

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

**Reference No: AUAF-RFQ-20-024**

Issue Date: Dec 28, 2020

Closing Date: Jan 7, 2021

### **PROJECT:**

Maintenance of AUAF's copiers and printers under a Blanket Purchase Agreement (BPA) for the period of one year.

Only electronic proposals will be accepted through email to [tender@auaf.edu.af](mailto:tender@auaf.edu.af) from 1:00 PM to 5:00 PM on January 7, 2021.

Inquires/Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 10:00 AM local Kabul time January 5, 2020, by email to [kjoyan@auaf.edu.af](mailto:kjoyan@auaf.edu.af) with cc'ing [bhaidari@auaf.edu.af](mailto:bhaidari@auaf.edu.af).

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 is seeking qualified suppliers to provide maintenance services per specifications stipulated in this RFQ under a Blanket Purchase Agreement (BPA) for the period of one year. The maintenance services are required for AUAF's printers and copiers. Firms and Companies who have a solid track experience in provision of maintenance services to international and national organizations or NGOs within Afghanistan, may submit their quotations.

The purpose of this RFQ is to solicit quotations from eligible maintenance service providers for AUAF. 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 maintenance services, on-need basis. The BPA will be established for the period of one year. The supplier shall furnish the maintenance services described in the Purchase Order and issued by AUAF under the anticipated BPA. AUAF is only obligated to pay for maintenance services ordered through Purchase Orders issued under the anticipated BPA and delivered by the Supplier 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 do the maintenance 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 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 any equipment or services 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**.

## **6. Inspection**

AUAF shall have reasonable time, after delivery, to inspect the maintenance services, and to reject acceptance which is not conforming to the specifications of this Purchase Order issued under the anticipated BPA and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

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

The selected supplier shall supply the maintenance services on an as needed bases – at the pricing levels established in the suppliers’ offer and the anticipated BPA. When the need arises for the maintenance services 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 maintenance services on an as needed basis during the life of the anticipated BPA.
- The supplier shall only furnish maintenance services described in purchase orders issued by AUAF under the BPA.
- AUAF is only obligated to pay for the maintenance services documented in purchase orders that are issued under the BPA.
- The supplier should do the maintenance services in 2 days after the issuance of the Purchase Order at AUAF both campuses.
- 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 hold a meeting with supplier prior to the award of the anticipated BPA to ensure the quality of maintenance service.

Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused.

## **8. 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.

## **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 vendor. A sample of cover letter is in Section 4.

Quotations must be submitted between 01:00 PM to 5:00 PM local Kabul time on January 7, 2020, by soft copy to AUAF Tender Email address: [tender@auaf.edu.af](mailto:tender@auaf.edu.af) . Please mention the RFQ number in the subject line.

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.

**10. Questions:**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 10:00 AM local Kabul time on January 5, 2020, by email to [kjoyan@auaf.edu.af](mailto:kjoyan@auaf.edu.af) and CC [bhaidari@auaf.edu.af](mailto:bhaidari@auaf.edu.af) . Questions must be submitted in writing; phone calls will not be accepted.

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.

**11. 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.

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 offeror’s registration or business license (see Section 5 for more details)
- Copy of offeror’s summary of relevant capability, experience and Past Performance (see Section 6 for more details)

**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>Service Time</b>	Within 2 days after the PO is issued
<b>Warranty</b>	N/A
<b>Payment Terms</b>	Within 30-45 days after receipt of complete invoice
<b>Validity of Quotation</b>	360 calendar days 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>	Kainat Joyan   Procurement Officer +93 (0) 792 199 129 <a href="mailto:kjoyan@auaf.edu.af">kjoyan@auaf.edu.af</a>
<b>Customs clearance</b>	N/A
<b>BRT Tax</b>	Applicable for as per tax law refer to paragraph 3

**Section 3: Specifications and Technical Requirements**

The table below contains the technical requirements of the commodities/services 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 maintenance, and other administrative charges. The services will be ordered based on an as needed basis.

**BILL OF QUANTITIES**

Models and Types of Copiers and Printers		Quantity	Unite Price in AFN
No.	Printer/Copier Model		
1	HP Color LaserJet MFP M477fnw	1	
2	HP LaserJet Pro MFP M227sdn	1	
3	HP LaserJet Enterprise M607	1	
4	HP LaserJet P2055	1	
5	HP LaserJet P2055d	1	
6	HP LaserJet P2055dn	1	
7	HP LaserJet Pro 400 M401dn	1	
8	HP LaserJet 4250n	1	
9	HP LaserJet P2015	1	
10	HP OfficeJet K7103	1	
11	HP LaserJet 1320	1	
12	Fargo DTC 4500	1	
13	HP Color LaserJet CP2025	1	
14	HP Color LaserJet Pro 200 MFP M276n	1	
15	HP Color LaserJet Pro 400 M451nw	1	
16	HP Color LaserJet CP5225	1	
17	HP Color LaserJet CP5525	1	
18	HP DesignJet T520	1	
19	HP Color LaserJet CP1515n	1	
20	HP LaserJet 600	1	
21	HP DeskJet 1050	1	
22	HP OfficeJet J4580 All in-one	1	
23	RICOH MP 5054, 4054	1	
24	Canon iR 2202N	1	
25	Aficio Nashuatec Dsm615	1	
26	Canon iR 2016J	1	
27	Canon iR 2525	1	
28	Canon iR 2018	1	
29	RICOH Aficio MP 8001, MP 5500SP, Nashuatec MP 5500	1	
30	RICOH MP 3352	1	
31	RICOH SP 5200	1	
32	RICOH Aficio dsn 615	1	
33	HP LaserJet pro M476 dn	1	

<b>34</b>	<b>HP Color LaserJet pro M277sdn</b>	<b>1</b>	
<b>35</b>	<b>HP LaserJet 400</b>	<b>1</b>	
<b>36</b>	<b>HP LaserJet 3600 , Laserjet M1120MFP</b>	<b>1</b>	
<b>37</b>	<b>Epson L382</b>	<b>1</b>	
<b>38</b>	<b>LaserJet Pro MFP M474fnw</b>	<b>1</b>	
<b>39</b>	<b>HP Page Wide Pro MFP 477dw</b>	<b>1</b>	
<b>Total Price in AFN</b>			

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



**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)  
Old Campus, Darul Aman Road, Next to Sanitarium Street, Kabul, AFG  
Reference: AUAF-RFQ-20-024 | Maintenance Services for AUAF’s printers and copiers

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. 2018, 2019 and 2020).

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