REQUEST FOR QUOTATION (RFQ)

RFQ#: AUAF-Rfq-15-021

Issue Date: June 8, 2015

Closing Date: June 16, 2015 – 2:00 PM

Project Description:

Installation of Ceiling for Roof of Gym

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 vendors for installation of ceiling for roof of gym including installation of Alcoban panels and glass woods with 10 cm on top of it, complete job. Firms and Companies who have a solid track experience in construction of similar projects in competitive prices to the international and national organizations within Afghanistan are invited to bid.

3. Site Visit:
The site visit for this project is schedule on Thursday, June 14, 2015 - 1:PM up to 4:00 PM. The interested companies shall send an email Eng. Abdul Mobin Ezzat, emezzt@auaf.edu.af with cc to procurement@auaf.edu.af in order to access AUAF campus for the site visit prior to the site visit date and time mentioned above.

4. 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 AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, AUAF shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of any agreement, the subcontractor/vendor will provide a copy of the organization's AISA 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.

5. Source, Origin and Nationality
The vendor may not supply goods manufactured in or shipped from the following countries: Cuba, Iran, North Korea, or Syria.

6. Authorized Geographic Code:
The authorized geographic code for this subsequent RFP that will follow this EOI will be 937 which is defined as the cooperating country (Afghanistan), developing countries, or the United States.
7. **Executive Orders on Terrorism Financing**
The contractor is reminded that U. S. Executive Orders (including E.O. 13224) and U. S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. FAR 25.701 prohibit agencies and their contractors and subcontractors from acquiring any supplies or services from individuals or organization, if any proclamation, Executive Order, Office of Foreign Assets Control (OFAC) regulations, or statute administered by OFAC would prohibit such a transaction.

8. **Inspection**
AUAF shall have reasonable time, after delivery, to inspect the works and to reject acceptance in not conforming to the specifications and requirements of AUAF Purchase Order and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

9. **Statement of Work/Specification:**
The gym building is located at the west campus which has steel roof (steel trusses with iron sheet on top). Existing ceiling is of suspended gypsum panels which doesn't have insulation. In order to install the new ceiling and insulate the roof the following should be carried out:

1. Installation of new ceiling which preferably should be of Alcoban, with high quality.
2. Installation of steel profile 20x30 mm with 18 gauge frames at ceiling to hold alcoban ceiling.
3. Steel frames should be painted with anti-rust paint.
4. Glass wool with 10cm thickness to be laid on top of alcoban, under steel sheet roof.
5. Joints of Alcoban should be properly sealed.
6. Proper Cleaning to be considered at the end of each working day and the end of project work.

10. **Evaluation of EOI Criteria:**
The evaluation of this EOI responses will be conducted based on the following score card:

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover letter / Statement (5 points)</td>
<td>5</td>
</tr>
<tr>
<td>Company experience (10 points)</td>
<td>10</td>
</tr>
<tr>
<td>Design/Built construction experience (30 points)</td>
<td>30</td>
</tr>
<tr>
<td>Valid Business License (10 points)</td>
<td>10</td>
</tr>
<tr>
<td>Personnel Capability</td>
<td>10</td>
</tr>
<tr>
<td>Financial Capability/Resources</td>
<td>10</td>
</tr>
<tr>
<td>References</td>
<td>15</td>
</tr>
<tr>
<td>Compliance with RFQ requirements</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points (100)</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
A. General
Maximum of 1 page introductory letter including statement of order of preference for Civil design/build projects.

B. Summary of company 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.

- Sufficient capital to have the capacity to complete the project. Recent company account statements may be supplemented.
- Project descriptions should include a summary of scope, location, construction value, length of time from design to completion of construction/project, key personnel and client contact information (telephone, fax, e-mail). Projects should have been undertaken in the past three years (i.e. 2012, 2013 and 2014).
- A description of the current personnel that worked on the projects.

C. Personnel
- Identification and brief description of experience of key company personnel, and
- Five (5) years of experience in the design and/or construction.
- Project managers, categorized to suit Civil Engineering disciplines. Resumes may be included as an appendix.
- Statement of total local staff complement.
- Identification of any non-local staff with availability and office location.
- Sufficient in size to have the expertise in house to complete the project

D. Process
Once the submission date has passed, AUAF will evaluate all of the submissions that have provided the information/documents required. AUAF may deem it necessary to make a site visit to the firm(s) to determine the capacity and ability of the firm(s).

E. Document submission address - The RFQ submission packet, in a sealed envelope, should be delivered to:
   American University of Afghanistan
   Attn: Procurement Department
   RE: RFQ#: AUAF-RFQ-15-021
   Darulaman Road
   Kabul, Afghanistan

F. Additional Information
   AUAF reserves the right to change or cancel this process at anytime. Such action by AUAF will either be posted publicly or directly communicated to all firms that submit a complete RFQ.
AUAF will not be responsible for any expenses involved in the preparation of the EOI and subsequent submissions.

**Detailed contact information shall be provided:**

Name of Authorized Representative: ________________________________

Title: ________________________________

Email: ________________________________

Phone: ________________________________

Office Address: ________________________________
APENDIX A

COMPANY’S BUSINESS LICENSE

Please Attach
# APPENDIX 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Projects should have been undertaken in the past three years (i.e. 2012, 2013 and 2014).