

Creative Associates International  
**Creative Associates International, Afghan Children Read (ACR)**  
**House 632,**  
**Saleh Mohammad Khan Street,**  
**Shash Darak, District 9, Kabul, Afghanistan**

Sincerely,  
Creative Associates International

**ATTACHMENT I: STATEMENT OF WORK  
FOR ACTIVITY Provision of Fuel**

In support of Creative Grant Number XXX, diesel fuel is required in **Creative Associates International, Afghan Children Read (ACR), House 632, Saleh Mohammad Khan Street, Shash Darak, District 9, Kabul, Afghanistan**. The fuel required specifications for each item are provided below:

ITEM DESCRIPTION	UNIT (pc, kg, set,	QTY
High quality diesel fuel for generator for the months of Jun, July and August 2019 in Kabul with delivery to ACR office in Shash Darak	Liter	25,000.00
High quality diesel fuel for ACR vehicle for the months of Jun, July and August 2019	Liter	3,000.00
High quality petrol fuel for ACR vehicle for the months of Jun, July and August 2019	Liter	1,000.00
The payments will be made at the end of each month.		
***Nothing Follows***		

**Specifications:**

**The suppliers should possess vehicle/tanker pass to enter Shash Darak area•Complete specification is attached as Attachment-II**  
Creative estimates the aforementioned fuel will be delivered over a period of 2 days after PO award. The Local Service Provider (LSP) should have the capacity to provide the fuel needed by Creative. The number of words provided is an estimate and Creative reserves the right to consume above or below this range, or to order partial commodities, and the LSP shall deliver accordingly. The LSP must provide additionally deliver the fuel according to the provided timeline.

Milestone #	Amount	Date Due
Milestone 1	100% fuel delivery has to be done. For the month June 2019	30-Jun-19
Milestone 2	100% fuel delivery has to be done. For the month July 2019	31-Jul-19
Milestone 3	100% fuel delivery has to be done. For the month August 2019	31-Jul-19

\*Exact dates may vary, and will be agreed upon at the signing of the purchase order

## REQUEST FOR QUOTATIONS: TERMS AND CONDITIONS

- 1. Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirement (lowest-priced, technically-acceptable approach): meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis. Creative may request to see samples of any or all of these materials before purchase.
- 2. Significant Deficiencies:** 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. Creative reserves the right to waive immaterial deficiencies at its discretion.
- 3. Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Creative to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. Additional terms and conditions are outlined below:
- (a) Creative’s 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; payments will not be issued to a third party.
  - (b) Any award resulting from this RFQ will be a firm fixed-price purchase order.
  - (c) No commodities or services may be provided that are manufactured, assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, 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) Vendors are required to submit past performance information, including copies of any past or current contracts with U.S. government funded organizations, copies of completion certificates and/or the contact information of three references. This should include the name, company, relationship to the vendor, email address and or phone number for each reference.