

REQUEST FOR QUOTATIONS (2020-JSSP-RFQ-0096)

July 11, 2020

RFQ Number: 2020-JSSP-RFQ-0096, Lodging, Meals, Refreshments, and Conference Facility Space - Parwan

Date of Issue: July 12, 2020

Deadline for Quotes: **July 22, 2020** (5:00 p.m. local Kabul time)

Description: Service provider and venue for as needed, ad hoc purchases of lodging, meals, refreshments and conference facility space to support project activities in Parwan

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 DPK.Ethics@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 service providers for the as-needed, ad hoc purchases of lodging, meals, refreshments, and conference facility space to support program activities of the Justice Sector Support Program (JSSP) in Parwan Province, 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-0096, Lodging, Meals, Refreshments, and Conference Facility Space – Parwan.

Quotations must be received no later than 5:00 p.m. Kabul local time on July 22, 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 July 16, 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 significantly 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: **35 Points** - Quality and extent of security upgrades and measures in place at the facility to mitigate risk of a terrorist attack and catastrophic damage if attacked.
 - 2. Factor 2: **30 Points** - Quality standards of the facility (cleanliness, layout and appointment of the rooms, and offered amenities).
 - 3. Factor 3: **5 Points** - Quantity of single rooms, double rooms, and conference rooms available.
- b. Price: **30 Points** - The Vendor shall submit firm fixed prices for all line items listed in Attachment 1.

Please note that offerors must have an actual facility in Charikar, Parwan Province offering lodging, catering, and conference space to be eligible for award. Quotations from offerors who do not have an actual facility in Charikar, Parwan Province will not be considered.

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 based on 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 1: Specifications and Technical Requirements

The table and list below contain 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.

- a. The successful offeror shall provide accommodations that are furnished solely based on one individual to a room for single occupancy, two individuals to a room for double occupancy, and three individuals to a room for triple occupancy. Rooms shall offer TV with cable or satellite service, TV remote, bottled mineral water, heating and cooling system, Wi-Fi Internet and any other amenities supplied to other hotel guests.
- b. The successful offeror shall provide bath towels, hand towels, soap, shower mats, bathmats and any other amenities such as shampoo that are supplied to other hotel guests and will change linen as required.
- c. The successful offeror shall provide amenities, services and privileges, normally provided to other hotel guests which may include breakfast, morning newspaper delivery, snacks and/or coffee in the lobby, etc.
- d. The facility must meet the minimum-security requirements listed below:
 - 1) The facility must have security upgrades (perimeter walls, steel access gates, etc.).
 - 2) Proper and consistent access control procedures specifically checking for weapons and explosive devices carried by persons/vehicles entering the premises.
 - 3) Early warning systems such as CCTV monitoring angles of approach to the property.
 - 4) Adequate stand-off from the main road to ensure minimal injury to personnel inside the building in the event of a traditional vehicle-borne Improvised Explosive Device (IED) detonation outside the location.
 - 5) Properly trained armed security guards on the premises to repel a direct armed attack on the venue, thus buying time for personnel in the venue to access safe rooms and or emergency exits.
- e. Fire and Safety. The successful offeror's facility shall comply with applicable fire and safety codes and regulations.
- f. Miscellaneous Services. Tetra Tech will not be responsible for any miscellaneous charges incurred by Tetra Tech's guests. The successful offeror shall explain to the guests that miscellaneous services such as personal telephone charges, pay-for-view movies, room service, meals in excess of the agreement requirements, and other such services are not covered by this agreement and are payable by the guest.
- g. The number of rooms, meals and 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 rooms, meals, and refreshments requested.
- h. Meals and refreshments will be in accordance with the menu shown in the table below or an equivalent menu.

- i. The successful offeror must have the capability to provide meals and rooms 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 Item (Please write "Same" if you are quoting for the same item)	Qty	Unit	Unit Price (USD)
	Line Item	Requested Item				
1	Accommodation					
		Deluxe Room (Single Bed)		1	Room	
		Deluxe Room (Double Bed Per Room)		1	Room	
		Deluxe Room (Triple Bed Per Room)		1	Room	
2	Lunch per Person or Equivalent Buffet (Served at Service Provider's Facility)	Qabali Palaw		1	Meal/Person	
		Lamb 200 grams or Fried Chicken 100 grams				
		Bread				
		Seasonal Cooked Vegetables: Spinach, Eggplant, or Equivalent				
		Seasonal Salad				
		Seasonal Fruit				
		Soft Drink (Pepsi, Cola, or Soda)				
3	Refreshments (Served at Service Provider's Facility)	Cookies/Cake per Person		1	Package/ Person	
		Bottled Mineral Water (0.5 liter)				
		Green or Black Tea with Sugar per Person				
		Coffee with Dried Milk and Sugar per Person				
4	Conference Room (Venue Hall)	Conference Room. Capacity up to 30 people. Option A		1	Per Option (Per Day)	
		Conference Room. Capacity up to 50 people. Option B.		1		
		Conference Room. Capacity up to 150 people. Option C.		1		
		Conference Room shall be equipped with sound system, projector with screen, white board, and easel (flip chart holder)				
5	Dinner per Person or Equivalent Buffett	Vegetable Soup		1	Meal / Person	
		Mixed Kabab				
		Bread				
		Yogurt				
		Seasonal Cooked Vegetables: Spinach, Eggplant or equivalent				
		Seasonal Salad				
		Soft Drink (Pepsi, Cola, Soda)				

6	Lunch per Person Packed and Delivered to a Location in Parwan City	Qabali Palaw		1	Meal/Person	
		Lamb 200 grams or Fried Chicken 100 grams				
		Bread				
		Seasonal Cooked Vegetables: Spinach, Eggplant, or Equivalent				
		Seasonal Salad				
		Seasonal Fruit (One Type)				
		Soft Drink (Pepsi, Cola, or Soda)				
7	Refreshments Packed and Delivered to a Location in Parwan City	Cookies and Cake per Person		1	Per Person	
		Bottled Mineral Water (0.5 liter)				
		Green or Black Tea with Sugar per Person				
		Coffee with Dried Milk and Sugar per Person				

This quotation is valid for _____ days.

Company Name: _____

Address: _____

Phone No.: _____

Email: _____

Name of Legal Representative: _____

Signature: _____

Stamp: _____