Request for Quotation (RFQ)

Reference No: AUAF-RFQ-15-023

Issue Date: August 2, 2015

Deadline: June 8, 2016 – 2:00 PM

Project:

Supply of Ricoh Copier

The American University of Afghanistan
Darulaman Road,
District 7, Kabul, Afghanistan
1. **Background:**

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 vendors for provision of Ricoh Copier. All interested bidders who have similar experience in provision of IT Equipment are invited to bid.

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 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 this 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.

4. **Penalty Charges**

If the Vendor fails to supply the specified Goods/Services 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, Iraq, Iran, Laos, Libya, North Korea, or Syria.

6. **Inspection**

AUAF shall have reasonable time to inspect the goods and to reject acceptance in not conforming to the specifications of this Purchase Order and offer. Recovery of the rejected item(s) shall be the sole responsibility of the supplier.

7. **Statement of Work/Specification:**

The selected vendor shall supply the following copier exactly as per the specifications provide below:

<table>
<thead>
<tr>
<th>No</th>
<th>Generic Description</th>
<th>Quantity</th>
<th>Unit Cost USD</th>
<th>Total Cost USD</th>
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<tbody>
<tr>
<td>1</td>
<td>Ricoh 5200S Multifunction Copier Machine with ADF</td>
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**Total Price in USD**

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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.

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 Terms & Conditions:
Please read carefully read all terms and conditions of RFQ before you bid.

| Administrative Requirements | 1. Valid AISA License under the law of country of Afghanistan. Annex A:  
2. Company profile |
|-----------------------------|------------------------------------------------------------------|
| Evaluation Criteria         | 1. Similar experience for supply of requested services with National & International Organizations. Annex B.  
2. Compliance with technical specification stated in the RFQ. |
| Delivery Term (INCOTERMS 2000) | Maximum of 4 Weeks |
| Warranty                    | Required |
| Payment Terms               | 20 days after receipt of goods and invoice. |
| Validity of Quotation       | 60 days |
| Completeness of quotation.  | ☐ Partial bids allowed   ■ Partial bids not allowed |
| Delivery Point for Proposals: | Procurement Department  
The American University of Afghanistan - AUAF  
Darul Aman Road, Kabul, Afghanistan  
procurement@auaf.edu.af. |
| BRT Tax.                    | 2% for companies holding valid business licenses |

9. Proposal Submission guidelines:
Sealed bids should be submitted by hard copy only to the above mentioned address no later than August 8, 2015 – 2:00 PM. Electronic bids are not permitted. Bids/Proposals received after the due date will not be considered further.

10. 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.
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).

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<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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