



CHEMONICS

Request for Quotations (RFQ)

RFQ Number: FAIDA-16- 81
Issuance Date: August 2, 2016
Deadline for Offers: August 10, 2016
Description: Three Months Blanket Purchase Agreement (BPA) for Stationery
For: Chemonics / FAIDA
Funded By: United States Agency for International Development (USAID),
Contract No. 306-C-00-11-00531-00
Implemented By: Chemonics International Inc.
Point of Contact: Procurement Department, procurement@faida.af

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact dmooney@faida.af with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** The FAIDA Project is a USAID program implemented by Chemonics International in Afghanistan. The goal of the FAIDA is to assist the Government of the Islamic Republic of Afghanistan and the private sector in developing the financial sector. FAIDA helps USAID's Afghan partners in building capacity to deliver finance where it can be used most effectively, and in developing a legal framework and market infrastructure in which financial sector institutions and their business partners create value that provides growth and employment opportunities for all Afghans. FAIDA also directly assists Afghan women entrepreneurs providing specially targeted business development, training, and mobile money activities. As part of project activities, the FAIDA requires the **Stationery items** see section 3. The purpose of this RFQ is to solicit quotations for the mentioned item.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 4:30pm local Kabul time on August 10, 2016 by email or by hard copy delivery to the FAIDA office. Any emailed offers must be emailed to procurement@faida.af, any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the FAIDA Office located at the Baron, Hawa Shenasi Road, Khawja Rawash, Kabul, Afghanistan.

Please reference the RFQ number (RFQ-FAIDA-16-81) in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:30pm local Kabul time on August 9, 2016 by email to procurement@faida.af. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Afghani, Offerors must assess and include in their total cost of proposal the Business Receipt Tax (BRT) or any other tax required by Afghanistan income tax law. Chemonics will not allow an awarded entity to add taxes (including BRT taxes) or any previously unanticipated costs to the budget after an award is made.

6. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

7. **Delivery**: The delivery location for the items described in this RFQ is FAIDA Office, the Baron/Dreshak Hotels, Khwaja Rawash, Hawa Shenasi Road, . As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
8. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Afghanistan

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

9. **Warranty**: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of Afghanistan or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity's end-user.
10. **Taxes and VAT**: Pursuant to Article 72 of the Afghanistan Income Tax Law, Chemonics is required to withhold taxes from the gross amounts payable to all Afghan subcontractors. In accordance with this requirement, should an award be made to a successful offeror and an agreement is successfully negotiated with that offeror, Chemonics will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities - the Ministry of Commerce and Industry, Afghanistan Investment Support Agency (AISA), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health - at the time the awarded entity submits invoices for payment, and the invoices are successfully reviewed and approved by Chemonics. If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, Chemonics will in this case withhold a seven percent (7%) fixed tax on the gross amount payable to the awarded entity, subject to Chemonics' review and approval of the subcontractor's invoices. In either case, this tax is withheld by Chemonics from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. Chemonics will maintain records of all of such remittances.

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country.

11. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

12. **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 a lowest-price, technically-acceptable basis.

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. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the FAIDA Project.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the FAIDA Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the FAIDA Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a blanket purchase agreement (BPA) for period of three months.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

- Official quotation, including specifications of offered equipment (see Section 3 for example format)

- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Specifications	Quantity	Unit	Items & Specifications Offered	Price AFA
1	8.5 X 11" High Gloss Photo Paper	1	Package		
2	A4 Lucky Boss Or Equal Quality	1	Box (5 Ream)		
3	Binder Folder 1" (Forever File Or Equal) A4 Size	1	Each		
4	Binder Folder2" (Forever File Or Equal) A4 Size	1	Each		
5	Binder Folder3" (Forever File Or Equal) A4 Size	1	Each		
6	Binder Clips, Large	1	Box		
7	Binder Clips, Medium	1	Box		
8	Binder Clips, Small	1	Box		
9	Button Plastic File, 12/Package	1	Package		
10	Notice Board 120x80cm	1	Each		
11	Notice Board 60x90cm	1	Each		
12	Whiteboard 120X80cm	1	Each		
13	White Board 60X90cm	1	Each		
14	Canned Air (Air cleaning spray)	1	Can		
15	Certificate Paper A4 Size 160gm (100pc/Package)	1	Package		
16	Certificate Paper A5 Size 160gm (100pc/Package)	1	Package		
17	CD-R Disc with cover Sony or equal	1	Each		
18	CD-RW 700 Mb Sony or equal	1	Each		
19	Correction Pen (Good Quality)	1	Each		
20	Desk Calculator	1	Each		
21	Desk Organizer (Wooden)	1	Each		
22	Diary Large 2015	1	Each		
23	Diary Small 2015	1	Each		
24	Divider (File Separator) paper, set of 12 sheets	1	Set		
25	Divider (File Separator) Plastic, set of 12 sheets	1	Set		
26	Document Protector, 100Each	1	Package		
27	Dry Erasers	1	Each		
28	DVD-R	1	Each		
29	DVD-RW	1	Each		
30	Envelopes , Regular Size, 100 Each	1	100 Each Pack		
31	Envelopes, Large Size, 6 X 8.5" 100 Each	1	100 Each Pack		
32	Envelopes, Large Size, 9 X 12" 100 Each	1	100 Each Pack		
33	File Boxes	1	Each		
34	Flip Chart Paper	1	50 Sheet Pack		
35	Folder Hanging Legal Size 25/Box	1	Box of 25 Each		
36	Folder Manila A4 Size 100/Package	1	100 Each Pack		
37	Glue Stick (Big)	1	Each		
38	Memory Stick 4 GB	1	Each		

39	Memory Stick 8 GB	1	Each		
40	Three(3) Hole Punch regular	1	Each		
41	Two(2) Hole Punch regular	1	Each		
42	Two(2) Hole Punch Heavy Duty	1	Each		
43	Stapler Big Size Heavy Duty	1	Each		
44	Stapler Regular Size	1	Each		
45	Staples, 24x6 Size	1	Box		
46	Staples 1000/Box Heavy Duty	1	Box		
47	Staple Remover	1	Each		
48	Highlighters (4pcs=1 Package)	1	Pack of 4 Each		
49	ID Card Holder	1	Box		
50	Blank ID Card	1	Each		
51	Lamination Film A4 Size 100/Package	1	100 Sheet pack		
52	Lamination Machine A4	1	Each		
53	Marker, Dry Erase	1	Each		
54	Marker, Permanent	1	Each		
55	Mouse for Computer	1	Each		
56	Mouse Pad	1	Each		
57	Name Plate (Plastic)	1	Each		
58	Note Book Spiral 4 X 6	1	Each		
59	Note Book Spiral 5 X 7	1	Each		
60	Note Book Spiral 9 X 5	1	Each		
61	Sticky Note Pad	1	Each		
62	Paper Clip, Large (Small Box)	1	Box		
63	Paper Clip, Medium Size (Small Box)	1	Box		
64	Paper Cutter big size	1	Each		
65	Pen Bic Or Equal	1	Each		
66	Pen Pilot or Equal	1	Each		
67	Pen 0.7 Uni Ball or Equal	1	Each		
68	Pencil Sharpener	1	Each		
69	Pencil	1	Each		
70	Push Pin	1	Small Pack		
71	Afghan Flag 100X180cm with stand	1	Set		
72	American Flag 100X180cm with stand	1	Set		
73	Ruler 30 Cm Steel	1	Each		
74	Ruler 50 Cm Steel	1	Each		
75	Scissor	1	Each		
76	Sticker A4 Avery Or Equal 100/Box	1	Box of 100 Each		
77	Tape Dispenser	1	Each		
78	Tape 1" (Clear Tape)	1	Roll		
79	Tape 0.5" (Clear Tape)	1	Roll		
80	Tape 2" (Clear Tape)	1	Roll		
81	Visit Card Album (Holder)	1	Each		
82	Plastic protection sheet	1	Each		
83	Zebra 430i Cartridges (Original) Fake or refilled will not be acceptable	1	Each		

84	Toner 78A For HP Laserjet 1536 DNF, MFP (Original) Fake or refilled will not be acceptable	1	Each		
85	Toner 51A For HP Laserjet M3035 MFP (Original) Fake or refilled will not be acceptable	1	Each		
86	Toner 64a For Hp Laserjet P4015n (Original) Fake or refilled will not be acceptable	1	Each		
87	Toner Cb540 Hp Color Laserjet Printer 1515n (Original) Fake or refilled will not be acceptable	1	Each		
88	Toner Cb541 Hp Color Laserjet Printer 1515n (Original) Fake or refilled will not be acceptable	1	Each		
89	Toner Cb542 Hp Color Laserjet Printer 1515n (Original) Fake or refilled will not be acceptable	1	Each		
90	Toner Cb543 Hp Color Laserjet Printer 1515n (Original) Fake or refilled will not be acceptable	1	Each		
91	Toner C9730A for HP Color Printer 5550 (Original) Fake or refilled will not be acceptable	1	Each		
92	Toner C9731A for HP Color Printer 5550 (Original) Fake or refilled will not be acceptable	1	Each		
93	Toner C9732A for HP Color Printer 5550 (Original) Fake or refilled will not be acceptable	1	Each		
94	Toner C9733A for HP Color Printer 5550 (Original) Fake or refilled will not be acceptable	1	Each		
95	Cartridge 901 Black For Hp Officejet Printer (Original) Fake or refilled will not be acceptable	1	Each		
96	Cartridge 901 Color For Hp Officejet Printer (Original) Fake or refilled will not be acceptable	1	Each		
97	Cartridge 60 Black For Hp Deskjet Printer (Original) Fake or refilled will not be acceptable	1	Each		
98	Cartridge 60 Color For Hp Deskjet Printer (Original) Fake or refilled will not be acceptable	1	Each		
99	Toner for Canon IR 2020 And IR 2022 (Original) Fake or refilled will not be acceptable	1	Each		
100	Toner for Sharp AR-5623N copier (Original) Fake or refilled will not be acceptable	1	Each		
101	Toner 131A CF210A Black for HP Laserjet Pro 200 Color MFP M276 (Original) Fake or refilled will not be acceptable	1	Each		
102	Toner 131A CF211A Black for HP Laserjet Pro 200 Color MFP M276 Cyan (Original) Fake or refilled will not be acceptable	1	Each		
103	Toner 131A CF212A Black for HP Laserjet Pro 200 Color MFP M276 (Original) Fake or refilled will not be acceptable	1	Each		
104	Toner 131A CF213A Black for HP Laserjet Pro 200 Color MFP M276 (Original) Fake or refilled will not be acceptable	1	Each		
105	Paint Marker	1	Each		
				Subtotal:	
				Other Costs if Any (Describe: _____) :	
				Grand Total	

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment: _____ years

Location of service center(s) for after-sales service, including warranty repair: _____

RFQ No. FAIDA-16-81 – Blanket Purchase Agreement for Stationery

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: FAIDA
The Baron / Dreshak, HawaShanasi Road, Khwaja Rawash, Kabul, Afghanistan

Reference: RFQ No. FAIDA-16-81

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer 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 firm—as well as the firm’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 and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or FAIDA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

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 and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____