

AUAF Request For Quotations (RFQ)

RFQ Number:	AUAF-RFQ-21-039
RFQ Title:	Provision of Vegetables and Fruits - BPA
Date of Issue:	July 15, 2021
Due Date and Time for Questions:	July 25, 2021
Due Date and Time of Submission:	July 27, 2021
Submission Email:	tender@auaf.edu.af
Questions Email:	procurement@auaf.edu.af
Please note that the Quotations Submitted after the deadline or that do not include all of the required information or documents may be rejected.	

Background:

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally accredited university offering an American-style liberal arts education. A dynamic university with a full time student population of over 1,000, part time student population of over 1,500, 300 plus international and national staff, AUAF is a vibrant and exciting educational environment serving the educational needs of Afghanistan.

AUAF invites you to submit a quotation following the requirements of this request. Quotations must be received by AUAF no later than the Date indicated in the table above and should include all discounts available to AUAF based on its status as a non-profit and Educational Institution.

The purpose of this RFQ is to solicit quotations from eligible service providers for Provision of Vegetables and Fruits for the AUAF. Because of this RFQ, AUAF anticipates issuing a Blanket Purchase Agreement (BPA) — or possibly multiple BPAs — to establish specific pricing levels and parameters to acquire supplier for Provision of Vegetables and Fruits on-need basis. The BPA will be established for the period of one year. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

The below scope of the service is not limited to the following:

- The supplier shall deliver the vegetables and fruits supplies on a need basis.
- The supplier shall deliver the vegetables and fruits supplies every day if it is required.
- The supplier shall deliver the vegetables and fruits supplies within 3 hours in case of emergency.
- The supplier shall maintain the quality in the delivery of vegetables and fruits supplies.
- All items will be inspected for good quality by the AUAF cafe department.
- The supplier is responsible to consider the complete specifications in the delivery of vegetables and fruits supplies.
- Such services shall be at the prices accepted in the contractor's offer. The prices shall remain in effect for one year.

Bill of Quantity					
Item No	Service Name	UoM	Quantity	Unit Price AFN	Total Price AFN
1	Tomatoes Fresh	1x1kg	1		
2	Cucumber Fresh	1x1kg	1		
3	Lettuce Fresh	1x1kg	1		

4	Carrots Fresh	1x1kg	1		
5	Cabbage Fresh	1x1kg	1		
6	Marrow Zucchini Fresh	1x1kg	1		
7	Red Cabbage fresh	1x1kg	1		
8	Eggplant Fresh	1x1kg	1		
9	Onions Fresh	1x1kg	1		
10	Capsicum Green	1x1kg	1		
11	Pump kina	1x1kg	1		
12	broccoli Fresh	1x1kg	1		
13	Green Beans Fresh	1x1kg	1		
14	Green Peas	1x1kg	1		
15	Cauliflower Fresh	1x1kg	1		
16	Potato Fresh	1x1kg	1		
17	Sewer Potato	1x1kg	1		
18	Spinach Fresh	1x1kg	1		
19	Okra	1x1kg	1		
20	Sprig Onion	1x1kg	1		
21	Corn Fresh	1x1kg	1		
22	Ginger Fresh	1x1kg	1		
23	Garlic Fresh	1x1kg	1		
24	Parsley	1x1kg	1		
25	Chilly Green fresh	1x1kg	1		
26	Celery FRESH	1x1kg	1		
27	Coriander	1x1kg	1		
28	Lemons Fresh	1x1kg	1		
29	Apples Fresh	1x1kg	1		
30	Oranges Fresh	1x1kg	1		
31	Bananas Fresh	1x1kg	1		
32	Grapes	1x1kg	1		
33	Pears Fresh	1x1kg	1		
34	Kiwi fruit	1x1kg	1		
35	Peaches	1x1kg	1		
36	water melon	1x1kg	1		
37	Ham melon	1x1kg	1		
38	Apri Cot	1x1kg	1		
39	Straw berry	1x1kg	1		
40	Poem granites	1x1kg	1		
41	Mango	1x1kg	1		
42	Mandarin	1x1kg	1		
43	Pineapple	1x1kg	1		
Total Price (Including applicable taxes and Transportation)					
Place of Delivery/ Place of Performance		American University of Afghanistan AUAF both campuses			
Payment Terms		45 Calendar days after the receipt of Invoice, Successful delivery, and Inspection			
By submitting a Quotation, you are accepting all terms/conditions and requirements, coupled with agreeing to AUAF's standard provisions outlined in this Request for Quotations and Attachments.					

Note: If there is a discrepancy between the unit and total price, the unit price shall prevail.

Section 1

1. For your Quotation/Proposal to be considered, it must be valid for at least 90 days and must include all of the following:

a. Complete Vendors Information:

- Physical Address, full legal name, Business License and NID/Passport.
- Bank Account information card/inward remittance letter issued by the bank.
- Detailed information of the proposed items, for example, model, specifications and brand.
- The itemized price is offered for the needed goods and/or services, including associated costs such as shipping or custom clearance.
- If you have not provided goods and/or services to AUAF within the past 3 years, Provide contact information for at least 3 past customer references for similar work.

b. Quotation/Proposal Deadline and protocol: Quotations must be received any time before the deadline, electronically to Tender@auaf.edu.af. Please reference the RFQ number in any response to this RFQ. Quotations received after the specified date and time will be considered late and therefore will be considered only at the discretion of AUAF.

c. Delivery: The delivery location for the items described in this RFQ is the AUAF Campus on Darulaman road, Kabul, Afghanistan.

d. Taxes and VAT in Afghanistan: Prices must be quoted in a lump-sum, on an all-inclusive basis. Any taxes (including BRT taxes) or fees are not to be added later. The BRT tax must be included in the Grand Total Cost of the quotation. / proposal. Offerors are required to submit their business licenses to support the 2% BRT tax. Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2017, AUAF is required to withhold “contractor” taxes from the gross amounts payable to all Afghan subcontractors. Per this requirement, AUAF withholds two percent (2%) tax from all gross invoices to Afghan subcontractors under this agreement with an active business registration license at the time of payment. For all legal and natural persons who, without a business license or contrary to an approved by-law, provide supplies, materials, construction, and services under this contract shall be subject to seven percent (7%) fixed tax in lieu of income tax. This tax is withheld from the gross amount.

e. Preferred Currency of Quotation: Only Afghani (AFN)

2. Quotation Submission guidelines:

A Cover Letter shall be included in quotations and signed by the person or persons authorized to sign on behalf of the vendor. A sample of the cover letter is in Section 3. Quotations can be submitted anytime but no later than **July 27, 2021**, by soft copy to the AUAF Tender Email Address at tender@auaf.edu.af. Please mention the RFQ number in the subject of the email. Quotations must be stamped and signed by the offerors authorized individual.

3. Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **July 25, 2021**, by email to Procurement@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 submitting a quotation.

Only 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.

All Information relevant to demonstrating the offerors ability to meet AUAF’s Evaluation criteria is detailed below;

4. Quotations/Proposals will be evaluated based on the following Evaluation Criteria:

The Lowest Price Technically Acceptable – AUAF will select the lowest price offered that meets the technical criteria and includes all administrative requirements.

Disclaimer: This RFQ is non-binding and in no way obligates or constitutes AUAF to award any contract. AUAF reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by AUAF. AUAF will not pay for vendors' quotation/proposal preparation costs.

If any company or individual submitting quotation in response to this RFQ is found to have offered anything of value to any member of AUAF staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with AUAF. AUAF staff are instructed not to request or accept anything of value from companies or individuals receiving RFQ’s. If an AUAF representative asks you for any kind of incentive payment or another gift, please report it to the following email address: auafhotline@auaf.edu.af.

5. Administrative Terms and Conditions:

Administrative Requirements	Valid company business license under the law of country of residence.
Evaluation Criteria	LPTA Process
Delivery Term (INCOTERMS 2000)	DDP (Delivered Duty Paid) Delivery to AUAF
Delivery Time	As per the schedule
Warranty	Not Required
Payment Terms	Within 45 days after receipt of complete invoice
Validity of Quotation	90 days after the offer deadline
Completeness of quotation.	<input type="checkbox"/> Partial bids allowed <input checked="" type="checkbox"/> Partial bids not allowed
Delivery Point	Procurement Department – AUAF Campus Procurement@auaf.edu.af

Section 2

1. Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 3 for template)
- Official quotation, including specifications of equipment (see bill of quantity page 2)
- Copy of offeror’s registration or business license
- Bank Account Details

2. Attachments:

Offerors are required to comply and agree with all Standard Provisions attached to this RFQ and listed below:

- Annex A: Mandatory Standard Provisions

3. Section

1. Offer Cover Letter

The following cover letter must be placed on letter headed paper 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
 Reference: AUAF-RFQ-21-039 - Provision of Vegetables and Fruits – BPA

To Whom It May Concern:

We, the undersigned, hereby provide the attached quotation to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our quotation 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 company—as well as the company’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 quotations/proposals in response to the above-referenced RFQ; and
- The prices in our quotation/proposal has been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for 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 & Website: _____
 Company Email: _____
 Company Registration/Taxpayer ID Number: _____
 Does the company have an active bank account (Yes/No)? _____
 Official name associated with bank account (for payment): _____

2. 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).

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