

REQUEST FOR QUOTATIONS

REQUEST FOR QUOTATIONS (2019-JSSP-RFQ-0276)

July 21, 2019

Tetra Tech DPK is seeking quotations from eligible suppliers for the as-needed, ad hoc purchases of domestic airline tickets to support program activities of the Justice Sector Support Program (JSSP) in Kabul, Afghanistan.

1. Introduction

As a result of this RFQ, Tetra Tech DPK anticipates issuing a basic ordering agreement (BOA)—or possibly multiple BOAs—to establish parameters for ordering domestic airline tickets. This will allow JSSP to issue specific purchase orders, on an as-needed basis, for the purchase of domestic airline tickets over the next 12 months.

2. Submission Deadlines and Instructions

Quotations must be emailed to bids@jsspaf.com. The subject line of the quotation email must be as follows: 2019-JSSP-RFQ-0276, Domestic Airline Tickets.

Quotations must be received no later than 10:00 a.m. Kabul local time on July 28, 2019.

Please reference the RFQ number in any response to this RFQ. Quotations received after the specified time and date will be considered late and will be considered only at the discretion of Tetra Tech.

3. Questions

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 2:00 p.m. local Kabul time on July 25, 2019, by email to bids@jsspaf.com.

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Tetra Tech believes may be of interest to other respondents will be circulated to all RFQ respondents who have indicated an interest in submitting quotations.

4. Specifications

Attachment 1 contains the technical specifications of the required services.

5. Quotations

Quotations should be submitted in the format found in Attachment 1.

Quotations must remain valid for not less than sixty (60) calendar days after the RFQ deadline.

Discounts and terms quoted must remain fixed for a minimum of 12 months after the award of any BOA issued as a result of this RFQ.

Offerors are requested to submit a copy of their organization's valid business license with their quotation.

6. 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 basis.

Lowest price will be determined by the Offeror whose quotation offers the largest discount from the market fare (base rate) found on the website of the airline offering the requested flight. For the purposes of this RFQ, the market fare (base rate) is defined as the fare offered on the servicing airline's website without tax applied.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, a quotation may be deemed "non-responsive" and thereby disqualified from consideration. Tetra Tech reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Tetra Tech reserves the right to conduct any of the following:

- Tetra Tech may conduct negotiations with and/or request clarifications from any Offeror prior to award.
- While preference will be given to Offerors who can address the full technical requirements of this RFQ, Tetra Tech may issue a partial award or split the award among various Offerors, if in the best interest of the JSSP.
- Tetra Tech may cancel this RFQ at any time.

7. Terms and Conditions This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Tetra Tech or JSSP to make an award or pay for costs incurred by potential suppliers in the preparation and submission of a quotation.

This solicitation is subject to Tetra Tech's standard terms and conditions. Any resultant award will be governed by these terms and conditions.

8. Quotation Checklist

To assist Offerors in the preparation of quotations, the following checklist summarizes the documentation required to submit a quotation in response to this RFQ:

- Official quotation, (see Attachment 1 for an example)
- Copy of the Offeror's business license

Attachment 1: Specifications and Technical Requirements

For each flight route listed below, Offerors shall enter the discount offered from the market fare (base rate) shown on the website of the airline offering the requested flight. For the purposes of this RFQ, the market fare (base rate) is defined as the fare offered on the servicing airline’s website without tax applied.

Offerors are requested to provide quotations by completing the table below and submitting a signed/stamped version to bids@jsspaf.com.

Offerors may also submit quotations containing the information below on their company’s official letterhead or official quotation format.

Offerors are requested to submit a copy of their organization’s valid business license with their quotation.

No.	Flight Route	Airline	Discount Applied to the Market Fare (base rate) May be quoted in % or US Dollars	Remarks
1	Kabul-Kandahar			
2	Kandahar-Kabul			
3	Kabul-Farah			
4	Farah-Kabul			
5	Kabul-Mazar-e-Sharif			
6	Mazar-e-Sharif-Kabul			
7	Kabul-Herat			
8	Herat-Kabul			
9	Kabul-Zaranj			
10	Zaranj-Kabul			
11	Kabul-Bost			
12	Bost-Kabul			
13	Kabul-Faizabad			
14	Faizabad-Kabul			
15	Kabul-Bamyan			
16	Bamyan-Kabul			

No.	Flight Route	Airline	Discount Applied to the Market Fare (base rate) May be quoted in % or US Dollars	Remarks
17	Kabul-Maimana			
18	Maimana-Kabul			
19	Kabul-Tarin Kowt			
20	Tarin Kowt-Kabul			
21	Kabul-Chaghcharan			
22	Chaghcharan-Kabul			
23	Cost or % to change the date of a purchased ticket with more than 24 hours' advance notice			
24	Cost or % to change the date of a purchased ticket with less than 24 hours' advance notice			
25	Cancellation cost or % with 24 hours' or more notice before departure			
26	Cancellation cost or % with less than 24 hours' notice before departure			

Vendor Name: _____

Vendor Address: _____

Vendor Phone No.: _____

Vendor Email: _____

This quotation is valid for _____ days.

Name of Vendor's Legal Representative: _____

Vendor Signature: _____

Vendor's Stamp: _____