



**REQUEST FOR QUOTATION (RFQ)**  
**Ref. UNDP/AFG/RFQ/2017/0000001922**

**Long Term Agreement for Demolition/Destruction of Armoured Vehicles (AVs)  
of UN in Afghanistan**

Dear Sir / Madam:

You are kindly requested to submit your quotation for Demolition/Destruction of Armoured Vehicles (AVs) of UN in Afghanistan as per Scope of Services and other following relevant documents:

This RFQ includes the following documents:

- Letter of Invitation
- Annex 1 – RFQ Data Sheet
- Annex 2 – General Eligibility and Technical Compliance Sheet
- Annex 3 – Scope of Services
- Annex 4 – Bid Security Form – Not required
- Annex 5 – Performance Security Form – Not required
- Annex 6 – Price Schedule
- Annex 7 – Draft Long Term Agreement (LTA)
- Annex 8 - General Conditions Contracts
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of documents stated in this RFQ, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (RFQ Data Sheet) through the **“UNDP ATLAS E-tendering system”** (<https://etendering.partneragencies.org>).

The step by step instructions for registration of bidders and proposal submission through the UNDP ATLAS E-tendering system is available in the **“Instructions Manual for the Bidders”**, attached with this RFQ. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the E-tendering helpdesk at [procurement.af@undp.org](mailto:procurement.af@undp.org) or call +93728999766 during office hours to request for help.

The proposers are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

**Bid submission deadline:** Please refer to E-tendering system.

Kindly go through this invitation letter and other documents attached here to this RFQ. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at [procurement.af@undp.org](mailto:procurement.af@undp.org). The subject of the email should be UNDP/AFG/RFQ/2017/ 0000001922.

UNDP looks forward to receiving your quotation and thanks you in advance for your interest in UNDP procurement opportunities.

*Yours sincerely,*

*Head of Procurement Unit*  
03 January 2018

## ANNEX 1 – RFQ Data Sheet

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned good/s:

Delivery Terms	Please refer to Annex 3 – Scope of Services
Exact Address/es of Delivery Location/s (identify all, if multiple)	Respective UN Agency's Office Location in Kabul
UNDP Preferred Freight Forwarder, if any <sup>1</sup>	NA
Site Visit	NA
Delivery Schedule	<u>Required</u> Upon placing Purchase Order by an UN Agency, the Contractor shall complete the demolition/destruction works along with required evidence and documentation within the duration mentioned in the Scope of Services
Bid Security	<u>Not Required</u>
Acceptance of Bid security form	NA
Validity of Bid Security	NA
Performance Security	<u>Not Required</u>
Value Added Tax on Price Quotation <sup>2</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	NA
Preferred Currency of Bid and Method for Currency conversion	United States Dollars (US\$) or Local Currency AFN  <i>For evaluation purposes bid prices expressed in different currencies shall be converted in US Dollars</i>  <i>The source of exchange rate shall be: UN Exchange Rate</i>  <i>The date for the exchange rate shall be based on UN Operational Rates of Exchange (UNORE) for the month which this RFQ is closed.</i>
Deadline for the Submission of Quotation	Please refer to E-tendering system
All documentations, including catalogs, instructions and	<input checked="" type="checkbox"/> English

<sup>1</sup>Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

<sup>2</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

operating manuals, shall be in this language	
Documents to be submitted	<input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Company profile; <input checked="" type="checkbox"/> Scan copy of duly filled, signed (company stamp) Annex-2 Compliance Sheet <input checked="" type="checkbox"/> Scanned copy of duly filled, signed (company stamped) Annex 6 (Price schedule); <input checked="" type="checkbox"/> Details of minimum 01 (one) contract with any international agency in demolishing AVs.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>3</sup>	<input checked="" type="checkbox"/> Please refer to Annex 3 – Scope of Services
Liquidated Damages	NA
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Proposed demolishing method must be in line with local government requirement; <input checked="" type="checkbox"/> UNDP may inspect the bidders demolishing location and required equipment as part of evaluating the offer; <input checked="" type="checkbox"/> minimum 01 (one) contract with any international agency in demolishing AVs <input checked="" type="checkbox"/> Compliance with General Eligibility and Technical Compliance requirements; <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Term Agreement <input checked="" type="checkbox"/> Separate Purchase order shall be placed by respective UN Agency based on individual requirement within the duration of LTA

<sup>3</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	Procurement.af@undp.org
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

## Annex 2 – General Eligibility and Technical Compliance Sheet

**Please fill the below General Eligibility table and technical compliance sheet (mandatory) for meeting the requirements of this RFQ. In case of any deviation from mentioned specifications, please mention the details. Failure in submitting this form shall lead to rejection of your quotation.**

### General Eligibility:

S/N	Description	Technical Compliant (Yes/No)	Deviation if any
1	Does your Company Accepts UNDP's General Conditions for Contract as attached in Section 4?		
2	Does your company accept completion timeline as specified in the RFQ? (5 days for Kabul and 2 weeks for regions)		
3	Does your company agree to all terms and conditions in the RFQ?		

### Technical Compliance

S/N	Description	Technical Compliant (Yes/No)	Deviation if any
1	Does your company accept and comply with Scope of Services attached in Annex 3 of this RFQ?		

### **Annex 3 – Scope of Services**

#### **Scope of Works and Design/Drawing documents are attached as separate documents**

##### **Background:**

The UN Agencies in Afghanistan are in the process of identifying Armored Vehicles (AV) with their respective agencies where the AVs have exhausted their projected lifespan, and therefore are earmarked for disposal through destruction (demolition, crushing, etc.). UNDP, on behalf of all UN Agencies in Afghanistan, is looking to hire a qualified company through a competitive process to perform the required tasks as outlined in the scope of services below. All eligible companies are invited

##### **Responsibility of Contractor:**

The conditions for the disposal of AVs are included in the below statement of works as part of the responsibility of the of the service provider:

- Removal of Afghanistan government assigned number plates; the plates must be handed over to respective UN Agency;
- Removal of VIN numbers;
- The vehicles may be disposed of by explosive means, burning, or disassembly (with leftover sections no larger than 2 square feet) or combination thereof. No piece should be in a condition that allows it to be reused;
- The contractor shall be responsible for disposal of the shredded body parts; the contractor shall ensure that these parts are not reused
- The contractor shall separate the following items from the AVs prior to demolition. Upon completion of demolition, the contractor shall provide a list of the items to the relevant UN Agency, who will then inspect to confirm if these items are re-useable. If the agency decides not to receive the items back, the contract shall dispose these items through destruction and ensure that these parts are not reused:

1	Engine Complete with Gearbox
2	Tires complete
3	Batteries
4	Head Lamps with Signals
5	Front & Rear Axle Housing with Differential
6	Tail Lamps



- The entire process is to have a photographic and/or video history;
- The process will allow for the actual weights to be fully determined, weight certificates where applicable, will be raised and provided on completion of the project, along with the Disposal certificate and final report with the overview photographs;
- Electronic items will be removed and handed over to respective UN Agency prior to disposal procedure;
- Final disposal must be in accordance with local government requirements;
- A UN security staff member may be present at the destruction. This includes purging all liquids interior and anything else that can burn. Video evidence can be provided instead;
- Full documentation and auditable trail shall be provided upon completion

#### **Duration of expected Services:**

Upon issuance of the Purchase Order, the contractor shall provide final reports within

- 5 working days per vehicle for the AVs in Kabul
- 2 weeks per vehicle for AVs in the Region

#### **Institutional Arrangement**

Respective UN Agency shall be responsible for legal deregistration of vehicles prior to destruction. Also, respective UN Agencies shall be responsible to transport the vehicles to contractor's facility for demolishing/destruction in Kabul. The Contractor shall be responsible for traveling to the regions to demolish the AVs upon placing Purchase order by the agencies; Contractor shall include the cost of travel and any other associated costs within the unit cost for demolition for the regional office vehicles. In the regions (7 regions) beside Kabul, if the UN agencies wish to destroy the vehicles outside of their facility, the contractor is responsible to provide a facility within the region for the demolishing of the vehicles. Separate price for such arrangement shall be proposed by the contractor in Annex 6 – Price Schedule.

The estimated number of AVs in the country:

	Location	No. of Vehicles
1	Kabul	30
2	Other Regions	20

List of Region which UNDP/UN agencies intend to demolish/ dismantle vehicles:

S/N	Name of Region	Location
1.	Kabul	Central Region
2.	Herat	Western
3.	Mazar	North Western
4.	Kunduz	North Eastern
5.	Nangarhar	Eastern
6.	Paktiya (Gardez)	South Eastern
7.	Deykundi/Bamyan	Central highland
8.	Kandahar	South Western

### **Scope of Price Proposal**

On behalf of UN Agencies, based on the results of this solicitation exercise, UNDP intends to enter into non-binding Long-term Agreement (LTA) with a successful Offeror for the provision of a maximum quantity of the specified services in support of UN Agency's operations. In the event of UNDP signing a Long-term Agreement, the following shall apply:

- a) The agreement shall be signed in the currency of Offer;
- b) The agreement shall be valid for 12 months with a possibility of extensions for an additional year, subject to satisfactory performance and continued requirement for the task;
- c) UNDP does not warrant that any quantity of Goods and/or Services will be procured during the term of this arrangement;
- d) The Contractor(s) shall accord the same terms and conditions to any other organization within the United Nations System that wishes to avail of such terms;
- e) As and when required, based on the signed LTA, the respective UN Agency shall prepare and dispatch an approved and valid Purchase Order to the Contractor for demolition/destruction of required number of AV(s) to the Contractor.

### **Schedule of Payment:**

Payment to the service provider shall be processed by respective UN Agency upon submission and acceptance of Disposal Certificate and Final Report with the photographs and/or video evidence to the relevant agency. The bidder shall provide their price proposal in line with the following format and information provided

	Location	Number of Unit (a)	Cost of Demolition in USD (b)	Sub-total (d= a x b)
1	Kabul	30		
2	Other Regions	20		

#### Qualifications of the Successful Service Provider

- f) Registered with Govt. of Afghanistan authorities; required to submit valid business license
- g) Proposed demolishing method must be in line with local government requirement;
- h) UNDP may inspect the bidders demolishing location and required equipment as part of evaluating the offer;
- i) Must have minimum one similar contract with any international agency in demolishing AVs; provide evidence of the contract;

**Annex 4 - FORM FOR BID SECURITY**

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)*

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Not required

**Annex 5 - FORM FOR PERFORMANCE SECURITY**

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)*

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Not required

### Annex 6 Price Schedule

The bidder shall provide their price proposal in line with the following format and information provided

	Location	Number of Unit (a)	Unit Cost of Demolition in USD (b)	Total of Section 1 (c= a x b)
1	Kabul	30		

2	Region	Number of Unit (a)	Unit Cost of Demolition in USD In UN Compound (b)	Sub-total (c= a x b)	Unit Cost of Demolition in USD In Contractor's Facility (d)	Sub-total (e = a x d)
i	Herat	3				
ii	Mazar	3				
lii	Kunduz	3				
iv	Nangarhar	3				
v	Paktiya (Gardez)	2				
vi	Deykundi/Bamyan	3				
vii	Kandahar	3				
	Total of Section 2					

N.B.: Unit prices for demolition/destruction of each vehicle shall be all inclusive

For evaluation purpose, the cumulative sum of Section 1c, Section 2c and Section 2e shall be considered; i.e. the lowest bidder for Section 1c + Section 2c + Section 2e shall be recommended for award.