

Request for Proposal (RFP)

Reference No: AUAF-RFP-20-007

Issue Date: 22 November 2020

Deadline: 06 December 2020

Project

300/300 Mbps (1:1) from Fiber Optic Backbone Internet Connection

Required Proposals must be submitted in two separate files,
(1) "Technical Proposal" (2) "Financial Proposal"

Pre-Proposal Conference/meeting: 30 November 2020 at 02:00 PM

The Proposal will be accepted only from offerors who attend the Pre-Proposal Conference/meeting.

Only electronic proposals will be accepted through email to tender@auaf.edu.af from 8:00 am to 5:00 pm on 06 December, 2020.

You can register for the pre-proposal conference no later than 10:00 AM Kabul time 29 November, 2020 through email to bhaidari@auaf.edu.af .

The American University of Afghanistan
Darul Aman Road,
District 6, Kabul, Afghanistan

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Annex 1 - Instructions to Offerors

Introduction: American University of Afghanistan (hereinafter referred to as “AUAF”), is issuing a Request for Proposals (RFP) for internet connection from Optic Fiber Backbone 300/300 (1:1). The following RFP contains specific submission requirements, scope of Service, and requirements, as well as terms, conditions, and other pertinent information necessary for submitting a proposal.

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. AUAF is seeking qualified ISPs to submit their proposals for internet connection from Optic Fiber Backbone 300/300 Mbps (1:1) as listed in Section 8 of this RFP. All interested ISPs who have similar experience and qualification in provision of internet connection are invited to submit their offers.

Deadline and Protocol: Offerors should submit their proposals for the anticipated Subcontract by Soft copies to the AUAF Tender Email Address (mentioned on the cover page) by no later than 05:00 PM Kabul time, on 06 December 2020.

Pre-Proposal Conference/Meeting: AUAF realizes that offerors may have additional questions after reading this RFP. In response, AUAF is planning to hold a Pre-Proposal Conference/Meeting virtually via Google Meet or Zoom at 02:00 PM on 30 November 2020, to provide prospective ISPs an opportunity to learn more about the AUAF, to have questions about this RFP answered, to do a technical review of Scope of Service, and to learn more about the proposal and Subcontracting process. AUAF encourages all interested ISPs to attend the pre-proposal conference. Pre-registration to attend the proposal conference is required. **AUAF will not accept proposals from companies who have not attended the Pre-Proposal Conference.**

Questions and Pre-Registrations:

Please send your requests of pre-registration for the pre-proposal conference and any advance questions to the AUAF Procurement Department by sending an email indicating your questions or attendance at the pre-proposal conference at bhaidari@auaf.edu.af no later than 10:00 AM on 29 November 2020. The email shall contain all questions. For pre-registration, AUAF needs the email address and phone number of the attendee at least 24 hours before the pre-proposal conference. Failure to furnish this information will lead in disapproving your request for the pre-proposal conference.

Note: This RFP does not obligate AUAF to execute a Contract nor does it commit AUAF to pay any costs incurred in the preparation and submission of the proposals. Furthermore, AUAF reserves the right to reject any and all offers, if such action is considered to be in the best interest of AUAF.

Annex 2 - RFP terms and Conditions (The Regulations, Terms and Conditions cited in this RFP will be applicable to the anticipated contract).

1. 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 Contractors/vendors. In accordance with this requirement, AUAF shall withhold two percent (2%) tax from all gross invoices to Afghan Contractors/vendors under this contract with active business license. Before the signing of this contract, the Contractor/vendor will provide a copy of the organization's 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.

2. Penalty Charges

If the ISP fails to provide the specified services in the Statement of Works/Services of this RFP, AUAF shall, without prejudice to its other remedies under the Subcontract price, as liquidated damages, deduct a sum equivalent to the damages caused by not delivering required services until actual delivery.

3. Eligibility for 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/>. AUAF will search against the company, President, and Vice President' names in the System for Award Management (SAM), Consolidated United Nations Security Council Sanctions List, and in the Office of Foreign Assets Control (OFAC), to verify whether they have not been debarred, excluded or suspended from Federal Government Procurement.

4. Vetting Requests:

In Addition to this, as per mission order 201.06 requirement, any award or cumulative awards value exceeding the \$25K threshold, AUAF will submit the vetting approval requests to the USAID's Vetting Support Unit (VSU) for firms' eligibility notices.

5. Sub-contracting:

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain prior written approval of AUAF for all such subcontractors. The approval of AUAF shall not relieve the Subcontractor of any of obligations under the anticipated Subcontract, and the terms of any Subcontract shall be subject to and in conformity with the provisions of the anticipated contract.

6. Source, Origin and Nationality

The authorized USAID geographic code for this RFP and any resulting Contract 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 Contract resulting from this RFP must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), **22 CFR §228**.

The following applies to this RFP, all related correspondence, and any resulting Contract:

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 RFP may not supply any equipment, items, and goods 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 RFP 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 Subcontract (including transportation, fuel, lodging, meals, and communications expenses).

All equipment and items proposed through any offer in response to this RFP must meet geographic **Code 937** and must be new and unused and must. In addition, all electrical commodities must operate on 240V, 50Hz.

7. Inspection

AUAF shall have reasonable time to inspect/monitor the internet connection & ISP's services and to reject acceptance if not conforming to the statement of Services of anticipated Subcontract.

Annex 3 -

8. Statement of Works/Services:

The American University of Afghanistan (AUAF) intends to contract with an experienced and qualified ISP for 300/300 Mbps (1:1) from Optic Fiber Backbone Internet connection to support existing and anticipated future data, voice, and video traffic. AUAF has many locally hosted applications and online apps that require a stable and fast connection.

A. General Requirement:

- The ISP must have experience with international NGOs providing a large amount of bandwidth.
- The ISP must have a fully functional and 24/7 operational NOC (Network Operation Center), and customer service center situated in Kabul. And the related three levels of contact details must be provided from the Management, Technical and Help-Desk.
- The ISP must provide a minimum of 99.5% uptime with a full capacity of 300/300 Mbps.
- Prior notifications (Minimum 72 hours before the PM and 14 hours before the CM) to be released for any service degradations, technical problems, and planned maintenance activities.
- The technical response time for resolving any faults must take less than an hour after reporting.
- Maintenance & Operation, site visits, etc. will be on ISP cost (AUAF won't pay any charges).
- The delivery and installation period of equipment is expected to be 5 working days.
- The ISP should provide AUAF two to four weeks of trial period to test the traffic, download/upload, web filter, real-time monitoring, reports, etc.
- References of three clients shall be filled in Appendix B.

B. Specific Requirement:

- A dedicated 300 /300 Mbps Fiber Optic Backbone Internet connection.
- The connection from ISP to AUAF Main Campus or end to end could be through Optic Fiber or WiMAX media using licensed frequency.
- The ISP must provide online/live MRTG bandwidth monitoring system like Cacti and such.
- The ISP must have a dual Fiber Route or redundant fiber path
- ISP must have enough free bandwidth. Minimum of 1 Gbps recommended.
- Latency should be less than 40 msec from router port to a peering point in the U.S., such as Google.com.
- Trace-route to Google.com should not exceed 10 hops.
- Provide DNS servers.
- Bandwidth is as follows:
 - Provide us with Subnet /27 (30 usable Public IP's).
 - AUAF subnet/Link should not be behind any NAT/Proxy system.
 - AUAF subnet should be on a separate VLAN due to security concerns.
 - No content filtering should be applied on the provided link and IP subnet.
- ISP shall be capable to connect us to the Internet eBGP network; in case AUAF might require to advertise personal public IPv4 subnet.

Minimum of 240/240 Mbps or 80% backup link from an alternate Fiber Optic link or Optic Fiber backbone should be provided, with specific backup link charging terms and conditions applied, as described in Penalty Charges case 2.

C. Penalty Charges:

Case 1: Total Outage

- 1.a:
Guaranteed monthly SLA shall be **99.5%** or **716 hours and 24 minutes** in 30 days. If the service level reduces from a total of agreed **SLA** in a 30 days period, then price for **one day** service fee shall be deducted for **each 1 hour** of no Internet service beyond the **99.5% SLA**.
- 1.b:
If in any situation AUAF Internet traffic is routed through AFTEL’s fiber backbone, this will be considered as an outage and the same above penalty will be applied.

For instance, following is an example of downtime calculation procedure.

Outage From:	23-August-2020, 11:03 PM
Outage To:	24-August-2020, 08:46 AM
Total Hours of Outage:	9 Hours 43 Minutes
Agreed 0.5% Outage:	3 Hours 36 Minutes
Penalty Downtime:	6 Hours 07 Minutes

Case 2: Partial Outage or in Backup Route

- In case that the primary link at the ISP side is down and AUAF traffic is shifted to another route considering a minimum of 80% capacity or 240/240 Mbps bandwidth or above, then charges shall be made according to the capacity provided and the link would be considered as online.
- In case the primary link on ISP side is down and AUAF traffic is shifted to another route with less than 80% capacity or 240/240 Mbps bandwidth, the service would be considered offline and outage penalty charges would be applied according to Case 1.

D. Equipment:

Equipment:

- ISP owned recommended equipment on lease until the end of the agreement.
- The equipment’s should be able to support 200 % of the contracted amount of bandwidth
- Any equipment’s provided must be new and purchased from the manufacturer, not refurbished or purchased from “unauthorized distributor” or “independent re-furbishers.”
- The equipment manufacturer must not be Huawei or ZTE) according to the USAID equipment policy number.....

Equipment			
No	Description	Specification	Remarks
1			
2			
3			

E. Install Deliverable:

- Location for Internet setup is Darulaman Main Road, AUAF Compound, Kabul, Afghanistan.
- Provide online Cacti/MRTG reporting of the bandwidth usage.
- Cabling standards to be followed by the installation of the cable from the antenna to the router, Outdoor cable covered by PVC pipe.

F. Final Presentation:

- The provided connection will be tested with various tools (bandwidth monitor, traffic monitor, due meter, MRTG and etc.).
- Uptime and downtime will be tested using various protocols to different servers at US (google.com and yahoo.com).
- Packet loss shall not exceed 0%.

G. Completion/Termination:

The duration of the Internet service contract will be for one year with the possibility of extension depending on the quality of service and AUAF may terminate the contract at any time due to poor performance, poor support and/or service, unavailability of funds, and or the ISP being ineligible for the award by the Government.

H. Other Conditions:

- AUAF has to be informed 72 hours prior to any Preventive Maintenance 24 hours prior to any Corrective Maintenance.
- AUAF has to be informed 1-month in advance before changing any public IP's.
- The ISP can change the public IP's only if AUAF has approved.
- Provided Public IPs should not be blacklisted in any domain, if it happened it is the ISP's responsibility to whitelist them.
- The ISP should have the capability of announcing public IP addresses owned by AUAF through their BGP
- The ISP shall provide AUAF the /27 subnet IPs from their licensed private subnets

I. Safety and Liability:

The ISPs confirm and assume all responsibility for the safety of the workers on the job sites for this project. The vendors is liable for providing medical care and rehabilitation for workers injured as a result of an employment related accident.

J. Bill of Quantity

ISPs interested to submit their proposals, may fill the following format. In the instances where this is not possible, ISPs may prepare a Bill of Quantity matching the one listed below on their own letterhead and submit it with their financial proposal:

No	Generic Description	QTY	Unit	Unit Cost USD	Total 12 Cost USD
1	Provision of Internet Connection 300/300 Mbps from Fiber backbone, 1:1 Ratio Bandwidth; Based on the SOW described above.	12	Month		
Total Price in USD for 12 months					

The unit cost must be inclusive of all ISP's internal and external charges, such as internet connection, installation, admin charges, equipment charges, tax, profit, and any other charges.

Annex 4-

9. Evaluation and Basis for Award:

Eligibility of Proposals for Technical Evaluation Process:

#	Eligibility Terms	YES	NO
1	All interested offerors must attend the "Pre-Proposal Conference session which dues on <u>30 November 2020</u> . <i>Proposals will not be considered from offerors who do not attend the Pre-Proposal Conference and will be disqualified.</i>		
2	ISPs must have valid business licenses of ATRA and Ministry of Commerce & Industries. (Proves must be attached If any of the license renewal is under process.)		

In evaluating proposals, AUAF will use the following evaluation criteria:

The proposals will be evaluated by using the criteria set out below in determining the Best value to AUAF considering both technical and cost factors. AUAF will use the Trade-Off Process. The Contract will be awarded to the responsible firm whose proposal is the most advantageous to the program, with price and other factors considered.

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 better proposals.

Technical Proposal Factors for award:

#	Parameter	Score
1	Proposals to demonstrate that the ISP has clear understanding of the Scope of Services and its requirements: <i>ISP has clear understanding that the primary link should be from fiber Backbone, and also has considered all other specific required details in SOS to meet the requirement.</i>	0-30
2	Proposals to demonstrate that the ISP has backup connectivity solutions from an alternate fiber route or Optic Fiber Internet backbone.	0-20
3	ISP has 5 years of past performance experience in similar field: <i>ISP should provide three or more contact details of its clients to which the ISP has provided Internet Services in the past. The more experience the ISP has the more scores will be given.</i>	0-20
4	Proposals to demonstrate the ISP's technical and qualified personnel have 5 years of experience in providing Internet Services in Afghanistan. CV's of at least 3 technical and 2 administrative staff need to be included. The ISP personnel need to be qualified in providing support incase link disruption or any other technical problem occurs.	0-10
5	Proposals to demonstrate that the ISP has fully functional NOC (Network Operations Center) in Kabul. Details of the NMS software need to be clearly mentioned in the technical proposal.	0-10
6	Proposals to demonstrate that the ISPs have reliable and capable core routing equipment to manage the Internet connection proposed to AUAF. Details of the equipment needs to be clearly mentioned in the technical proposal.	0-10
Total		100

Sub-Criteria for Ratings Each Technical Factor:

Point No. 1 - Proposals to demonstrate that the ISP has clear understanding of the Scope of Services and its requirements:

Proposals to demonstrate that the ISP has clear understanding of the Scope of Services and its requirements	Score
Proposals to demonstrate that the ISP has Excellent understanding of the Scope of Services and its requirements	26 - 30
Proposals to demonstrate that the ISP has Good understanding of the Scope of Services and its requirements	20 - 25
Proposals to demonstrate that the ISP has Acceptable understanding of the Scope of Services and its requirements	15 - 19
Proposals to demonstrate that the ISP has Superficial understanding of the Scope of Services and its requirements	1 - 14
Proposals Fails to demonstrate that the ISP has clear understanding of the Scope of Services and its requirements	0

Point No. 2 - Proposals to demonstrate that the ISP has backup connectivity solution from Optic Fiber Internet backbone:

Proposals to demonstrate that the ISP has backup connectivity solution from alternate fiber or Optic Fiber Internet backbone	Score
Proposals to demonstrate that the ISP has backup connectivity solution from the alternate fiber or Optic Fiber Internet backbone	1-20
Proposals fails to demonstrate that the ISP has backup connectivity solution from the alternate fiber Optic Fiber Internet backbone.	0

Point No. 3 - ISP has 5 years of past performance experience in similar field and has provided contact details of its clients:

ISP has 5 years of past performance experience in similar field and has provided contact details of its clients	Score
ISP has 5 or more years of past performance experience in similar field and has provided contact details of its clients	17-20
ISP has 4 years of past performance experience in similar field and has provided contact details of its clients	13-16
ISP has 3 years of past performance experience in similar field and has provided contact details of its clients	9-12
ISP has 2 years of past performance experience in similar field and has provided contact details of its clients	5-8
ISP has 1 year of past performance experience in similar field and has provided contact details of its clients	1-4
ISP doesn't have any past performance experience in similar field and has not provided contact details of its clients	0

If a Vendor has more than 6 months' experience, then the score will be ½ the points in between.

Point No. 4 - Proposals to demonstrate the ISP's technical and qualified personnel have 5 years of experience and CV's of at least 3 technical and 2 administrative staff:

Proposals to demonstrate the ISP's technical and qualified personnel have 5 years of experience and CV's of at least 3 technical and 2 administrative staff	Score
Proposals demonstrate the ISP's technical and qualified personnel have 5 years of experience and CV's of at least 3 technical and 2 administrative staff	1-10
Proposals fail to demonstrate the ISP's technical and qualified personnel have 5 years of experience and CV's of at least 3 technical and 2 administrative staff	0

Point No. 5 - Proposals to demonstrate that the ISP has fully functional NOC (Network Operations Center) in Kabul and have provided details of the NMS software:

Proposals to demonstrate that the ISP has fully functional NOC (Network Operations Center) in Kabul and have provided details of the NMS software	Score
Proposals demonstrate that the ISP has fully functional NOC (Network Operations Center) in Kabul and have provided details of the NMS software	1-10
Proposals fail to demonstrate that the ISP has fully functional NOC (Network Operations Center) in Kabul and have provided details of the NMS software	0

Point No. 6 - Proposals to demonstrate that the ISPs have reliable and capable core routing equipment and have provided details of the equipment:

Proposals to demonstrate that the ISPs have reliable and capable core routing equipment and have provided details of the equipment	Score
Proposals demonstrate that the ISPs have reliable and capable core routing equipment and have provided details of the equipment	1-10
Proposals fail to demonstrate that the ISPs have reliable and capable core routing equipment and have provided details of the equipment	0

All evaluation factors other than cost or price, when combined, are significantly more than cost or price.

The evaluation criteria will be rated based on the below strengths, weaknesses, significant weakness, and deficiencies:

Strength is an aspect of an offeror's proposal that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to AUAF during subcontract performance.

Weakness is a flaw in the proposal that increases the risk of an unsuccessful subcontract performance.

Significant Weakness in the proposal is a flaw that appreciably increases the risk of unsuccessful subcontract performance.

Deficiency is a material failure of a proposal to meet a requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful subcontract performance to an unacceptable level.

An agency can obtain best value in negotiated acquisitions by using any one or a combination of source selection approaches. In different types of acquisitions, the relative importance of cost or price may vary. For example, in acquisitions where the requirement is clearly definable and the risk of unsuccessful contract performance is minimal, cost or price may play a dominant role in source selection. The less definitive the requirement, the more development work required, or the greater the performance risk, the more technical or past performance considerations may play a dominant role in source selection.

The Federal Acquisition Regulations 15.101-1 Tradeoff process shall be used and is defined as follows:

(a) A tradeoff process is appropriate when it may be in the best interest of AUAF is to consider award to other than the lowest priced offeror or other than the highest technically rated offeror.

(b) This process permits tradeoffs among cost or price and non-cost factors and allows the AUAF to accept other than the lowest priced proposal.

10. Negotiations

Best offer proposals will be requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, AUAF reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a Contract. Furthermore, AUAF reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of AUAF, offeror may be requested to conduct oral presentations. If deemed an opportunity, AUAF reserves the right to make separate awards per component or to make no award at all.

Annex 5-

11. Offer Deadline:

Offerors shall submit their proposals in Soft copies.

Soft-copy offers must be received from 08:00 AM to 05:00 PM Kabul local time, on 06 December 2020, at the following email address: tender@auaf.edu.af

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of AUAF. AUAF cannot guarantee that late offers will be considered.

12. Proposal Submission guidelines:

Proposals must be submitted in soft-copy only.

Instructions for the Submission of Soft-Copies:

Offerors wishing to respond to this RFP must submit proposals, in English, on A4 sized paper, 12-point Times New Roman font, single-spaced, in accordance with the following instructions.

All proposals must be submitted in two volumes, consisting of:

- Volume 1: Technical proposal
- Volume 2: Financial proposal

Proposal soft-copies must be submitted through Tender Email Add: (tedner@auaf.edu.af) in two volumes consisting Technical Proposal and Financial Proposal. Files must be properly marked with the name of the offeror's company or organization. In case one or more companies or organizations are submitting a proposal in partnership, the name of the legally registered entity leading the partnership must be used.

13. General Requirements:

AUAF anticipates issuing a subcontract to an Afghan based ISP, provided it is legally registered and recognized under the laws of Afghanistan and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Afghanistan upon award of the subcontract.
- (ii) Companies or organizations must have a local presence in Afghanistan at the time the subcontract is signed.
- (iii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however

the different organizations must be committed to work together in the fulfillment of the subcontract terms.

14. Required Proposal Documents:

1. Cover Letter

The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. Fax
- vi. E-mail
- vii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- viii. Taxpayer Identification Number
- ix. Official bank account information
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.
 - d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources.

A sample cover letter is provided in Annex 6 of this RFP.

2. Technical Proposal:

The sections of the technical proposal stated above must respond to the detailed information set out in Section 8 "Statement of Works" and Section 9 "Evaluation and Basis for Award" of this RFP, which provides the understanding of the scope of services and requirement, past performance experience, technical and qualified personnel, NOC, reliable and capable core routing equipment.

3. Financial Proposal:

The financial proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, offerors must include their detailed budget line items, e.g. materials, equipment, site planning, works, workmanships, salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in US Dollars.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. AUAF reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. AUAF reserves the right to request additional information to substantiate an Offeror's indirect rates.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

15. Others:

- (A) AUAF as a non-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 RFP.
- (B) Validity Period: Offerors' proposals must remain valid for 90 business days after the proposal deadline.

Annex 6- Cover Letter

[Offeror: Insert date]

[Insert name of point of contact for RFP]
[Insert designation of point of contact for RFP]
[Insert project name]
[Insert project office address]

Reference: Request for Proposals [Insert RFP name and number]

Subject: [Offeror: Insert name of your organization]’s technical and cost proposals

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above- referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization’s Representative _____
Name of Offeror: _____
Type of Organization: _____
Taxpayer Identification Number _____
Address: _____
Address: _____
Telephone: _____
Fax: _____
E-mail: _____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for [insert number of days, usually 60 or 90] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror’s responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Sign

Annex 7

OFFEROR'S BUSINESS LICENSE

Please attach here

Annex 8

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFP) 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\$	Start Dates	End Dates	Completed on Schedule (Yes/No)	Contractor or Prime Contractor?
1			Name: Designation: Mobile #: Email Add:					
2								
3								