

**Counterpart International – Afghanistan  
Afghan Civic Engagement Program (ACEP)**

**Request for Quotation (RFQ)  
Broadcasting of Public Service Announcements (PSA) for Peace**

Issue Date of RFQ: August 18, 2019  
RFQ Number: CPI-ACEP-2019-1564  
RFQ Name: Broadcasting of Public Service Announcements (PSA) for Peace  
Closing Date for Questions: August 21, 2019 by 15:00 hours (local time)  
Response to Questions: August 22, 2019 by 16:00 hours (local time)  
Closing Date for Quotations: August 26, 2019 by 15:00 hours (local time)

The Afghan Civic Engagement program (ACEP), implemented by Counterpart International and its partners, invites the Broadcasting companies to submit their quotes for Broadcasting the Public Service Announcements (PSA) for the Peace as further described below. Please take the time to read and understand these sections as failure to respond fully may result in your submission being determined to be non-responsive and removed from further consideration.

Questions and quotes are due to:  
COUNTERPART International  
E-mail: [ACEP.Procurement@counterpart.org](mailto:ACEP.Procurement@counterpart.org)  
No phone inquiries please.

Offers must be received by e-mail, no later than **August 26, 2019 by 15:00 hours** (Local Time).

An electronic submission must be sent to [ACEP.Procurement@counterpart.org](mailto:ACEP.Procurement@counterpart.org) no later than the due date and time listed in the timeline of the RFQ. The subject line of the quotation email must be **“CPI-ACEP-2019-1564, Broadcasting of the Public Service Announcements (PSA), for Peace.”**. Quotations submitted by email must be limited to a maximum of 4 MB, virus-free email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. It shall remain offer’s responsibility to ensure that the quotation will reach the address above on or before the deadline.

Quotations received after the specified time and date is considered late, and will only be included in the evaluation process at the discretion of Counterpart.

**1. INTRODUCTION/BACKGROUND**

Counterpart International (Counterpart) in Afghanistan is implementing the Afghan Civic Education Program (ACEP) program funded by USAID under Cooperative Agreement No AID-306-A-14-00001. The ACEP Program aims to increase the role and viability of civil society in Afghanistan by providing capacity building, training and small grants to civil society organizations that show potential to be sustainable and effective organizations.



Offerors should put forward their qualifications and price quote to support COUNTERPART in Broadcasting services. As a result of this RFQ, COUNTERPART anticipates issuing a Firm Fixed Price Purchase Order.

## 1. SCOPE OF WORK

COUNTERPART seeks a Broadcasting Service Company or firm to provide Broadcasting Services of Public Service Announcements (PSA) for Peace for civic education campaign throughout the country, all 34 provinces simultaneously in both peak in Golden hours (300 minutes) and non-peak/Golden hours (100 minutes). The duration of broadcasting is outlined in Section 3 below, Specification and Technical Requirements.

## 2. REQUIRED QUALIFICATIONS/ TECHNICAL SPECIFICATIONS

Offerors should show qualifications in the following areas:

- I. Ability to furnish required services and to meet the requirements of the RFQ.
- II. Experience in similar Broadcasting services, sufficient references, and customer satisfaction.
- III. Quality of Broadcasting services offered, (determined by a sample of similar work to be provided with the quotation).

## 3. ANTICIPATED PERIOD OF PERFORMANCE

The anticipated period of performance for this scope is approximately 3 months.

## 4. PRICE OFFER

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs such as tax. Pricing must be presented in Afghani (AFN). Offers must remain valid for not less than 90 calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

## 5. EVALUATION PROCEDURES AND CRITERIA

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.

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. Counterpart 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, Counterpart reserves the right to conduct any of the following:

- Counterpart 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, Counterpart may issue a partial award or split the award among various suppliers, if in the best interest of the ACEP Project.
- Counterpart may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the ACEP Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

#### **INSTRUCTIONS ON SUBMISSION OF OFFERS:**

You are requested to submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offerors must provide the following information:

- a. The solicitation/RFQ number;
- b. The name, addresses (street, email, other), and telephone number of the offeror;
- c. Brief qualifications of the consultant, organization or firm and its capacity to fulfill the technical specifications including corporate capabilities;
- d. Proof of eligibility to work and or registration in the Islamic Republic of Afghanistan.
- e. Past performance information: include recent and relevant contacts for the same or similar items and other references (including points of contact with telephone numbers and email addresses);
- f. Price quote in Afghani
- g. “Remit to” address, if different than mailing address.

It is contemplated one firm fixed price vendor contract will be awarded to the responsive Offeror whose offer meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis. COUNTERPART reserves the right to make an award based on initial submission. COUNTERPART reserves the right to make no award if it is determined that the offers submitted do not satisfy the needs of the organization. Offers shall be submitted via email

and received no later than on the closing date and time. Offers received after the specified time and date will be considered late and will be considered only at the discretion of COUNTERPART. All written proposals submitted must be valid for a period of not less than Ninety (90) calendar days from the stated closing date.

## 6. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **15:00 hours on August 21, 2019** by email to [ACEP.Procurement@counterpart.org](mailto:ACEP.Procurement@counterpart.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that COUNTERPART believes may be of interest to other offerors will be posted on [www.acbar.org](http://www.acbar.org) website as an amendment to the RFQ.

Only the written answers posted by COUNTERPART will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of COUNTERPART or any other entity should not be considered as an official response to any questions regarding this RFQ.

## 7. NOTIFICATION OF SELECTION

Prior to the expiration period of proposal validity (ninety (90) days), COUNTERPART will notify the offeror who submitted the highest scoring proposal in writing by Email. Clarifications and revision of minor errors and omissions may be requested. Upon completion of either, offeror may be required to submit a revised quote.



## Section 2: Offer Checklist

To assist offerors 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)
- A brief outline of the company, including:
  - a. Full legal name and address of the company or individual;
  - b. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
  - c. Year business was started or established.
- Copy of offeror's registration or business license (License from AISA, Ministry of Commerce & Industries, etc.)
- Detailed description of past experiences providing similar services to international organizations, embassies and multinational corporations.
- Names, addresses, and telephone numbers of three business references and approval to contact the listed references. Counterpart reserves the right to request and check additional references.
- Official quotation/Price proposal (see Section 3 for example format)
- A copy of bank account information
- A copy of President's and Vice President's Tazkira (Identification Card) or Passport



**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 Counterpart.*

Line Item	Description and Specifications	Qty	Unit	Items and Specifications Offered	Unit Price Afghani	Total Price Afghani
1	<b>Broadcasting</b> of Public Service Announcements (PSA), each (PSA will be 1 to 3 minutes) for Peace in Peak/Golden hours in the air for broadcasting starting from September to November 2019.	300	Minutes			
2	<b>Broadcasting</b> of Public Service Announcements (PSA), PSA will be 1 to 3 minutes) for Peace in Non-Peak/Golden hours in the air for broadcasting starting from September to November 2019.	100	Minutes			
					<b>Subtotal:</b>	
					<b>Delivery Costs (if any):</b>	
					<b>Other Costs (Describe: _____):</b>	
					<b>GRAND TOTAL in Afghani:</b>	

Delivery time (after receipt of order): \_\_\_\_\_ calendar days



**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: **Afghan Civic Engagement Program (ACEP)**  
Reference: RFQ no. **CPI-ACEP-2019-1564**

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 and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or ACEP project 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.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Counterpart’ prohibitions against fraud, bribery, and kickbacks.

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 Registration or Taxpayer ID Number: \_\_\_\_\_  
Does the company have an active bank account (Yes/No)? \_\_\_\_\_  
Official name associated with bank account (for payment): \_\_\_\_\_