

### AUAF Request for Quotations (RFQ)

<b>RFQ Number:</b>	<b>AUAF-RFQ-21-041</b>
<b>RFQ Title:</b>	<b>Provision of Cleaning and Office Supplies - BPA</b>
<b>Date of Issue:</b>	<b>July 25, 2021</b>
<b>Due Date and Time for Questions:</b>	<b>August 04, 2021 10:00 AM Kabul Time</b>
<b>Due Date and Time of Submission:</b>	<b>August 09, 2021 11:55 PM Kabul Time</b>
<b>Submission Email:</b>	<a href="mailto:tender@auaf.edu.af">tender@auaf.edu.af</a>
<b>Questions Email:</b>	<a href="mailto:procurement@auaf.edu.af">procurement@auaf.edu.af</a>
<b>Please note that the Quotations Submitted after the deadline or that do not include all of the required information or documents may be rejected.</b>	

#### 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 and Time 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 Cleaning and Office Supplies 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 Cleaning and Office Supplies 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.

#### Scope of work:

This scope of work is not limited to the following:

- Any BPA issued as a result of this RFQ will have a minimum duration of one year.
- AUAF will order cleaning supplies and office supply on an as needed basis during the life of the anticipated BPA.
- The supplier shall only furnish cleaning supplies and office supply described in purchase orders issued by AUAF under the BPA.
- AUAF is only obligated to pay for the cleaning supplies and office supply documented in purchase orders that are issued under the BPA.
- The supplier should deliver cleaning supplies and office supply within 2 days to AUAF west (old) campus after the purchase order is issued under the anticipated BPA.

- 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.
- The selected supplier must have a standard stock/warehouse of the cleaning supplies and office supply.
- AUAF will ask the shortlisted vendors to deliver the samples of the Cleaning/Office supply stated in the BoQ prior to award.

### BILL OF QUANTITIES

#	Description	Qty	UoM	Unit Price AFN	Total Price AFN
1	Toilet Paper. Sun flower or equivalent, Product grade A.	1	Roll		
2	Paper towel. White Perforated Roll Towel, 85x2ply (Roll 5.2m2). Good quality, Gulrang or equivalent	1	Roll		
3	Bleaching Liquid, 1000g bottle, good quality (Whitex) (Gulrang).	1	Bottle		
4	Dish Washing liquid, good quality, 1000ml/34 FL.OZ.Royal or equivalent.	1	Bottle		
5	Washing Powder pack of 1kg. Token or equivalent	1	Pack		
6	Max Powder good quality. ULTRA Lemon Max bottle of 450g	1	Bottle		
7	Acid for Toilets, 1000g bottle, Duck or XL.	1	Bottle		
8	Hand wash liquid 500ml/ 17 FL.OZ. Good quality Royal or equivalent.	1	Bottle		
9	Dishwashing Esphange, (Arabic). GROVED Scouring Sponge. Super sponge. 3 in 1 pack.	1	Pack		
10	Foam (Esphange, big size).	1	Each		
11	Glass cleaning spray 500 ml bottle. Gulrang or equivalent.	1	Bottle		
12	Air freshener 300 ml bottle, Perfect or equivalent.	1	Bottle		
13	Cotton yarn mop with plastic frame and steel handle big size. پاسپاس تاري با فرم پلاستيكي و دسته آهنی.	1	Each		
14	Water pusher and wiper (rubber) good quality medium size.	1	Each		

15	Plastic for garbage. Big size 120x60cm black color, good quality.	1	kg		
16	Plastic for garbage, small size 50x30cm with handle, Good quality.	1	kg		
17	Broom. Mazari.	1	Each		
18	Cloth for cleaning. Cotton with 180cm wide, good quality.	1	M		
19	Gloves, (Rubber type). Gilan gloves.	1	Pair		
20	Gloves,(cotton, black color) good quality.	1	Pair		
21	Trash holder, Plastic type, small size. With cover.	1	Each		
22	Trash holder, big size, 50-liter capacity. With cover good quality.	1	Each		
23	Trash holder plastic type, large size, 80L capacity with paddle, tires and cover, gray color, good quality.	1	Each		
24	Insect killing spray 300ml, good quality, Pif Paf or equivalent.	1	Bottle		
25	Hand soap, good quality Safeguard or equivalent.	1	Each		
26	Brush, big size 120cm handle, 10cm width, good quality.	1	Each		
27	Dish washing mesh. Steel type, good quality pack of 12 pcs	1	Pack		
28	Acid for Toilets, Disinfectant toilet cleaner 500ml, Harpic.	1	Bottle		
29	Vinegar, 0.5L. Bottle (Nigin) or equivalent	1	Bottle		
30	Brush for commode. Plastic brush with holder good quality.	1	Each		
31	Hand pump for commode cleaning. Black rubber with wooden handle.	1	Each		
32	Dust tray medium size. Plastic type, good quality.	1	Each		
33	Doormat (rubber type) roll of 15L.M gray color.	1	M		
34	Tissue paper 150x2 ply (Alokozay)	1	Box		

35	Toilet Fragrance Can	1	Each		
36	Battery AA for clock (Energizer)	1	Pair		
37	Battery AAA for remote control (Energizer)	1	Pair		
38	Battery 9v for smoke detector ( 365 SUPER ALKALINE)	1	Each		
39	Soap	1	Each		
40	Mouse Trap	1	Each		
41	Dry Mop big size L-60cm.	1	Each		
42	Wooden Mop handle with zinc plated head and connector.	1	Each		
43	Mop Sink with tire (yellow color)	1	Each		
44	Face Mask 50pcs/pack (green color).	1	Pack		
45	Mini blind cleaner	1	Each		
46	Toilet Fragrance Tablet	1	Pack		
47	Gum Scrapper	1	Each		
48	Surgical Gloves	1	Pack		
49	All Purpose Cleaner	1	Bottle		
50	Face Mask-N95	1	Each		
51	Hand Sanitizer	1	Bottle		
52	Vinegar-5 L	1	Bottle		
53	Expandable Duster	1	Each		
54	Furniture Polish	1	Bottle		

55	Dust Mop for High Areas	1	Each		
56	Mold Cleaner	1	Each		
57	Microfiber Cleaning Cloth	1	Pack		
<b>Subtotal AFN:</b>					

**Lot 2: Supplies**

#	Description	Qty	Unit	Unit Price AFN	Total Price AFN
1	Sugar, Arabic product.	1	Kg		
2	Green tea, Reshad products. Pack of 100 bags.	1	Pack		
3	Black tea, Reshad products. Pack of 100 bags.	1	Pack		
4	Coffee. Nescafe Gold, 100g.	1	Bottle		
5	Disposable tea cup standard size for tea and coffee.	1	Pcs.		
6	Disposable plastic plate, medium size. FAN OF DU.	1	Each		
7	Disposable plastic spoon. FAN OF DU.	1	Each		
8	Disposable plastic fork. FAN OF DU.	1	Each		
9	Disposable plastic knife. FAN of DU.	1	Each		
10	Milk powder. Good quality, 1 kg pack.	1	Pack		
11	Soda Powder	1	Kg		
<b>Subtotal AFN:</b>					
<b>Total Price AFN (Including applicable taxes and Transportation)</b>					
<b>Place of Delivery/ Place of Performance</b>	American University of Afghanistan AUAF both campuses				
<b>Payment Terms</b>	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](mailto: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 11:55 PM local Kabul time August 09, 2021, by soft copy to the AUAF Tender Email Address at [tender@auaf.edu.af](mailto: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 10:00 AM local Kabul time on August 04, 2021, by email to [Procurement@auaf.edu.af](mailto: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](mailto:auafhotline@auaf.edu.af) .**

**5. Administrative Terms and 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>Delivery Time</b>	As per the schedule
<b>Warranty</b>	Not Required
<b>Payment Terms</b>	Within 45 days after receipt of complete invoice
<b>Validity of Quotation</b>	90 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>	Procurement Department – AUAF Campus <a href="mailto:Procurement@auaf.edu.af">Procurement@auaf.edu.af</a>

**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: 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](mailto:tender@auaf.edu.af)

Reference: AUAF-RFQ-21-041 - Provision of Cleaning and Office Supplies – 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								