

## Appendix A

### Quotation Cover Letter

(Must be submitted on the organization's commercial letterhead)

To: ORCD Kabul, Afghanistan

Ref: RFQ No: **ORCD-UNFPA/Nomads-Ghazni-Wardak-0209-2024**

Provide **Eleven (11)** Rental Vehicles (**Astana Mercedes/Flying coach and (TOYOTA Hilux 2003 above to Monitoring)**)

Dear ORCD:

On behalf of my organization, I, the undersigned, offer to perform the work/services as described in the above referenced

**RFQ No: ORCD-UNFPA/Nomads-Ghazni-Wardak-0209-2024** in accordance with the Bill of Quantities and all other pertinent sections of the RFQ, and in accordance with our submitted Quotation, comprised of:

- Priced Bill of Quantities (RFQ Attachment B)
- Summary of Relevant Work Experience (RFQ Attachment C)
- Copy of Business License (RFQ Attachment D)
- Certifications (RFQ Attachment E)
- Inspection (RFQ Attachment F)

With reference to all components of our Quotation, including but not limited to RFQ Appendices A through F, I have reviewed the information presented, and to the best of my knowledge, I certify that all the information is current, complete and accurate.

Our attached Bill of Quantities is priced at the total sum of:

Figures = **USD**

Words = **USD**

Our Quotation shall be binding upon us, including mutually agreed upon modifications resulting from Purchase Order negotiations, for a period of 30 calendar days from the specified RFQ Closing Date, after which time the validity of our proposal will expire.

We understand that ORCD is not required to accept and/or evaluate Quotations that do not conform to the instructions of the referenced RFQ, and additionally, ORCD may reject all Quotations and not award a Purchase Order for this RFQ.

Name of Organization \_\_\_\_\_

Name of Agent \_\_\_\_\_

Title of Agent \_\_\_\_\_

Email address \_\_\_\_\_

Mobile phone # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_


ORCD


RFQ Title: Rental Vehicles

To: Ghazni province.

Project: UNFPA Nomads MHTs

Seven 08 Rental Vehicles Astana Mercedez/Flying coach and (TOYOTA HILUX model 2000 above) for Ghazni province Full functional.  
Monitoring vehicles are used for Ghazni all MHTs.

No	Description	Unit	Qty	Unit Cost USD	Total Cost USD	Period of Performance	Districts	Vehicles Design
01	<b>Rental vehicles Astana /Flying coach 4x4 (Model 2000 above and PICKup.</b> All expenditures including, (Drivers Salary, fuel, oil, maintenance) belongs to company. Company shall provide update license and relevant experience to ORCD Head Office in Kabul Province. <b>The vehicle must be equipped with the following:</b> . The applicant must provide the update registration documents for the vehicles (Permits) • Seat belts on all seats in good condition • Tires, including spare, in good condition • Air conditioner (both hot and cold) should be fully functional • Fire extinguisher & set of tools • Odometer reading in kilometers • Any color except military ones • First aid kits, connection cable and holder cable should be including in each vehicle • Petrol and oil for emergency cases should be available in vehicles. <b>The rented vehicles will be at the disposal of ORCD full time 24/7. Vehicles are working in Logar Province along with all villages of mentioned Districts.</b> <b>Based on need all vehicles will visit the sub offices of Ghazni province for submission of reports</b>	Vehicle	01			Extendable	<b>Gelan Districts</b> where nomads are residence	
		Vehicle	01				<b>Muqur</b> where nomads are residence	
		Vehicle	01				<b>Nawa</b> where nomads are residence	
		Vehicle	01				<b>Nawar</b> where nomads are residence	
		Vehicle	01				<b>Gero</b> where nomads are residence	
		Vehicle	01				<b>Nawor</b> where nomads are residence	
		Vehicle	01				Ghazni urban and rural arias with all villages. Where nomads' residence	

<p>All expenditures including, (Drivers Salary, fuel, oil, maintenance) belong to company.  Company shall provide update license and relevant experience to ORCD Head Office in Kabul Province.  <b>The vehicle must be equipped with the following:</b>  . The applicant must provide the update registration documents for the vehicles (Permits)  • Seat belts on all seats in good condition  • Tires, including spare, in good condition  • Air conditioner (both hot and cold) should be fully functional  • Fire extinguisher &amp; set of tools  • Odometer reading in kilometers  • Any color except military ones  • First aid kits, connection cable and holder cable should be including in each vehicle  • Petrol and oil for emergency cases should be available in vehicles.  <b>The rented vehicles will be at the disposal of ORCD full time 24/7. Vehicle is working in Ghazni Province for Monitoring of all MHTs.</b></p>	Vehicle	01				Monitoring vehicle is used for Ghazni all MHTs,	
Total Amount USD: (Ghazni)							


ORCD

RFQ Title: Rental Vehicles

To: Wardak province.

Project: UNFPA Nomads MHTs

Three 03 Rental Vehicles Astana Mercedes/Flying coach for Wardag province Full functional.

No	Description	Unit	Qty	Unit Cost USD	Total Cost USD	Period of Performance	Districts	Vehicles Design
	<b>Rental vehicles Astana /Flying coach 4x4 (Model 2000 above and PICKup.</b> All expenditures including, (Drivers Salary, fuel, oil, maintenance) belongs to company. Company shall provide update license and relevant experience to ORCD Head Office in Kabul Province. <b>The vehicle must be equipped with the following:</b> . The applicant must provide the update registration documents for the vehicles (Permits) • Seat belts on all seats in good condition • Tires, including spare, in good condition • Air conditioner (both hot and cold) should be fully functional • Fire extinguisher & set of tools • Odometer reading in kilometers • Any color except military ones • First aid kits, connection cable and holder cable should be including in each vehicle • Petrol and oil for emergency cases should be available in vehicles. <b>The rented vehicles will be at the disposal of ORCD full time 24/7. Vehicles are working in Wardak Province along with all villages of mentioned Districts.</b> <b>Base on need the vehicles are visiting to Wardak sub office for submission of reports.</b>	Vehicle	01				Said Abad District wherenomads are residence	
		Vehicle	01				Daimirdad District where nomads are residence	
		Vehicle	01				Chak District wherenomads are residence	
		total Amount USD: (Wardak)						

Relevant Work Experience

RFQ No: ORCD-UNFPA/Nomads-Ghazni-Wardak-0209-2024

Vendor Name: Client Name, Agent, Contact Information (Email & Telephone)	Description of Goods and/or Services Delivered/Performed.	Location Start and End Dates Value of Works in	Was the contract or purchase order completed successfully?	Remarks

RFQ#: ORCD-UNFPA/Nomads-Ghazni-Wardak-0209-2024

**APENDIX D**

**COPY OF BUSINESS LICENSE  
GOVERNMENT OF THE ISLAMIC Emarat OF AFGHANISTAN LICENSE**

As a legally registered organization with the Government of the Islamic Republic of Afghanistan, attached to this Appendix please find a current, valid copy(s) of our organizations:

☐ Afghanistan Investment Support Agency (AISA) Certificate (for-profit organizations):

AISA No. \_\_\_\_\_

Issued on: \_\_\_\_\_

Valid until: \_\_\_\_\_

☐ Ministry of the Economy, NGO Certificate of Registration (for NGOs):

Issued on: \_\_\_\_\_

Valid until: \_\_\_\_\_

☐ Ministry of the Economy Tax Exemption Certificate (for NGOs):

Issued on: \_\_\_\_\_

## **Appendix E Certifications**

### **1. CERTIFICATION REGARDING RESPONSIBILITY MATTERS.**

#### **FAR Reference.**

As prescribed in 9.104-7(a), insert the following provision:

#### **Certification Regarding Responsibility Matters (APR 2010)**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that –

(i) The Offeror and/or any of its Principals –

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(D) Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling

the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Contractor non responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

## **2. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING**

22 CFR Part 140, Prohibition on Assistance to Drug Traffickers.

Note: This certification shall be filled by any key person proposed in the project.

I hereby certify that within the last ten years:

have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

### **NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

3. A false certification from a key person involved in the project, shall result in the termination of his/her contract with the operator.

## **3. CERTIFICATION REGARDING TERRORIST FINANCING**



## Implementation of Executive Order 13224

### Certification Regarding Terrorist Financing, Implementing Executive Order 13224

(a) The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph (c).

(b) The following steps may enable the Recipient to comply with its obligations under paragraph (a)

(1) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website:

<http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

(3) Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

(c) For purposes of this Certification-

(1) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

(2) "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

(3) "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

(4) References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

(5) The Recipient's obligations under paragraph (a) are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

### **SIGNATURE**

By signature hereon, or on an offer incorporating these Representations, Certifications, and Other Statements of Offerors, the Contractor certifies that they are accurate, current, and complete, and that the Contractor is aware of the penalty prescribed in 18 U.S.C. 1001 for making false statements in offers.

By signing below the subcontractor provides certifications for:

1. Certification Regarding Responsibility Matters - APR 2010. (FAR Reference 52.209-5),
2. Prohibition on Assistance to Drug Traffickers. (22 CFR Part 140),
3. Certification Regarding Terrorist Financing. (Implementation of Executive Order 13224)
4. Certification of Anti-Kickback and No Conflict of Interest

Vendor Name:

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Name and Title:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix F**

### **Inspection/Acceptance of Work**

The vendor shall tender for acceptance only those items and services that conform to the requirements of this purchase order. ORCD reserves the right to inspect or test any supplies or services that have been tendered for acceptance. ORCD may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in purchase order price. ORCD must exercise its acceptance rights in writing-

- (1) Within a reasonable period of time after the defect was discovered or should have been discovered; and;
- (2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

If, within three days of receipt of such notice, the vendor does not repair or replace item(s) or improve performance as determined by ORCD's authorized representative, ORCD reserves the right to terminate this purchase order.

### **Legal Requirements**

- a) The vendor is reminded that U. S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the vendor to ensure compliance with these Executive Orders and laws. This statement must be included in all purchase orders/subcontracts/subawards issued under this purchase order. One of the applicable orders is Executive Order 13224, dated September 2, 2001. The web site of the Office of Foreign Assets Control (OFAC), of the Department of Treasury, contains the text of that order and a list of the individuals and entities designated thereunder. It also contains lists of individuals and entities designated under other applicable statutes, regulations and Executive Orders. See <http://www.treas.gov/offices/enforcement/ofac/>
- b) Vendor will check the following website and will not contract with any person or entity that is listed on the website. <https://www.sam.gov/portal/public/SAM/>
- c) This provision, including this paragraph (c), shall be included in all contracts, subcontracts, grants, and subgrants issued under this purchase order **Restrictions on Certain Foreign Purchases**
  - a) The vendor shall not acquire, for use in the performance of this purchase order, any supplies or services originating from sources within, or that were located in or transported from or through, countries whose products are banned from importation into the United States under regulations of the Office of Foreign Assets Control, Department of the Treasury. The OFAC website listing countries with restrictions is found at <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>.  
Current restricted countries are Cuba, Iran, North Korea, and Sudan.

The vendor shall insert this clause, including this paragraph (b), in all lower-tier sub-agreements.

Name of vendor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Request for Quotations

To: Offerors

From: ORCD

Title: (Eleven 11) Rental Vehicles (Astana Mercedes/Flying coach and Hilux 4x4 need for wardak and Ghazni Provinces.)

RFQ No: ORCD-UNFPA/Nomads-Ghazni-Wardak-0209-2024

Issuance Date: 23-June-2024

Closing Date for Quotation: 09-July-2024

**Closing Date for Submission of Quotations: 09-July-2024 (03:00PM, Kabul, Afghanistan Local Time)**

With this Request for Quotations (RFQ), ORCD invites vendors to submit best-technical, best-price quotations for the goods and/or services as specified below and in accordance with the following instructions:

**The contract currency is USD, while monthly payment will be AFN subject to UN quarterly Exchange rate 1 USD to AFN. The exchange rate varies on a quarterly basis.**

### Schedule

1. **Type of Award** – An award resulting from this RFQ will be a Firm Fixed Price Purchase Order.

2. **Documents comprising the Request for Quotation**

The Supplier shall complete and submit the following document with his quotation:

1. Signed and Stamped attached Quotation Submission Form
2. **Each RFQ should be submitted in separate envelopes.**
3. Valid Business License
4. At least 3 similar contracts each equals to total bid price.
5. Bank Statement for the last 3 months.
6. Bank guaranty **5% (500\$)**

2. **Compliance with RFQ Instructions** – Vendors are required to fully review all instructions and specifications contained in this RFQ and attachment hereto. Failure to do so will be at the Vendor's risk.

3. **Confirmation of Receipt of RFQ** – Please confirm receipt of this RFQ by reply email ([procurement@orcd.org](mailto:procurement@orcd.org)) before the closing date for questions as shown above. Failure to confirm receipt will exclude the Vendor from receiving the Q&A List discussed below. Vendors must insert in the subject line of their email the full RFQ Number and Title (shown above).

4. **Submission of Questions** – Questions may be submitted no later than, **09-July-2024 (03:00PM, Kabul, Afghanistan Local Time)**. Bidders are invited to address questions to the Logistic Unit via the email address listed above in Item 3. Vendors must insert in the subject line of their email the full RFQ Number and Title (shown above). No questions will be answered over the phone or in person; all questions must be submitted in writing. All reasonable, applicable questions received will be compiled into one "Q&A List", answered, and emailed to all Vendors who have complied with Item 3 above by **09-July-2024 (03:00PM, Kabul, Afghanistan Local Time)**. ORCD, on its own discretion, can extend the deadline without informing the bidder which has submitted the bid in case it considers the number of bids is lower than required.

5. **Submission of Quotation** – Your quotation must be in English and comprised of **1 hard-copy** indicating the RFQ number, title, and the above listed closing date. The quotation (including Appendices A through F) shall be placed in a sealed envelope (signed and stamped) and clearly marked "Quotation for ORCD RFQ Number and Title" (as shown above) and marked "To be received

by Admin Officer.” The quotation must be delivered to the address below by no later than **09-July-2024** Afghanistan Local Time) to:

ORCD Main Office

Street of Shams London Academy, 40 Meter Road, Taimani Project, Kabul, Afghanistan

Attention: Procurement Department

Contact:

ORCD reserves the right to not evaluate non-compliant quotations (i.e., ones that do not substantively comply with all RFQ instructions). All proposals submitted by Vendors must remain valid for acceptance by ORCD for a period of not less than 45 calendar days from the above specified closing date.

**6. Bidder’s Agreement with RFQ Terms & Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to ORCD of a quotation will constitute an offer and indicate the Vendor’s agreement to the terms and conditions in this RFQ, and any attachments hereto. ORCD reserves the right to award a Purchase Order without discussion and/or negotiation; however, ORCD also reserves the right to conduct discussions and/or negotiations, which among other things, may require a Vendor(s) to revise its quotation (technical and/or price factors). ORCD may increase or decrease the quantities described in this RFQ at its discretion without statement of cause. Issuance of this RFQ in no way obligates ORCD to award a Purchase Order, nor does it commit ORCD to pay any costs incurred by a Vendor in preparing and submitting a quotation.

**7. Composition of Quotation** – A quotation will consist of Appendices A through F (accurately and fully completed), for the goods and/or services described in Section 2 – Specifications for Goods and/or Services.

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

Sections of RFQ

Section 1 Quotation Submission Documents

Section 2 Specifications for Goods and/or Services

Section 3 Purchase Order Terms & Conditions

Section 4 Basis of Selection

Appendices

Appendix A Cover Letter

Appendix B Bill of Quantities (BOQ) Form

Appendix C Summary of Relevant Work Experience

Appendix D Copy of Business License

Appendix E Certifications

Appendix F Inspections

**Sections of RFQ: 1 through 4**

**Section 1 – Quotation Submission Documents**

**Appendix A - Cover Letter:** The cover letter must conform to the format in Appendix A, be on commercial letterhead, be signed by an authorized representative of the Vendor, and stamped with organization’s seal. The cover letter must state the period of validity of the quotation; however, the period must not be less than 30 days.

**Appendix B - Bill of Quantities:** The Vendor shall submit its quotation in the format provided in Appendix B. All prices shall be quoted on **USD**. Quoted prices shall be all-inclusive, in that all offered pricing will be fully burdened with all ancillaries, associated costs (e.g., delivery, installation, taxes and duties, training, warranty, etc.), unless such costs are shown as separate, stand-alone line items in the BOQ as prepared by ORCD (e.g., a separate line item for delivery or training or installation). In case of price discrepancy between a unit price and total price, the total price shall prevail. Note: ORCD is exempt from import duties into Afghanistan however, it has to withhold contractor tax from the vendor as per the Afghanistan Tax Law.

**Appendix C - Summary of Relevant Work Experience:** Using the format provided in Appendix C, the Vendor must list no **more than five clients** that received goods and/or services of a nature similar to the requirements of this RFQ within the last year. The Bidder must also provide copies of reference letters or certificates of completion from listed clients, if available. ORCD reserves the right to independently verify all submitted letters and certificates.

**Appendix D - Copy of Business License:** ORCD will not award a Purchase Order to an organization or company that fails to provide a current, valid copy of its AISA or Ministry of Commerce Business license. A Vendor's current, valid AISA or Ministry of Commerce Business License must be attached to Appendix D.

**Appendix E - Certifications** – A Vendor must complete, sign, stamp and submit as part of its quotation

#### **Appendix F – Inspection/Acceptance of Work**

##### **Section 2 – Specifications for Goods and/or Services**

Please refer to Appendix B – Bill of Quantities for a listing of all goods and/or services being solicited for, plus applicable item/service descriptions, specifications, standards of performance, and units required.

Source, Origin and Nationality – The Bidder may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria [Only applicable in USAID projects].

01. Completion Schedule – ORCD desired schedule for the completion of all work required by this RFQ **june-2024** From the effective date of a finalized Purchase Order/ Contract.

02. **a) Material Quality**

All vehicles will be in good condition and must have all used on this project shall be commercial grade or higher. Any materials found to be of substandard quality will be rejected.

##### **Section 3 – Purchase Order Terms & Conditions**

The negotiated Purchase Order will specify the Terms & Conditions of the agreement with the Vendor, and will include but not be limited to, the topics of Delivery and Payment; Tax Withholding; Certifications; Inspection & Acceptance; Warranty; Termination; Incorporated Provisions, etc. All Terms & Conditions are in compliance with generally accepted international business practices and/or in compliance with USAID specified Federal Acquisition Regulation (FAR) and USAID Acquisition Regulation (AIDAR) requirements. At time of award negotiation, the Vendor will be provided with a copy of the Purchase Order and ORCD will be available to address all questions and comments.

##### **Section 4 – Basis of Selection**

Selection will be made on a lowest price, technically acceptable basis. A technical score of 70 points or above is technically acceptable; quotations will not be ranked for non-cost/price factors. ORCD will select the lowest offered priced quotation achieving a technical score of 70 points or better. In the event that no offered technical quotation scores at 70 points or higher, at the discretion of the ORCD's Operation Committee, the technical acceptance threshold may be lowered, but under no circumstances will it go below 60 points. Technical selection criteria for this RFQ are as follows:

<b>Technical Selection Criteria</b>	<b>Maximum Points</b>	<b>Awarded Points</b>
Conformity with BOQ Descriptions & Specifications	<b>60</b>	
Conformity with Units Required for All Line Items	<b>5</b>	
Conformity of Quotation with RFQ Terms & Conditions	<b>10</b>	
Current, Valid AISA or Ministry of Economy License	<b>10</b>	
Relevant Prior Client Experience	<b>15</b>	
<b>Possible Total Score =</b>	<b>100</b>	

ORCD- may or may not decide to negotiate with one or more Offerors. Prior to award, ORCD reserves the right to one or more on-site inspections of similar work that the Vendor has recently completed, and access to the applicable client(s) for whom the work was performed.

