



Afghanistan Value Chain Program (AVCP)

Request for Quotation (RFQ)

RFQ-AVCP-KBL-24-0037

Provision of Office Supplies for Kabul and Regional Offices

Issue Date: April 08, 2024

WARNING: Prospective Offerors who have received this document from a source other than DAI/AVCP Project should immediately contact BIDS_AVCP@DAI.COM and provide their name and mailing address/email in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility if they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

Offerors submitting incomplete proposals may be disqualified.

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID-funded AVCP project, invites qualified vendors to submit quotations for Provision of Office Supplies for Kabul and Regional Offices.

1. RFQ No.	RFQ-AVCP-KBL-24-0037
2. Issue Date	April 08, 2024
3. Title	Provision of office supplies for AVCP Kabul & Regional Offices
4. Submission	All submissions must be done electronically. Please submit your quotation by email to: BIDS_AVCP@DAI.COM . Subject should be: "Bidder Company Name – RFQ-AVCP-KBL-24-0037" Sending to other e-mail addresses may lead to disqualification of your bid.
5. Deadline for Receipt of Quotes	4:00 PM, Kabul local time on April 23, 2024
6. Point of Contact	BIDS_AVCP@DAI.COM Each Bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFQ. It is each interested bidder's responsibility to check for any modification or update prior to submitting their final bid.
7. Anticipated Award Type	<p>DAI anticipates issuing Blanket Purchase Agreements (BPA). One or more BPAs will be issued as a result of this solicitation. The Period of Performance of the BPA for office supply will be one year.</p> <p>BPA is a master ordering agreement that establishes unit prices for a category of goods that will be procured on a recurring basis over a fixed period. Individual release orders are issued against the BPA for specific quantities as needed. A BPA places a limit on the total dollar value, which may be procured within a specified period. A BPA does not commit or guarantee that the project will spend any amount under the agreement, but rather a simplified method of filling anticipated repetitive needs from qualified sources. Offerors are expected to include all costs, direct and indirect and delivery to Kabul and regional offices, into their total proposed unit prices and fix (guarantee) the prices over the stated period of performance, not to be adjusted unless the BPA is modified or the period of performance of the BPA expires, and a new BPA is in place.</p>
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.
9. General Instructions to Bidders	<ul style="list-style-type: none"> • Deadline for receipt of quotations is 4:00 PM, Kabul local time April 23, 2024 Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically to AVCPbids@dai.com • The vendor fully understands that their quote must be valid for a period of 120 days. • The quotation currency must be in AFN. • Bidders shall sign and date their quotation.

	<ul style="list-style-type: none"> • All quotations shall be in English language • Bidders shall complete Attachment A: Price Schedule template and attachment B Cover Letter. • Please provide your active UEI number along with your quotation. If don't have UEI number please read Annex 1, follow the instruction on how to get Unique Entity ID (SAM) Number. <p>The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements described in the RFQ</p> <p>Issuance of this RFQ in no way obligates DAI to award a subcontract or BPA will not be reimbursed for any costs associated with the preparation of their quote. DAI also reserves the right to contract multiple providers for some or all the items requested.</p>
10. Technical Specifications	N/A
11. Prohibited Technology	Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.
12. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of a Unique Entity ID (SAM) number (explained below instructions contained in the Annex 1). 3. The source, origin and nationality of the goods are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
13. Geographic Code	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. • DAI must verify the source, nationality, and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

	<ul style="list-style-type: none"> By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the goods comply with the Geographic Code and the exclusions for prohibited countries.
14. Unique Entity ID (SAM) Number	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. For those required to obtain a Unique Entity ID (SAM) number receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) number prior to signing of the agreement, see annex 1 after attachment D: Instructions for Obtaining a Unique Entity ID (SAM) Number.</p> <p>For those who would like to get Unique Entity ID (SAM) number please carefully read the annex 1 after attachment D follow the instruction.</p>
15. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
16. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor. Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business. Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p>

	<ul style="list-style-type: none"> • Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328 • Hotline website – www.DAI.ethicspoint.com, or • Email to Ethics@DAI.com • USAID’s Office of the Inspector General Hotline at hotline@usaid.gov. <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
17. Payment Terms	Bidder understands and agrees to DAI payment terms, whereby payment is made after the completion of the services and within 30 days of receipt of a correct invoice.

1.1 Attachment A: Price Schedule

Please fill-out your unit prices in table below. Please note that your prices must be in AFN currency and fill-out the table with unite prices only.

No	Description	Unit	Quantity	Unit Price in AFN
1	Green Tea, App, 100 Packs in box	Package	1	
2	Black Tea, App, 100 Packs in box	Package	1	
3	Tissue Papers Soft Facial Tissues 200x2 Ply White Tissues - Alokozay or Equivalent	Box	1	
4	Papers roll for Kitchen - Tick paper large rolls	Roll	1	
5	Sugar - high quality	Kg	1	
6	Disposable glasses, (1 packages of 50 Pcs) best quality to be used for coffee and tea	Package	1	
7	Disposable spoons (1 pack of 100 Pcs) - high quality	Package	1	
8	Cloth for cleaning	Meter	1	
9	Coffee Gold (Weight: 200 gr bottle), Good quality	Jar	1	
10	Powder Milk for coffee (Weight: 400 gr bottle).	Jar	1	
11	Coffee mate milk for coffee (Weight: 400 gr bottle)	Bottle	1	
12	Drinking water small bottle (0.5 liter) Alokozay or Equivalent	Package	1	
13	Drinking water big bottle (19 liters) Alokozay or Equivalent	Bottle	1	
14	Plastic bag for garbage - high quality	Kg	1	
15	Dish washing liquid	Each	1	
16	Hand washing soap, best quality	Each	1	
17	Plastic bag for garbage - small size (Made in Afghanistan)	Kg	1	
18	Dish washing sponge	Package	1	
19	Bleach liquid 4 Liters	Bottle	1	

20	Whitex Liquid	Bottle	1	
21	Hand Washing Liquid	Bottle	1	
22	Air freshener spray 300ml - Elegant, good quality	Bottle	1	
23	Gloves (rubber) long lasting materials for handwashing dishes (1 dozen 6 Pcs)	Box	1	
24	Disposable Face Mask (High filterability, filter dust, pollen, bacteria, suitable for sensitive skin and 3-ply medical v	Box	1	
25	Disposable gloves best quality (100 gloves / pack with different sizes)	Box	1	
26	Hand Sanitizer - 500 ml, maximum fresh with extra hygienic (Kills 99.9% of all germs, non-sticky and anti-bacterial)	Each	1	
27	Toilet Papers (Pack contains 12 rolls)	Package	1	
28	Disposable Plates (Medium size)	Dozen	1	
29	Disposable Wipes (Washcloths Moisturizing with Aloe).	Package	1	
30	Duck liquid (Washroom's cleaning tool)	Bottle	1	
31	Max Powder (Dish washing Powder)	Bottle	1	
32	Dettol liquid 1 liter	Bottle	1	
33	Glass Cleaner	Bottle	1	
34	Wiper for bathrooms	Each	1	
35	Bathroom floor Cleaning Brush	Each	1	
36	Ceiling Cleaning Brush	Each	1	
Total Units Price In AFN				

1.2 Attachment B: Proposal Cover Letter

To: DAI Global, LLC , Afghanistan Value Chain Program Project
Darya Village, Hawashenasi Road, 9th District, Kabul, Afghanistan

We, the undersigned, provide the attached quotation in accordance with RFQ-AVCP-KBL-24-0037 for the Provision of Office Supplies for AVCP Kabul and Regional Offices, issued on April 08, 2024.

I certify a validity period ninety (120) days for the prices provided in the attached quotation. Our quotation shall be binding upon us, subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Company Seal/Stamp:

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

1.3 Attachment C: Proposal Checklist

Offeror:

Does your proposal include the following?

- Copies of Contracts, Purchase Orders, Completion Certificates and Copy of Appreciation Certificates as per past performance.
- Signed and Stamped Cover Letter on Company Letterhead (per Attachment B)
- Price Schedule (per Attachment A)

Documents to determine responsibility, including:

- Copy of Valid business license
- Copy of tazkira/passport of president and vice-president

Attachment F: Past Performance

Include projects that best illustrate your experience providing similar services in or outside of Kabul for international NGOs or contractors. Projects should have been undertaken in the past three to five years.

#	Project Title	Description of Activities	Client Name, Contact Name & Tel/Email Funding Agency if applicable	Location City/	Cost in AFN	Period of Performance	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1							
2							
3							
4							
5							

Annex 1: Quick Start Guide for Getting a Unique Entity ID (SAM)

INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM)

Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain an Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain an Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF AN UNIQUE ENTITY ID (SAM).

DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Organizations who fail to provide an Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration, or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.


The Unique Entity ID (SAM) does not expire.

THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request a Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click "Sign In" on the upper right-hand corner.
 2. Click on "Create a User Account"

An official website of the United States government [Here's how you know](#) ▼

LOGIN.GOV | **SAM.GOV**[®]





sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

 **Create an account** 

3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.

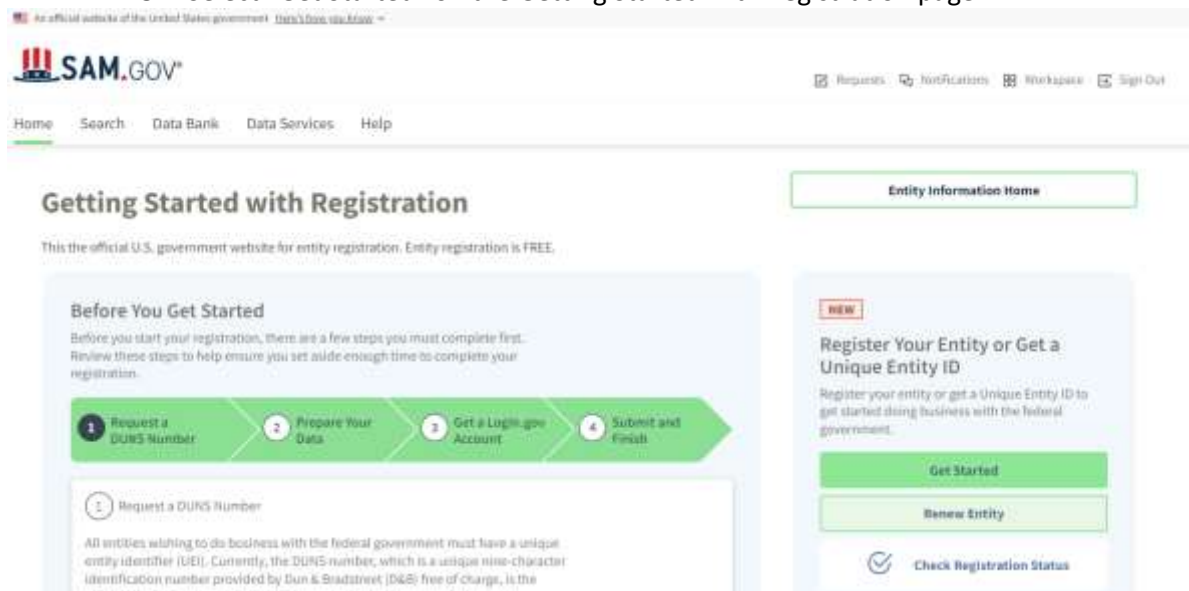
- 5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

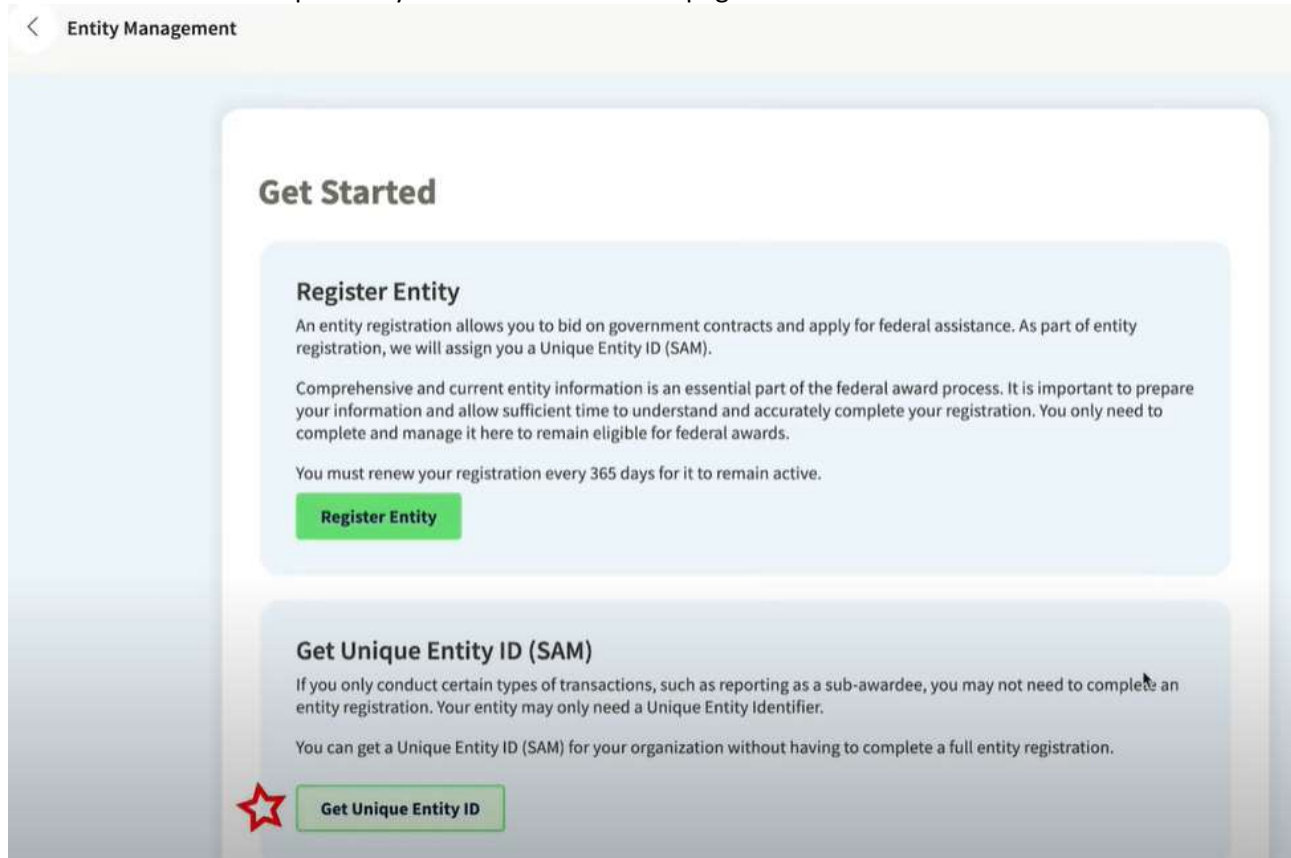
- 2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



- 3. Select “Get Started” on the Getting Started with Registration page.



4. Select “Get Unique Entity ID” on the Get Started page.



5. Enter Entity Information.



- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

6. When you are ready, select “Next”

7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

 **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#)

Previous Cancel Next

- 8. When you are ready, select “Next”
- 9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 ● Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#)

[Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

