

AUAF Request for Quotations (RFQ)

RFQ Number:	AUAF-RFQ-21-025
RFQ Title:	Troubleshooting & System Upgrade of CCTV & Public Announcement (PA) Systems
Date of Issue:	April 08, 2021
Due Date and Time for Questions:	April 13, 2021 10:00 AM
Due Date and Time of Submission:	April 15, 2021 05:00 PM
Submission Email:	tender@auaf.edu.af
Questions Email:	procurement@auaf.edu.af
Please note that the Quotations Submitted after the deadline or that do not include all of the required information or documents may be rejected.	

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally-accredited university offering an American-style liberal arts education. A dynamic university with a full time student population of over 1,000, part time student population of over 1,500, 300 plus international and national staff, AUAF is a vibrant and exciting educational environment serving the educational needs of Afghanistan.

AUAF invites you to submit a quotation/proposal following the requirements of this request. Quotations/proposals must be received by AUAF no later than the Date and Time indicated in the table above and should include all discounts available to AUAF based on its status as a non-profit and Educational Institution.

Bill of Quantity /Specifications /Scope of Work					
Item #	Description	Unit	Quantity	Unit Price	Total Price
1	Troubleshooting & System Upgrade of CCTV & Public Announcement (PA) Systems <i>(For further information please refer to the Scope of Work Attached)</i>	Hour	1		
Total Price (Including applicable taxes and Delivery charges)					
Place of Delivery/ Place of Performance		American University of Afghanistan AUAF			
Payment Terms		45 Calendar days after the receipt of Invoice			
By submitting a Quotation/Proposal, you are accepting all terms/conditions and requirements, coupled with agreeing to AUAF's standard provisions outlined in this Request for Quotations/Proposals and Attachments.					

Section 1

1. For your Quotation/Proposal to be considered, it must be valid for at least 60 days and must include all of the following:

a. Complete Vendors Information:

- Physical Address, full legal name, Business License and NID/Passport.
- Bank Account information card/inward remittance letter issued by the bank.
- Detailed information of the proposed items, for example, model, specifications and brand.
- The itemized price is offered for the needed goods and/or services, including associated costs such as shipping or installation.
- If you have not provided goods and/or services to AUAF within the past 3 years, Provide contact information for at least 3 past customer references for similar work.

b. Quotation Deadline and protocol: Quotations/proposals must be received on the date and time specified, electronically to Tender@auaf.edu.af. Please reference the RFQ number in any response to this RFQ. Quotations/proposals received after the specified date and time will be considered late and therefore will be considered only at the discretion of AUAF.

c. Delivery: The delivery location for the items described in this RFQ is the AUAF Campus on Darulaman road, Kabul, Afghanistan. As part of its response to this RFQ, each offeror is expected to provide an estimated delivery timeframe (after receipt of Order/Contract). The delivery estimate presented in a quotation/proposal in response to this RFQ must be upheld in the performance of any resulting contract.

d. Taxes and VAT in Afghanistan: Prices must be quoted in a lump-sum, on an all-inclusive basis. Any taxes (including BRT taxes) or fees are not to be added later. The BRT tax must be included in the Grand Total Cost of the quotation. Offerors are required to submit their business licenses to support the 2% BRT tax. Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2017, AUAF is required to withhold “contractor” taxes from the gross amounts payable to all Afghan subcontractors. Per this requirement, AUAF withholds two percent (2%) tax from all gross invoices to Afghan subcontractors under this agreement with an active business registration license at the time of payment. For all legal and natural persons who, without a business license or contrary to an approved by-law, provide supplies, materials, construction, and services under this contract shall be subject to seven percent (7%) fixed tax in lieu of income tax. This tax is withheld from the gross amount.

e. Preferred Currency of Quotation: Only Afghani (AFN)

2. Quotation Submission Guidelines:

A Cover Letter shall be included in quotations/proposals and signed by the person or persons authorized to sign on behalf of the vendor. A sample of the cover letter is in Section 3. Quotations/proposals can be until

05:00 PM April 15, 2021, local Kabul time, by soft copy to the AUAF Tender Email Address at tender@auaf.edu.af . Please mention the RFQ number and project name in the subject of the email. Quotations/proposals must be stamped and signed by the offerors authorized individual. Please reference the RFQ number in any response to this RFQ. Quotations/proposals received after the specified time and date will be considered late and therefore only considered at the discretion of AUAF.

3. Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **10:00 AM** local Kabul time on **April 13, 2021**, by email to Procurement@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 submitting a quotation/proposal.

Only 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.

All Information relevant to demonstrating the offerors ability to meet AUAF’s Evaluation criteria is detailed below;

4. Quotations/Proposals will be evaluated based on the following Evaluation Criteria:

The Lowest Price Technically Acceptable – AUAF will select the lowest price offered that meets the technical criteria and includes all administrative requirements.

Disclaimer: This RFQ is non-binding and in no way obligates or constitutes AUAF to award any contract. AUAF reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by AUAF. AUAF will not pay for vendors' quotation/proposal preparation costs.

If any company or individual submitting quotation/proposal in response to this RFQ is found to have offered anything of value to any member of AUAF staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with AUAF. AUAF staff are instructed not to request or accept anything of value from companies or individuals receiving RFQ’s/RFP’s. If an AUAF representative asks you for any kind of incentive payment or another gift, please report it to the following email address: auafhotline@auaf.edu.af.

5. Administrative Terms and 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

Warranty	Supplier must ensure the items is as per the sample selected
Payment Terms	Within 45 days after receipt of complete invoice
Validity of Quotation	60 days after the offer deadline
Completeness of quotation.	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
Delivery Point	Procurement Department – AUAF Campus Procurement@auaf.edu.af

Section 2

1. Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 3 for template)
- Official quotation/proposal, including specifications of equipment (see bill of quantity page 1)
- Copy of offeror’s registration or business license
- Bank Account Details

2. Attachments:

Offerors are required to comply and Agree with all Standard Provisions attached to this RFQ and listed below:

- Attachment C-AUAF mandatory standard Provision

Section 3

1. Offer Cover Letter

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

To: American University of Afghanistan (AUAF)
AUAF Tender Email Add: tender@auaf.edu.af

Reference: AUAF-RFQ-21-025| Troubleshooting & System Upgrade of CCTV & Public Announcement (PA) Systems

To Whom It May Concern:

We, the undersigned, hereby provide the attached quotation/proposal to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our quotation/proposal 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 company—as well as the company’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 quotations/proposals in response to the above-referenced RFQ; and
- The prices in our quotation/proposal has 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 & Website: _____
Company Email: _____
Company Registration/Taxpayer ID Number: _____
Does the company have an active bank account (Yes/No)? _____
Official name associated with bank account (for payment): _____

2. 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.2020, 2019 and 2018).

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