

# **REQUEST FOR QUOTATION (RFQ)**

**Reference No: AUAF-RFQ-19-015**

Issue Date: June 20, 2019

Closing Date: June 27, 2019

## **PROJECT:**

**PROVISION OF SEPTIC TANK CLEANING SERVICE UNDER BLANKET  
PURCHASE AGREEMENT (BPA)  
FOR A PERIOD OF ONE YEAR**

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

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## **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: Evacuating**

AUAF is seeking qualified vendors to provide services for provision of Septic Tank Cleaning Services under a Blanket Purchase Agreement (BPA). All interested bidders who have similar experience and qualified in the emptying septic, are invited to bid.

### **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 Afghans/International for-profit subcontractors/vendors. In accordance with this requirement, AUAF shall withhold two 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/Services 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. Statement of Work/Specification:**

The selected vendor shall evacuate the required places as mentioned in the below table. The following terms require.

AUAF is seeking qualified companies for the service of Empty septic Tank for both campus.

*The scope of the work is, but not limited to the following:*

- *Provide 25000 or 28000 Liters Tanker for each delivery.*
- *Provide services 24/7.*
- *Based on call the service company shall provide the tankers to designated areas AUAF west and International campuses.*
- *Based on cubic meter delivery the service company shall provide the invoice.*
- *The Service provider company should be on time.*
- *The septic tank should be clean.*
- *They should be careful, while emptying the septic tank and clean the area after loading.*
- *They should have their receipt voucher, each time coming at the campus.*
- *Their tanker will be measured and recorded. To know the exact capacity.*
- *Two mobile number of contact person should be available all the time.*

- *They should empty not only the liquids but the solids as well.*
- *They should empty the grease traps.*

## **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 compliance 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.

## **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 quotation should be sent by hard copy only to the following address no later than **June 27, 2019. Electronic bids are not permitted.** Proposals received after the due date will not be considered further. Electronic bids are not permitted and Hard copy deliveries must be stamped and signed by the offeror's authorized representative and proposal should be sealed.

### **Address:**

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

## **10. Questions:**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 12:00 PM local Kabul time on June 25, 2019 by email to [procurement@auaf.edu.af](mailto:procurement@auaf.edu.af) with cc'ing [hemat@auaf.edu.af](mailto:hemat@auaf.edu.af).

## **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:**

12. 52.202-1 Definitions.
13. 52.203-5 Covenant against Contingent Fees.
14. 52.203-6 Restrictions on Subcontract Sales to the Government.
15. 52.203-7 Anti-Kickback Procedures.
16. 52.203-17 Contractor Employee Whistle-blower Rights and Requirement to Inform Employees of Whistle-blower Rights.
17. 52.204-19 Incorporation by Reference of Representations and Certifications.
18. 52.203-8 Cancellation, Recession, and Recovery of Funds for Illegal or Improper Activity.
19. 52.203-13 Contractor Code of Business Ethics and Conduct.
20. 52.203-16 Preventing Personal Conflicts of Interest.

21. 52.204-7 System for Award Management.
22. 52.249-8 Default (Fixed-Price Supply and Service).
23. 52.249-4 Termination for Convenience of the Government (Services) (Short Form).

## **Section 2: Offer Checklist**

To assist offers 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
- Copy of offeror's registration or business license (see Section 6 for more details)
- Copy of offeror's summary of relevant capability, experience and Past Performance (see Section 7 for more details)

## **Section 3: Specifications and Technical Requirements**

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to AUAF.

No	Description	Average/Year Cum	Unit Cost Afs	Total Cost Afs
1	Service of Empty septic Tank for both campus	27,732.00		
<b>Total Price in AFN</b>				

**Note: The Scope of work for this service is on need basis and or on call basis. The contractor is obligated and required to respond to calls from our facility focal points person to perform the service within the same day of request.**

### **RFQ Conditions:**

<b>Administrative Requirements</b>	Valid company business license under the law Of country of residence.
<b>Evaluation Criteria</b>	LPTA Process
<b>Delivery Term (INCOTERMS 2000)</b>	On call basis
<b>Delivery Time</b>	N/A
<b>Warranty</b>	NA
<b>Payment Terms</b>	Within 30 days after receipt of complete invoice
<b>Validity of Quotation</b>	90 calendar days after the offer deadline
<b>Completeness of quotation.</b>	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
<b>Delivery Point</b>	Hameedullah Hemat   Senior Procurement Specialist +93 (0) 799 254 544  <a href="mailto:hhemat@auaf.edu.af">hhemat@auaf.edu.af</a>
<b>Customs clearance</b>	N/A
<b>BRT Tax</b>	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: RFQ No. AUAF-RFQ-19-015| Provision of Septic Tank Cleaning Service

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) \_\_\_\_\_

**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. 2016, 2017 and 2018).

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