



Rahman Safi International Consulting

Request for Quotation (RFQ)

RFQ #: RFQ-KBL-001 – Domestic Air Tickets for RSI Consulting

Issue Date: 9 October, 2016

FQ Number	RFQ-KBL-001
Issue Date	October 9, 2016
Title	Domestic Air Tickets for RSI Consulting
Contact number and address for submission	Street # 3, Sherpoor, Kabul City, Afghanistan, +93 77 62 62 200
Deadline for Receipt of Quotes	October 11, 2016 (4:00 PM)
Point of Contact	Mirwais Hakimi - mirwaishakimi@rsiafghanistan.com
Anticipated Award type	Firm Fixed Price Purchase Order for the period of 6 moths
Technical Specifications and requirements for Technical Acceptability	<ul style="list-style-type: none"> • The vendor must have valid travel agency AISA license. • The vendor must have experience providing domestic air ticketing services for at least 1 year. • Vendor must have experience providing domestic airline tickets for international organizations. • The travel agency should provide 24/7 ticketing services, with emergency contact numbers for assistance in case or cancelations or changes. • The quotations must be submitted for (6) months fixed price per ticket. • RSI will be requesting to issue demotic tickets according to Attachment B as per needs of RSI team. • RSI Consulting will request Kamair and Safi airline tickets, but some time due to non-availability Aryana airline tickets will be requested.
General instruction to Bidders	<p>The Bidder shall submit its best price offer/quotation as per the following requirements:</p> <ul style="list-style-type: none"> • Quotation Cover letter must be signed by authorized person. Use the template in Appendix A. • Bidders shall complete Attachment B Bill of Quantity to submit the quotes, all prices shall be quoted in Afghani Only. Quotes received in any currency other than Afghani will be considered nonresponsive. • In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail. • The rates quoted shall be for complete service inclusive of all taxes and all charges for service contingent to the work. • RSI has the rights to increase or decrease quantity of tickets from the requested RFQ. • RSI reserves the right to award to one or several vendors, or no vendors at all, depending upon the needs of the project. • Final Quotations due by 04:00 PM local time Kabul on October 11, 2016.

<p>Evaluation Criteria</p>	<p>All quotations received in response to this solicitation will be evaluated by a committee. The Purchase Order shall be awarded based on the best price. RSI will conduct the selection based on evaluation factors listed below. These factors will serve as the standard against which all information will be evaluated, and identify the factors that Offerors should address.</p> <ul style="list-style-type: none"> a. Cost – RSI will consider the total cost of the bid, an analysis of cost reasonableness and competitiveness will be conducted on all bids received. b. Technical Specifications: Availability of domestic airline tickets for attachment B.
<p>Invoicing and Payment</p>	<ul style="list-style-type: none"> • The total price for this Subcontract shall be as stated on the PO award Signature Page. • Subcontractor shall be paid as specified in Attachment B BoQ at the end of each month for issued tickets. • Subcontractor shall not be paid any amount in excess of the total price without advance written approval of RSI. • Payment will be processed after verification and acceptance of the services by RSI Consulting team. • Payment will be transferred in local currency (AFA) and will be transferred by wire or electronic payment system into the vendor’s bank account. • The payment will be made within 10 days upon submission and acceptance of an invoice. • The invoice must as a minimum provide the following information: <ul style="list-style-type: none"> (1) Name of the Payee and Payee address (2) Purchase Order Number (3) Invoice number and date (4) Tax Identification Number (5) Date and period covered by the invoice (6) Deliverable and associated amount billed, if applicable (7) Signature, printed name, title, complete mailing address and telephone number of the responsible official
<p>Government Withholding Tax</p>	<p>Pursuant to Article 72 in the Afghanistan Tax Law effective May 2010, RSI is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, RSI shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, RSI shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.</p> <p>Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with RSI.</p>

Termination of Agreement	RSI shall have the right to terminate this Agreement at any time by a written notice to the Contractor whenever such termination is determined by RSI management to be in the best interest of RSI, or whenever the Contractor fails to properly perform the work and services undertaken hereunder in a manner satisfactory to RSI.
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ATTACHMENT - A

QUOTATION COVER LETTER

[On Letterhead]

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TO: RSI
Procurement Department

We, the undersigned, provide the attached quotes in accordance RFQ #: RFQ-KBL-001 – Domestic Air Tickets for RSI Consulting, The attached quotation is for the sum of < >.

I certify a validity period of twenty (20) days for the prices provided in the attached Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to RSI Consulting. We further agree to payment terms upon submission and acceptance of an invoice by end each month. We understand that RSI Consulting is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone: Email:

Company Seal/Stamp:

ATTACHMENT - B

Bill of Quantity

S.N	Description	Unit	Quantity	Unit Price AFA	Total Price AFA
1	One way flight ticket Kabul to Hirat or Hirat to Kabul	Each	200		
2	One way flight ticket Kabul to Mazar or Mazar to Kabul	Each	200		
3	One way flight ticket Kabul to Kandahar or Kandahar to Kabul	Each	100		
4	One way flight ticket Kabul to Helmand or Helmand to Kabul	Each	40		
5	One way flight ticket Kabul to Badakhshan or Badakhshan to Kabul	Each	20		
6	One way flight ticket Kabul to Ghor or Ghor to Kabul	Each	20		
7	One way flight ticket Kabul to Farah or Farah to Kabul	Each	20		
8	One way flight ticket Kabul to Nimroz or Nimroz to Kabul	Each	20		
9	One way flight ticket Kabul to Trinkot or Trinkot to Kabul	Each	20		
10	One way flight ticket Kabul to Bamyan or Bamyan to Kabul	Each	20		
Grand Total Price in Afghani					

No	Extra Charges	Quantity	Unit Cost / Percentage of Ticket
1	Ticket cancellation within 24 hours of takeoff		
2	Ticket cancellation before 24 hours of takeoff		
3	Charges if passenger missed the flight.		
4	Ticket date change within 24 hours of takeoff		

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Company Seal/Stamp: