

REQUEST FOR QUOTATIONS (2020-JSSP-RFQ-0018)

January 20, 2020

RFQ Number: 2020-JSSP-RFQ-0018, Supply and Delivery of Meals and Refreshments, Kabul

Date of Issue: January 20, 2020

Deadline for Offers: January 30, 2020 (4:00 p.m. local Kabul time)

Description: Supply and delivery of set menu meals and refreshments to various locations in Kabul

For: Afghanistan Justice Sector Support Program (JSSP)

Funded by: U. S. Bureau of International Narcotics and Law Enforcement Affairs (INL)
Contract No. GS00Q14OADU138, Order No. SAQMMA17F1220, OY 2

Implemented by: Tetra Tech DPK

Point of Contact: bids@jsspaf.com

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Tetra Tech is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Tetra Tech 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 the Department of State (DOS) and the Office of the Inspector General.

Employees and agents of Tetra Tech 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 DOS and the Office of the Inspector General. In addition, Tetra Tech will inform DOS 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 Tetra Tech 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 Tetra Tech's prohibitions against fraud, bribery and kickbacks.

Please contact ard.jsspethics@tetrattech.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Tetra Tech's US office.

Tetra Tech DPK is seeking quotations from eligible suppliers for the as-needed, ad hoc purchases of meals and refreshments delivered to various locations in Kabul to support program activities of the Justice Sector Support Program (JSSP) in Kabul, Afghanistan.

1. Introduction

As a result of this RFQ, Tetra Tech DPK anticipates issuing a blanket ordering agreement (BOA)—or possibly multiple BOAs—to establish specific pricing levels and parameters for ordering these goods/services. This will allow JSSP to issue specific purchase orders, on an as-needed basis, for the procurement of these goods and services over the next 12 months.

2. Submission Deadlines and Instructions

Quotations must be emailed to bids@jsspaf.com. The subject line of the quotation email must be as follows: 2020-JSSP-RFQ-0018, Supply and Delivery of Meals and Refreshments, Kabul.

Quotations must be received no later than 4:00 p.m. Kabul local time on January 30, 2020.

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

3. Questions

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 2:00 p.m. local Kabul time on January 25, 2020 by email to bids@jsspaf.com.

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Tetra Tech believes may be of interest to other respondents will be circulated to all RFQ respondents who have indicated an interest in submitting quotations.

4. Specifications

Attachment 1 contains the technical specifications of the required goods and services.

5. Quotations

Quotations should be submitted in the format found in Attachment 1 and must be priced on a fixed-price, all-inclusive basis, including tax, delivery and all other costs. Pricing must be presented in US dollars.

Quotations must remain valid for not less than sixty (60) calendar days after the RFQ deadline.

Prices quoted must remain fixed for a minimum of 12 months after the award of any BOA issued as a result of this RFQ.

Respondents are requested to submit a copy of their organization's valid business license with their quotation.

6. Evaluation and Award

The award will be made to a responsible Offeror whose quotation follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is determined via a trade-off analysis to be the best value based on the application of the evaluation criteria listed below. The relative importance of each individual criterion is indicated by the number of points below.

The evaluation factors listed below will be used to evaluate all quotations. The technical evaluation factors, when combined, are slightly more important than cost or price.

- a. **Technical:** Tetra Tech may request samples of offered items to evaluate technical factors. The following evaluation factors are listed in descending order of importance.
 - 1) **Factor 1:** 25 Points - Quality of offered meals and refreshments.
 - 2) **Factor 2:** 15 points - Quality of packing and packing material for delivery. Ability to provide protection for food delivered to ensure it maintains freshness, retains temperature and avoids contamination.
- b. **Past Performance:** 20 Points – At least 3 years’ experience providing food catering services. List past performance in the format found in Attachment 2.
- c. **Price:** 40 points - The Vendor shall submit firm fixed prices for all line items listed in Attachment 1.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, a quotation may be deemed “non-responsive” and thereby disqualified from consideration. Tetra Tech 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, Tetra Tech reserves the right to conduct any of the following:

- Tetra Tech 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, Tetra Tech may issue a partial award or split the award among various Offerors, if in the best interest of the JSSP.
- Tetra Tech may cancel this RFQ at any time.

7. Terms and Conditions This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Tetra Tech or JSSP to make an award or pay for costs incurred by potential service providers in the preparation and submission of a quotation.

This solicitation is subject to Tetra Tech’s standard terms and conditions. Any resultant award will be governed by these terms and conditions.

8. Quotation Checklist

To assist respondents in the preparation of quotations, the following checklist summarizes the documentation required to submit a quotation in response to this RFQ:

- Official quotation, including specifications of offered goods/services (see Attachment 1 for an example)
- Copy of the company’s valid business license
- Attachment 2, Past Performance Form (accurately completed)

Attachment 1: Specifications and Technical Requirements

The table below contains the technical requirements of the requested goods/services. Offerors are requested to provide quotations by completing this Attachment 1 and submitting a signed/stamped version to bids@jsspaf.com. Offerors may also submit quotations containing the information below on their company’s official letterhead or official quotation format.

Additional Information

1. The Offeror must have a permanent food service facility in Kabul.
2. The number of meals/refreshments requested may change up to and including the day of the event. It is expressly understood that Tetra Tech will only be billed for the actual number of meals/refreshments requested.
3. The Vendor shall provide all personnel, equipment, materials, dishes, etc., to package, transport and serve the meals/refreshments, however, the actual serving of the meals/refreshments will be coordinated by the JSSP event manager.
4. Lunch shall be delivered and set up for serving 12:00 p.m.; the exact time will be coordinated by the event manager.
5. Menu will be in accordance with the menu shown in the table below.
6. Refreshments will be provided in accordance with the time schedule provided by the event manager.
7. Vendors must have the capability to provide meals and refreshments on an as needed basis within 24 hours of receiving an order.

For each technical specification listed below, Offerors must describe the extent to which each specification is met. If there is a difference between the required specification and the offered specification, please indicate and describe the difference. If there is no difference, write or enter “same”.

No.	Description		Offered Menu (Please write “Same” if you are going to provide the same items)	Qty	Unit	Unit Price (AFN)
	Line Item	Requested Menu Item				
1	Lunch per Person. Delivered to a Kabul Venue	Rice (Kabuli Palaw)		1	Meal/ Person	
		Lamb – 200 grams or				
		Fried Chicken – 100 grams				
		Bread				
		Seasonal Cooked Vegetable: Spinach, Eggplant or Equivalent				
		Mixed Seasonal Salad				
		Seasonal Fruit				
		Soft Drink (Pepsi, Cola, Soda)				
2	Refreshments Package per Person. Delivered to a Kabul Venue	Cookies per person		1	Package/ Person	
		Bottled Mineral Water (0.5 liter)				
		Green or Black Tea with Sugar per person				
		Coffee with Powdered Milk and Sugar per Person				

This quotation is valid for _____ days.

Company Name: _____

Address: _____

Phone No.: _____

Email: _____

Name of Legal Representative: _____

Signature: _____

Company Stamp: _____

Attachment 2: Past Performance Form

Please list past or current awards relevant to this solicitation.

PAST PERFORMANCE FORM

Description of Services/Goods Provided	Client Name/Telephone Number	Client Address	Start Date	End Date