REQUEST FOR QUOTATION (RFQ)

Reference No: AUAF-RFQ-16-008

Issue Date: February 16, 2016
Closing Date: February 28, 2016 – 2:00 PM

PROJECT:
PROVISION OF DIESEL FUEL FOR AUAF

The American University of Afghanistan
Darulaman Road,
District 7, 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 of Diesel (High Quality L62 Turkmenistan). Firms and Companies who have a solid track experience in provision of high quality fuel in competitive prices to the international and national organizations within Afghanistan.

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 Four 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 fuel 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, after delivery, to inspect the service and 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 fuel to AUAF campus and locations; 8 location for delivery of fuel to the main campus and guest houses of AUAF located on Darul Aman Road Sanatorium Kabul City.
Firms/companies interested to bid should provide quote to AUAF. AUAF conduct market survey to obtain best value for money.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>1</td>
<td>Diesel Fuel ( Turkmenistan L62 High Quality Diesel Fuel)</td>
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<td>Price inclusive of loading, unloading and BRT taxes</td>
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<td><strong>8 Locations</strong> AUAF Main Campus, International Campus and Guest houses Darulaman Road</td>
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Total Price in Afghanis

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>
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<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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<td>2. Compliance with technical specification stated in the RFQ.</td>
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<td>Delivery Term (INCOTERMS 2000)</td>
<td>DDU ( door to door Delivery to AUAF)</td>
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<td>Delivery Time</td>
<td>Within 2 days after receipt of PO</td>
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<td>Warranty</td>
<td>N/A</td>
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<td>Payment Terms</td>
<td>After Delivery</td>
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<td>Validity of Quotation</td>
<td>30 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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9. **Quotation Submission guidelines:**
Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the bidder.

Sealed proposals should be sent by hard copy only to the following address no later than **February 28, 2016 – 2:00 PM.** **Electronic bids are not permitted.** Proposals received after the due date will not be considered further.

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

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.

Name:

Title:

Company:

Email Address:

Telephone(s):
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>
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