RFQ Number: 001

Issuance Date: 2 May 2024

Deadline for Offers: May 10, 2024 at 5pm

Description: Catering services

For: ARD Inc., USAID Regional Water and Vulnerable Environment Activity

Funded By: United States Agency for International Development (USAID)

Contract No. 72011520C00007

Implemented By: ARD, Inc.

Point of Contact: Aiperi Abdybaeva – [Aiperi.abdybayeva@tetratech.com](mailto:Aiperi.abdybayeva@tetratech.com)

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

ARD is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

ARD 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 ARD 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, ARD 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 ARD 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 ARD’s prohibitions against fraud, bribery and kickbacks.

Please contact Mrs. Aiperi Abdybaeva ([Aiperi.abdybayeva@tetratech.com](mailto:Aiperi.abdybayeva@tetratech.com)) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to ARD’s US office.

**Section 1: Instructions to Offerors**

1. **Introduction**: The USAID Regional Water and Vulnerable Environment Activity is USAID program implemented by ARD. The goal of the USAID Regional Water and Vulnerable Environment Activity is to promote economic stability and prosperity, healthy ecosystems by strengthening regional capacity to manage shared water resources and mitigate environmental risks in the Syr Darya and Amu Darya river basins, shared by five Central Asian States – Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan, to achieve universal access to water and sanitation under Sustainable Development Goal (SDG) 6 and to increase the potential to reach additional beneficiaries at scale in USAID’s Strategic Objective 1 priority countries under the Water and Development Strategy. As part of project activities, the USAID Water and Vulnerable Environment Activity requires to purchase Services of Catering. The purpose of this RFQ is to solicit quotations for this item.

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

1. **Offer Deadline and Protocol**: Offers must be received no later than 5pm Bishkek time on 10 May 2024. 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 ARD.
2. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 2pm Bishkek time on 6 May 2024 by email to [Aiperi.abdybayeva@tetratech.com](mailto:Aiperi.abdybayeva@tetratech.com). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that ARD 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 ARD will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of ARD or any other entity should not be considered as an official response to any questions regarding this RFQ.

1. **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 220V, 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.

1. **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 Kyrgyz som (KGS). 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.

1. **Delivery**: The delivery location for the items described in this RFQ is Aaly Tokombaeva Street 21/2, Jannat Regency Hotel, 1st floor, office A-2, Bishkek, Kyrgyzstan.
2. **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](http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf). The cooperating country for this RFQ is Kazakhstan.

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.

In accordance with Section 889(a)(1)(B) of the Federal Acquisition Regulation 52.204-205, Offerors may not supply any commodities produced by the following covered entities and their subsidiaries and affiliates:

* Huawei Technologies Company
* ZTE Corporation
* Hytera Communications Corporation
* Hanzhou Hikvision Digital Technology Company
* Dahua Technology Company

1. **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 Kazakhstan, the entry ports, 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.
2. **Taxes and VAT**: 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 Kazakhstan.
3. **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. ARD will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
4. **Evaluation and Award**: The Award will be awarded to the Responsible Bidder whose proposal follows the instructions of the Request, meets the eligibility requirements, has the lowest price and is eligible, and is rated as the best proposal based on: (1) low service cost (40%), (2) preferred payment method in the form of monthly reimbursement (30%), (3) the maximum number of days required for payment (15%), (4) the maximum number of days of ticket reservation (15%).

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 ARD 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, ARD reserves the right to conduct any of the following:

* ARD 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, ARD may issue a partial award or split the award among various suppliers, if in the best interest of the USAID Regional Water and Vulnerable Environment Activity.
* ARD 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 USAID Regional Water and Vulnerable Environment Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. ARD, at its sole discretion, will make a final decision on the protest for this procurement.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate ARD, the USAID Regional Water and Vulnerable Environment Activity, 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 ARD’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:

1. ARD’ 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.
2. Any award resulting from this RFQ will be, in the form of a Service agreement till 31st of December 2023.
3. 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.
4. Offerors may not supply any commodities produced by the following covered entities and their subsidiaries and affiliates:

* Huawei Technologies Company
* ZTE Corporation
* Hytera Communications Corporation
* Hanzhou Hikvision Digital Technology Company
* Dahua Technology Company

1. 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.
2. 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.
3. The title to any goods supplied under any award resulting from this RFQ shall pass to ARD following delivery and acceptance of the goods by ARD. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to ARD.

**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.*

***RFQ #001 to ARD Inc,* USAID Regional Water and Vulnerable Environment Activity**

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| --- | --- | --- |
| **№** | **Description and Specifications** | **Unit Price (KGS)** |
|  | Breakfast (50 people in three streams of three days: 1st stream -15 people, 2nd stream -15 people, 3rd stream - 20 people)  Total number of days 9. |  |
|  | Lunch (53 people in three streams of three days: 1st stream -16 people, 2nd stream -16 people, 3rd stream - 21 people).  Total number of days 9. |  |
|  | Dinner (50 people in three streams of three days: 1st stream -15 people, 2nd stream -15 people, 3rd stream - 20 people).  Total number of days 9. |  |
| 3 | Coffee break (1 KB per day) (53 people in three streams of three days: 1st stream -16 people, 2nd stream -16 people, 3rd stream - 21 people)  Total number of days 9. |  |
|  | Total: |  |

**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: USAID Regional Water and Vulnerable Environment Activity

Aaly Tokombaeva Street 21/2, Jannat Regency Hotel, 1st floor, office A-2, Bishkek.

Reference: RFQ No. 001

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 ARD or USAID Regional Water and Vulnerable Activity 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 ARD 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):