



Request for Quotations

To: Offerors

From: ORCD

Title: Provide Four Rental Vehicles with Drivers for Baghlan and Balkh provinces.

RFQ No: ORCD- Baghlan & Balke/IOM/RADA

Issuance Date: 05, 11, 2019

Closing Date for Questions: Nov 17, 2019

Closing Date for Submission of Quotations: Nov,17, 2019 (03:00PM, Kabul, Afghanistan Local Time)
ORCD is an Afghan non-governmental non-profit humanitarian and development organization that was established in 2011 and registered with the Ministry of Economy. ORCD is the only Afghan NGO having Special Consultative Status with the ECOSOC/UN since 2015. It has implemented projects in more than 20 provinces of Afghanistan.

With this Request for Quotations (RFQ), ORCD invites vendors to submit best-technical, best-price quotations for the goods and/or services as specified below and in accordance with the following instructions:

Schedule

1. Type of Award – An award resulting from this RFQ will be a Firm Fixed Price Purchase Order.

2. Compliance with RFQ Instructions – Vendors 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. Confirmation of Receipt of RFQ – Please confirm receipt of this RFQ by reply email (procurement@orcd.org.af) before the closing date for questions as shown above. Failure to confirm receipt will exclude the Vendor from receiving the Q&A List discussed below. Vendors must insert in the subject line of their email the full RFQ Number and Title (shown above).

4. Submission of Questions – Questions may be submitted no later than **Nov 17, 2019** (03:00PM, Kabul, Afghanistan Local Time). Bidders are invited to address questions to the Logistic Unit via the email address listed above in Item 3. Vendors 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 "Q&A List", answered, and emailed to all Vendors who have complied with Item 3 above by **Nov 17, 2019** (03:00PM, Kabul, Afghanistan Local Time). ORCD, on its own discretion, can extend the deadline without informing the bidder which has submitted the bid in case it considers the number of bids is lower than required.

5. Submission of Quotation – Your quotation must be in English, and comprised of **1 hard-copy** indicating the RFQ number, title, and the above listed closing date. The quotation (including Appendices A through F) shall be placed in a sealed envelope (signed and stamped) and clearly marked "Quotation for ORCD RFQ Number and Title" (as shown above) and marked "To be received by Admin Officer." The quotation must be delivered to the address below by no later than [insert the date, **Nov 17, 2019 3:00PM**, Kabul, Afghanistan Local Time) to:

ORCD Main Office

Street of Shams London Academy, 40 Meter Road, Taimani Project, Kabul, Afghanistan

Attention: Procurement Department

Contact: **0728435975**

Email: j.mahmoody@orcd.org.af

ORCD reserves the right to not evaluate non-compliant quotations (i.e., ones that do not substantively comply with all RFQ instructions). All proposals submitted by Vendors must remain valid for acceptance by ORCD for a period of not less than 30 calendar days from the above specified closing date.

6. Bidder's Agreement with RFQ Terms & Conditions – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to ORCD of a quotation will constitute an offer and indicate the Vendor's agreement to the terms and conditions in this RFQ, and any attachments hereto. ORCD reserves the right to award a Purchase Order without discussion and/or negotiation; however, ORCD also reserves the right to conduct discussions and/or negotiations, which among other things, may require a Vendor(s) to revise its quotation (technical and/or price factors). ORCD may increase or decrease the quantities described in this RFQ at its discretion without statement of cause. Issuance of this RFQ in no way obligates ORCD to award a Purchase Order, nor does it commit ORCD to pay any costs incurred by a Vendor in preparing and submitting a quotation.

7. Composition of Quotation – A quotation will consist of Appendices A through F (accurately and fully completed), for the goods and/or services described in Section 2 – Specifications for Goods and/or Services.

8. Index of RFQ – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

Section 1 Quotation Submission Documents

Section 2 Specifications for Goods and/or Services

Section 3 Purchase Order Terms & Conditions

Section 4 Basis of Selection

Appendices

Appendix A Cover Letter

Appendix B Bill of Quantities (BOQ) Form

Appendix C Summary of Relevant Work Experience

Appendix D Copy of Business License

Appendix E Certifications

Appendix F Inspections

Sections of RFQ: 1 through 4

Section 1 – Quotation 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 Vendor, and stamped with organization's seal. The cover letter must state the period of validity of the quotation; however, the period must not be less than 30 days.

Appendix B - Bill of Quantities: The Vendor shall submit its quotation in the format provided in Appendix B. All prices shall be quoted in **Dollar**. Quoted prices shall be all-inclusive, in that all offered pricing will be fully burdened with all ancillary, associated costs (e.g., delivery, installation, taxes and duties, training, warranty, etc.), unless such costs are shown as separate, stand-alone line items in the BOQ as prepared by ORCD (e.g., a separate line item for delivery or training or installation). In case of price discrepancy between a unit price and total price, the total price shall prevail. Note: ORCD is exempt from import duties into Afghanistan however, it has to withhold contractor tax from the vendor as per the Afghanistan Tax Law.

Appendix C - Summary of Relevant Work Experience: Using the format provided in Appendix C, the Vendor must list no **more than five clients** that received goods and/or services of a nature similar to the requirements of this RFQ within the last year. The Bidder must also provide copies of reference letters or certificates of completion from listed clients, if available. ORCD reserves the right to independently verify all submitted letters and certificates.

Appendix D - Copy of Business License: ORCD will not award a Purchase Order to an organization or company that fails to provide a current, valid copy of its AISA or Ministry of Commerce Business license. A Vendor's current, valid AISA or Ministry of Commerce Business License must be attached to Appendix D.

Appendix E - Certifications – A Vendor must complete, sign, stamp and submit as part of its quotation

Appendix F – Inspection/Acceptance of Work

Section 2 – Specifications for Goods and/or Services

Please refer to Appendix B – Bill of Quantities for a listing of all goods and/or services being solicited for, plus applicable item/service descriptions, specifications, standards of performance, and units required.

Source, Origin and Nationality – The Bidder may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria [Only applicable in USAID projects].

01. Completion Schedule – ORCD's desired schedule for the completion of all work required by this RFQ is **December/2019 to end of October 2020**

from the effective date of a finalized Purchase Order/ Contract.

a) Material Quality

All vehicle will be in good condition and must have all used on this project shall be commercial grade or higher. Any materials found to be of substandard quality will be rejected.

Section 3 – Purchase Order Terms & Conditions

The negotiated Purchase Order will specify the Terms & Conditions of the agreement with the Vendor, and will include but not be limited to, the topics of Delivery and Payment; Tax Withholding; Certifications; Inspection & Acceptance; Warranty; Termination; Incorporated Provisions, etc. All Terms & Conditions 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. At time of award negotiation, the Vendor will be provided with a copy of the Purchase Order and ORCD will be available to address all questions and comments.

Section 4 – Basis of Selection

Selection will be made on a lowest price, technically acceptable basis. A technical score of 70 points or above is technically acceptable; quotations will not be ranked for non-cost/price factors. ORCD will select the lowest offered priced quotation achieving a technical score of 70 points or better. In the event that no offered technical quotation scores at 70 points or higher, at the discretion of the ORCD's Operation Committee, the technical acceptance threshold may be lowered, but under no circumstances will it go below 60 points. Technical selection criteria for this RFQ are as follows:

Technical Selection Criteria	Maximum Points	Awarded Points
Conformity with BOQ Descriptions & Specifications	60	
Conformity with Units Required for All Line Items	5	
Conformity of Quotation with RFQ Terms & Conditions	10	
Current, Valid AISA or Ministry of Economy License	10	
Relevant Prior Client Experience	15	
Possible Total Score =	100	

ORCD- may or may not decide to negotiate with one or more Offerors. Prior to award, ORCD 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]