

REQUEST FOR QUOTATIONS (2020-JSSP-RFQ-0016)

January 22, 2020

RFQ Number: 2020-JSSP-RFQ-0016, Supply and Delivery of Bottled Mineral Water - Kabul

Date of Issue: January 22, 2020

Deadline for Offers: January 31, 2020 (4:00 p.m. local Kabul time)

Description: Supply and delivery of bottled mineral water to project office 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@tetratech.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 bottled mineral water 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 bottled mineral water 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-0016, Supply and Delivery of Bottled Mineral Water – Kabul.

Quotations must be received no later than 4:00 p.m. Kabul local time on January 31, 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 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.

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 JSSP.
- Tetra Tech may cancel this RFQ at any time.

7. Delivery

The delivery location for the items described in this RFQ is as follows:

Justice Sector Support Program
The Baron
Near Kabul Airport, Hawa Shenasi Road
Khawaja Rawash
Kabul, Afghanistan

8. 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.

9. 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 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.

This solicitation is not for a one time bulk delivery. Bottled mineral water will be requested in incremental amounts on an as needed basis over a 12-month period by the JSSP Procurement Department.

All prices shall be quoted in US dollars. Quoted prices shall be all-inclusive meaning that quoted pricing will include all ancillary and associated costs (e.g., delivery, taxes, etc.)

The successful offeror shall provide bottled mineral water packaged in cases of twelve (12) 0.5 liter bottles as requested. Cases must be wrapped in sturdy plastic.

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 specifications and the offered specifications, please indicate and describe the difference. If there is no difference, write or enter “same”.

No.	Description/Specifications	Offered Item (Write “Same” if you are quoting for the same item.	Unit	Qty	Estimated Qty per Month***	Unit Price (USD)
1	0.5 liter bottled drinking water, Cristal or equivalent. Case of 12 bottles. Delivered to The Baron.		Case	1	350 Cases	

*** Estimated quantity listed above is an estimate only. Tetra Tech reserves the right to increase or decrease the quantity ordered at any time at its sole discretion.

This quotation is valid for _____ days.

Company Name: _____

Address: _____

Phone No.: _____

Email: _____

Name of Legal Representative: _____

Signature: _____

Company Stamp: _____