

RFQ - Request For Quotation

Grant #:

PR #:ACR-PR-030-2018

THIS IS NOT A CONTRACT. THIS IS FOR INFORMATION PURPOSES ONLY.

ISSUE DATE:

28-Feb-18

DUE DATE:

7-Mar-18 COB

PLEASE LIST ONLY THE NAME OF THE COMPANY THAT WILL RECEIVE PAYMENT, IF SELECTED FOR THIS WORK. PAYMENT WILL NOT BE ISSUED TO ANY THIRD PARTIES

COMPANY Name:

Company Representative's Name:

Supplier Address & Telephone Number

Company / Owner Nationality

DELIVERY LOCATIONS

ACR, Shash Darak Saleh Mohammad Street ,Kabul Afghanistan

ANY AGREEMENT RESULTING FROM THIS RFQ WILL BE FOR ONE MONTH PURCHASE ORDER AGREEMENT. CREATIVE WILL USE PRICES NEGOTIATED TO ESTABLISH A FRAMEWORK FOR THE NEXT TWELVE MONTHS. ALL PRICES ESTABLISHED HEREIN MUST REMAIN VALID FOR A PERIOD OF NO LESS THAN TWELVE MONTHS.

Item No.	ITEM DESCRIPTION	UNIT (pc, kg, set, box, doz,	QTY	UNIT PRICE (AFN)	TOTAL PRICE (AFN)
1	High Quality Diesel Fuel for Office Generators in Kabul for (1month)	Liter	15,000.00		
2	High Quality Diesel Fuel for Office Vehicles in Kabul for (1month)	Liter	1,000.00		

ANTI CORRUPTION NOTICE

Under no circumstances, commission or undisclosed rebates payment to Creative staff are to be made or authorized. No gift, gratuity or remuneration of any kind shall be made to any Creative staff as a result of this request.

SUB TOTAL

TRANSPORT COSTS

TOTAL AMOUNT

Quotation Validity Period 1 months

Product Availability

YES NO

Warranty & Maintenance Period

Delivery Terms

Vendor Registration ID# - Attach copy of Registration Certificate (required)

Product Origin (country of manufacture)

Creative Payment Terms:

Within thirty days of delivery and presentation of completed, signed invoice

Provided by Supplier

DATE:

Name

Position:

Signature

DATE:

REFERENCE: USAID AID-OAA-I-14-00072

Enclosed is a Request for Quotations (RFQ). Creative invites qualified firms and organizations to submit a quotation for the work funded under USAID AID-OAA-I-14-00072 . The issuance of a subcontract is subject to availability of funds and the successful negotiation of the subcontract budget and terms, and receiving USAID's Contracting Officer consent, if required. The Contract resulting from this award will be a PURCHASE ORDER AGREEMENT. Creative will use the prices in this RFQ to establish a charge account that will establish pricing levels for the next one year. All prices established under this must remain valid for a period of no less than one month.

The requirements for this activity are described in the "Statement of Work" in Attachment I. Creative encourages your organization to indicate its interest in this procurement by submitting a quotation according to the instructions in Attachment II "Instructions to Offerors". Quotations will be evaluated based on the "Evaluation Criteria" in Attachment III. Creative will make an award to the responsible Offeror submitting an offer which provides best value to the project: technical merit and price will be both considered.

To be considered, Offerors should submit a complete quotation no later than the closing date and time indicated above. Offerors should ensure that the quotation is well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted in writing and delivered to Creative's offices no later than three days after the issue date of this RFQ. No questions will be entertained if they are received by means other than the specified address below. The RFQ number should be stated in the subject line. Answers will be compiled and distributed within three days from the closing date of questions.

Quotations must be submitted in a sealed envelope, labeled with the above-stated subject, subproject number and title, and delivered to:

Creative Associates International, Afghan Children Read (ACR)
House 632,
Saleh Mohammad Khan Street,
Shash Darak, District 9, Kabul, Afghanistan
Note: Electronic submissions will not be accepted and may result in disqualification

Sincerely,
Creative Associates International

**ATTACHMENT I: STATEMENT OF WORK
FOR DIESEL FUEL**

In support of Creative Operations in Afghanistan, Creative requires the provision of Diesel Fuel on an as-needed basis. All goods will be delivered to Creative's offices in Kabul, Jalalabad. The specifications for the diesel fuel are provided below:

Specifications:

- Creative requires the price for a fixed price of diesel fuel (Kabul)
- The supplier will be responsible to provide L62 Turkmanistan deisel fuel, other fuel type will not be accpeted.
- ACR is located in Shash Darak area, therefore, this will be the responsibility of the LSP to arrange for the on time delivery of fuel.
- This is the bidder (s) responsibility to bid on a fixed price considering all seasonal fare changes and changes incures by other factors i.e. fuel and USD exchange rates.
- The awarded bidder should respond to any request from Creative once the request is received on call or by email immediately.
- Creative shall pay settle all accounts on the presentation of an invoice at the end of the month.

Creative estimates the aforementioned services will be required over a period of one months. The Local Service Provider (LSP) should have the capacity to provide the services on an as-needed by Creative. The consumption rate provided is an estimate and Creative reserves the right to consume above or below this range, or to order partial commodities, and the LSP shall deliver accordingly.

REQUEST FOR QUOTATIONS: TERMS AND CONDITIONS

1. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirement (lowest-priced, technically-acceptable approach): meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis. Creative may request to see samples of any or all of these materials before purchase.

2. Significant Deficiencies: 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. Creative reserves the right to waive immaterial deficiencies at its discretion.

3. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Creative to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. Additional terms and conditions are outlined below:

(a) Creative’s 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; payments will not be issued to a third party.

(b) Any award resulting from this RFQ will be a firm fixed-price purchase order.

(c) No commodities or services may be provided that are manufactured, 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) Vendors are required to submit past performance information, including copies of any past or current contracts with U.S. government funded organizations, copies of completion certificates and/or the contact information of three references. This should include the name, company, relationship to the vendor, email address and or phone number for each reference.