



To: Offerors

From: Agricultural Development Fund (ADF)

Date: January 29, 2024

Subject: **RFQ # ADF-OPS-RFQ-KBL-2024-002 Purchase and Delivery of Quality Diesel Fuel Turkman L62 for ADF Main Office Generator Location House#16, Khalid Arsalan St. Darulaman Road, Kabul, Afghanistan**

Dear Offerors:

Enclosed is a request for quotation of Diesel Fuel for ADF Kabul Office location H#16, Khalid Arsalan Street, Darulaman Road, Kabul, Afghanistan. ADF invites firms to submit their bid offers for subject RFQ.

**I. Type of Contract** – An award resulting from this RFQ will be a Blanket Purchase Agreement (BPA) with Ceiling amount for 12 months.

**II. Submission of Questions:**

All quotations are due in Kabul on **February 06, 2024** by no later than 3:00 PM local Afghanistan time. Quotations received at the office designated below after 15:00 hours (3:00 P.M) will not be considered. Bidder should submit **one** complete hardcopy of the offer **Before Due Date February 06, 2024**. Submissions by email or fax will not be accepted. Bidder's proposals should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Bidder's standard technical specifications and product literature are preferred. Bidder should confirm by phone to ADF Procurement department for ADF email acknowledgment.

**Submission of Quotations (Hardcopy of Bid Documents) along with 1.5 Liter bottle of fuel as sample** – Quotations must be sealed and sent to ADF Kabul Office by no later than **February 06, 2024 (3:00 PM Kabul Local Time)** for the attention of ADF Procurement. **Office Address: House#16, Khalid Arsalan St. Darulaman Road, Kabul-Afghanistan. Contact# + 93 728888010**

**III. Questions:** Technical inquiries and/or requests for clarification to this offer must be made in writing and may be made via e-mail to [Procurement@adf-af.org](mailto:Procurement@adf-af.org). All questions received may be forwarded by ADF to all participating bidders.

**IV. Background:** The Agricultural Development Fund (ADF) is a standalone government owned financial institution with the fundamental purpose of making credit available to the agriculture sector. The target clientele of the ADF includes small commercial farmers, as well as agribusiness engaged in distribution of agricultural inputs, producers of high-value crops, processors and exporters of agricultural products. ADF functions as a wholesale lender, channeling credit through financial and non-financial institutions.

## **RFQ # ADF-OPS-RFQ-KBL-2024-002 Purchase and Delivery of Diesel Fuel for ADF Main Office**

Agricultural credit provided by the ADF is enabling farmers and other players in the agriculture sector to put into practice modern production, processing and market development practices acquired in the last decade.

The mission of the ADF is to stimulate growth of Afghanistan's agricultural sector by providing farmers and agribusiness with access to financial services to increase productivity, improve the quality of their crops and harness market opportunities. This will support the MAIL's broader goals of restoring Afghanistan's licit agricultural economy and contributing to the growth of the rural economies.

**V. Offeror's Agreement with Terms and Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to ADF of a quote will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFQ and any attachments hereto. ADF reserves the right to award a purchase order without discussion and/or negotiation; however, ADF also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its quote (technical and/or price). Issuance of this RFQ in no way obligates ADF to award a purchase order, nor does it commit ADF to pay any costs incurred by the Offeror in preparing and submitting the quote.

**VI. Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:

### Sections of RFQ

Section 1	Quotation Instructions
Section 2	Description of Goods
Section 3	Special Provisions
Section 4	Evaluation Criteria

### Appendices

Appendix A:	Cover Letter
Appendix B:	Detailed Cost Breakdown/Bill of Quantities Form
Appendix C:	Summary of Relevant Capability, Experience and Past Performance
Appendix D:	Quotation Checklist

**VII. Composition of Quote** – Offerors shall submit his quote for items detailed in Appendix B Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through D (see above).

## **SECTION 1 – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION**

The Offeror shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Offeror. Use the template in Appendix A.
2. All Prices shall be quoted in Afghan Local Currency (Afghanis) only, offers in other currencies will not be considered.
3. Offeror shall submit quotes in prescribed format of Appendix B.
4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes and all charges for service contingent to the work.
6. ADF has the right to increase or decrease the goods and services mentioned in this RFQ.
7. ADF Payment term: Net **10 days**.
8. Bid validity: Net 30 days from date of submission.
9. ADF will not award a subcontract or purchase order to an organization without AISA/Ministry of Commerce Business license. The AISA/Ministry of Commerce Business License must be valid and be attached to the quotation.
10. Have a valid business bank account, please submit a copy with the offer.

## **SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED**

Please refer to Appendix B for a list and specifications of items required.

## **SECTION 3 – SPECIAL PROVISIONS**

The below provisions will be incorporated into any purchase order issued by ADF.

### **3.1. Government Withholding Tax**

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, ADF is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, if the total amount for one year is more than AFN 500,000. ADF shall withhold two 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, ADF shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

#### **Based on the new amendment by the Ministry of Finance for Tax**

If the total amount of purchases made during the taxation year equals or exceeds 500,000 AFN, 2% of tax from registered and valid license holders and 7% from unregistered businesses will be deducted from the total amount of invoices from vendors/suppliers, according to Afghanistan Taxation Law; however, if the contract for the goods/services is in written, the tax will be deducted regardless of the contract amount.

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 ADF.

### **3.2 Penalty Charges**

If the Vendor fails to supply the specified Goods/Services within the date stipulated, ADF 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.

## **SECTION 4 - EVALUATION CRITERIA**

All quotations received in response to this solicitation will be evaluated and scored by evaluation sub factors. The Subcontract/Purchase Order shall be awarded on a tradeoff basis. The following sub factors shall be used to evaluate offers: ADF will award subcontract(s) resulting from this solicitation to the responsive Bidder whose proposal will be most advantageous to ADF, price and other factors considered. Therefore, the Bidder's initial offer should contain the best terms from a price and technical standpoint. If determined to be necessary, ADF reserves the right to conduct discussions with the Bidder. ADF may reject any or all offers if such action is in the interest of ADF or the public; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

**The vendors will be evaluated according to the following criteria:**

- Price (60%)
- Quality and Past performance/Hard copies of contract (30%)
- Responsiveness (10%) Criteria for judging the responsiveness of bid.

**RFQ CONTINUES BELOW**

**VENDORS MUST ALSO FILL OUT THE INFORMATION ON PAGE 4 of 8**

<b>CRITERIA FOR JUDGING THE ESPONSIVENESS OF BID</b>		<b>Company's Response here</b>
	In addition to measuring whether the vendor is responding to ADF's needs, criteria may be used to disqualify vendors who answer incorrectly	
<b><u>1</u></b>	Is your price quotation valid for at least 30 days? YES or NO	
<b><u>2</u></b>	Does your company agree to receive payment within 10 days after delivery? YES or NO	
<b><u>3</u></b>	Does your quotation cover letter sign by authorized person? YES or NO	
<b><u>4</u></b>	Do you have business bank account, if yes please attach you bank account info with the quote	
<b><u>5</u></b>	Do you accept wire transferring of the payment? Because ADF is preferring transparency and proportionality. YES or NO	
<b><u>6</u></b>	Do you provide fuel 1.5 Liter for sample check? YES or NO	
<b><u>7</u></b>	Is your price quotation in Afghani? YES or NO	
<b><u>8</u></b>	Is your companies' update business license attached to this quotation? YES or NO	
<b><u>9</u></b>	Did you have contract with ADF in the past? YES or NO	
<b><u>10</u></b>	Did you list three contracts in the past performance section along with hard copies? YES or NO	

Vendor Name Per Business License	
Vendor Address:	
Authorized Representative: (Who is communicating with our finance and procurement team)	
Vendor Contact Person and Phone Numbers	
Vendor Email Addresses	

**APPENDIX A**

**QUOTATION COVER LETTER**

[On Letterhead]

Date:

TO: ADF

**Khalid Arsalan Street. Darulaman Road, House# 16 District 6<sup>th</sup>, Kabul, Afghanistan. Contact # + 93 (0) 728888010**

Dear Gentlemen:

We, the undersigned, offer to provide the **RFP # ADF-OPS-RFP-KBL-2024-002- Purchase and Delivery of Diesel Fuel for ADF Main Office for the Year 2024.** In accordance with your Request for Quotation dated \_\_\_\_\_ and our Proposal (Technical and Financial). Our attached quotation is for the sum of in words \_\_\_\_\_ & in figures (AFN \_\_\_\_\_).

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation, i.e. (\_\_\_\_\_)

We understand you are not bound to accept any quotation you receive.

**Yours sincerely,**

Authorized Signature:

Name and Title of Signatory:

**RFQ # ADF-OPS-RFQ-KBL-2024-002 Purchase and Delivery of Diesel Fuel for ADF Main Office**

**Appendix B  
BILL OF QUANTITIES**

<b>No</b>	<b>Description of Items or Services</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price/AFN</b>
1	Diesel Fuel Quality Turkman L62	Liter	1	
<b>Grand Total in AFN</b>				

**Import Notes:**

The cost should be inclusive of all charges, including taxes and delivery to ADF office in Kabul city. The order will be placed for different quantities depending on ADF needs.

1. Estimated required Diesel fuel for 12 months is between **60,000 to 65,000 liters**.
2. The contract will be offer to successful supplier based on the RFQ scoring criteria.
3. **Due to ongoing inflation rates in price of Diesel fuel in markets, ADF will consider a flexibility option in the contract for selected supplier (If the price of Diesel fuel increases up to 5% then supplier can claim for the price amendment as per market rate and if the price of Diesel fuel decreases up to 5%, ADF will have the right to claim for change price amendment). The flexibility will be based on market situation and stated percentage (5%) in consideration with a proper market survey.**
4. Goods/service offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above in appendix B.
5. Three years past performance/experience for the similar assignment is preferred to provide, please attached the contract copy of similar projects with this RFQ.
6. **The period of performance for this contract is 12 months starting February 10, 2024, to February 09, 2025.**
7. The monthly order will be around **5500.00 or 6000.00 Liters**.
8. The Payment will be made at the end of each Diesel Fuel delivery based on invoice submitted by the company and there is no option for advance payment.
9. The vendor is responsible to deliver Diesel Fuel Turkmani L62 Quality upon request of the ADF procurement unit.
10. Order will be made three days in advance by emailing to the vendor to prepare the Requested liters Diesel Fuel. there will be no excuse regarding the late delivery.
11. The amount will be transferred to the company official business account not to individual account.
12. ADF reserves the right to cancel or terminate the contract anytime if the company is not able to provide the satisfactory goods/services.
13. ADF reserves the right to issue multiple contracts under this RFQ or to issue no contract if the responses are not adequate.

**RFQ # ADF-OPS-RFQ-KBL-2024-002 Purchase and Delivery of Diesel Fuel for ADF Main Office**

**Appendix C**

**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 five years (i.e., 2019, 2020, 2021, 2022 & 2023) Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

<b>Item #</b>	<b>Project Title and Description of Activities</b>	<b>Email Address</b>	<b>Cost in AFN/USD</b>	<b>Start Dates</b>	<b>End Dates</b>	<b>Completed on Schedule (Yes/No)</b>
1						
2						
3						

Note: While providing the information regarding the three past performance contracts, it is strongly recommended to provide hard copies of the contract along this RFQ. Because it will assist you in evaluation of the past performance score.

**RFQ # ADF-OPS-RFQ-KBL-2024-001 Purchase of Mobile Top Up Cards for ADF Main Office**

**APPENDIX D:**

**ADF QUOTATION CHECKLIST**

*(Please check all that apply and include this page in the proposal)*

**RFQ # ADF-OPS-RFQ-KBL-2024-002 Purchase and Delivery of Diesel Fuel for ADF Main Office.**

**Offeror:** \_\_\_\_\_

**Does your proposal include the following?**

- Cover Letter *(use template in Appendix A)*
- Detailed Cost Breakdown/Bill of Quantities Form *(use form in Appendix B)*
- Summary of Relevant Capability, Experience and Past Performance *(use form in Appendix C)*
- Copy of business license
- Bank Account details