

UN HABITAT AFGHANISTAN
REQUEST FOR QUOTATION (RFQ)

RFQ NO: UN/H/SHURA/KBL/2019/025

Title of Work:

**Demarcation of Land in Kabul, Herat and Jalalabad provinces for SHURA Project
UN-Habitat Afghanistan**

06 February 2019

Request for Quotation (RFQ)

RFQ Number: UN/H/SHURA/KBL/2019/025
Closing date: **14 February 2019, at 9:00 AM**

**Demarcation of Land in Kabul, Herat and Jalalabad provinces for SHURA Project
UN-Habitat Afghanistan**

1. The United Nations (UN) hereby requests your price quotation for the item(s) specified in this Request for Quotation (RFQ), which consists of this document and the following annexes:

Annex A: Price Quotation/Terms of Reference (TOR)
Annex B: Technical Evaluation Criteria
Annex C: UN General Conditions

2. Quotations are required to be submitted to the UN in English language and in **ONE COPY**, no later than **14 February 2019, at 9:00 AM (Kabul Time)** (the Closing Time), by E-mail: **procurement.committee@unhabitat-afg.org**, or by hand to UN-HABITAT AFGHANISTAN Country Office
UNOCA COMPLEX Jalalabad Road, Kabul, District-9, 1054, Section D-5

Procurement Unit:

Tel: +93 (0) 791 611 161 or +93 (0) 791 611 158

Quotations received after the Closing Date and Time may be considered or evaluated only in exceptional circumstances.

3. Please note that submissions by e-tendering will be rejected.

Validity of Quotations

4. Your Quotation shall be irrevocable and remain valid for acceptance for at least 90 calendar days, commencing on the Closing Date and Time.
5. If deemed necessary by the UN, Bidders may be requested to extend the validity of their Quotations for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Quotation.

Evaluation Criteria and Contract Award

6. All Quotations will be evaluated, and the Quotation which is technically compliant and offers the lowest price may be selected.
7. The UN reserves the right, at its sole discretion, to:

- 7.1. Award separate or multiple Contracts for same or different elements covered by this RFQ in any combination it may deem appropriate, or only a portion of the requirements. If a Quotation is submitted on an "all or none" basis, it should be clearly stated as such;
- 7.2. Reject any or all Quotations received in response to this RFQ and negotiate with any of the Bidders in any manner deemed to be in the best interest of the UN;
- 7.3. Add new considerations, information or requirements at any stage of the process.
8. In exceptional situations, the UN may cancel this RFQ through written notification to all Bidders.

Notice of Award

9. The selected Bidder(s) will be notified in writing that the UN considers an award of the Contract. No legal obligation exists until the issuance of a Contract or Purchase Order (PO) by the UN.

10. Unsuccessful Bidders will be notified in writing. The UN has the right to retain unsuccessful Quotations.

Unsuccessful Bidders having questions about the name of the selected Bidder(s), the Contract/Purchase Order value(s), or the reasons for non-selection of their Quotation, may contact the Procurement Officer at the email/fax number provided for submission of Quotations.

11. Any Contract or Purchase Order entered into with the successful Bidder will be subject to the UN General Conditions of Contract (UNGCC). You will find the link to the UNGCC at https://www.un.org/Depts/ptd/pdf/general_condition_goods_services.pdf. A Draft Form of Contract may also be included in this RFQ. By submitting a Quotation, the Bidder confirms that it has accessed, read, understood, agreed and accepted the UNGCC and the Draft Form of Contract, if applicable and if provided herein.

Commercial Instructions

Bidders shall provide all the required information as detailed herein, in accordance to the following terms:

12. Payment Terms. The standard UN terms of payment are net calendar days following satisfactory delivery of goods, performance of services and the submission of an invoice, whichever is later. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFQ.

13. The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Quotation will be prejudicial to its evaluation by the UN.

14. Currency. Prices may be quoted in a currency other than the US Dollar. However, for the purposes of comparison of all Quotations, the UN will convert the currency quoted in the Quotation to US Dollar in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.

15. The Contract/Purchase Order, Bidder's invoices and the UN payments will be made in the currency as originally quoted by the Bidder in their Quotation.

16. Price. The offered price should be all inclusive. If the price excludes certain fees and/or charges, the Bidder must provide a detailed list of excluded fees, with a complete explanation of

the nature of those fees. Unless otherwise provided in this RFQ, the Contract or the Purchase Order shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Bidder in performing the Contract or any market price changes.

17. GSA Clause (for USA vendors only). The UN is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Quotation must specify whether or not items quoted by the Bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Liquidated Damages

18. Not Applicable

Miscellaneous

19. This RFQ does not commit the UN to award a Contract or to issue a Purchase Order. Any Quotation submitted will be regarded as a proposal by the Bidder and not as an acceptance by the Bidder of any proposal by the UN.

20. Bidders shall bear any and all costs and expenses related to the preparation and/or submission of a Quotation, regardless of whether the Bidder's Quotation is selected or not.

21. Bidders may find the UN Procurement Manual and the UN Financial Rules and Regulations, which are applied to this RFQ, at <https://www.un.org/Depts/ptd/pdf/pm.pdf>.

22. Vendor registration and update of information: Only vendors registered with the UN Secretariat in the United Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors must be registered at the appropriate level in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at <http://www.ungm.org> and, if in doubt, contact the UN Secretariat at register@un.org. For UNGM account-related issues, please contact: registry@ungm.org. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at <https://www.un.org/Depts/ptd/vendor-registration>.

23. Code of Conduct: By submitting a Quotation, the Bidder confirms that he/she has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Bidders should refer to the UN Supplier Code of Conduct at: https://www.un.org/Depts/ptd/pdf/conduct_english.pdf

24. The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.

25. If so requested, the Contractor shall furnish to the UN, within 5 business days of the UN's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by the UN.

Independent Price Determination

26. Consistent with the UN Supplier Code of Conduct, by submitting a Quotation, the Bidder certifies that:

- 1) the prices offered in the Quotation have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Bidder or competitor relating to (a) those prices, (b) the intention to submit a Quotation, and/or (c) the methods or factors used to calculate the prices offered;
- 2) the prices in the Quotation have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before the UN issues an award under this solicitation; and 3) no attempt has been made or will be made by the Bidder to induce any other entity to submit or not to submit a Quotation for the purpose of restricting competition.

Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Quotation(s). In addition, the UN reserves the right to exercise any other rights and remedies available to it.

We look forward to your Quotation and thank you in advance for your interest in UN procurement opportunities.

Your sincerely,



Name: Ghows Amirian

Designation: Procurement Officer, UN-HABITAT Afghanistan

Date: 06 February 2019

Annex A

Price Quotation

LINE No	DESCRIPTIONS	QUANTITY in Jerib	UNIT PRICE (USD)	TOTAL PRICE (USD)
1	Saadat township Herat Province	5,962		
2	Khanage township Jalalabad Province	3,066		
3	Khord Kabul township Khak Jabar district Kabul province	2,448		
4	Eltafat township Shakardara district Kabul Province	3,256		
	Grand Total USD			

ITEM DESCRIPTION:
See the TOR below

(*) Prices must be all-inclusive, based on the delivery term indicated below, excluding all taxes from which the UN is exempt, as per the Tax Exemption section of the General Conditions of Contract.

Delivery Term (EXAMPLE: based on DAP Named Place of Destination - INCOTERMS 2010):

UN-HABITAT AFGHANISTAN Country Office, Ghows Amirian, UNOCA COMPLEX
Jalalabad Road, District 9, Kabul 1054

Payment Terms (See paragraph 12 above and confirm the standard UN payment term net 30 days):

Shipping Mode:

Delivery Date :(No. of calendar days after receipt of Order)

Currency Stated in:

Vendor Comments (if any):

In compliance with this RFQ, and subject to all the conditions thereof, the undersigned, offers to furnish any or all items in accordance with the above quoted price, for the period stated in this RFQ, to be delivered to the point as specified, if the contract is awarded to.

Vendor Name and Vendor ID:

Name of the Authorized Officer:

Signature:

Date:

Email address:

Vendor address:

Mobile:

Important notes:

- 1) The bidders are requested to send their offer in their company letterhead.
- 2) The bidders must review the TOR carefully before submitting the offer.

Company Seal

Terms of Reference (ToR)

This assignment is to prepare a detail planning report for the development of selected sites, preparation of detail engineering design report for related social and critical civil infrastructure, land use planning, and to conduct pegging works for the demarcation of land plots according to land layout plan of proposed returnee resettlement areas in the following areas: Saadat township Herat Province 5962 Jeribs; Khanage township Jalalabad Province 3066 Jeribs; Khord Kabul township, Khak Jabar district, Kabul Province 2448 Jeribs; and Eltafat township Shakardara district Kabul province 3256 Jeribs. The scope of work has been grouped as described but not necessarily be limited to the following:

Scope of works

- a. Collect all required maps, layouts, and reports of the proposed sites.
- b. Carrying out bench mark (GTS /any other reference bench mark approved by the Engineer-In Charge) to site/sites under survey by parallel levelling, establishing and constructing bench mark and grid reference pillars in the field.
- c. Spot level survey of the entire area/areas at specified intervals and development of contours.
- d. Carrying out cross-section of water ways as specified in the schedule of quantities by taking spot levels at 5m interval or less depending upon the site conditions and instructions of the Engineer-In Charge.
- e. Providing survey instruments, construction equipment, tools & plants, materials, labour, qualified surveyors, clearance of jungles, cutting of trees, earth work, scaffoldings, transport, supervision by competent engineers/surveyors, testing of materials, full insurance and all other incidental items as may be necessary for successful completion of the surveying, mapping and construction works etc.
- f. Furnishing all field data and drawings on CD apart from hard copies.
- g. Furnishing survey report as described in detail in the succeeding paragraphs is also included in the scope of work.
- h. Carry out a cadastral and topographical survey and produce sketch maps; GIS based digital base maps, and survey-coordinating system.
- i. Prepare base maps with contour interval of one meter or less. Use a scale of 1:500.
- j. Locate and demarcate boundaries of the proposed settlement sites in the base maps including overlays of cadastral maps and coordinating system showing natural and built environment
- k. Prepare Land use zoning map of all the different resettlement sites and do their analysis.
- l. Conduct a traverse survey of the resettlement areas to compare and confirm the total area according to the number of proposed new settlement.
- m. Select appropriate infrastructures alignment and design them, Prepare detailed networking design and development of all required infrastructure with the future expansion/growth of the project area.
- n. Prepare block plans with three different options of all settlement sites with exact location of existing features, built up areas and others. All options should highlight physical, social and economic infrastructures such as road/ drainage networks, water supply, open spaces, greeneries, etc. to make it suitable for ideal urban residential blocks.
- o. Evaluate proposed infrastructures and conduct preliminary cost estimate for civil works,
- p. Conduct consultations with ARAZI and other relevant stakeholders on the preliminary outputs.
- q. Improve the outputs incorporating comments and suggestion of stakeholders,
- r. Submit the draft planning reports, maps, estimates and drawings to ARAZI for final approval.
- s. The consultant should be fully available and responsible to provide additional document, extra information, clarification, presentation where & when necessary as per request from ARAZI during document approval stage.
- t. Demarcate all blocks, individual land parcels and road network with concrete pegs marking the exact grid references of each.

Survey Finalization

All the information, sketches, reports, designs, and maps after incorporating the comments on the draft report and analysis of the final report shall be prepared and transferred to ARAZI in digital and other acceptable formats for implementation.

Implementation

- After the approval of draft outputs, the demarcation will be implemented immediately.
- The consultant shall conduct the implementation work with professional ethics and standards to the satisfaction of the Engineer in Charge.
- Implementation works to be carried out by the consultant will be supervised by the Engineer in Charge. The scope of services of implementation will include, but not necessarily be limited to the following:
 - a. Detail Engineering survey drawings and reports, and preparation of designs of critical infrastructure;
 - b. Provide points, lines and levels of references established, and re-check the setting out; this shall include the accurate locations and levels of all structures, the lines and levels, etc.;
 - c. Demarcate property lines, block Plan, road networks etc. with clearly labelled RCC pegs at required locations and intervals;
 - d. Narrative with each plot demarcation peg references;
 - e. Develop and maintain a detailed record of work activities accomplished;
 - f. Maintain appropriate records, correspondence and diary/measurement cards etc. during this period;
 - g. Suggest measures to overcome implementation difficulties to Engineer in Charge;
 - h. Recommendation to ARAZI regarding each site and possible required modifications, additions, deletion in design and specification during construction period if necessary.

SUBMISSION OF REPORTS

Different reports required are:

- Inception,
- Field weekly,
- Draft and
- Final of site drawings,
- Detailed block plan
- Minutes of meeting,
- Re-plotted maps, other thematic maps,
- Technical, social and financial analysis and recommendation,
- Completion Report.

The Weekly Report will include, but not be limited to the following:

- 1) A brief description of the week's achievements (with photographs), summarizing the descriptions of the other previous reports as well.
- 2) Comments on the quality of the month's work,
- 3) A bar chart showing planned and actual progress,
- 4) On completion of the tasks five (5) copies of completion report and final drawings should be prepared and submitted to Engineer in Charge,
- 5) EIA (Tor and Scoping document draft and final if required),
- 6) Detail engineering design reports
- 7) The completion Report will summarise, or accumulate as appropriate, the records of the survey. 3 copies of each report shall be submitted to ARAZI.

EXPECTED OUTPUTS

The expected outputs should include but not necessarily limited to the followings:

1. A complete **Site profile** with all relevant updated primary and secondary data base and information, issues and problems with proper analysis (including trend, infrastructure, spatial, resources, social, economic condition etc. and aided with tables, charts, diagrams etc.), interpretation and findings of each proposed sites,
2. The proposed site designs should be devised based on long term urban development perspectives very logically and rationally with input from local municipalities, DUDH and ARAZI,
3. Cost estimates including management and infrastructure costs
4. Overall the survey should contain following maps and drawings of agreed scale (digital also) and information with required explanation:
 - a. Index Map / Location Map, Base Map...
 - b. Existing and proposed Land use/Zoning Map, final and detail block Plan, other thematic maps and Infrastructure Plan /profile /cross section etc.
 - c. Environmental safeguard reports including recommendation for EIA, and Environmental Sensitive Map (Flooding, land slide, preservation areas, etc.),
 - d. Map showing public and private land ownership,
 - e. Detailed Drawing, Design, estimate of infrastructures and parks/open spaces,
 - f. Road track as per approved block plan or road network plan of each site, and
 - g. Demarcation of road networks, way leaves, property lines or block plans etc.
 - h. In addition to above, graphics, charts, photos, figures, minutes of meetings, etc. are also part of the study documents.
 - i. However the completion report should overview the physical condition of the project area and some key aspects of development need to be considered such as pace of development, infrastructure and services provided, their use and condition.

Any queries please contact the below via email:

Eng. Mohamed Nader Sargand

Engineer in Charge, UN Habitat

Email: nader.sargand@unhabitat-afg.org

Mobile: +93729001576

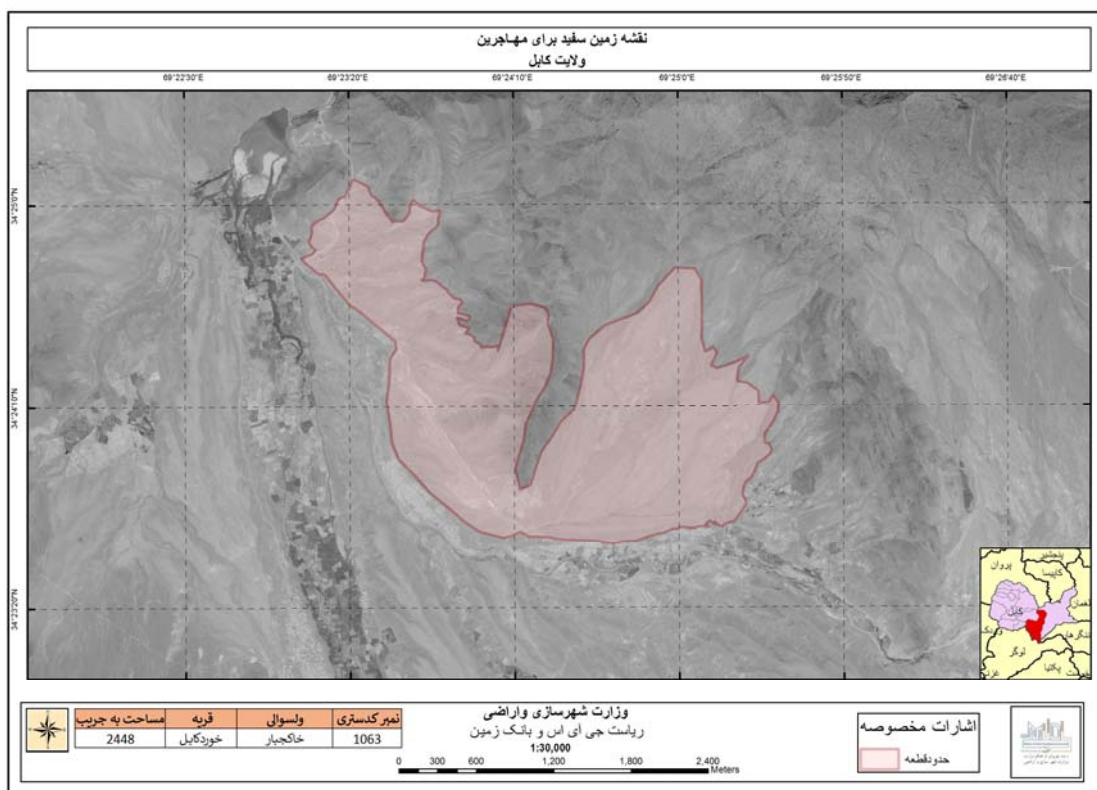
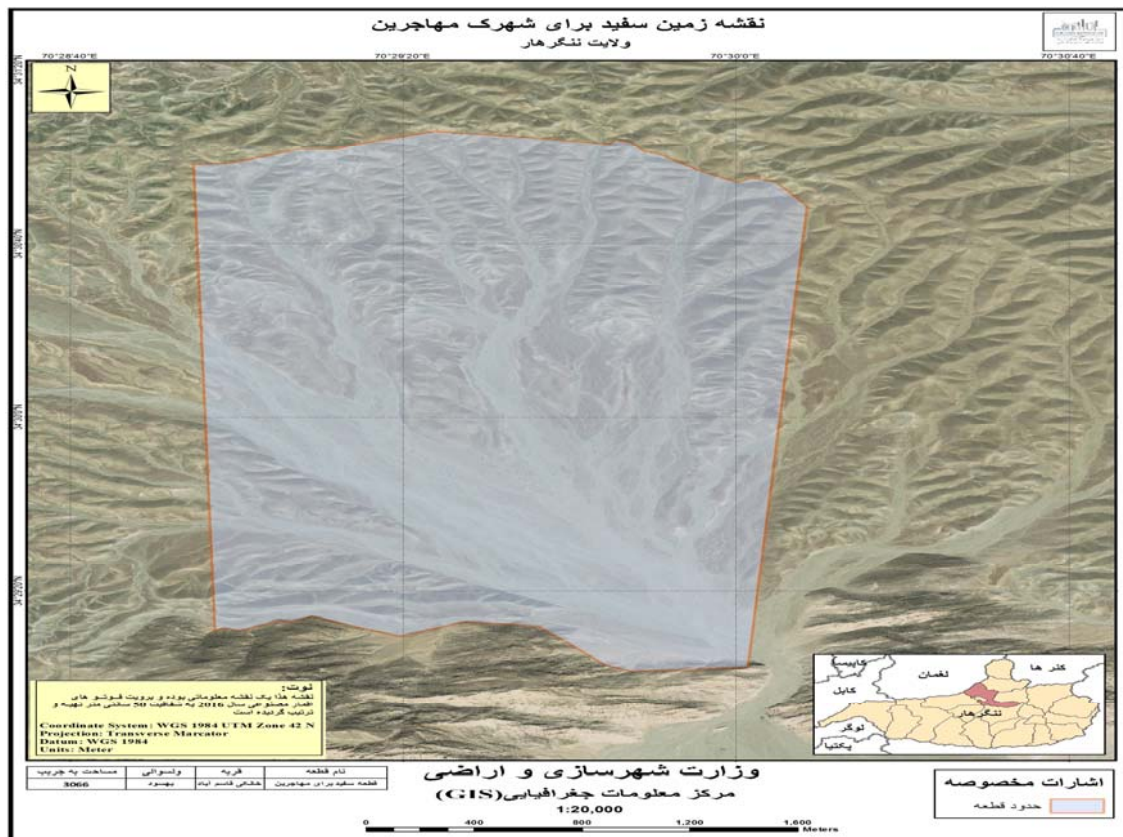
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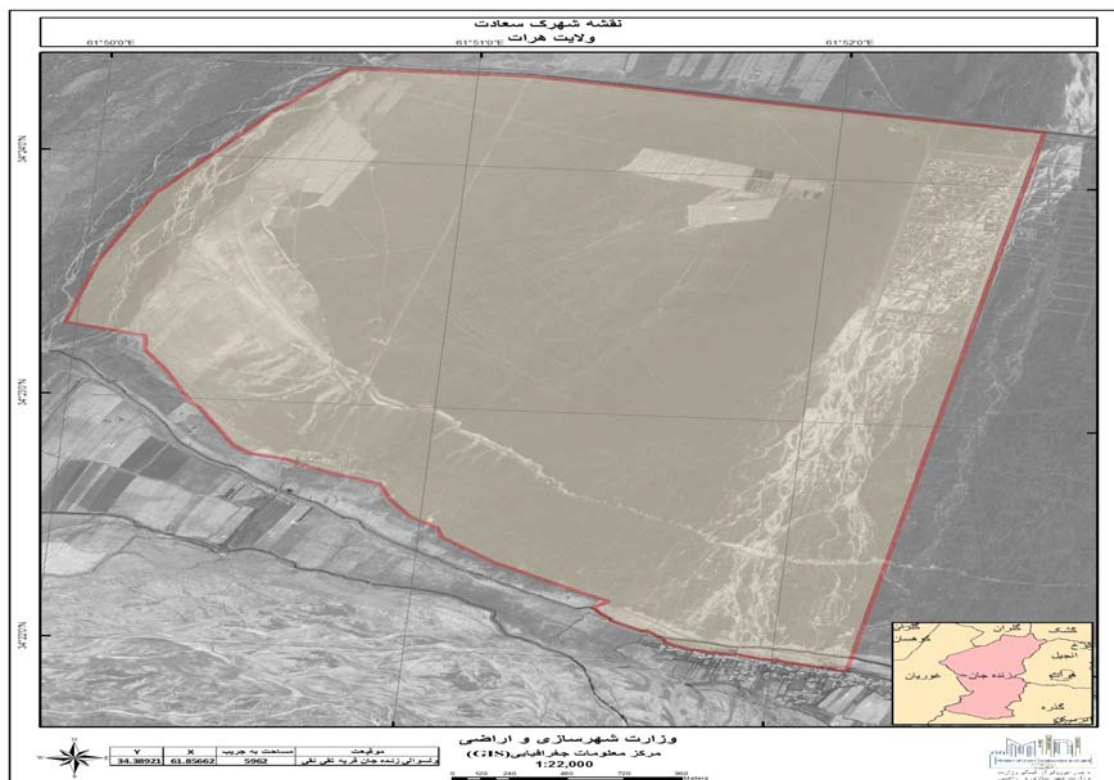
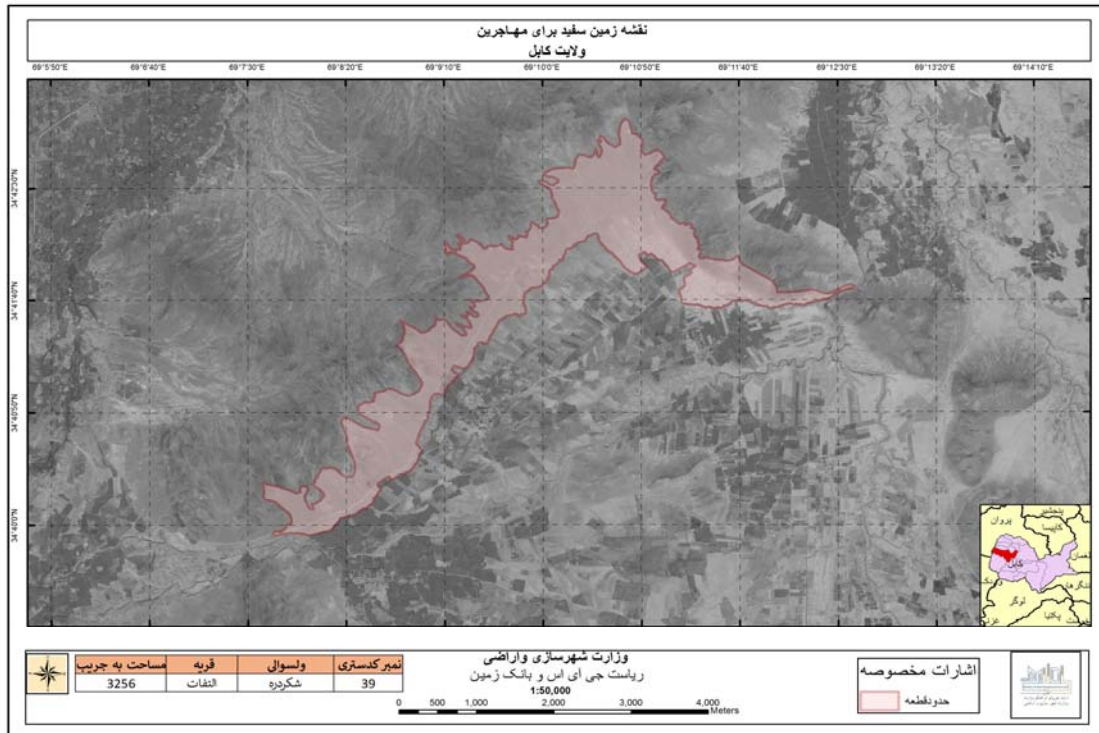
Shelter Specialist on SHURA Program (UN Habitat)

Email: davies.chiriwo@unhabitat-afg.org

Mobile: +93731921121

For additional information about the consultancy.





Annex B

Technical Evaluation Criteria

Firms interested to bid must submit written proof of meeting the following Evaluation Criteria:

Evaluation Criteria	Pass/ Fail	Org/Other Entities				
The company will be required to meet the following minimum requirements:		A	B	C	D	E
1. Lowest Cost to UN	Pass/ Fail					
2. Valid license from Government of Afghanistan (copy of license to be submitted)	Pass/ Fail					
3. Expertise: Registered Civil Engineering Company with over 7 years' expertise on survey and site planning. (Submit proven documents)	Pass/ Fail					
4. Experience: Previous experience in humanitarian mapping: (Submit three similar projects successfully completed)	Pass/ Fail					
5. At least three most relevant recent topographical survey work sample. (Copy of doc to be submitted)	Pass/ Fail					
6. Detailed list of all technical equipment intended for use for the survey work. (List to be submitted)	Pass/ Fail					
7. List of key people to be engaged in the survey work with minimum bachelor academic qualification (CVs of the staff to be submitted)	Pass/ Fail					
8. Realistic plan, timeframe for the survey work. (Work plan to be submitted)	Pass/ Fail					
9. Delivery for all three provinces at the same time maximum two (2) weeks (Please confirm in your official letterhead)	Pass/ Fail					
10. The vendors should have possibility of sufficient qualified staff assigned for three provinces at the same time (Please confirm in your official letterhead)	Pass/ Fail					