



*Empowered lives.
Resilient nations.*

INVITATION TO BID

Provision of Catering and Food Delivery Services on a Long-Term Basis (LTA)

UNDP, Afghanistan

ITB No.: UNDP/AFG/2018/ITB/000002361

Project: UNDP Country Office

Country: Afghanistan

Issued on: 21 May 2018

Contents

Section 1. Letter of Invitation	4
Section 2. Instruction to Bidders	5
A. GENERAL PROVISIONS.....	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility.....	5
4. Conflict of Interests	6
B. PREPARATION OF BIDS.....	6
5. General Considerations	6
6. Cost of Preparation of Bid.....	7
7. Language	7
8. Documents Comprising the Bid.....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Bid Format and Content	7
11. Price Schedule	7
12. Bid Security	7
13. Currencies.....	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Bid	9
16. Bid Validity Period.....	9
17. Extension of Bid Validity Period	9
18. Clarification of Bid (from the Bidders).....	10
19. Amendment of Bids	10
20. Alternative Bids	10
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF BIDS	11
22. Submission.....	11
Hard copy (manual) submission.....	11
Email and eTendering submissions.....	11
23. Deadline for Submission of Bids and Late Bids.....	11
24. Withdrawal, Substitution, and Modification of Bids.....	12
25. Bid Opening.....	12
D. EVALUATION OF BIDS	12
26. Confidentiality	12

27. Evaluation of Bids.....	12
28. Preliminary Examination.....	13
29. Evaluation of Eligibility and Qualification.....	13
30. Evaluation of Technical Bid and prices.....	13
31. Due diligence.....	13
32. Clarification of Bids.....	14
33. Responsiveness of Bid.....	14
34. Nonconformities, Reparable Errors and Omissions.....	14
E. AWARD OF CONTRACT.....	15
35. Right to Accept, Reject, Any or All Bids.....	15
36. Award Criteria.....	15
37. Debriefing.....	15
38. Right to Vary Requirements at the Time of Award.....	15
39. Contract Signature.....	15
40. Contract Type and General Terms and Conditions.....	15
41. Performance Security.....	15
42. Bank Guarantee for Advanced Payment.....	15
43. Liquidated Damages.....	16
44. Payment Provisions.....	16
45. Vendor Protest.....	16
46. Other Provisions.....	16
Section 3. Bid Data Sheet	17
Section 4. Evaluation Criteria.....	22
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities	24
Section 5b: Other Related Requirements.....	29
Section 6: Returnable Bidding Forms / Checklist	30
Form A: Bid Submission Form	31
Form B: Bidder Information Form.....	32
Form C: Joint Venture/Consortium/Association Information Form	34
Form D: Eligibility and Qualification Form	35
Form E: Technical Bid FORMAT	37

Section 1. Letter of Invitation

UNDP/AFG/2018/ITB/000002361 – Provision for Catering and Food Delivery Services on a Long-Term Basis (LTA)

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

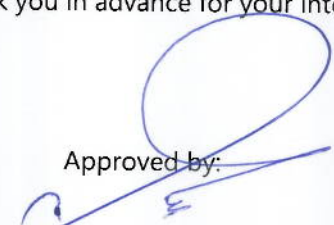
This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule
 - o Form G: Form of Bid Security [N/A]

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to procurement.af@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in e-tendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Approved by: 

Head of SCMO
Date: 21 May 2018