

REQUEST FOR QUOTATION (RFQ)

Reference No: AUAF-RFQ-20-020

Issue Date: November 23, 2019

Closing Date: December 03, 2019

PROJECT:

Provision of Filters and Oil for Generators under a Blanket Purchase Agreement (BPA) for the period of one year

The quotations will be accepted from 1:00 Pm to 5:00 Pm Kabul time on December 3, 2020. Submit the soft copy of the quotations through AUAF Tender Email Address tender@auaf.edu.af. Inquires/Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 10:00 AM local Kabul time November 30, 2020, by email to kjoyan@auaf.edu.af with cc'ing bhaidari@auaf.edu.af.

The American University of Afghanistan
Darulaman Road,
District 7, Kabul, Afghanistan

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Section 1: Instructions to Offerors

1. General:

The American University of Afghanistan (AUAF) is Afghanistan's only private, not-for-profit, institution of higher education, offering internationally-supported degree programs and education.

2. Project Summary:

AUAF is seeking qualified suppliers to provide Filters and Oil for generators as per specifications stipulated in this RFQ under a Blanket Purchase Agreement (BPA) for the period of one year. The Filters and Oil are required for all AUAF campuses and premises. Firms and Companies who have a solid track experience in provision of Filters and Oil to international and national organizations or NGOs within Afghanistan, may submit their quotations.

The purpose of this RFQ is to solicit quotations from eligible suppliers for Filters and Oil required for AUAF campuses. As a result of this RFQ, AUAF anticipates issuing a Blanket Purchase Agreement (BPA) — or possibly multiple BPAs — to establish specific pricing levels and parameters to acquire Filters and Oil, on-need basis. The BPA will be established for the period of one year. The supplier shall furnish the Filters and Oil described in the Purchase Order and issued by AUAF under the anticipated BPA. AUAF is only obligated to pay for Filters and Oil ordered through Purchase Orders issued under the anticipated BPA and delivered by the Supplier to AUAF's west campus and in accordance with the terms/conditions of the anticipated BPA. Offerors are responsible for ensuring that their offers are received by AUAF 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. Government Withholding Tax:

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, AUAF is required to withhold "contractor" taxes from the gross amounts payable to all Afghan/International for-profit subcontractors/vendors. Subsequently, based on Decision No. 15 of the Cabinet of Ministers of the Islamic Republic of Afghanistan, AUAF shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active business license. For subcontractors/vendors without active business license, AUAF shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law. Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's active business license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with AUAF.

4. Penalty Charges

If the supplier fails to supply Filters and Oil within the date stipulated, AUAF shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

5. Source, Origin and Nationality

The authorized USAID geographic code for this RFQ and any resulting Purchase Order is **Code 937**. Code 937 is defined as the United States, the cooperating country, and developing countries other than advanced developing countries, and excluding prohibited sources. A list of developing countries, advanced developing countries, and prohibited sources, is available in USAID's Automated Directives System, ADS 310 (<http://www.usaid.gov/policy/ads/300/310.pdf>). All goods and items supplied under the anticipated BPA resulting from this RFQ must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#).

The following applies to this RFQ, all related correspondence, and any resulting Purchase Order:

A. Definitions:

1. **Cooperating Country:** “Cooperating country” means Afghanistan.
 2. **Source:** “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, “source” means the country from which the commodity was shipped to the free port or bonded warehouse.
 3. **Nationality:** “Nationality” refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services. If the Offer is an individual, the Offeror must be a citizen or lawful permanent resident (or equivalent immigration status to live and work on a continuing basis) of a country in **Code 937**. If the Offeror is an organization, the organization must (1) Be incorporated or legally organized under the laws of a country in **Code 937**; (2) Must be operating as a going concern in a country in **Code 937**, and either (3) Be managed by a governing body, the majority of whom are citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of countries in **Code 937**, or (4) Employ citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of a country in **Code 937**, in more than half its permanent full-time positions and more than half of its principal management positions.
 4. **Prohibited Source:** Burma (Myanmar), Cuba, Iraq, Iran, Laos, Libya, North Korea, (North) Sudan, and Syria. The offeror resulting from this RFQ may not supply Filters and Oil that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the above listed prohibited sources.
- B. Application: The source and nationality of all equipment and services in response to this RFQ must meet the USAID geographic **Code 937** requirements in accordance with [22 CFR §228](#).
- C. No items, items with components from, or related services may be offered from any prohibited source. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting Purchase Order (including transportation, fuel, lodging, meals, and communications expenses).

All equipment and services proposed through any offer in response to this RFQ must meet geographic **Code 937**.

6. Inspection

AUAF shall have reasonable time, after delivery, to inspect the Filters and Oil, and to reject acceptance which is not conforming to the sample provided by supplier and accepted by AUAF, and specifications of the Purchase Order issued under the anticipated BPA and offer. Recovery of the rejected Filters and Oil shall be the sole responsibility of the supplier.

7. Statement of Work/Specification:

The selected supplier shall supply the Filters and Oil on an as needed bases – at the pricing levels established in the suppliers’ offer and the anticipated BPA. When the need arises for the Filters and Oil described in the BPA, AUAF will issue a purchase order 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 one year.
- AUAF will order Filters and Oil on an as needed basis during the life of the anticipated BPA.
- The supplier shall only furnish Filters and Oil described in purchase orders issued by AUAF under the anticipated BPA.
- AUAF is only obligated to pay for the Filters and Oil documented in purchase orders that are issued under the anticipated BPA.
- The supplier should deliver Filters and Oil within 2 days to AUAF west (old) campus after the purchase order is issued under the anticipated BPA.
- The supplier should provide price validation for a period of one year. The prices will be locked in the BPA for the duration of one year.
- AUAF will visit the supplier stock/warehouse or will request the sample of the Filters and Oil prior to the award of the anticipated BPA to inspect and check the quality of samples of the supplier(s). Supplier with best quality products will be given preference.

Section 3 contains the technical specifications of the required Filters and Oil. All commodities offered in response to this RFQ must be new and unused.

8. Evaluation Process:

The quotations will be evaluated in terms of fairness, cost-consciousness, and best value to the AUAF considering both technical and cost factors. An award will be made to a responsible offeror whose offer follows the RFQ instructions, 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. AUAF may reject all of the quotes submitted for good cause. AUAF may negotiate price or service provided in terms with one or more of the suppliers if it feels that negotiations would improve the chances that AUAF receives a better quotation.

9. AUAF Hotline:

AUAF is committed to transparency and integrity in all aspects to promote corporate values. The basic aim is to provide a work environment where all employees feel safe and can report illegal, prohibited, unethical or fraudulent activities. In an effort to do so, AUAF has developed an anonymous ethics and compliance hotline for reporting of activities that may be in violation of our policies, applicable laws, or donor requirements. The AUAF hotline is independently administered and all reports will be kept confidential to the extent possible and will be promptly investigated. For your convenience, AUAF provides you with different options which you may choose to make an anonymous report by using any of the below tools.

1. Submit a Report by filing the online AUAF Hotline Form (Available 24/7)
2. Email us on auafhotline@auaf.edu.af (Available 24/7)
3. Call us on 0793094595 (Only during working hours).

You can download the AUAF Anti-Fraud Policy and the AUAF Code of Ethics from the following link: <https://www.auaf.edu.af/contact-us/internal-audit/>

10. Quotation Submission guidelines:

Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the vendor. A sample of cover letter is in Section 4.

Soft copy of quotations must be submitted from 01:00 PM to 05:00 PM, local Kabul time on December 3, 2020 to AUAF Tender Email Address (tender@auaf.edu.af) .Quotations must be stamped and signed by the offeror's authorized representative.

Offers received after the specified time and date will be considered late and will be considered only at the discretion of AUAF.

11. Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 10:00 AM local Kabul time November 30, 2020, by email to kjoyan@auaf.edu.af with cc'ing bhaidari@auaf.edu.af. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that AUAF believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by AUAF will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of AUAF or any other entity should not be considered as an official response to any questions regarding this RFQ. Please reference the RFQ number in any response to this RFQ.

12. Others:

AUAF is a non-for-profit educational institution expects to be charged no more than standard humanitarian agency rates. This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate AUAF to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 5 for more details)
- Copy of offeror's summary of relevant capability, experience and Past Performance (see Section 6 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the Filters and Oil 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 officially accepting the terms and conditions by stamping each page. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to AUAF. Offered unit price should include shipment, transportation, delivery, custom clearance, and any other administrative charges. The Filters and Oil will be ordered based on an as needed basis.

BILL OF QUANTITIES

S/N	Description	Unit	Quantity	Price
1	1000 KVA MARAPCO DIESEL GENERATOR			
	Fuel Filter Perkins SE429B/4	Each	1	
	Oil Filter Perkins SE111B	Each	1	
	Air Filter Perkins AF901-017	Each	1	
	Water Separator Perkins 590955 20-20TM	Each	1	
2	550KVA, SDMO DIESEL GENERATOR			
	Oil Filter CH10930&10931&P552040-0271	Each	1	
	Fuel Diesel Filter CH10929	Each	1	
	Air Filter P781098	Each	1	
	Water Separator	Each	1	
3	275KVA, FG WILSON DIESEL GENERATOR	Each		
	Fuel Filter Perkins FF5019	Each	1	
	Oil Filter Perkins SE111B	Each	1	
	Air Filter Perkins AF901-017	Each	1	
	Water Filter Perkins P554075	Each	1	
4	250KVA, FG WILSON DIESEL GENERATOR	Each		
	Fuel Filter Perkins FF5019	Each	1	
	Oil Filter Perkins SE111B	Each	1	
	Air Filter Perkins AF52129	Each	1	
	Water Filter Perkins P554075	Each	1	
5	220KVA, CATERPILLAR DIESEL GENERATOR			
	Fuel filter Perkins FF5019	Each	1	
	Oil filter Perkins LF3883	Each	1	
	Air filter Perkins AF 424	Each	1	
	Water Filter Perkins P554075	Each	1	
6	220KVA, FG WILSON DIESEL GENERATOR			
	Fuel filter Perkins FF5019	Each	1	
	Oil filter Perkins LF3883	Each	1	
	Air filter Perkins AF 424	Each	1	
	Water Filter Perkins P554075	Each	1	

7	110KVA, OLYMPIAN DIESEL GENERATOR			
	Fuel filter Perkins FS1953031	Each	1	
	Oil filter Perkins LF3313	Each	1	
	Air filter Perkins AF25557	Each	1	
	Water Filter Perkins	Each	1	
	DIESEL ENGINE OIL, SAE 15W-40 (SHIRLU)	Gallon	1	

- The prices must remain valid and unchanged for a period of one year.
- The supplier must provide price for one unit as shown in the table above

Note: AUAF will visit the stock/warehouse of the shortlisted offerors, or will request sample of the items to inspect and review the quality of the products. Offeror with the best quality products will be selected.

RFQ Conditions:

Administrative Requirements	Valid company business license under the law of country of residence.
Evaluation Criteria	LPTA Process
Delivery Term (INCOTERMS 2000)	DDP (Delivered Duty Paid) Delivery to AUAF
Delivery Time	Within 2 days when the PO is issued under the BPA
Warranty	Supplier must ensure the product is as per the samples
Payment Terms	Within 45 days after receipt of complete invoice
Validity of Quotation	1 year after the offer deadline
Completeness of quotation.	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
Delivery Point	AUAF West Campus
Customs clearance	If applicable, supplier will be responsible
BRT Tax	Applicable for as per tax law refer to paragraph 3

Section 4
Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: American University of Afghanistan (AUAF)
At AUAF Tender Email tender@auaf.edu.af
Reference: AUAF-RFQ-20-020| Filters and Oil BPA for one year

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any AUAF staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Email: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Section 5

COMPANY'S BUSINESS LICENSE

Please Attach

Section 6

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years (i.e. 2017, 2018 and 2019).

No	Project Title and Description of Activities	Location Province/District	Client Name/Tel #	Cost in US\$/AFA	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								