

# Request for Quotations



<b>RFQ Number:</b>	AMD-125
<b>Issuance Date:</b>	January 11, 2019
<b>Deadline for Questions:</b>	January 15, 2019
<b>Deadline for Offers:</b>	January 17, 2019
<b>Description:</b>	Janitorial Services Required for Lahore and Karachi Offices
<b>For:</b>	U.S. Pakistan Partnership for Agricultural Market Development (AMD) Program
<b>Funded By:</b>	United States Agency for International Development (USAID) Contract Number AID-391-C-15-00003
<b>Implemented By:</b>	CNFA
<b>Point of Contact</b>	The Procurement Department Procurement Manager 5th floor, 83 A, E-1, Main Boulevard, Gulberg III, Lahore Pakistan 042-35782545(-9) ext 130 <a href="mailto:procurement@pakistan-amd.org">procurement@pakistan-amd.org</a>

**Introduction:** The U.S. Pakistan Partnership for Agricultural Market Development (AMD) Program is a four-year USAID funded program implemented by CNFA in Pakistan. The objective of AMD is to support the development of Pakistan's commercial agriculture, particularly through improving the ability of Pakistan's agriculture and livestock sectors to meet both international and domestic demand in targeted product lines.

As part of project activities, the AMD Project requires ongoing Janitorial Services for its offices in Lahore and Karachi. The purpose of this RFQ is to solicit quotations for these items.

Offerors are responsible for ensuring that their offers are received by CNFA 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.

- Offer Deadline and Protocol:** Offers must be received no later than 5:00 pm, Pakistan Time, on January 17, 2019. Offers must be submitted by *email or hard copy delivery to the AMD office*. Any emailed offers must be emailed to [solicitations@pakistan-amd.org](mailto:solicitations@pakistan-amd.org). Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the AMD office located at 5th floor, 83 A, E-1, Main Boulevard, Gulberg III, Lahore Pakistan. Please reference the RFQ number 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 CNFA. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.
- Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 pm Pakistan time on January 15, 2019 by email to Procurement Department at [procurement@pakistan-amd.org](mailto:procurement@pakistan-amd.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA 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 CNFA will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFQ.

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3. **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.

Line Item	Description and Specifications	Qty	Specification	Unit Price PKR	Total Price PKR
1	<b>Janitorial Services for Lahore Office (2 Persons)</b>	1-Mar-19 to 15-Jun-19	Per month price to be quoted		
2	<b>Janitorial Services for Karachi Office (1 Person)</b>	1-Mar-19 to 30-Apr-19	Per month price to be quoted		
<b>Subtotal:</b>					
<b>Delivery Costs:</b>					
<b>Other Costs (Describe: _____):</b>					
<b>GRAND TOTAL:</b>					

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: \_\_\_\_\_

Any 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, any stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

4. **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 PKR. Offers must remain valid for not less than one hundred eighty days (180) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead in the format provided in Section 4 – Technical Requirements.
5. **Evaluation:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and based on a Lowest Priced Technically Acceptable approach.

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Technical acceptability will be determined based on the following criteria:

- Conformance with required specifications as per Section 3

Please note that if there are deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. CNFA reserves the right to waive immaterial deficiencies at its discretion.

6. **Payment and Award:** The award will be awarded to the offeror whose quotation represents the best value to the Project. Any award and payment resulting from this RFQ is anticipated to be in the form of a Fixed Price Contract/Purchase Order.
7. **Terms and Conditions:** Please see Attachment 3.
8. **Offer Format Instructions: Format Instructions:** All proposals must be formatted in accordance with the below requirements:
  - (a) English language only
  - (b) Include the individual/agency/organization name, date, RFQ number, and page numbers as a header or footer throughout the document.
  - (c) The Technical Offer must be in the format provided in Section 4.

A full offer will include the following documents:

- (a) An offer checklist (Annex 1).
- (b) A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex 2).
- (c) A complete Technical Offer in response to the evaluation criteria in Section 6 and in the format provided in Section 4.
- (d) A copy of the offeror’s business license, or, if an individual, a copy of his/her identification card.
- (e) Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

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## Annexes

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

- Offeror Checklist (Annex 1)
- Cover letter, signed by an authorized representative of the offeror (see Annex 2)
- Official quotation, including specifications of offered items (see Section 4)
- Copy of offeror's registration or business license
- NTN certificate
- Company profile of offeror

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## Annex 1 – Offeror 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: U.S. Pakistan Partnership for Agricultural Market Development (AMD) Program  
5th floor, 83 A, E-1, Main Boulevard, Gulberg III, Lahore Pakistan

Reference: RFQ no. AMD-125

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 CNFA or AMD 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 CNFA’s prohibitions against fraud, bribery, and kickbacks.
- We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

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, Website, Email: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

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

Official name associated with bank account (for payment): \_\_\_\_\_

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## Annex 3 – CNFA Terms and Conditions

**1. Ethical and Business Conduct Requirements.** CNFA is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

CNFA 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 CNFA 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, CNFA 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 CNFA 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 CNFA's prohibitions against fraud, bribery and kickbacks.

Please contact AMD at [info@pakistan-amd.org](mailto:info@pakistan-amd.org) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA at to [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org) or by phone at 202-296-3920.

**2. Terms and Conditions:** This solicitation is subject to CNFA's 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) CNFA'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; payment will not be issued to a third party.
- (b) 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: Cuba, Iran, North Korea, Syria.
- (c) 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.
- (d) 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.
- (e) The title to any goods supplied under any award resulting from this RFQ shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
- (f) United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

**3. Disclaimers:** This is a RFQ only. Issuance of this RFQ does not in any way obligate CNFA, the AMD Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

- (a) CNFA may cancel RFQ and not award;
- (b) CNFA may reject any or all responses received;
- (c) Issuance of RFQ does not constitute award commitment by CNFA;
- (d) CNFA reserves the right to disqualify any offer based on offeror failure to follow RFQ instructions;
- (e) CNFA will not compensate offerors for response to RFQ;
- (f) CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
- (g) CNFA may negotiate with short-listed offerors for their best and final offer;
- (h) CNFA reserves the right to order additional quantities or units with the selected offeror;

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- (i) CNFA may reissue the solicitation or issue formal amendments revising the original RFQ specifications and evaluation criteria before or after receipt of proposals;
- (j) CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFQ;
- (k) CNFA may choose to award only part of the activities in the RFQ, or issue multiple awards based on multiple RFQ activities;
- (l) CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
- (m) CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFQ;
- (n) CNFA will contact all offerors to inform them whether or not they were selected for award;
- (o) In submitting a response to this RFQ, offerors understand 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 AMD Project for consideration. USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**4. 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 is Pakistan.

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: Cuba, Iran, North Korea, or Syria.

**5. Taxes and VAT:** As an organization that is implementing a project on behalf of USAID, CNFA is exempt from being charged GST, customs duty or fee, excise tax, road tax, or any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, offerors agree to exclude GST or any similar taxes or fees from its cost proposal.

**6. 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. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**7. Delivery:** The delivery location for the items described in this RFQ is Punjab. 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. 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 12 months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.