



## Request for Quotations (RFQ)

RFQ Number: RADP-S-2016-2183-N-2  
Issuance Date: February 09, 2017  
Deadline for Offers: February 18, 2017  
Description: Establishment of Blanket Purchase Agreement (BPA) of six months for the procurement of genuine HP cartridges for RADP-South Kandahar office

**Eligible Offerors:** **Only authorized HP dealers in Afghanistan can submit quotations against this RFQ.**

For: Regional Agricultural Development Program – South (RADP-S)  
Funded By: United States Agency for International Development (USAID),  
Contract No. AID-306-C-13-00018  
Implemented By: Chemonics Afghanistan Limited Management & Implementation  
Services, (Chemonics)  
Point of Contact: Subcontracts, Procurement and Grants Office

### \*\*\*\*\* 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 [sferrer@chemonics.com](mailto:sferrer@chemonics.com) 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 RADP-S Project is a USAID program implemented by Chemonics International in Afghanistan. The goal of the RADP-S is to improve food and economic security for rural Afghans in Kandahar, Helmand, Zabul, and Uruzgan provinces. The focus will be on improving the productivity and profitability for targeted value chains selected from the wheat, high-value crop, and livestock sectors. This sustainable agricultural development program will support the consolidation of licit economies to fuel economic growth. The goal of the RADP-S is to longer-term agricultural value chain approach designed to address sustainability as well. As part of project activities, RADP-S requires to establish Blanket Purchase Agreement (BPA) of six months for the procurement and delivery of genuine HP cartridges for its Kandahar office.

The purpose of this RFQ is to solicit quotations from eligible suppliers for as-needed, ad hoc purchases of office supplies. As a result of this RFQ, the RADP-S Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these toners and cartridges. This will allow the RADP-S Project to issue specific purchase orders, on an as-needed basis, for the procurement of these toners and cartridges over the next six (6) months. The Supplier shall furnish the stationary requirement described in any purchase orders issued by Chemonics under this BPA. Chemonics is only obligated to pay for toners and cartridges ordered through purchase orders issued under this BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA.

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 **4:30 pm** (Kabul Local Time), **on Saturday, February 18, 2017** via email to [RADPSprocurement@chemonics.com](mailto:RADPSprocurement@chemonics.com). (*Quotations submitted or copied to any other e-mail than the designated e-mail address above will be disqualified*). Hard copies will not be accepted.

Please indicate the RFQ number and description in any response to this RFQ. Offers received after the specified time and date is considered late, and will only be included in the evaluation process at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **04:30 pm** (Kabul Local Time) **on Monday, February 13, 2017** by email to [subkopsquestions@radp-s.com](mailto:subkopsquestions@radp-s.com). 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 posted on [www.acbar.org](http://www.acbar.org). Answers provided to questions/clarifications if any; will be posted no later than **5:00 PM** on **Tuesday, February 14, 2017**.

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 (**prices quoted in any other currency will be converted to Afghani based on the Chemonics Exchange Rate applicable at the time of evaluation**).

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 (detailed in Section 8). 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.

Offers must remain valid for not less than **90 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.

6. **Delivery:** The delivery location for the items described in this RFQ is following:

**RADP-S Kandahar office:** Inside Amtex Village, In front of Kandahar Air Field (KAF), Spin Boldak Highway road, Kandahar, Afghanistan.

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.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** 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.

8. **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.
9. **Taxes and VAT:** 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.

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.

Before the signing of the Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amount deducted from the invoices will be forwarded to the Ministry of Finance (MoF) Tax division credited to the firm's TIN. Records of payment to the MoF shall be maintained on file with Chemonics.

10. **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.
11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets 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 RADP-S 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 RADP-S 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.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the RADP-S 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 purchase order.
- (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)

***You must submit your quotation in the above order of documents mentioned. Printing the RFQ and stamping each page is not required***

### 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.

Items line	Specification of requested items	Unit	Quantity	Unit Price
1	<b>Cartridge for HP Color LaserJet CP5520:</b> Black 650A (CE270A), Cyan 650A (CE271A), Yellow 650A (CE272A), Magenta 650 A (CE273A)	Set	1	
2	<b>Cartridge for HP Color LaserJet Pro 200 Color MFP M276:</b> Black 131A (CF210A), Cyan 131A (CF211A), Yellow 131A (CF212A), Magenta 131A (CF213A)	Set	1	
3	<b>Cartridges for HP LaserJet 500 Color MFP M575:</b> Black 507A (CE400A), Cyan 507A (CE401A), Yellow 507A (CE402A), Magenta 507A (CE403A),	Set	1	
4	<b>Ink Cartridges for HP Deskjet ink Advantage 4615:</b> Black 655 (CZ109AE BHL), Cyan 655 (CZ110AE BHL), Magenta 655 (CZ111AE BHL), Yellow 655 (CZ112AE BHL)	Set	1	
5	<b>Black Cartridge for HP Laser Jet 600 M602:</b> 90A (CE390A)	Each	1	
6	<b>Black Cartridge for HP Laser Jet Pro MFP M225DN:</b> 83A (CF283A)	Each	1	
7	<b>Black Cartridge for HP Laser Jet Pro 400 M401dn:</b> 80 (CF280A)	Each	1	
8	<b>Black Cartridge for HP Laser Jet P2055d:</b> 05A (CE505A)	Each	1	
9	<b>Black Cartridge for HP Laser Jet M4345 MFP:</b> 45A (Q5945A)	Each	1	
10	<b>Black Cartridge for HP Laser Jet P4015N:</b> 64A (CC364A)	Each	1	
<b>Subtotal:</b>				
<b>Grand total in Afghani:</b>				

**Important: Chemonics RADP-S will only accept quotes from authorized HP dealers in Afghanistan. Offerors submitting quotations against this RFQ MUST submit proof of HP dealership together with their quotation.**

Delivery time (after receipt of order): \_\_\_\_\_ calendar days

Length of warranty on offered supplies: \_\_\_\_\_

**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: RADP-S Kandahar office: Inside Amtex Vilalge, In front of Kandahar Air Field (KAF), Spin Boldak Highway road, Kandahar, Afghanistan.

Reference: RFQ No. RADP-S-2016-2183-N-2

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 RADP-South 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): \_\_\_\_\_