



## Request for Quotations (RFQ)

RFQ Number: RFQ-WIG-02107

Issuance Date: September 15, 2019

Deadline for Offers: September 21, 2019

Description: Provision of Stationary under Blanket Purchase Agreement (BPA) for Kabul, Herat and Balkh Provinces

For: USAID Promote: Women in Government

Funded By: United States Agency for International Development (USAID), Contract No. AID-306-TO-15-00044/AID-306-I-14-00012

Implemented By: Chemonics Afghanistan Limited Management & Implementation Services

Point of Contact: Subcontracts/Procurement Department  
Email: [WIGProcurement@promotewig.com](mailto:WIGProcurement@promotewig.com)  
Phone: +93 (0) 794 388-351 and +93 (0) 799 019-643

### \*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\*

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact [sjalbert@promotewig.com](mailto:sjalbert@promotewig.com) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

## **Section 1: Instructions to Offerors**

1. **Introduction:** The USAID Promote: Women in Government Project is a USAID program implemented by Chemonics International in Afghanistan. The goal of the USAID Promote: Women in Government is to increase and advance the number of women in the Afghan Civil Service, thereby promoting a more inclusive government that is responsive to the need of the entire Afghan population, thus fostering a more democratic and stable state. WIG will establish an internship program to educate young women to gain entry into the Afghan Civil Service and will make the operating environment safer for young women to work tackling sexual harassment, policy gaps, and work environment female employees. As part of project activities, the USAID Promote: Women in Government requires the purchase of monthly Stationary for USAID Promote: Women in Government project in Kabul, Herat and Balkh Provinces to run the daily need of office in the mentioned provinces.

The purpose of this RFQ is to solicit quotations from eligible suppliers for as-needed, ad hoc purchases of Stationary under blanket purchase agreement (BPA). As a result of this RFQ, the USAID Promote: Women in Government Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these commodities/services. This will allow the USAID Promote: Women in Government Project to issue specific purchase orders, on an as-needed basis, for the procurement of these items over the next 7 months. The Supplier shall furnish the supplies/services described in any purchase orders issued by Chemonics under this BPA. Chemonics is only obligated to pay for supplies/services ordered through purchase orders issued under this BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **4:00 P.M** local Kabul time on **September 21, 2019** by email to [WIGProcurement@promotewig.com](mailto:WIGProcurement@promotewig.com).

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

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **3:00 P.M** local Kabul time on **September 17, 2019** by email to [WIGProcurement@promotewig.com](mailto:WIGProcurement@promotewig.com). Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the USAID Promote: Women in Government Project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional commodities/services.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in AFN currency. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of seven (7) months. Offerors are requested to provide quotations on official letterhead or quotation format; in the event this is not possible, offerors may complete the table in Section 3.

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.
6. **Delivery:** The delivery location for the items described in this RFQ is Kabul, Herat and Balkh Provinces. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
  7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code** 935 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Afghanistan.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

8. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
9. **Taxes and VAT:** Pursuant to Article 72 of the Afghanistan Income Tax Law, Chemonics is required to withhold taxes from the gross amounts payable to all Afghan subcontractors. In accordance with this requirement, should an award be made to a successful offeror and an agreement is successfully negotiated with that offeror, Chemonics will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities - the Ministry of Commerce and Industry, Afghanistan Investment Support Agency (AISA), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health - at the time the awarded entity submits invoices for payment, and the invoices are successfully reviewed and approved by Chemonics. If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, Chemonics will in this case withhold a seven percent (7%) fixed tax on the gross amount payable to the awarded entity, subject to Chemonics' review and approval of the subcontractor's invoices. In either case, this tax is withheld by Chemonics from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. Chemonics will maintain records of all of such remittances.

10. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
11. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
12. **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.

**Note: The company will be eligible for evaluation upon submission of all required documents in Section 2: Offer Checklist and completion of requirements in section 3 & 4 of the Request for Quotation.**

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

- Chemonics 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, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the USAID Promote: Women in Government Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

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 USAID Promote: Women in Government Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the USAID Promote: Women in Government Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The USAID Promote: Women in Government Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the USAID Promote: Women in Government Project will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least seven (7) months. The Supplier shall furnish the supplies/services described in any purchase orders issued by the USAID Promote: Women in Government Project under the BPA. The USAID Promote: Women in Government Project is only obligated to pay for supplies/services to the extent purchase orders are issued under any BPA resulting from this RFQ.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

## **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)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)
- Copy of section 3.1 and 3.2 filled in and completed by Offerors

**Section 3: Specifications and Technical Requirements**

The table below contains the list of commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit 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 Chemonics.

Offered unit prices should include transportation/delivery costs.

<b>Description and Specifications of Item</b>	<b>Unit</b>	<b>Items and Specifications Offered</b>	<b>Unit Price AFN Kabul</b>	<b>Unit Price AFN Herat</b>	<b>Unit Price AFN Balkh</b>	<b>Total of 3 Unit Prices AFN</b>
8.5 X 11" High Gloss Photo Paper	1					
A4 Lucky Boss or Equal Quality (500 count ream)	1					
Binding Reel Large (100 sheets in 1box)	1					
Binding Reel Medium (100 sheets in 1box)	1					
Binding Reel Small (100 sheets in 1box)	1					
Tea Stirrer	1					
Carton file (50 in one Box)	1					
Ring File	1					
Office File (12 in one Pack)	1					
Binder Clip Small (15mm,12 Dozen in one box)	1					
Binder Clip Medium (19mm,12 Dozen in one box)	1					
Binder clip Medium (25mm,12 Dozen in one box)	1					
Binder clip Big (32mm, 12 Dozen in one Box)	1					
Binder Clip Big (51mm,12 Dozen in one Box)	1					
Binding Machine (Large Size)	1					
Binding Machine (Medium Size)	1					
Air Duster	1					
Notice Board 60x90cm Size	1					
Instar Cleaner (liquid cleaner)	1					
Certificate Paper A4 Size 160gm (100-count Package)	1					
Certificate Paper A5 Size 160gm (100-count Package)	1					
Notice Board 120x80cm Size	1					
CD R (10 in one box)	1					
DVD R 4.7GB (10 in one box)	1					
DVD R 8 GB (10 in one box)	1					

Paper Tray (Wooden 3 Tabs)	1					
Paper Tray (Plastic 3 tabs)	1					
Correction pen	1					
Desk Calculator (Medium Size)	1					
Desk Calculator (Small Size)	1					
Desk Organizer (Wooden used to hold pens, paper clipsheet.)	1					
Diary Large (Years to be determined)	1					
Diary Medium (Years to be determined)	1					
Diary Small (Years to be determined)	1					
Divider (File Separator 1-10), Paper,	1					
Divider (File Separator 1-10) Plastic,	1					
Divider (File Separator 1-12) Plastic,	1					
Divider (File Separator A-Z) Plastic,	1					
Plastic sheets 100-count package	1					
Plastic sheet 100-count package	1					
Envelopes, Large Size ,9 X 12"100-count pack	1					
Envelopes, A4 Size, (100-count pack)	1					
Envelopes, small size	1					
Envelope, Medium size	1					
Paper Clip 50 mm	1					
Paper Clip 33 mm	1					
File Box	1					
Flip Chart (25sheets) notebooks	1					
Flip Chart Paper (50 count pack)	1					
Folder Hanging Legal Size 25 count Box	1					
Folder Manila A4 Size 100 count pack	1					
Business Card Holder Notebook	1					
Ring Binder 0.5	1					
Ring Binder 1"	1					
Ring Binder 2"	1					
Glue Stick (Big size)	1					
Memory Stick 8GB	1					
Three (3) Hole Punch regular	1					
Two (2) Hole Punch regular	1					
Two (2) Hole Punch regular	1					
Stapler Big Size Heavy Duty	1					
Stapler 10 small	1					
Stapler 24x 6 size	1					
Staples,24X6 size	1					
Staples 1000 count Box Heavy Duty	1					
Staples 10	1					
Staple Remover	1					
Highlighters (4 count package)	1					



Lamination Film 4 Size 100 count package	1					
Marker, Dry Erase 12 Each (12 Count box)	1					
Marker, Permanent 12 Each (12 Count box)	1					
Mouse for Computer (dell or equal)	1					
Mouse Pad	1					
Notebook Spiral 4 X 6	1					
Notebook Spiral 5 X 7	1					
Notebook Spiral 9 X 5	1					
Notebook (ordinary 80 page)	1					
Sticky Note 3X5	1					
Sticky Note 3X3	1					
Sticky Note 3X1	1					
Paper Cutter big size	1					
Pen Dolor or equal	1					
Pen Pilot or Equal	1					
Pen 0.7 Uni Ball or Equal	1					
Pencil Sharpener	1					
Pencil	1					
Push Pin	1					
Ruler 30 cm Steel	1					
Ruler 50 cm Steel	1					
Scissor (medium size)	1					
Sticker A4 size A very or Equal (100 count Box)	1					
Tape Cutter Hand Machine	1					
Tape Cutter Desk Machine	1					
Tape 1" (Clear Tape)	1					
Tape 0.5 (Clear Tape)	1					
Clear Bag	1					
Lock Small Size	1					
Lock Big Size	1					
Pencil Eraser	1					
Sticker (sign here)	1					
Name Tag(plastic)	1					
Flip Chart Stand (high quality)	1					
White Board 120x80cm Size	1					
White Board 60x90cm Size	1					
Keyboard for computer (dell or equal)	1					
Photo Frame 22 X 17	1					
Photo Frame 21 X 30	1					
Photo Frame 41 X 30	1					
Desk Lock	1					
Laptop Locker	1					
Extension cord	1					
Board Eraser	1					

Battery AA	1					
Battery AAA	1					
Battery AAAA	1					
Battery AA Rechargeable	1					
Battery AAA Rechargeable	1					
Battery AAAA	1					
Permanent white Marker	1					
AI pen	1					
Flash Card	1					
Wall Tape (Masking Tape)	1					
Duster	1					
Whiteboard Magnet	1					
Paper Stand	1					
Color Copy paper	1					
HR Personal File	1					
Yellow Paper for printing MoUs	1					

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

Length of warranty on offered equipment, if applicable: \_\_\_\_\_ years

Location of service center(s), if applicable for after-sales service, including warranty repair: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The prices quoted above remain fixed for the next seven (7) months: \_\_\_ Yes \_\_\_ No

**Section 3.1: Offeror's Information**

Vendor name per Business License	
Vendor Address:	
Vendor Contact person and Phone Numbers	
Vendor email addresses	

**Section 3.2: Minimum Terms and Conditions**

No	Description/Question	Response
1	<b>Offer Cover letter</b> Did you submit the Offer Cover Letter? See Section 4 for template.	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
2	<b>Valid Business License and Nature of Business</b> Offerors who are in the business of Logistics and supplies and are eligible to apply. Any Offeror who is not in the business of logistics/supply will not be considered for next round of consideration process. Expired license will not be accepted and offers will be disqualified.	<input type="checkbox"/> Attached <input type="checkbox"/> Not attached
3	<b>Did you include the cost and specification for each item correctly in AFN?</b> See section 3 for template	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<b>Delivery Period</b> Can you deliver the items within (2) days advanced notice per request in Kabul, Herat and Balkh Provinces?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	<b>Validity of Bid Price:</b> Offers must remain valid for not less than thirty (30) calendar days after the offer deadline, please choose only one checkbox.	<input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Other:
6	<b>Quality:</b> All items provided shall of high quality. Do you understand that any expired or low-quality Supplies will be returned to vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	<b>Payment Term:</b> Payment will be paid to the vendor within 30 business days after the delivery of goods and acceptance of invoice. No advance payment is authorized under this procurement. Do you accept these terms and conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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: USAID Promote: Women in Government  
The Baron/Dreshak, Hawa Shanasi Road Khawaja Rawash, Kabul Afghanista

Reference: RFQ No. RFQ-WIG-02107 – Provision of Stationary under Blanket Purchase Agreement (BPA) for Kabul, Herat and Balkh Provinces

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 Chemonics or USAID Promote: Women in Government 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 Chemonics’ 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: \_\_\_\_\_

Company DUNS Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_