Request for Quotation

Procurement title	Request for Quotations – RFQ# KBL-HSR-036-FGGO Providing hall, buffet, two times refreshment and lunch box for FGGO/HSR Project
Procurement number	RFQ# KBL-HSR-036-FGGO
Issue date	Sep 11, 2019
Delivery location	Kabul
Closing time	04:00 pm Kabul Time on Sep 25, 2018
Questions	Must be received in writing before 4:00 PM Kabul Time on Sep 17, 2019

Purpose

Futures Group Global Outreach (FGGO) is looking for qualified hotels and restaurants to provide hall, buffet, two times refreshment and lunch box with delivery for workshops, trainings, conferences and events for FGGO's Office under below Terms of Reference of this RFQ.

Futures Group Global Outreach (FGGO) invites hotels and restaurants to submit their Best and Final Offer (BAFO) for providing hall, buffet, two times refreshment and lunch box with delivery for workshops, trainings, conferences and events for FGGO Office for calendar Nov 01, 2019 till Sep 30, 2020.

Background and Context

Futures Group Global Outreach (FGGO -Afghanistan**)** is a locally registered organization that operates in Afghanistan and has been implementing USAID funded projects in Afghanistan.

Contract

The award will be a fixed price Blanket Purchase Agreement (BPA).

Currency

AFA

Terms of Reference (TOR)

The RFQ# KBL-HSR-036- FGGO Providing hall, buffet, two times refreshment and lunch box for FGGO/HSR Project

The hotels and restaurants must provide the following services:

Contractor shall provide hall, buffet, two times refreshment and lunch box with delivery for workshops, trainings, conferences and events for FGGO/HSR Project as below specifications and terms of reference (TOR)

Quotation for Lunch box and buffet for trainings and workshops

S/N	Description	Unit price @ AFA
Lunch box and buffet for trainings and workshops:		
1	Lunch Box Contains: (Rice/Palow, Mixed Vegetable, Teka Kabab, salad, Fruit Two types and yogurt) Beverage / Soft Drink : Water, Cola	Per Person
2	Buffet for trainings and workshops	Per Person
3	Hall with different types and capacity	Per hall
4	Refreshment two times	Per Person

List of free services and facilities that hotel and restaurant provides during trainings and workshops

Submission of Quotations

The Offeror shall submit its Best and Final Offer/Quotation (BAFO) for the Services in accordance with the specifications described under Terms of Reference above Hard or Soft copies.

Questions may be submitted no later than**, Sep 17, 2019 (04:00 pm** Kabul, Afghanistan local time). Offerors are invited to address questions to: via e-mail: **hsr.procurements@thepalladiumgroup.com**

Submission of Quotations: All responses must be in English. Electronic bids are also acceptable to the email address: hsr.procurements@thepalladiumgroup.com

Hard copy shall be delivered no later than **Sep 25, 2019 (04:00 pm** Kabul, Afghanistan local time) to Futures Group Global Outreach (FGGO), attention to Sayed Jafer Hashimi Operations Director, at Futures Group, HSR Afghanistan office located at House no 315,Street no 03, Ansari watt, Shahr-e-now, District 04, Kabul, Afghanistan.

Insert in subject line: Request for Quotations RFQ# KBL-HSR-36- Providing hall, buffet, two times refreshment and lunch box for FGGO/HSR Project.

Note:

- **Please be advised that Futures Group Global Outreach require you to specify the validity of your quote for the minimum number of (30) calendar days from its submission date.**

Appendices

Appendix A: Bid Price Quotation and timeline to complete the audit

Appendix B: Summary of Relevant Capability, Experience and Past Performance

Appendix C Copy of Business License and copy of commercial bank account details

Vendor's Signature and Stamp

Appendix A: Bid Price Quotation and timeline to complete the audit: please attach a signed and stamped copy of your quote with a timeline to complete the audit no later than the due date for submission of quotation as specified above.

The hard copy of the Offerors' quotation shall be placed in a sealed envelope and shall be clearly marked **"Request for Quotations – RFQ# KBL-HSR-036- FGGO** Providing hall, buffet, two times refreshment and lunch box for FGGO/HSR Project.

And "TO BE OPENED ONLY BY MEMBER(s) OF THE EVALATION COMMITTEE." **Futures Group Global Outreach, may choose not to evaluate an irresponsive quote.**

The completion and submission to Futures Group Global Outreach of the above item will constitute a Quotation and will indicate the Offerors agreement to the terms and conditions in this RFQ and in any attachments hereto. Issuance of this RFQ does not commit Futures Group Global Outreach to make an award.

Offerors are **required** to examine all instructions and the specifications contained in this Request for Quotation. **FAILURE TO DO SO WILL BE AT THE OFFEROR'S RISK.**

Appendix B: Summary of Relevant Capability, Experience and Past Performance – Using the format provided in Appendix B, the vendor shall list no more than five (5) former and/or current clients with their most up-to-date contact information, to whom commodities or services similar to those requested under this RFQ have been delivered to in Kabul or other areas in Afghanistan over the last five (5) years. The vendor should also provide copies of reference letter or certificates of completion from listed clients if available Futures Group reserves the right to independently verify all submitted information, letters, and certificates.

Appendix C: Copy of Business License - Futures Group will not award a blanket purchase agreement, contract, or subcontract to an organization that fails to provide a current valid copy of its active business license from either the Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce. Business License and copy of commercial bank account details must be attached to Appendix C

Special Requirements

Executive Order on Terrorism Financing

U.S. Executive Orders and U.S. law prohibits transactions with and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Offerors to ensure compliance with these Executive Order and laws.

Communications with USAID and Other Agencies

All of Subcontractor's contractual written or oral communications with or to USAID, or local agencies relative to the Work under this Blanket Purchase Agreement (BPA) must be through or with the authorization of Futures Group project Chief of Party.

Language Requirement

All submissions shall be provided in English.

Restriction on Certain Foreign Purchases

USAID has eligibility rules concerning goods and commodities, commodity- related services, and suppliers of goods and services (other than commodity-related services).

Terms of Payment

Futures Group Global Outreach will pay the Vendor in accordance with the payment schedule, to be stipulated in the Blanket Purchase Agreement (BPA), after receipt and acceptance of the required Goods/Commodities or Services.

Tax Withholding

Purchase to the provisions of the Government of Afghanistan Income Tax Lax 2010, Article 72.4 effective May 2010 Futures Group is required to withhold income tax at the prescribed rated at the time of making payment to the legal or natural person(s) providing supplies, materials, construction and services under contract, including blanket purchase agreement procurement, for transactions of AFA 500,000 and above.

Withholding Rate

The prescribed rate of income tax withholding is 2% of the gross purchase amount for contractors/vendors who have a valid business license to operate under Government of Afghanistan

Remittance of Tax and Certificate of Withholding

As the tax withholding entity, Futures Group Global Outreach is required to remit the income tax amount withheld directly to the Ministry of Finance designated account by 10th day of the month following the transaction.

Futures Group Global Outreach will issue an income tax withholding certificate to the contractor/vendor listing the gross payment, the amount of income tax withheld and the net contract payment along with a copy of the payment form and deposit receipt for transfer made to the designated Ministry of Finance account.

More detailed information on Afghanistan contract tax withholdings can be obtained at the website of the Ministry of Finance Afghanistan, **www.mof.gov.af/?p=Article%2072.**

Appendix A

Bid Price Quotation

Vendor agrees and shall ensure that all services provided to Futures Group Global Outreach must be accordance with International Financial Reporting Standards (IFRS).

Services will be accepted and verified by Futures Group Global Outreach. If the services are not in accordance with Futures Group Global Outreach exact requirements, the services will not be accepted.

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Appendix B

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

List former and/or clients with their most up-to-date contact information, to whom commodities or services similar to those requested under the RFQ have been delivered to in Kabul or other areas in Afghanistan over the last five (5) years.

Please list entries in chronological order beginning/start with the most recent.

S/No	Project Title and Description of Goods Delivered	Location Province/District	Client's Name/Tel/Email address	Cost in Afghani at the time of delivery	Start Date	End Date	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?

Vendor's Signature and Stamp

Appendix C

BUSINESS LICENSE/CERTIFICATE

Please attach

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Terms and Conditions

1. Quote Conditions

Quotes are subject to the Conditions outlined below. Potential suppliers must submit offers on the form provided with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgment

FGGO will grant extensions to the Closing Time only in exceptional circumstances and, if granted, will apply equally to all potential suppliers. FGGO will not consider any quotes received after the Closing Time specified in the RFQ unless FGGO determines in its sole discretion that it has caused or contributed to the failure to lodge by the Closing Time.

The quote must be lodged as set out in "Proposal Submission" in the RFQ.

3. Validity

Quotes must remain open for acceptance for 90 calendar days from the Closing Time.

4. Alterations

FGGO may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

(a) RFQ;

(b) Terms of Reference;

(c) these Quote Conditions;

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

6. Amendments and Queries

FGGO may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing a formal amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Officer identified in the RFQ.

7. Clarification

FGGO may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, FGGO will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality of Potential Supplier Information

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons.

Potential suppliers should note that FGGO will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that FGGO has the right to disclose the information contained in their quote.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing FGGO's requirement described in the RFO where the option to do so was stated in the RFQ or agreed in writing with FGGO prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The Contract Price must be inclusive of all taxes, duties (including any customs duties) and any government charges imposed or levied in the United States or overseas. The Contract Price, which must include any and all other charges and costs, will be the maximum price payable by the FGGO for the Goods and/or Services.

12. Evaluation

FGGO will evaluate quotes in accordance with the USAID Procurement Rules and this RFQ to determine the best value for money outcome for FGGO. FGGO will notify unsuccessful suppliers of the final decision following award of a contract and suppliers may request a debriefing following the award of a contract.

13. Financial information

If requested by FGGO, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by FGGO, the potential supplier must promptly provide FGGO with such information or documentation as FGGO reasonably requires in order to evaluate the potential supplier's financial stability.

14. Referees

FGGO reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

15. Reporting Requirements

Potential suppliers acknowledge that FGGO is subject to legislative and administrative accountability and transparency requirements including disclosure to Parliament and its Committees.

Without limiting FGGO's right to disclose other information, for any contracts awarded, FGGO will publicly disclose the supplier's name, postal address and a range of details about the Contract, including contract value and the names of any subcontractors engaged in respect of the Contract.

Potential suppliers should also note the requirements of the *Freedom of Information Act 1982*.

16. Unpaid Employee Entitlements

Potential suppliers acknowledge that the FGGO will not contract with a potential supplier where it or a proposed subcontractor has a judicial decision against it (excluding decisions under appeal) relating to unpaid employee entitlements where the entitlements remain unpaid.

17. Conflict of interest

Potential suppliers must notify FGGO immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised).

18. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFO process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former FGGO employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

19. FGGO's Rights

FGGO, at its discretion, may discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any

other potential supplier; evaluate quotes as FGGO sees appropriate; and negotiate with any one or more potential suppliers.