



REQUEST FOR QUOTATION

To: Offerors

From: Tetra Tech (ISLA)

Title: Office Supply

RFQ No.: RFQ NO. Tetra Tech-ARD/ISLA 082

Prime Contract No.: AID-306-C-15-00005

Issue Date: September 07, 2019

Closing Date for Questions: September 16, 2018 (4:00 pm. Kabul, Afghanistan local time)

Closing Date for Submission of Quotations: September 23, 2019 (4:00 PM, Kabul, Afghanistan Local Time)

The USAID Initiative to Strengthen Local Administrations (USAID-ISLA) Project was awarded to Tetra Tech ARD to strengthen sub-national government systems in Afghanistan to enable the Government of the Islamic Republic of Afghanistan (GIROA) to improve provincial governance in the areas of fiscal and development planning, representation of citizens, and enhanced delivery of public services.

Schedule

- 1. Type of Award** – It is anticipated that Tetra Tech-ISLA will issue a Fixed Unit Price Purchase Order (PO), with estimated quantities and a maximum ceiling price, as a result of this solicitation.
- 2. Compliance with RFQ Instructions** – Offerors are required to fully review all instructions and specifications contained in this RFQ and attachment hereto. Failure to do so will be at the Vendor's risk.
- 3. Submission of Questions** – Questions may be submitted no later than September 16, 2019 (4:00 pm. Kabul, Afghanistan local time). All offerors are invited to address questions to the Procurement Department via the email address procurement@isla-af.com. Offerors must insert in the subject line of their email the full RFQ Number and Title (shown above). No questions will be answered over the phone or in person; all questions must be submitted in writing. All reasonable, applicable questions received will be compiled into one amendment and will be posted in www.acbar.org and www.kabul-tenders.org websites by September 19, 2019 (10:00 am. Kabul, Afghanistan local time).
- 4. Submission of Proposal** – Your quotation must be emailed to procurement@isla-af.com, indicating the RFQ number, title. The proposal (including Appendices A through F) shall be included in the proposal.

The proposal must be sent to the above email address by no later than September 23, 2019 (4:00 PM, Kabul, Afghanistan Local Time).

Tetra Tech reserves the right to not evaluate non-compliant submitted proposals (i.e., any proposal that does not comply with all RFQ instructions). All proposals submitted by offerors must remain valid for acceptance by Tetra Tech for a period of **not less than 60 calendar days** from the above specified closing date.

5. **Bidder's Agreement with RFQ Terms & Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to Tetra Tech of a proposal will constitute an offer and indicate the Vendor's agreement to the terms and conditions in this RFQ, and any attachments hereto. Tetra Tech reserves the right to award Office supply purchase order without discussion and/or negotiation; however, Tetra Tech also reserves the right to conduct discussions and/or negotiations, which among other things, may require a Vendor(s) to revise its proposal (technical and/or price factors). Tetra Tech may increase or decrease the service described in this RFQ at its discretion without statement of cause. Issuance of this RFQ in no way obligates Tetra Tech to award a purchase order, nor does it commit Tetra Tech to pay any costs incurred by a Vendor in preparing and submitting a proposal.
6. **Composition of Proposal** – A proposal will consist of Appendices A through F (accurately and fully completed), for the goods and/or services described in Section 2 – Specifications for Services.
7. **Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFP

Section 1	Proposal Submission Documents
Section 2	Specifications for Services
Section 3	Purchase Order Award Schedule & Estimated Period of Performance
Section 4	Ordering Procedures
Section 5	Purchase Order Terms & Conditions
Section 6	Evaluation Criteria

Appendices

Appendix A	Cover Letter
Appendix B	Pricing Schedule Form
Appendix C	Summary of Relevant Work Experience
Appendix D	Copy of Business License
Appendix E	Certifications
Appendix F	Authorization for Office Supply (Delivery Order)

Sections of RFQ: 1 through 6

Section 1 – Proposal Submission Documents

Appendix A - Cover Letter: The cover letter must conform to the format in Appendix A, be on commercial letterhead, be signed by an authorized representative of the offeror, and stamped with organization's seal. The cover letter must state the period of validity of the proposal; however, the period must **not be less than 60 days**.

Appendix B - Proposal Pricing Schedule: The offeror shall submit its proposal in the format provided in Appendix B. All prices shall be quoted in local currency, Afghanis (AFN). Quoted prices shall be all-inclusive, in that all offered pricing will be fully burdened with all ancillary, associated costs (e.g., delivery of office supply unless such costs are shown as separate, stand-alone line items in the Pricing Schedule as prepared by Tetra Tech (e.g., a separate line item for Office Supply delivery). In case of price discrepancy between a unit price and total price, the unit price shall prevail. Tetra Tech will withhold applicable taxes as per the Government of Afghanistan Laws and will deposit these into the Government Treasury in the name of the vendor.

Note:

1. **Tetra Tech is exempt from import duties into Afghanistan.**

Appendix C - Summary of Relevant Work Experience: Using the format provided in Appendix C, the Offeror must list no **more than five clients** that received services of a nature similar to the requirements of this RFQ within the last three years. All references should have valid email and phone numbers. The Offeror

must also provide copies of reference letters or certificates of completion from listed clients, if available. Tetra Tech reserves the right to independently verify all submitted letters and certificates.

Appendix D - Copy of Business License: Tetra Tech will not award a purchase order to an organization that fails to provide a current, valid copy of its Ministry of Commerce Business license or other applicable recognized GIRoA business license. The Offeror's current, valid AISA or Ministry of Commerce Business License or other applicable recognized GIRoA business license must be included in the proposal as Appendix D.

The Offeror shall provide a clear, legible copy of the company owner and authorized representative's Tazkira and/or passport.

Appendix E – Certifications – The Offeror must complete, sign, stamp and submit as part of its proposal.

Appendix F – Authorization for Office Supplies (Delivery Order) – Description of the delivery including Quantity of Office supply and total authorized cost. This document will be in the form of a "Delivery Order" issued by Tetra Tech each time it authorizes the order for supply of Office supply under the Purchase Order. This document will clearly state the description of event, Quantity of Office supply and the time period for which Office Supply to be supplied. Costs for items not included in the scope of the purchase order shall be borne by the individual. The Vendor shall invoice monthly on the basis of the Supplied Office Supply order provided and authorized by Tetra Tech through the issuance of Appendix F – Authorization for Office Supply (Delivery Order). Copies of the individual Delivery Orders issued to the Vendor by Tetra Tech must be included with the Vendors' monthly invoices.

Section 2 – Scope of Services for Office Supplies

Tetra Tech required qualified, professional Office Supply offeror to provide office supplies that are required for Tetra Tech ISLA office operations. The offeror should demonstrate a successful track record of supplying the same or similar office supplies in that past that are required by Tetra Tech ISLA.

The offeror should ensure flexibility and responsiveness to changing project requirements. The offeror will designate a point of contact for addressing any inquiries from Tetra Tech who will have the authority to act on Vendor behalf.

Please refer to Appendix B – Pricing Schedule for a listing of all office supply items being solicited for, plus applicable items descriptions, and units required.

Source and Nationality – Except as may be specifically approved by Tetra Tech after consultation with USAID, all commodities (e.g., equipment, materials, vehicles, supplies) and services (including commodity transportation services) that will be financed under this purchase order shall be procured in accordance with the requirements in 22 CFR part 228, "Rules on Source, and Nationality for Commodities and Services Financed by USAID." The authorized source for procurement is Geographic Code 937.

Section 3: Planned Purchase Order Award Schedule and Period of Performance

a. Estimated Schedule for Award of Purchase Order:

It is expected that award of a purchase order for the services required by this RFQ will be approximately September 20, 2019. The general procurement schedule is reflected below and is subject to change due to circumstances. Tetra Tech reserves the right to modify the schedule and period of performance up to the date of purchase order award:

07 September 2019	Issuance of RFQ
16 September 2019	Offeror submittal of questions
23 September 2019	Offeror submittal of proposals
25 September 2019	Tetra Tech Completion of Evaluation
01 October 2019	Award of Purchase Order

b. Estimated Purchase Order Period of Performance

The period of performance of the purchase order shall be for Nine Months and the expected start date will begin October 01, 2019 and extend through June 31, 2020. The total estimated maximum price of the purchase order will be based on the estimated office supply items order that Tetra Tech expects to require over the period of performance of the purchase order and the agreed upon rate. Tetra Tech shall have no obligation to award Delivery Orders for Office Supplies that amount to the full estimated quantity or the total maximum ceiling price stipulated in the purchase order.

The total maximum ceiling for Office Supplies that may ordered through the issuance of Delivery Orders for Office Supplies during the period of performance of the purchase order may increase or decrease, but the total quantity delivered for each item shall not exceed the total estimated quantity of each of the items stipulated in the purchase order Pricing Schedule, Appendix B.

The Vendor shall perform all services under the purchase order within the agreed Period of Performance of the purchase order.

All services provided under specific Authorization for Office Supplies shall be completed within the specified performance period of each authorization, in calendar days from the time of award of each Authorization for the supply of stationery items.

Section 4 – Ordering Procedure

- a. Tetra Tech will not make payment for any items delivered without the issuance of an Authorization for the delivery of Office Supplies, which shall be made in the form of a Delivery Order to the Vendor by Tetra Tech for required items.
- b. Delivery Orders awarded for Office Supplies shall be made to the Vendor prior to the delivery of the required items. The Delivery Order authorization for Office Supplies shall be in the format specified in Attachment F hereto and shall fully specify:
 - a) The Quantity of office Supplied to Tetra Tech
 - b) Effective Date of the Delivery Order
 - c) The dates when items are to be delivered
 - d) The unit price for each items ordered
 - e) The Total Maximum Price of the Delivery Order authorization
- c. The Vendor shall not delivery any item under this purchase order unless and until Tetra Tech awards a Delivery Order. Tetra Tech shall have the right to order up to the maximum quantity specified in Appendix B, Pricing Schedule through the period of performance of the anticipated Purchase Order.
- d. The Delivery Order shall be issued by the authorized representative of Tetra Tech specified in the Purchase Order and upon receipt of the voucher, the Vendor shall countersign and date the document and return the original to Tetra Tech.
- e. At the end of each calendar month, the Vendor shall invoice Tetra Tech for the total Quantity of items delivered. The invoice shall include the following information and documentation:
 - a. The total quantity of each item delivered
 - b. The fixed unit price in accordance with the Purchase Order Pricing Schedule
 - c. The total invoiced amount
 - d. A complete description of each item delivered, plus;
 - i. The Delivery Order number,
 - ii. The dates of each Delivery Order.
 - e. Attached copies of Delivery Order related to each delivery.
- f. Payments will be wired at the end of every month to the vendor bank account after review and acceptance.

Section 5 – Purchase Order Terms & Conditions

The Fixed Unit Price Purchase Order will specify the Terms & Conditions and will include but not be limited to, Delivery and Payment; Tax Withholding; Certifications; Inspection & Acceptance; Warranty; Termination; Incorporated Provisions, etc. All Terms & Conditions (T&C) are in compliance with generally accepted international business practices and/or in compliance with USAID specified Federal Acquisition Regulation (FAR) and USAID Acquisition Regulation (AIDAR) requirements. In the proposal cover letter, the offeror must confirm that it accepts all T&Cs or has included exceptions it may request should the offeror be awarded the purchase order. At the time of Purchase Order award, the Vendor will be provided with a copy of the purchase order for signature, and Tetra Tech will be available to address any questions and comments.

Section 6 – Evaluation Criteria

Award of a purchase order shall be made on the basis of the evaluated lowest price, technically acceptable proposal(s) received in response to the RFQ.

1. Technical

The Offerors' proposal shall be evaluated to determine overall technical capability to effectively implement the project. The sub-factors used to determine this will be:

Technical Proposals will be determined to be either acceptable or unacceptable according to the following criteria:

- a) **Demonstrated Experience (50 Points)** – Offeror must have strong experience in providing office supply including experience in providing similar type office supply to five similar clients in terms of size, frequency and complexity of office supply in the past three years. Adherence to client regulations must be demonstrated and proven track record in responding quickly and appropriately to emergency situations. Strong cost consciousness and customer service reputation. This relates to the experience of the Offeror in implementing similar projects as described in **Attachments A**, and as presented using **Attachment C**. The offeror must list at least three clients to be considered acceptable.
- b) **Conformity to the RFQ Descriptions and Specifications (30 Points)** – This score relates to the offeror's understanding of the required SOW, BOQ and technical specifications to perform the work in accordance with the RFQ specifications.
- c) **Proposed Key Staff (10 points)** – This score relates to whether the Offeror's proposed managerial staff has the skills, education and experience necessary to implement the activity. The offeror staff must demonstrate experience on managing similar contracts, serving similar clients.
- d) **Valid Business License (10 Points)** – This relates to the offeror submitting a valid Afghanistan business license in accordance with the RFQ Appendix D requirement. **Offeror with no valid business license will not be considered for evaluation.**

In order to be determined technically acceptable, proposals must receive a combined score of 60 points or more.

2. Pricing

- a) **Pricing Matrix (Nil points)** – Pricing (please refer to Attachment B – Pricing Matrix) will be analyzed on the basis of reasonableness, allowability and realism based on the following considerations:

- Is the pricing provided according to the RFQ instructions and unambiguous?
 - Are proposed costs reasonable, realistic and balanced for the work to be performed under the award?
 - Do the costs reflect a clear understanding of the work requirements?
 - Are the costs consistent with the various elements of the Offeror's technical proposal?
- b) Only those price proposals associated by proposals that have been evaluated to be technically acceptable/qualified in accordance with the evaluation criteria specified in the RFQ, will be evaluated.
- c) The selection of the successful Vendor and award of a Purchase Order shall be based on lowest price technically acceptable source selection process.

Note: Only responsive offeror will be evaluated in accordance with the evaluation criteria specified in the RFQ. In addition, selection of the successful offeror and award of a purchase order shall be based on lowest price technically acceptable source selection process.

3. Miscellaneous

Valid Business License Eligibility Requirement – this relates to the offeror to submit a valid Afghanistan license in accordance with the RFQ Appendix D requirement. Offerors without valid license will not be considered for evaluation.

DISCLAIMER –Please note that any and all references to brand, make, model, trademark, etc. are solely present for specifications purposes. We are not requesting that you quote the item listed; rather we are requesting that you quote item that meet or exceed the same technical specifications equal or greater quality for the item listed.

Tetra Tech ARD-ISLA - may or may not decide to negotiate with one or more Offerors. Prior to award, Tetra Tech ARD-ISLA reserves the right to one or more on-site inspections of similar work that the Vendor has recently completed, and access to the applicable client(s) for whom the work was performed.

[End of RFQ]