REQUEST FOR QUOTATION (RFQ)

Reference No: AUAF-RFQ-14-016

Issue Date: April 5, 2015

Closing Date: April 15, 2015 – 2:00 PM

PROJECT:

PROVISION OF ACCOUNTING CONSULTING SERVICES

The American University of Afghanistan
Darulaman Road,
District 6, Kabul, Afghanistan
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 seeking qualified vendor for provision Accounting Consulting Services. Firms and Companies who have a solid track experience in provision of high quality accounting consulting services to the international and national organizations within Afghanistan are invited to submit a proposal.

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. In accordance with this requirement, AUAF shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AIS/A or Ministry of Commerce license. For subcontractors/vendors without active AIS/A or Ministry of Commerce 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 AIS/A or Ministry of Commerce 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 Vendor fails to supply the specified consulting service 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 vendor may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iran, Libya, North Korea, or Syria.

6. **Inspection**
AUAF shall have reasonable time, after delivery, to inspect the quality of service based on the SOW and to reject acceptance in not conforming to the specifications agreed upon. Recovery of the rejected item(s) shall be the sole responsibility of the supplier.
7. Statement of Work/Specification:

AUAF/BIH is seeking a qualified accounting consulting firm for the provision of accounting consulting services. Any qualified accounting consulting firms based in Afghanistan that meet the following specifications are invited to submit a proposal for provision of accounting consulting services for a period of eight (8) months beginning in May 2015.

1. Must have staff member who is/are American-trained CPA with at least 7 years of professional experience in audit or accounting.
2. Must have at least one full year of experience in Afghanistan.
3. Must have valid business license (AISA) to operate in Afghanistan.
4. Has prior experience setting up accounting systems for small businesses and strong knowledge of Afghan tax law.

8. Evaluation Process:

The proposals will be evaluated in terms of fairness, cost-consciousness, and best value to the AUAF considering both technical and cost factors. There may be multiple awards considering the technical compliancy and low price methodology. The award will be to the responsive and responsible offeror that offers best to AUAF.

AUAF may reject all of the proposals submitted for good cause. AUAF may negotiate price or service provided in terms with one or more of the bidders if it feels that negotiations would improve the chances that AUAF receives a better quotation.

RFQ Conditions:

<table>
<thead>
<tr>
<th>Administrative Requirements</th>
<th>1. Valid company business license under the law of country of residence. Appendix A</th>
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<tr>
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<td>2. Compliance with technical specification stated in the RFQ.</td>
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<tr>
<td>Delivery Term (INCOTERMS 2000)</td>
<td>DDU ( door to door Delivery to AUAF)</td>
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<td>Payment Terms</td>
<td>On monthly basis</td>
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<td>Validity of Quotation</td>
<td>20 days</td>
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<td>Completeness of quotation</td>
<td>☐ Partial bids allowed ■ Partial bids not allowed</td>
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<td>Delivery Point</td>
<td>Procurement Department The American University of Afghanistan - AUAF Darul Aman Road, Kabul, Afghanistan</td>
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<tr>
<td>Test Reports</td>
<td>NA</td>
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<td>BRT Tax</td>
<td>Applicable for as per tax law refer to point 3 above.</td>
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9. Quotation Submission guidelines:

1. Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the bidder.
2. Sealed proposals should be sent by hard copy only to the following address no later than **April 15, 2015 – 2:00 PM. Electronic bids are not permitted.**

   **Address:**
   Procurement Department
   The American University of Afghanistan - AUAF
   Darulaman Main Road, Kabul, Afghanistan

3. Proposals received after the due date will not be considered further. The offers can be submitted at AUAF Gate on Darulaman Main Road.
4. A sample of the Diploma shall be submitted with quotation.

10. **Questions:**
    Please direct your questions via e-mail at procurement@auaf.edu.af.

11. **Others:**
    AUAF as a not-for-profit educational institution expects to be charged no more than standard humanitarian agency rates.

    AUAF will not pay any of the bidders’ cost of preparing their proposals under this RFQ.

12. **Offeror Information:**
    Kindly provide the following information in your offers:
    Authorized Signature:

    Name:

    Title:

    Company:

    Email Address:

    Telephone(s):
APENDIX A

COMPANY’S BUSINESS LICENSE

Please Attach
APPENDX B

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. 2012, 2013 and 2014).

<table>
<thead>
<tr>
<th>No</th>
<th>Project Title and Description of Activities</th>
<th>Location Province/District</th>
<th>Client Name/Tel #</th>
<th>Cost in US$</th>
<th>Start Dates</th>
<th>End Dates</th>
<th>Completed on Schedule (Yes/No)</th>
<th>Subcontractor or Prime Contractor?</th>
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