



ROOTS of PEACE

Request for Quotation Number: RFQ-AMP-2021-033

Title:	Provision of fuel (diesel and petrol) for ROP-AMP vehicles and generators in Kabul.
For:	Agricultural Marketing Program (AMP)
Required in:	Kabul, Afghanistan
Issue Date:	Jan 18 th , 2022
Deadline for Questions:	Jan 26 nd , 2022
Closing Date:	Feb 2 st , 2022
Funded by:	United States Agency for International Development (USAID)
Agreement No.:	72030620CA00002
Submission for Questions:	mohammad.rasul@rootsofpeace.org Email Subject should have: RFQ-AMP-2021-033
Quotations Submission Address:	For Email submission: AMP-PROCUREMENT@rootsofpeace.org Hard Copies to: N/A
Validity:	90 Days
Submission Method:	Bidders are requested to submit their bids through email only to; AMP-PROCUREMENT@rootsofpeace.org
Type of Award:	One Time Firm Fixed Price Purchase Order

THIS RFQ IS SUBJECT TO THE GENERAL CONDITIONS OF THE RFQ, THE GENERAL CONDITIONS OF PURCHASE ORDER AGREEMENT (POA) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF AGREEMENT.

Invitation

AMP requests quotations from potential suppliers who hold the required experience and capabilities of taking up this service to provide quality fuel (diesel and petrol) specified in this RFQ to Roots of Peace Kabul front Office.

Background

The Agricultural Marketing Program (AMP) builds on the successes of Roots of Peace's 10-year Commercial Horticulture & Agriculture Marketing Program (CHAMP) and aims over the three years of implementation to increase crop volumes and values, introduce new agricultural products to the market, diversify domestic markets and increase value-added processing. The increased production will create additional demand for agricultural products, driving job growth in rural areas.

Specific attention is given to support the participation of women and youth in AMP activities

Instructions to Bidders

A. Submission of offers

Submit signed and dated offers to AMP-PROCUREMENT@rootsofpeace.org and, to ROP/AMP procurement Kabul before the deadline specified in this Cover Page. **In the subject line kindly indicate RFQ number (RFQ-AMP-2021-033). In case RFQ number is not mentioned in the subject line, an offer may be missed and may not be considered for evaluation.** All quotations must be submitted in English, as attachments, and in Adobe PDF format.

B. Offer Format

Bidders are requested to submit their offers in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from the evaluation:

Product Specifications:

- a) Petrol: Grade A92 for AMP vehicles and generators for 90 calendar days.
- b) Diesel: Grade L62-02 for AMP vehicles and generator 90 calendar days
- c) AMP Operation department will make sure the quality of the fuel to be according to the specifications mentioned in this RFQ. Low-quality fuel will be rejected and may lead to Purchase Order cancellation.

Bidders' determination of responsibility.

- a. Should hold a valid business license with the Ministry of Commerce and Industry.
- b. Bidder cannot submit more than one offer per business license. Also, if one person holding key roles in more than one company submits multiple offers from various addresses for this RFQ, all such offers will be rejected.
- c. Only one offer from one email address will be accepted.
- d. All proposals and queries should be submitted in English. The evaluations is also conducted in English. English will take precedence over Dari and Pashto proposals and quotations in case of a conflict.
- e. Rates shall be provided in both words and figures. All rates/charges should be stated in United States Dollars.

- f. In response to this RFQ, the offers must include all prices, including relevant taxes as per Afghanistan Income Tax Law. ROP/AMP will not accept any additional taxes or charges to the awarded entity after an award is executed. Furthermore, according to Afghan Income Tax Law, ROP/AMP will withhold 2% of the total amount from the supplier who holds valid registration licenses with relevant Afghan Entities.
- g. No advance payment will be made.
- h. Payments will be made to the supplier by Bank Transfer only. AMP will pay the supplier according to the payment schedule that will be specified in the Purchaser Order Agreement as such: "within (30) days of submitting an acceptable invoice by the supplier and AMP's acceptance of services".
- i. AMP reserves the right to reject any bids without assigning any reasons.
- j. Incomplete or non-compliant offers will not be considered.
- k. Offer must be valid for 90 days from the date of submission and fixed for the total duration of the contract during the evaluation. If the vendor rejects some items because of fluctuation, the whole offer may be considered non-compliance.
- l. ROP/AMP reserves the right to reject the product supply if it doesn't meet the required specifications described in this solicitation.
- m. If the scope is sub-contracted to other parties (third-party), please specify
- n. Offerors are required to briefly review all the instructions and specifications described in this Request for Quotation. The completion and submission to ROP/AMP of the above item/s will constitute a Quotation. They will indicate the Offeror's agreement to the terms and conditions in this RFQ and any attachments hereto.
- o. Issuance of this RFQ in no way obligates ROP/AMP to award. Vendors will not be reimbursed for any cost associated with the preparation of this RFQ.
- p. Any bidder feels that they have been treated unfairly or unjustly, they may submit a complaint or protest to Roots of Peace Chief Executive Officer at heidi@rootsofpeace.org. You may request confidentiality on your request.

General requirements

- a. Copy of a valid business license.
- b. RFQ, signed and stamped.
- c. Three references shall be provided.
- d. Experience and Company Fact sheet
- e. Company Address
- f. Name, Email and Contact number of the company's authorized representative
- g. Financial offer (as a separate document)
- h. Indicate fixed costs and total cost (USD) in the categories given
- i. The diesel and Patrol fuel should be made available seven days a week.
- j. The contractor will maintain a detailed written record of all task orders for diesel and petrol.
- k. The contractor will Invoice the buyer at the end of each month.
- l. ROP-AMP has the right to test the quality of the fuel before accepting the delivery to front office.
- m. The diesel Cetane level has to be above 45, and the Kerosene blend has to be lower than 50%
- n. The gasoline octane level has to be above 85
- o. The quality of the fuel and diesel will be tested.
- p. Each transport of fuel will be tested directly from the truck upon delivery. Any fuel which is not according to the quality requirements will not be accepted, and can also result in immediate termination of the sign agreement.
- q. The proposal that does not meet technical specifications will not be considered.
- r. Failure to meet any of these terms could result in disqualification from this award process.
- s.

Other Terms and Conditions

- a. This RFQ in no way obligates ROP to make an award, nor does it commit ROP to pay any costs incurred by the Offeror in the preparation and submission of a quotation or amendments to a

quotation. 2. If there are any significant deficiencies regarding responsiveness to the requirements of this RFQ, an Offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP reserves the right to waive immaterial deficiencies at its discretion.

- b. ROP reserves the right to cancel this RFQ at any time.
- c. ROP reserves the right to waive any administrative requirement in this RFQ.
- d. If the Offeror anticipates subcontracting any of the work to a subcontractor, the Offeror must provide details of the subcontractor to ROP for approval.
- e. All Goods (including, but not limited to, materials, parts, components, and sub-assemblies thereof) shall, unless otherwise expressly approved by ROP in writing, be new, and not used, remanufactured, refurbished or discontinued; and shall be produced entirely from goods meeting all of the foregoing requirements.
- f. ROP will have the right to carry out due diligence on any offer received.
- g. ROP will not share its internal evaluation documents.

Questions

Offerors are welcome to seek clarifications or ask questions about the technical and administrative aspects of this RFQ. All questions or requests for clarification must be in English. Questions or requests for clarification should be submitted to the email mentioned on the cover page before the deadline for questions. Offerors should be aware that their responses to questions or requests for clarification may be shared with other Offerors.

Any verbal information received from employees of ROP, the beneficiary or any other entity should not be considered as an official response to any questions regarding this RFQ.

Prices

Quoted prices should be firm, fixed, and all-inclusive. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor, warranty-related costs, all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from the Offeror’s required performance. Price(s) must include all taxes required by the country in which the company operates. ROP will not accept any additional taxes or charges after any resulting award. ROP will only pay after the goods and related services in accordance with the specs mentioned, are successfully provided.

Sources and Nationality

The vendor may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iran, Laos, Libya, North Korea, or Syria.

Vetting (anti-terrorism screening) Procedure

Please be advised that the selected offeror/s supplying goods/services valued at USD 25,000 and above will/may be required to pass the U.S Government’s anti-terrorism vetting process. ROP will detail the procedures to the awardee after the selection. In addition to vetting, ROP reserves the right to carry out due diligence on any offers received

Delivery Terms:

ROP/AMP front office is in Karta-e-Char near Qandahari Mosque, Kabul. ROP/AMP vehicles (the details of the vehicles will be provided in the POA), will be refueling from the selected vendor’s (Petrol Pump) and will also be collecting fuel for generators upon official request from AMP Operation Department.

1. Diesel fuel should be delivered to the AMP office by the vendor one or two times a month.

2. The winner bidder should be able to introduce us fuel pump close to Karta-e-Char. This will save our time, fuel consumption at the time of refueling, and to consider the security of AMP's drivers. In your offer, please specify the address from where the fuel will be supplied.
3. If the winning bidder is a logistic company, in that case, it will always be the offeror responsibility to make sure of the fuel stock available, at the closest place introduced, during the period of the contract. Any discontinuation of supply caused by any reason will lead us to contract termination.

Authorized USAID Geographic Code

All goods and services supplied under this order must meet USAID Geographic Code 935 (Special Free World) requirements as described in the Code of Federal Regulations: 22 CFR §228. No commodities, items with components from, or related services may be offered from the following countries: Cuba, Iran, Libya, North Korea, and Syria.

Evaluation and Award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on the lowest-price technically acceptable (LPTA).

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. ROP reserves the right to waive immaterial deficiencies at its discretion.

A. Annexes:

Annex 1: Vendor Offer and Business Detail Information, Technical/Non-Cost Factors and Requirements, Evaluation Criteria Breakdown, and Template – Business references

Annex 2: Financial Offer

Annex 3: Check List.

Annex: - 1, Vendor Offer and Business Detail Information, Technical/Non-Cost Factors and Requirements, Evaluation Criteria Breakdown, and Template – Business references

a. Vendor Offer and Business Detail Information:

Offerors are required to submit their proposals in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of an offer from evaluation.

Company Name as per Business License	
Company Address:	
Name of Company's Authorized Representative	
Authorized Representative's Email (If Available)	
Authorized Representative's Phone Number	
Copy of their official registration or business license.	
Company's Physical Address	

b. Technical/Non-Cost Factors and requirements

No	Description / Question	Response
1	Business License: Valid Business License provided? Expiration date?	<input type="radio"/> Yes <input type="radio"/> No
2	Payment Term: Payment will be issued within 30 working days after the delivery/acceptance of goods, and receipt of signed invoice. Do you accept this terms and conditions?	<input type="radio"/> Yes <input type="radio"/> No
3	Payment Method: Payment will be transferred Bank to Bank (Wire Transfer). Do you accept this terms and conditions?	<input type="radio"/> Yes <input type="radio"/> No
4	Fixed Price: The price will be fixed. Do you understated and agree that no adjustments will be made after the contract is signed and or purchase order is issued?	<input type="radio"/> Yes <input type="radio"/> No
5	Validity of Bid Price? Bid must be valid for 90 days.	<input type="radio"/> Yes <input type="radio"/> No
6	Quality of the fuel and Diesel: Accept test quality of fuel & Diesel	<input type="radio"/> Yes <input type="radio"/> No

c. Technical Evaluation Criteria Breakdown

The proposals will be evaluated against the following:

Only proposals which receive a minimum of 70 points will be considered further.

Technical Evaluation Criteria		Points
1. Prior Experience		
1.1	Fuel Tanker with Fuel flow meter The offeror must have one truck with a fuel flow meter in the tanker to deliver fuel for AMP’s generators. Plate of truck and picture of fuel flow meter.	
1.2	Fuel Tanker with Fuel capacity The offeror must have one truck with a minimum fuel capacity of 4,000 liters to deliver fuel for AMP’s generator. Plate of truck and truck capacity specification	
1.2	Fuel Storage: The offeror must have one fuel storage facility in Kabul with a capacity of 50,000 liters. And must provide the address and picture of the fuel storage.	
1.4	Fuel Pump Station: The offeror must have at least one owned or leased fuel pump station in Kabul and must provide the address and picture of the fuel storage.	
2. Past performance		
2.1	Specific Experience with USAID The vendors must have implemented at least two similar projects for USAID program in the last five years and must provide copies of contracts.	
2.2	Specific Experience with international organization The vendors must have implemented at least two similar projects for any international organization in the last five years and must provide copies of contracts.	
3. Financial Capability		
3.1	Bank Statement The bidder should provide a bank statement for the last six months from the closing date of this RFQ.	
4. Business Reference		
4.1	Business Reference: The vendor must provide three business reference as a supplier of fuel for vehicles and generators.	
TOTAL TECHNICAL SCORES		

Minimum technical required score: 70

d. Price Evaluation

The best price will be selected.

Annex: -1. Past Performance

1. Tankers specifications

Tankers	Plate Number	Litter Capacity	Fuel flow meter brand
Tanker No 1.			
Tanker No 2.			

2. Tankers pictures (Minimum 4 pictures)

3. Fuel flow meter Pictures (Minimum 2 pictures)

4. Fuel storage capacity

Fuel storage Location (exact address)	Capacity (Litters)

5. Fuel storage pictures (Minimum 4 pictures)

6. Fuel Pump Station:

Pump Station	Fuel Pump station Location in Kabul (exact address)
Pump station No. 1	
Pump station No. 2	
Pump station No. 3	

Annex: -2. Prior Experience

USAID Fuel Contracts

	Contract No. 1	Contract No. 2
Company Name		
Program name		
Total value of the contract		
Period of Delivery (Month and year)		
Location of Delivery (neighborhood):		
Point of contact name who requested order		
Company contact numbers		

Other international organization Fuel Contracts

	Contract No. 1	Contract No. 2
Company Name		
Program name		
Total value of the contract		
Period of Delivery (Month and year)		
Location of Delivery (neighborhood):		
Point of contact name who requested order		
Company contact numbers		

Template – Business references

Please provide three business references in the following template

REFERENCE 1	
INFORMATION REQUIRED	
Name and Address of Company/Nursery	
Contact Name and Telephone Number	
Company or authorized person Email	
Details of Service Provided	
Value of Contract	
Duration of Contract	
Successfully Completed	

Annex: -2, Financial Offer.

Total cost, assessment of overall price and price reasonableness. Prices should represent fairness and reasonableness. **Please provide your financial signed and stamped offer on your company letterhead as per the below template.**

Sr. No	Items	Description	Unit	Quantity	Price/Litre in USD	Total Amount in USD
1	Fuel	Fuel Petrol A92, for AMP's Vehicles at pump station	Litre	7,500		
2	Fuel	Fuel Petrol A92, for AMP's Generator at Front Office	Litre	1,200		
3	Fuel	Fuel Diesel Turkmenistan L62-02 without impurities, for AMP's Vehicles at pump station	Litre	5,500		
4	Fuel	Fuel Diesel Turkmenisatn L62-02 without impurities, for AMP's Generator at Front Office	Litre	8,000		

By signing below, I certify all information provided above is true and correct to the best of my knowledge:

Business Name: _____

Authorized Representative Name (print)

Authorized Representative Title (print)

Authorized Representative Signature

Date

Annex:- 3, Check List.

- Submit signed and dated offers to AMP-PROCUREMENT@rootsofpeace.org
 - Indicate the RFQ number in the subject line of the email.
 - Submit documents in PDF format.

- Document 1: Company Information
 - Company Name.
 - Company Address.
 - Name of Company's Authorized Representative.
 - Authorized Representative's Email, Phone Number.
 - Summary of Relevant Capability, Experience and Past Performance: *References of at least three past clients, providing contact details (name of the client, the client's representative, a contact telephone number and email address) and details of the goods and related services provided to those clients. Details of nurseries location and available stock*
 - Copy of their official registration or business license, AANGO Membership or registration with provincial nursery association.

- Document 2: Financial Offer

Offerors are requested to submit their quotations on separate sheet signed and stamped. Offers with detailed considerations of ROP/AMP requirements (Service Specification) and clear prices for all items will be valued more.

- Document 3: Technical offer
 - Offerors are required to specifically address to ROP/AMP requirements (Terms and Clauses, specifications). Your response to the terms and clauses will seriously be considered as these terms will remain valid throughout the duration of the BPA and will be referred to in all future task orders.