

## **REQUEST FOR QUOTATION (RFQ)**

**Reference No: AUAF-RFQ-20-019**

**Issue Date: November 12, 2019**

**Closing Date: November 22, 2019**

### **PROJECT:**

Provision of Diesel & Petrol Fuel under a Blanket Purchase Agreement (BPA)  
for one year for AUAF Generators and heating system

The quotations will be accepted from 1:00 Pm to 5:00 Pm Kabul time on November 22, 2020. Submit the soft copy of the quotations through AUAF Tender Email Address [tender@auaf.edu.af](mailto:tender@auaf.edu.af). You may send your questions no later than 10:00 AM Kabul Time November 19, 2020 to [mshahid@auaf.edu.af](mailto:mshahid@auaf.edu.af) and copy [bhaidari@auaf.edu.af](mailto:bhaidari@auaf.edu.af) .

The American University of Afghanistan  
Darulaman Road,  
District 7, Kabul, Afghanistan

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## **Section 1: Instructions to Offerors**

### **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 is seeking qualified suppliers to provide diesel & Petrol fuel per specifications stipulated in this RFQ under a Blanket Purchase Agreement (BPA) for the period of one year. The fuel is required for AUAF Generators & Heating Systems. Firms and Companies who have a solid track experience in provision of fuel to international and national organizations or NGOs within Afghanistan, may submit their quotations.

The purpose of this RFQ is to solicit quotations from eligible suppliers for fuel required for AUAF Generators & Heating Systems. As a result of this RFQ, AUAF anticipates issuing a Blanket Purchase Agreement (BPA) — or possibly multiple BPAs — to establish specific pricing levels and parameters to acquire fuel, on-need basis. The BPA will be established for the period of one year. The supplier shall furnish the fuel described in the Purchase Order and issued by AUAF under the anticipated BPA. AUAF is only obligated to pay for fuel ordered through Purchase Orders issued under the anticipated BPA and delivered by the Supplier to AUAF's west campus and in accordance with the terms/conditions of the anticipated BPA. Offerors are responsible for ensuring that their offers are received by AUAF in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

### **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 two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active business license. For subcontractors/vendors without active business 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 active business 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 supplier fails to supply 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. Dispute

In case the contractor and AUAF came to dispute, AUAF signatory authority will be the only person to determine the dispute and the correction measurement upon his/her discretion.

## 6. Source, Origin and Nationality

The authorized USAID geographic code for this RFQ and any resulting Purchase Order is **Code 937**. Code 937 is defined as the United States, the cooperating country, and developing countries other than advanced developing countries, and excluding prohibited sources. A list of developing countries, advanced developing countries, and prohibited sources, is available in USAID's Automated Directives System, ADS 310 (<http://www.usaid.gov/policy/ads/300/310.pdf>). All commodities and services supplied under any Purchase Order resulting from this RFQ must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#).

The following applies to this RFQ, all related correspondence, and any resulting Purchase Order:

### A. Definitions:

1. **Cooperating Country:** "Cooperating country" means Afghanistan.
2. **Source:** "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse.
3. **Nationality:** "Nationality" refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services. If the Offer is an individual, the Offeror must be a citizen or lawful permanent resident (or equivalent immigration status to live and work on a continuing basis) of a country in **Code 937**. If the Offeror is an organization, the organization must (1) Be incorporated or legally organized under the laws of a country in **Code 937**; (2) Must be operating as a going concern in a country in **Code 937**, and either (3) Be managed by a governing body, the majority of whom are citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of countries in **Code 937**, or (4) Employ citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of a country in **Code 937**, in more than half its permanent full-time positions and more than half of its principal management positions.
4. **Prohibited Source:** Burma (Myanmar), Cuba, Iraq, Iran, Laos, Libya, North Korea, (North) Sudan, and Syria. The offeror resulting from this RFQ may not supply fuel that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the above listed prohibited sources.

- B. Application: The source and nationality of all equipment and services in response to this RFQ must meet the USAID geographic **Code 937** requirements in accordance with [22 CFR §228](#).
- C. No items, items with components from, or related services may be offered from any prohibited source. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting Purchase Order (including transportation, fuel, lodging, meals, and communications expenses). All equipment and services proposed through any offer in response to this RFQ must meet geographic **Code 937**.

## 7. Inspection

AUAF shall have reasonable time, after delivery, to inspect the fuel, and to reject acceptance which is not conforming to the sample and to the specifications of a relevant Purchase Order issued under the anticipated BPA and offer. Recovery of the rejected fuel shall be the sole responsibility of the supplier.

## 8. Eligibility for USG Fund:

AUAF shall not award a contract/subcontract to any firm or firms' principals who are debarred, suspended, or otherwise considered ineligible by U.S. Government.

Terrorism Executive Order 13224

The Contractor must agree and certify to take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism.

E.O. 13224 is available at:

<https://ustreas.gov/offices/enforcement/ofac/programs/terror/terror.pdf>.

The attachment does not include 'Names of Those Designated' after 23 September 2001; therefore, Contractors are required to obtain the updated list at the time of procurement of goods or services. The updated list is available at: <http://www.treas.gov/offices/enforcement/ofac/sdn/>. Additional restricted party screening may also be performed through the Excluded Parties List System, which is available online at the following address: <https://www.epls.gov/>.

9. AUAF is committed to transparency and integrity in all aspects to promote corporate values. The basic aim is to provide a work environment where all employees feel safe and can report illegal, prohibited, unethical or fraudulent activities. In an effort to do so, AUAF has developed an anonymous ethics and compliance hotline for reporting of activities that may be in violation of our policies, applicable laws, or donor requirements. The AUAF hotline is independently administered and all reports will be kept confidential to the extent possible and will be promptly investigated. For your convenience, AUAF provides you with different options which you may choose to make an anonymous report by using any of the below tools.

1. Submit a Report by filing the online AUAF Hotline Form (Available 24/7)

2. Email us on [auafhotline@auaf.edu.af](mailto:auafhotline@auaf.edu.af) (Available 24/7)

You can download the AUAF Anti-Fraud Policy and the AUAF Code of Ethics from the following link: <https://www.auaf.edu.af/contact-us/internal-audit/>

#### **10. Statement of Work/Specification:**

The selected supplier shall supply the fuel on an as needed bases – at the pricing levels established in the suppliers’ offer and the anticipated BPA. When the need arises for the fuel described in the BPA, AUAF will issue a purchase order to the BPA holder.

If there are multiple BPA-holders as a result of this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time.

- Any BPA issued as a result of this RFQ will have a minimum duration of one year.
- AUAF will order fuel on an as needed basis during the life of the anticipated BPA.
- The supplier shall only furnish fuel described in purchase orders issued by AUAF under the BPA.
- AUAF is only obligated to pay for the fuel documented in purchase orders that are issued under the BPA.
- The supplier should deliver fuel within 2 days to AUAF after the purchase order is issued under the anticipated BPA.
- The supplier should provide price validation for a period of one year. The prices will be locked in the BPA for the duration of one year.
- AUAF will request fuel sample prior to the award of the anticipated BPA to ensure the Cetane ratings of the diesel fuel.

Section 3 contains the technical specifications of the required fuel.

#### **11. Evaluation Process:**

The quotations will be evaluated in terms of fairness, cost-consciousness, and best value to the AUAF considering both technical and cost factors. An award will be made to a responsible offeror whose offer follows the RFQ instructions, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

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

#### **12. Quotation Submission guidelines:**

Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the vendor. A sample of cover letter is in Section 4.

Quotations must be submitted from 01:00 PM to 05:00 PM, local Kabul time on November 22, 2020, by soft copy to the AUAF Tender Email Address as [tender@auaf.edu.af](mailto:tender@auaf.edu.af) . Please mention the RFQ number and project name in subject of the email. Offers must be stamped and signed by the offeror’s authorized.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of AUAF.

### **13. Questions:**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 10:00 AM local Kabul time on November 19, 2020, by email to [mshahid@auaf.edu.af](mailto:mshahid@auaf.edu.af) with cc'ing [bhaidari@auaf.edu.af](mailto:bhaidari@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 bidding.

Only the 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.

### **14. Others:**

AUAF is a non-for-profit educational institution expects to be charged no more than standard humanitarian agency rates.

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate AUAF to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

### **Section 2: Offer Checklist**

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of required certificates (see Section 5 for more details)
- Copy of offeror's registration or business license (see Section 6 for more details)
  
- Copy of offeror's summary of relevant capability, experience and Past Performance (see Section 7 for more details)

**Section 3: Specifications and Technical Requirements**

The table below contains the technical requirements of the fuel that may be ordered under the BPA mechanism. Offerors are requested to provide per- unit quotations containing the information below on official letterhead or official quotation format officially accepting the terms and conditions by stamping each page. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to AUAF. Offered unit price should include shipment, transportation, delivery, custom clearance, and any other administrative charges. The fuel will be ordered based on an as needed basis.

**BILL OF QUANTITIES**

#	Description	Qty	Unit	Unit Price USD
1	Diesel fuel (Turkmenistan L01) or equivalent grade for AUAF’s generators and heating system, including delivery to AUAF’s west & international campuses	1	Liter	
2	Petrol fuel (Turkmenistan A-92) or equivalent grade for AUAF’s generators and heating system, including delivery to AUAF’s west & international campuses	1	Liter	
<b>Total Price USD:</b>				

**The prices must remain valid and unchanged for a period of one year:  
Suppliers must provide the total of the unit prices**

**Note:** AUAF will request fuel samples from the lowest offerors to inspect and review the following: Fuel with the highest Cetane ratings will be given preference.

- Parameters
- Clarity
- Color
- Residue / Particles in the sample
- Measurement of Cetane
- Water content

**RFQ Conditions:**

<b>Administrative Requirements</b>	Valid company business license under the law of country of residence.
<b>Evaluation Criteria</b>	LPTA Process
<b>Delivery Term (INCOTERMS 2000)</b>	DDP (Delivered Duty Paid) Delivery to AUAF
<b>Delivery Time</b>	Within 2 days when the PO is issued under BPA
<b>Warranty</b>	Supplier must ensure the fuel is as per the sample selected
<b>Payment Terms</b>	Within 45 days after receipt of complete invoice
<b>Validity of Quotation</b>	1 year after the offer deadline
<b>Completeness of quotation.</b>	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
<b>Delivery Point</b>	Mohammad Shahid   Procurement Specialist +93 (0) 729857912   <a href="mailto:mshahid@auaf.edu.af">mshahid@auaf.edu.af</a>
<b>Customs clearance</b>	If applicable, supplier will be responsible
<b>BRT Tax</b>	Applicable for as per tax law refer to paragraph 3

**Section 4**  
**Offer Cover Letter**

The following cover letter must be placed on letterhead 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](mailto:tender@auaf.edu.af)  
Reference: AUAF-RFQ-20-019 | Diesel & Petrol fuel for AUAF (Generators & Heating Systems)

To Whom It May Concern:

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



**Section 5**

**COMPANY'S BUSINESS LICENSE**

**Please Attach**

**Section 6**

**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. 2017, 2018 and 2019).

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