



REQUEST FOR QUOTATIONS

Roots of Peace (ROP-CBARD-Marketing Strategy) request quotations for **3 Rental Corolla** for ROP Kabul Office as outlined below:

Description of Goods & Related Services	3 Rental Corolla, Model 1997-2000 or Above for Nangarhar, Badghis & Farah
RFQ #	RFQ-CBARD-2020-011
RFQ Issue Date:	17-March-2020
Deadline for Questions:	22-March-2020
Submission Method:	Questions should be submitted via email to CBARD-PROCUREMENT@rootsofpeace.org
RFQ Closing Date:	01-April-2020
Submission Method:	Quotations should be submitted via email to CBARD-PROCUREMENT@rootsofpeace.org prior to the closing date above
Minimum Bid Validity Period:	90 days after closing date
Type of Award:	Purchase Order Agreement (POA)

Roots of Peace (ROP) proposes to bring prosperous alternatives to poppy production to the rural remote farmers in Afghanistan that have not enjoyed the recent renaissance in agriculture in Afghanistan. In the absence of incentive programs to facilitate better crop options, many farmers have turned to poppy to earn higher income. This program will use the strength of higher income to incent farmers to upgrade their crops to licit options. Poppy production is not the highest income option. In fact, all horticultural crops, except low-grade raisins, earn more income than poppy. We are proposing a basket of options for existing farmers to upgrade their net income and move from grain and poppy crops.

A. INSTRUCTION TO BIDDERS

1. Holding a valid AISA registration or registration with the relevant ministry will be an advantage.
2. Should have a valid tax clearance certificates from ministry of finance-Afghanistan (For an organization).
3. The quotation must include the taxes as per Afghanistan tax law. ROP CBARD- Marketing will not accept any additional taxes or changes to the awarded entity after an award is made.
4. According to GOIRA Tax Law, ROP-CBARD-Marketing Strategy to will withhold 2% tax of the monthly amount from provider who has valid registration license with the relevant afghan ministries and remit the amount to ministry of finance and 7% tax from those who don't have registration licenses.
5. No advance payment will be made.

6. Payments will be made to the provider by bank transfer, ROP CBARD-Marketing Strategy will pay the provider in accordance with the payment schedules as stipulated in the Purchase order agreement within 30 days of submission of an acceptable invoice by the provider and ROP CBARD-Marketing acceptance of the service.
7. Incomplete and non-compliant offers will not be considered.

B. Technical Specifications and requirements for Technical Acceptability

- 1- TOYOTA Corolla with capacity of 4 passengers Model 1997-2000 or above.
- 2- The supplier must provide expert drivers, who must have legal documents i.e. driving license and tazkira.
- 3- The vendor is responsible for Driver Salary, Fuel, Maintenance, cleanliness and other regular oil and lubricant change including insurance and other liabilities.
- 4- The vehicles will work 5 Days per week to coincide with ROP working hours. If ROP working hours are revised, supplier agrees to revise and accommodate to the 5 working days without additional cost.
- 5- In case if some activities happen in off days, those days will be compensate in official days after coordination with regional offices.
- 6- The vehicles must have working AC & Heaters.
- 7- The supplier must provide vehicle pictures while sending Quotes, pictures must clearly show number plates, dashboard and seats.
- 8- The supplier must agree to accept payment via wire transfer.

C. Submission of offers

Submit signed, dated and stamped quotations in this RFQ format with your offers to designated committee member/s or Procurement team before deadline specified in this solicitation.

Please note that all quotations must be submitted in English.

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, ROP CBARD-Marketing Strategy reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

D. Offer Format

Offerors are required to format their submissions in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from evaluation:

Company Information

- Company Name or individual name as mentioned in Tazkira
- Company Address or individual address
- Name of Company's Authorized Representative
- Authorized Representative's Email, Phone Number.
- Copy of their official registration or business license.
- Copy of Tazkera (National ID).
- Summary of Relevant Capability, Experience and Past Performance.

Financial and Technical Offers

- Indicate fixed costs in the categories given.
- Indicate overall costs.
- Prices quoted in response to this RFQ must be priced in USD.
- Proposed Payment Terms.
- Warranty Terms and Conditions.
- Number of Days that the vehicles/Drivers will be ready to work
- Validity period for quotation.
- Detailed specifications of the Goods/services.

E. Questions on the RFQ

- Offerors are welcome to seek clarifications or ask questions on the technical and administrative aspects of this RFQ.
- All questions or requests for clarification must be in English.
- Questions or requests for clarification should be submitted in writing by email only, by the deadline, and to the email address stated on the cover page of the RFQ.
- Offerors should be aware that their responses to questions or requests for clarification may be shared with other Offerors.
- Any verbal information received from employees of ROP-CBARD-Marketing Strategy the Beneficiary or any other entity should not be considered as an official response to any questions regarding this RFQ.

F. Pricing

- All prices presented in a quotation should be firm, fixed and all-inclusive. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor, warranty-related costs and charges, and, any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from the Offerors' required performance.
- Prices must include all taxes required by the Country in which the factory or assembly works. ROP-CBARD will not accept any additional taxes or changes after any resulting award.

G. Sources and Nationality

The vendor may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iran, Laos, Libya, North Korea, or Syria.

H. 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 (LPTA) basis. The below criteria will be used by ROP-CBARD-Marketing Strategy for the evaluation of award.

- 1- Cost = 40 Points
- 2- Technical = 60 Points

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. ROP/CBARD-Marketing Strategy reserves the right to waive immaterial deficiencies at its discretion.

I. Other Terms and Conditions

- A. This RFQ in no way obligates ROP CBARD-Marketing Strategy to make an award, nor does it commit ROP CBARD-Marketing Strategy to pay any costs incurred by the Offeror in the preparation and submission of a quotation or amendments to a quotation.
- B. If there are any significant deficiencies regarding responsiveness to the requirements of this RFQ, an Offer may be deemed "non-responsive" and thereby disqualified from consideration. ROP CBARD-Marketing Strategy to reserves the right to waive immaterial deficiencies at its discretion.
- C. ROP CBARD-Marketing Strategy reserves the right to cancel this RFQ at any time.
- D. ROP CBARD-Marketing Strategy reserves the right to reject any or all bids without assigning any reasons.
- E. ROP CBARD-Marketing Strategy reserves the right to waive any administrative requirement in this RFQ.
- F. If the Offeror anticipates subcontracting any of the work to a subcontractor, the Offeror must provide details of the subcontractor to ROP CBARD-Marketing Strategy to for approval.
- G. All Goods (including, but not limited to, materials, parts, components, and sub-assemblies thereof) shall, unless otherwise expressly approved by ROP CBARD-Marketing Strategy to in writing, be new, and not used, remanufactured, refurbished or discontinued; and shall be produced entirely from goods meeting all of the foregoing requirements.
- H. ROP CBARD-Marketing Strategy to will have the right to carry out due diligence on any offer received.
- I. ROP CBARD-Marketing Strategy to will not share its internal evaluation documents.
- J. According to income tax law of GoIRA, CBARD-Marketing Strategy will deduct/retain 2% of the total contracting amount for suppliers with registration licenses and remit the amount to MoF.

- K. Suppliers without registration licenses will be deducted 7% of the total contracting amount and remit the amount to MoF.

If you are approached by anyone suggesting unlawful actions regarding this RFQ or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the Program Director for Afghanistan at email heidi@rootsofpeace.org. Confidentiality or anonymity can be guaranteed.

Annex 2. Financial Offer Format

ROP-CBARD-Marketing Strategy requires a quotation for the goods and related services outlined in the table below.

Item Nr.	Item Description	Specifications	Months	Quantity	Estimated Unit Price (USD)	Estimated Total Price (USD)
1	Rental Corolla	Rental Corolla, Model 1997-2000 Fuel: Fuel will be provided by the supplier Driver: will be provided by the supplier Maintenance: The Supplier will be responsible for maintenance of the vehicles. Color: Any Seats: 4 Trip Estimation: 3500 Km Target Districts in Nangarhar Rodat, Achin, Khogyani, Sherzad, Chaparhar & Kot Target Districts in Farah Khak-e-Safi, Posht-e-Rod Target Districts in Badghis Jawand, Qadis, Ghormach & Bala Murghab	12	3		
Total (USD)						

Offerors are also requested to provide ALL information requested below:

- Proposed Payment Terms.
- The copy of valid license should be provided.
- RFQ should be signed, dated and stamped.
- Afghanistan TIN should be provided. (if applicable)
- Number of Days that the vehicles will be ready to work.
- Duration of Quotation Validity (minimum of 90 calendar days):

Annex 3. Technical Specifications

Goods and related services offered in the quotation must fully comply with the technical specifications cited in this RFQ. Quotations must contain detailed specifications of the goods offered.

Offerors are welcome to submit photographs and product literature or technical documentation to support their quotations.