



ROP-CHAMP-RFQ-2018-180

**REQUEST FOR QUOTATIONS (RFQ)
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Title:	Consultancy Services for Fiscal Tax Clearance with the Ministry of Finance
Requested by:	Commercial Horticulture and Agriculture Marketing program (ROP-CHAMP)
Required in:	Kabul
Issue Date:	22 December 2018
Closing Date:	29 December 2018
Funded by:	United States Agency for International Development (USAID)
Agreement Nr.	306-A-00-10-00512-00
Submission address:	Pamir Building, MAIL Compound, Karti Sakhi, District 3
Submission Method:	As expressed in paragraph C
Questions:	Please refer your questions to: Shafi Ahmad - 0785541581
Bid Validity:	Three months
Type of Award:	Purchase Order Agreement (POA)



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**FOR THE SERVICES OF A CONSULTANCY FIRM SPECIALIZED IN
FISCAL TAX CLEARANCE WITH THE MINISTRY OF FINANCE (MoF)**

A. Background

The goal of the Commercial Horticulture and Agricultural Marketing Program (CHAMP) is to reduce poverty among rural Afghan farmers by assisting them to shift from relatively low-value annual crops, such as wheat, to relatively high-value perennial crops, such as apples, apricots, almonds, grapes and pomegranates. CHAMP has worked in half of the provinces of Afghanistan establishing fruit orchards, providing training in best agricultural practices, building storage and drying facilities, and helping grape farmers convert from traditional ground-based vineyards to higher output trellis systems.

Under its current extension of the Cooperative Agreement from 2017 to 2019, CHAMP is providing focused attention to supply chain, marketing and export promotion of Afghan fresh and dry fruits and nuts to international markets.

CHAMP continues providing support to traders and trade offices established in New Delhi, India and Dubai, UAE to promote Afghan agricultural products and boost their export from Afghanistan.

The objectives of the CHAMP program are:

- To decrease rural poverty by assisting men and women farmers shift from relatively low-value agronomic crops to relatively high-value horticultural crops, supplemented with household vegetable and poultry enterprises.
- To increase the value of agricultural production by linking farmers to traders through improved Supply Chain methods as well as Export Market development
- To increase Ministry of Agriculture, Irrigation and Livestock (MAIL) support for the development of market-led agricultural production and marketing.

These objectives support the USG Agriculture Strategy for Afghanistan which mobilizes support for the Afghan government, MAIL and the private sector to revitalize Afghanistan's agricultural economy and increase income and jobs.



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B. Purpose/Justification for purchasing the required good(s)

- To clear 2018 fiscal year taxes with the MoF.

C. Description of the items and Quoted Price

Number	Name of the Service	Specifications	Quantity & Measuring units	Unit price (USD)	Total price (USD)
1	Financial Tax Service	One gross financial tax service clearance for the Fiscal Year of 2018 with MoF	1		
2	Financial Tax Services	Twelve monthly differentiated services to follow up and clear taxes with the MoF	12		
		Total Price in USD			



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D. Terms and conditions

- Only firms / suppliers with valid AISA register and valid Ministry of Commerce License will be considered.
- Only firms that have cleared previous year's taxes with the Ministry of Finance will be eligible for contract award.
- In case the bidder is an NGO, only local NGOs or non-profit organizations registered with MAIL or MoE will be considered.
- Evaluations will be made in English and when in conflict, English will take precedence over Dari proposals and quotations.
- Prices must include all sale taxes and transport costs to the designated point of delivery.
- No monetary advances will be given to the contracted supplier.
- Payments will be made to the supplier by Cheque or Bank Transfer within 15 days after reception of the corresponding invoice and signed documents of acceptance.
- CHAMP will not be responsible for any Bank Service Charges.
- According to Afghan regulations, CHAMP will deduct/retain 2% of the total contracting amount for suppliers with registration licenses and remit the amount to MoF.
- CHAMP reserves the right to contract one or more than one supplier.
- CHAMP reserves the right to accept the whole or part of the presented quotation.
- CHAMP reserves the right to reject any or all bids without assigning any reasons.
- Incomplete or non-compliant quotations will not be considered.
- Valid business registration (AISA register) certificates and business references with contact names and telephone numbers should be provided with all quotations.
- Quotes must be valid for 90 days after the presentation of the offer, and fixed for the total duration of the contract.
- Quotations shall be submitted in the below attached table and in the supplier's own format; both documents should bear all relevant stamps and signatures.
- Partial deliveries will be accepted. After each delivery the corresponding invoice will be submitted for the corresponding payment to take place.
- Amounts of partial deliveries will be agreed and approved with CHAMP management.
- CHAMP may require inspecting and accepting samples before executing the agreement.
- Clear description of business references and past experience will be positively marked.



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Submission date and time	Quotations will be submitted at CHAMP office no later than December 29, 2018 at 10:00 hrs.
Submission address	All quotations will be submitted in person in a sealed envelope at ROP-CHAMP office at the below stated address: Pamir Building, MAIL Compound, Kabul, Afghanistan
Submission method	One sealed envelope with the company's name, stamp, name and number of RFQ will be presented. Quotations will be presented in the below attached table and in the company's own format. Both documents must bear the same offered amounts be stamped and signed. If discrepancies are found, unit prices will be considered.

E. Evaluation Criteria

<p>Evaluation will be made according to the offered price and relevant past experience Quotations will be evaluated based on 100 points, which will be weighed in the following manner:</p> <ul style="list-style-type: none"> - Past Experience will be assigned 30 points - Price/ Financial Proposal will be assigned 70 points.

F. Business References & Relevant Past Experience

Name of Contracting Organization	Name of contact	Phone Number	Email Adress



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It is important to include in the Business References / Past Experience chart the name of the project or company you did business with in the past, along with the names of relevant persons and their contact phone numbers and/or email addresses. Make sure to present this information as well work and work completion certificates. Failure to present this information may cause the rejection of your bid.

If you are approached by anyone suggesting unlawful actions regarding this RFQ or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the following phone number: (0) 7822 35075. Your name and the name of your company will be kept undisclosed.

Please place supplier's stamp, signature and date of submission.