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**REQUEST FOR QUOTATION (RFQ)**

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| Subject: **Supply, Delivery, installation OF CCTV Cameras and security upgrade of SPM’s Compound Building, Kabul-Afghanistan**  | DATE: 31-January -2019 |
| REFERENCE: UNDP/AFG/RFQ/2019/0000003339 |

Dear Mr. /Ms: Bidder

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Quotation to this Request for Quotation (RFQ) for the above-referenced subject.

This RFQ includes the following documents:

* Letter of Invitation
* Annex 1 - RFQ Bid Data Sheet
* Annex 2 - Technical Specifications
* Annex 3 - Price Schedule
* Annex 4 General Terms and Conditions
* Annex 5- E-tendering Instructions Manual for Bidders
* Annex 6 FAQ for Bidders

Your offer, comprising of following 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 or call +93728999867during 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. The subject of the email should be **UNDP/AFG/RFQ/2019/0000003339**

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*

 31/01/2019

Annex (1) - Data Sheet

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| --- | --- |
| Delivery Terms [INCOTERMS 2010] *(Pls. link this to price schedule)* | DDP Kabul- Afghanistan only for goods to be procured under this contract  |
| Customs clearance, if needed, shall be done by: | Supplier – The goods must be delivered to final destination by the supplier for installation**.**  |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | One of UNDP’s premises in Kabul City - Afghanistan. Exact address will be disclosed after contract is award and signature. |
| UNDP Preferred Freight Forwarder, if any | Not Applicable  |
| Distribution of shipping documents *(if using freight forwarder)* | Not Applicable  |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | **The duration of completion of Project shall be** 21 working days Max (Upon receipt of Notice to proceed)   |
| Delivery Schedule | ☒Required The bidder shall submit the work plan |
| Packing Requirements  | Not Applicable  |
| Mode of Transport |  ☒LAND |
| Preferred Currency of Quotation[[1]](#footnote-1) | ☒United States DollarsFor evaluation purposes, the quotation submitted in other currencies will be converted to US$ using the UN Operational Exchange Rate.  Reference date for determining UN Operational Exchange: February 2019. |
| Value Added Tax on Price Quotation[[2]](#footnote-2) | ☒ Must be exclusive of VAT and other applicable indirect taxes |
| After-sales services required | ☒ Minimum 1 Years standard warranty for Camera’s and recorder ☒ One-year maintenances Services after installation for camera’s. This shall include four regular maintenance services – one in each quarter. The contractor shall also resolve any issues with the cameras and recorder that may arise during the one-year maintenance period. |
| Deadline for the Submission of Quotation  | Please Refer to E-Tendering System **As indicated in the e-Tendering system.** Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).**PLEASE NOTE:-**Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | ☒ English The bidder shall furnish the followings:1. Product Catalog for cameras and equipment’s only listed in Annex 2
 |
| Documents to be submitted(Preliminary requirement)  | ☒ Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-2and Table 1)☒ Scanned copy of duly filled, signed and company stamped Annex-3 (Price schedule) ☒ Excel version of duly filled Annex -3 ☒ Details /List of Three contracts/reference projects for similar requirement (Supply, Installation of CCTV Camera’s ,Security Upgrading’s or similar requirements ) in the last 4 years, including contract description, contract value, clients name and contact details with national or international organizations☒ Valid Business License ☒ Company Profile ( Factsheet)☒ Product catalog for cameras only ☒ Work Plan( Work Program for the Project)☒ CV’s required for the following staff:1. Project Manager,
2. Civil Engineer
3. Electrical Engineer.

☒ List of equipment, tools, and vehicle. |
| Period of Validity of Quotes starting the Submission Date | ☒ 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 | ☒ Not permitted |
| Payment Terms[[3]](#footnote-3) | ☒ 100% upon completion of works and final acceptance by UNDP Engineer/ Project Focal Point  |
| Liquidated Damages  | ☒ Will be imposed under the following conditions: If the Supplier fails to deliver any or all of the goods/Works or perform any of the services within the time period specified in the Purchase Order, UNDP may, without prejudice to any other rights and remedies deduct from the total price stipulated` in this Order an amount of 0.2 % per day of the value of the Contract up to a period of 20 days or 10% of the total contract value, hereafter UNDP AFGHANISTAN has the right to cancel the order. |
| Evaluation Criteria  | ☒ Technical responsiveness/Full compliance to requirements and lowest price☒ Full acceptance of the PO/Contract General Terms and Conditions ☒The bidder must executed minimum two similar assignment such (Supply, Installation of CCTV, Security Upgrading’s in the last 4 years with government/national and international organizations, ☒ Complete Installation, configuration and setup of cameras within 21 Working days. ☒ The bidder must have at least 7 Years of general experiences  |
| UNDP will award to: | ☒ One supplier  |
| Type of Contract to be Signed | ☒ Purchase Order☒ Contract Face Sheet (Goods and-or Services)  |
| Contract General Terms and Conditions | ☒ General Terms and Conditions for contracts (goods and/or services)<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> [http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20%28Goods%20and-or%20Services%29%20-%20Sept%202017.pdf)  |
| Special conditions of Contract | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 20 days |
| Conditions for Release of Payment | ☒ Written Acceptance of Goods based on full compliance with RFQ requirements, ☒ Final Completion of Project by bidder ☒ Final certification by End User /Project Focal Point. ☒ The Payment shall be made based on actual quantity of goods/ services received and certified by end user. |
| Annexes to this RFQ | ☒ Data Sheet (Annex 1)☒ Specifications of the Goods Required (Annex 2)☒ Form for Submission of Quotation (Annex 3)☒ General Terms and Conditions / Special Conditions (Annex 4). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> ☒ E-tendering Instructions Manual for Bidders (Annex 5) ☒ FAQ for Bidders (Annex 6) |
| Contact Person for Inquiries(Written inquiries only) | *Procurement.af@undp.org**Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.**The deadline for submission of request for clarification shall be 4 days prior to bid closing date* The Subject Line of your email shall be: ***UNDP/AFG/RFQ/2019/0000003339*** |
| Defect Liability Guarantee | **Required** Defect Liability Guarantee: Upon acceptance of Substantial completion report by UNDP, the contractor shall provide a bank guarantee in the amount of 5% of the contract value to cover the Defect Liability Period of 12 months, returnable upon issuance of Certificate of Final Completion. During the 12 (twelve) months of Defect Liability Period, the contractor is obligated to correct, repair any faults as may arise or any items listed in the Certificate of Substantial Completion by UNDP, at the Contractors own cost and within 14 (fourteen) calendar days of notification by UNDP. |

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.

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 Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> .

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/>

**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>

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

**Sincerely yours,**

*[Enter name of authorized staff]*

*[Designation]* [*Click here to enter a date]*

**Annex 2**

**Technical Specifications**

**Scope of Work**

**Compound Security Upgrading Kabul, Afghanistan**

**1. Project Title:** Compound Security Upgrading.

**Project Objectives:**

The UNDP Security and engineering team together with security team of the concerned conducted a Security Risk Assessment of the compound, this assessment was requested by concerned compound’s officials, in order to confirm and identify suitable mitigation measures were in place and implemented. The overall purpose of this project to improve the current security condition of the mentioned compound due to increasing risk and to provide safe environment for the staff working in the compound. The work in this contract shall include but not limited to the furnishing of all necessary tools, materials, equipment, skilled manpower, transportation, machinery, accessories, site engineers and supervisors to carry out all work as described below and as outlined in the BOQ.

**Project Activities:**

The contractor has to provide labor, material and equipment to complete the tasks according to the technical specification and bill of quantities. The following main activities should be considered for the above security upgrading.

1. Before mobilization to the site the contractor should consult with the compound security unit and take access permission for their staff and equipment and should follow their administration and security rule and regulation.
2. Contractor is responsible to provide skill /unskilled labors, equipment’s, and other required items and proceed with the safety rule and regulation in the project site.
3. Contractor should supply and install CCTV cameras and concrete check posts including all required activities according to the specs and BOQ.
4. Contractor should supply and delver only the required T-walls to COMPOUND, the location of unloading and stock will be identified by COMPOUND security team inside compound.
5. Demobilization and removing of all unusable materials out site of compound and cleaning the project site properly as per UNDP/LOTFA and COMPOUND representatives instructions.

**SCHEDULE OF REQUIREMENTS**

**Performance Period:**

The Contractor shall provide a detailed schedule for the project completion. This schedule shall provide dates for all material deliveries and a timeline for the required CCTV cameras supply and installation milestones, working days and hours should be communicated with COMPOUND security officials well in advance.

**Period of Performance:** The contractor will have 21 working days Max (Upon receipt of Notice to proceed) to complete the project. The Contractor shall begin work and complete each phase of the project, including final inspection and project acceptance within the mentioned performance period. No deviation from the approved schedule shall be permitted except as otherwise in this Statement of Work. Failure to complete work within the scheduled period shall be grounds for liquated of damages and/or termination for cause as provided in this Statement of Work.

**General Conditions:**

The Contractor is required to cover general requirements to include but not limited to the following:

* Mobilization and demobilization
* Strictly follow COMPOUND security rule and regulation and receive instruction from the assign security team.
* Qualified Site Supervision and Management.
* Watch & ward of his works, material & equipment until handing over of the project.

**Other Preliminaries**

Provisions for all other preliminary items such as standard construction safety and security, day markings, protection of existing utilities and adjacent properties that may be affected, submission of samples, reports, quality tests, shop drawings and as-built plans, disposal and clean-up.

 **Before Commencement of the Work:**

The contractor shall submit the following documents together with their offer and these shall form a part of technical evaluation:

Project Management work schedule on either primavera or MS project format outlining the intended progression of the work as well as clear indication of the critical path of the project.

* Work program for the project.
* Copy of work permissions (License).
* Company up to date profile (Factsheet)
* List of equipment, tools, and vehicle.
* CVs of the contractor’s responsible key personals for this project (Project Manager, Civil Engineer and Electrical Engineer.

 **Work Supervision:**

The Contractor shall assign a competent supervisor to be present on site at all times for the duration of the contract. The supervisor should be able to communicate effectively in Pashto, Dari and English language.

 **Materials and Workmanship:**

The Contractor shall seek approval of the UNDP/LOTFA and COMPOUND assigned officials for all the materials and whenever commencing other work items. All materials and workmanship used in the execution of the works shall be of the best quality and high-quality workmanship.

 **Samples**

The Contractor shall furnish at his own cost any samples of materials and/or related technical data required for the works that may be called for by the UNDP/LOTFA officials for their approval and any further samples in the case of rejection. The project in charge may reject any materials not meeting the approved standards/specifications as mentioned in the BOQ.

 **Existing Property**

The Contractor shall take every precaution to avoid damage to existing utilities or adjacent structures in the course of the works. Particular care must be taken to avoid interference with or damage to existing services, except where such services are required to be removed or altered by virtue of the works. The Contractor will be held responsible for and shall make good all damages arising from the execution of this contract at its own expense.

**Note:**

1. All activities must be according to the international code and standards.

2. Submittal procedure will be applicable for all items which are mentioned in the BoQ.

3. All items which are mentioned in the bill of quantity must meet the specs and contract document.

| **Specifications of the items**  |
| --- |
| **No** | **Item** | **Description** | **UOM**  | **QTY** | **Statement of Compliance Yes/No** | **Deviation if any**  |
| 1 |  | Supply and Installation of Concrete (RCC) Check post with Polycarbonate Glass Windows ( H= 220 cm, D = 170 cm and Thickness = 25 cm.) | Each | 3 |  |  |
| 2 |  | Supply and Installation of Concrete (RCC) barrier with 1.5 meters height and about 1.2 to 1.3 meters width | Each | 30 |  |  |
| 3 | Camera’s | Supply and Installation of Samsung or equivalent Security CameraModel: SCO-5083RPAccessories: Waterproof Power Adapter, Video Output cable, Mounting Kits | Each | 32 |  |  |
| 4 | Video Recorder  | Supply and Installation of Samsung or equivalent Video RecorderModel: SRD-1676DStorage Capacity: At least 10TB | Each | 2 |  |  |
| 5 | Cable  | Supply and installation of pure copper Coaxial or equivalent video cable to connect cameras to DVR | Meter | 3000 |  |  |
| 6 | Cable  | Supply and installation of 2.5mm 3-wire pure copper power cable to provide power to cameras | Meter | 3000 |  |  |
| 7 | Cable  | Supply and installation of sun proof flexible plastic pipe with metalic core for wire protection | Meter | 3000 |  |  |
| 8 | Duct  | Supply and installation of Duct/Conduit (Length: 3meter, Width: 40mm, Height:40mm) | Each | 10 |  |  |

 *\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*[Enter name of authorized staff]*

*[Designation]* [*Click here to enter a date]*

**Annex 3**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_\_\_:

**TABLE 1 : Price schedule**

| **No** | **Item** | **Description** | **UOM**  | **QTY** | **Unit cost in USD** | **Total cost in USD**  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  | Supply and Installation of Concrete (RCC) Check post with Polycarbonate Glass Windows ( H= 220 cm, D = 170 cm and Thickness = 25 cm.) | Each | 3 |  |  |
| 2 |  | Supply and Installation of Concrete (RCC) barrier with 1.5 meters height and about 1.2 to 1.3 meters width | Each | 30 |  |  |
| 3 | Camera’s | Supply and Installation of Samsung or equivalent Security CameraModel: SCO-5083RPAccessories: Waterproof Power Adapter, Video Output cable, Mounting Kits | Each | 32 |  |  |
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| 6 | Cable  | Supply and installation of 2.5mm 3-wire pure copper power cable to provide power to cameras | Meter | 3000 |  |  |
| 7 | Cable  | Supply and installation of sun proof flexible plastic pipe with metalic core for wire protection | Meter | 3000 |  |  |
| 8 | Duct  | Supply and installation of Duct/Conduit (Length: 3meter, Width: 40mm, Height:40mm) | Each | 10 |  |  |
| 9 |  | Maintenance Cost ☒ One-year maintenances Services after installation for cameras. This shall include four regular maintenance services – one in each quarter. The contractor shall also resolve any issues with the cameras and recorder that may arise during the one-year maintenance period.Note: The payment shall be made based on actual maintenance is done by the contractor | One time on each quarter  | 4 |  |  |
| **Total cost in USD- inclusive of supply, Installation and Delivery**  |  |

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |
| --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Installation and configuration of CCTV Cameras within 21 Working days  |  |  |  |
| Acceptance of Technical specifications/ Bill of Quantity  |  |  |  |
| Validity of Quotation 90 days  |  |  |  |
| Acceptance of All Provisions of the UNDP General Terms and Conditions |  |  |  |
| ☒ Acceptance of One-year maintenances Services after installation for camera’s and minimum one year of standard warranty for the cameras |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[DATE]*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)