



REQUEST FOR QUOTATIONS

The USAID Afghanistan-funded Agricultural Marketing Program (AMP), implemented by Roots of Peace (ROP) request quotations for Goods and Related Services as outlined below:

| | |
|--|---|
| Description of Goods & Related Services | Local and International Air Travel, Visa Processing and Lodging Services to ROP-AMP Personnel |
| RFQ # | RFQ-AMP-2020-006 |
| RFQ Issue Date: | June 29 th 2020 |
| Deadline for Questions: | July 7 th 2020 |
| Submission of Questions: | Questions should be submitted via email to mohammad.rasul@rootsofpeace.org prior to the deadline above. |
| RFQ Closing Date: | July 14 th 2020 |
| Submission Method: | Quotations should be submitted via email to AMP-PROCUREMENT@rootsofpeace.org prior to the closing date above. |
| Minimum Bid Validity Period: | 90 days after closing date |
| Type of Award: | Blanket Purchasing Agreement |

Blanket Purchasing Agreement (BPA):

A BPA is an agreement established by Agriculture Market Program (AMP) ‘the buyer’ with a contractor(s) to fill repetitive needs for supplies or services ([FAR 8.405-3](#)). BPAs make it easier for the contractor and buyer to fill recurring needs with the customer’s specific requirements in mind, while using the buyer’s full buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork. The buyer (AMP) is a Roots of Peace program in agreement with USAID. Under this BPA, AMP may issue task orders for a single or a variety of services described in the BPA.

1. Background

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities

through a focus on sustainable, organic farming practices. Roots of Peace is implementing the Agricultural Marketing Program (AMP) in Afghanistan for the United States Agency for International Development (USAID).

AMP works primarily with private sector agribusinesses, but also engages the Ministry of Agriculture, Irrigation and Livestock (MAIL), the Afghan Chamber of Commerce and Industries (ACCI), the Export Promotion Agency of Afghanistan (EPAA) and other USAID-funded agricultural programs including (AVC-Crops, AVC-Livestock, RADP East and PVC-West). Specific attention is given to support the participation of women and youth in AMP activities.

This Request for Quotation is issued to support one such agribusiness.

2. ROP Requirement:

As part of the approved project activities, ROP/AMP will require the provision of Air Tickets, Visa Processing and Lodging services inside and outside Afghanistan for events that will be taking place under AMP activities for its beneficiaries in order to achieve its organizational goals and objectives.

The purpose of this RFQ is to solicit quotations from eligible Vendors for as-needed, ad hoc purchases of Air Tickets, Visa Processing and Lodging services in Afghanistan and out of Afghanistan. As a result of this RFQ, the Roots of Peace, AMP 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 ROP/ AMP to issue specific ordering documents (Task Orders), on an as-needed basis, for the procurement of items mentioned in this RFQ over the next twelve (12) months. The Vendor shall furnish the supplies/services described in any ordering documents issued by ROP/AMP under this BPA. ROP is only obligated to pay for supplies/services ordered through ordering documents issued under this BPA and delivered by the Vendor in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by ROP/AMP 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.

3. Offer Deadline: Offers must be received by e-mail, no later than **July 14th 2020 by 17:00 hours** (Local Time).

An electronic submission must be sent to AMP-PROCUREMENT@ROOTSOFPEACE.ORG and no later than the due date and time listed in the timeline of the RFQ. The Subject line of the quotation email must be "RFQ-AMP-2020-006. They must be free from any of virus or corrupted contents, or the quotations shall be rejected. It shall remain offer's responsibility to ensure that the quotation will reach the address above on or before the deadline.

Quotations that are received by ROP/AMP after the deadline indicated above, for whatever reason, shall not be considered for evaluation and vendor will be informed via e-mail about offers received after the RFQ's closing date and time.

4. Questions: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than July 7th 2020, 17:00 hours (local time) on by email to mohammad.rasul@rootsofpeace.org.

- Offerors are welcome to seek clarifications or ask questions about BPA and its terms.
- All questions or requests for clarification must be in English.

- Questions or requests for clarification should be submitted through email only, by the deadline, and to the email address provided on the cover page of the RFQ.
 - Offerors/Proposers 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/AMP, the Beneficiary or any other entity should not be considered as an official response to any questions regarding this RFQ.
5. **Specifications:** Section (C) contains the technical specifications of the items that may be ordered under the BPA.
6. **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 USD. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.
7. **Delivery:**
The delivery location for the described products & services in this RFQ is Kabul, Afghanistan. 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.
8. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 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: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
9. **Taxes:** In accordance with Afghanistan government rules, ROP/AMP will deduct applicable income tax from the consultant's invoice, which will be duly deposited to government treasury. A copy confirming this payment can be provided to you in due course." All other taxes of every nature and kind, including without limitation social security, business, or property taxes, will be the sole responsibility of the Consultant/offeror. ROP/AMP will have no obligation to the Consultant/offeror with regards to any matters related to the Consultant's tax obligations in the United States or any other country
10. **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. ROP will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

11. 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 offer based on maturely understanding of, and addressing to, ROP requirements (Terms & Clauses).

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFF, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP/AMP reserves the right to waive immaterial deficiencies at its discretion.

- **Price/Cost Reasonableness:** Total cost, assessment of overall price and price reasonableness including descriptions of no-show policies. Prices should represent fairness and reasonableness. **30 points**
- **Past performance:** Vendors need to provide detailed description of at least 3 years relevant /similar past services, including but not limited to the name, address, contact details, total amount of award, period of performance and any other supporting documents. Among this performance must be prior experience working with a USG sponsored program (does not have to be all 3-years) -**30 points**
- **References:** At least three references are required **10 points**
- **Customer Service:** Facility cleanliness and administrative responsiveness. **20 points**
- **Value Added Services: 10 Points**

Total No. of Score=100

It is anticipated that award(s) will be made solely on the basis of original quotations received. However, ROP/AMP reserves the right to conduct any of the following:

- ROP/AMP 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, ROP/AMP may issue a partial award or split the award among various Vendors, if in the best interest of ROP/AMP.
- ROP/AMP may cancel this RFQ at any time.
- ROP/AMP may reject any and all offers, if such action is considered to be in the best interest of ROP.

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 ROP/AMP Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. ROP/AMP, at its sole discretion, will make a final decision on the protest for this procurement.

A. Vetting (anti-terrorism screening) Procedure

Please be advised that offeror who is selected to supply equipment or service valued in excess of \$25,000 will be required to pass USAID’s anti-terrorism vetting. ROP/AMP will detail the procedures once the awardee is notified.

In addition to vetting, AMP reserves the right to carry out due diligence on any offers received.

B. Terms and Conditions:

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate ROP, the AMP 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 ROP's standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions will apply

- This RFQ in no way obligates ROP/AMP to make an award, nor does it commit ROP/AMP to pay any costs incurred by the Offeror in the preparation and submission of a Proposal or amendments to a Proposal.
- 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/CHAMP reserves the right to waive immaterial deficiencies at its discretion.
- ROP/AMP reserves the right to cancel this RFP at any time.
- ROP/AMP reserves the right to reject any or all bids without assigning any reasons.
- ROP/AMP reserves the right to waive any administrative requirement in this RFP.
- If the Offeror anticipates subcontracting any of the work to a subcontractor, the Offeror must provide details of the subcontractor to ROP/AMP for approval in writing.
- ROP/AMP will have the right to carry out due diligence on any offer received.
- ROP/AMP will not share its internal evaluation documents.
- ROP/AMP standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for ordering documents 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.
- Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The AMP Project anticipates issuing a BPA (or multiple BPAs) under which specific ordering documents 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 ROP AMP will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the ordering document 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 12months. The Vendor shall furnish the supplies/services described in any ordering documents issued by the ROP-AMP under the BPA.
- The ROP/AMP is only obligated to pay for supplies/services to the extent ordering documents are issued under any BPA resulting from this RFQ.
- 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: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- 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 if available.
- United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- The Offeror must know and understand all parameters/requirements/guidelines of the Fly America Act.

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 Special Inspector General for Afghanistan Reconstruction on +93 700107300 or email sigar.hotline@mail.mil. Confidentiality or anonymity can be guaranteed.

C. ROP Requirements (Service Specifications)

ROP is soliciting quotations from eligible vendors for as-needed, ad hoc procurement of local and international Air Travel Tickets, Visa Processing and Lodging services for ROP AMP Activities related events. As a result of this RFQ, ROP anticipates issuing one or more blanket purchase agreements (BPAs) to establish specific pricing levels and parameter for ordering these services. Offerors are requested to provide per unit quotations containing the information below on official letterhead or official quotation format.

All commodities/services offered in response to this RFQ must meet the technical requirements of ROP/AMP. 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 Agriculture Marketing Program (AMP). Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

Future Orders under BPA will be based upon the following terms and condition. These terms and clauses or requirements will be applicable throughout the period of BPA.

- The orders will be placed in the future under the BPA between the parties. Therefore, ROP/AMP will appreciate and welcome the offerors to provide as much as possible clear information about their business, capability, understanding of Fly America Act, Understanding of Blanket Purchasing Agreement, professionally addressing to the orders which will be placed under BPA
- According to the project activities RFQ for Air tickets from time to time will be shared among the awardee(s).
- The Service required under this BPA is Air Tickets, reservation, confirmation, changes both Local and International, Visa processing, Lodging and customer service.
- ROP/AMP may request quotations from the awardee(s) from time to time but is not obliged to place certain amount of orders during the period of this agreement.
- Consultants are required to clearly state their opening hours and customer service availability.
- Consultants must be able to have employees who can speak, read and write English language.
- Availability of customer service after business hours for flights/tickets changes over the phone.
- Consultants must confirm understanding of Fly America Act.
- Indicate the length of time that reservations can be held prior to flight confirmation.
- Indicate their 100% or partially refund policy in case of change of travel plan, change of program plan and in case of ineligibility to travel due to visa issuance/non-issuance.
- Indicate number of luggage's and their weight allowed for each individual if possible.
- Indicate their charges or policy about travel date change, allowable unallowable once/twice.
- Clarify their charges on each ticket (local and international) that is their fee/commission, admin charges etc.

- Indicate their charges for visas of UAE, USSR, Turkey, India, KSA, and central Asian countries.
- Indicate their charges for lodging services both local and international.
- Indicate your fixed and variable costs that will commence in the future orders placed by ROP.
- Prices quoted in response to this RFQ must be priced ExW in US Dollars.
- Enhanced details of costs for local and international travel that is, (Tickets pricing, Commission, fee, taxes, refund terms 100% & or Partial, Changes in travel plan and their charges, Connections, Flight Cancellation etc.
- Customer Service Availability, Hours of Operations, Languages spoken
- Time required to respond to an order placed
- Validity period for quotation.

D. Financial Offer:

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.

Detailed Specifications and Requirements/Price Schedule: Prospective vendor/s are requested to provide their quotations based on table below.

Prices have been predetermined between ROP/AMP and the Supplier for the provision of Air tickets, local and international, (their cancellation, refund, date changes, commission, admin charges etc.) visas and Lodging services. The table below details the items that may be ordered through Purchase order under this BPA. Purchase orders will be priced based on this per-unit pricing described in this table, based on the quantity ordered.

| S.No | Deliverable/Services | Cost AFN/USD | Service Charges | Remarks | Payment Term |
|------|--|--------------|-----------------|---------|---|
| 1 | Air Ticketing Services Fee (Domestic) | | | | After successful completion of the deliverables and acceptance by the Travel Coordinator – Payments will be made on monthly basis |
| 2 | Air Ticketing Services Fee (International) | | | | |
| 3 | Tailor-Made Bookings (Ticket Change, Ticket Cancellation and Ticket Re-issue) | | | | |

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|---|--|---|---|--|--|
| 4 | Hotel Booking Fee | | | | |
| 5 | Processing of Visas for UAE, Central Asian Countries, KSA, Turkey, India, Russia for individual | | | | |
| 6 | Processing of Visas for UAE, Central Asian Countries, KSA, Turkey, India, Russia for Groups | | | | |
| 7 | Afghan Visa Assistance with passport pickup/delivery+ Documentation in Dubai, UAE | | | | |
| 8 | Meet and Assist Transportation (Includes of transportation to the City Limit Hotels in UAE, KSA, USSR, Turkey, India etc. No Meet and Assist Charges if the arrangements are coordinated with the Hotels where there will be a Designated driver at the air port holding a placard). | | | | |
| 9 | Percentage (%) discount of ticket prices for Domestic Flights | - | - | | |

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|----|---|---|---|--|--|
| 10 | Percentage (%) discount of ticket prices for International Flights. | - | - | | |
|----|---|---|---|--|--|

INSTRUCTION TO BIDDERS

a. Submission of Proposals

Submit signed and dated offers to AMP Procurement Office at AMP-PROCUREMENT@rootsofpeace.org before deadline specified in this solicitation. In the subject line indicate the RFP number. All quotations must be submitted in English, as attachments, and in Adobe PDF format.

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/AMP reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

b. Offer Format

Offerors are required to submit their proposals in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of an offer from evaluation:

- Company Information
 - Company Name.
 - Company Address.
 - Name of Company’s Authorized Representative.
 - Authorized Representative’s Email, Phone Number.
 - Copy of their official registration or business license.
 - Summary of Relevant Capability, Experience and Past Performance.

- Financial Offer (as a separate document)
 - The orders will be place in the future under the BPA between the parties. Therefore, ROP will appreciate and welcome the offeror to provide as much as possible clear information about the prices their business, capability, understanding of Fly America Act, Understanding of Blanket Purchasing Agreement, professionally addressing to the orders which will be placed under BOA
 - Indicate your fixed and variable costs that will commence in the future orders placed by ROP.

- Prices quoted in response to this RFQ must be priced ExW in US Dollars.
- Proposed Payment Terms.
- Enhanced details of costs for local and international travel that is, (Tickets pricing, Commission, fee, taxes, refund terms 100% & or Partial, Changes in travel plan and their charges, Connections, Flight Cancellation etc.
- Customer Service Availability, Hours of Operations, Languages spoken
- Time required to respond to an order placed
- Validity period for quotation.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis of these original quotations. However, ROP/AMP reserves the right to conduct any of the following:

- ROP/AMP 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,
- ROP/AMP may cancel this RFQ at any time.
- ROP/AMP may reject any and all offers, if such action is considered to be in the best interest of ROP/AMP.

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 ROP/AMP for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. ROP, at its sole discretion, will make a final decision on the protest for this procurement.

Annex 1. Checklist

- Submit signed and dated offers to AMP-PROCUREMENT@rootsofpeace.org
 - Indicate the RFQ number in the subject line of the email.
 - Submit documents in PDF format.
- Document 1: Company Information
 - Company Name.
 - Company Address.
 - Name of Company's Authorized Representative.
 - Authorized Representative's Email, Phone Number.
 - Summary of Relevant Capability, Experience and Past Performance: *References of at least three past clients, providing contact details (name of the client, the client's representative, a contact telephone number and email address) and details of the goods and related services provided to those clients.*
 - Copy of their official registration or business license.
- Document 2: Financial Offer

Offerors are requested to submit their quotations on separate sheet signed and stamped. Offers with detailed considerations of ROP/AMP requirements (Service Specification) and clear prices will highly be valued.

- Document 3: Technical offer
- Offerors are required to specifically address to ROP/AMP requirements (Terms and Clauses, specifications). Your response to the terms and clauses will seriously be considered as these terms will remain valid throughout the duration of the BPA and will be referred to in all future task orders.

Annex 2. Technical Specifications

Goods and related services Proposed in the Proposal must fully comply with the requirements and technical specifications cited in this RFP. Quotations must contain detailed specifications of the services offered.

Offerors are welcome to submit documents of relevant services providing or provided in the past to support their proposals.