

**UN HABITAT AFGHANISTAN**  
**REQUEST FOR QUOTATION (RFQ)**  
**Re-advertised 2**

**RFQ NO: UN/H/KBL/LTA/2019/15**

**Title of Work:**

**Cash Transfer Services for UN HABITAT  
Afghanistan**

**17 February 2019**

**Request for Quotation (RFQ)**  
**Re-advertised 2**

**RFQ Number: UN/H/KBL/LTA/2019/15**  
**Closing date: 24 Feb 2019, at 9:00 AM**

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**Cash Transfer Services to UN-Habitat Afghanistan**

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

2. Quotations are required to be submitted to the UN in English language in sealed envelope no later than **24 Feb 2019 at 09:00 AM (Kabul Time)** (the Closing Time). Please confirm by E-mail to: [procurement.committee@unhabitat-afg.org](mailto:procurement.committee@unhabitat-afg.org). **Offer by email will not be considered.**
3. Address: UN-HABITAT AFGHANISTAN Country Office, UNOCA COMPLEX Jalalabad Road, Kabul, District-9, 1054, Section D-5 (UN-HABITAT Tendering Box)

Procurement Unit:

Tel: +93 (0) 791 611 161 or +93 (0) 791 769 454

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

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

**Validity of Quotations**

5. Your Quotation shall be irrevocable and remain valid for acceptance for at least 90 calendar days, commencing on the Closing Date and Time.
6. 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**

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

8.1 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; (Multiple Contracts are allowed).

8.2 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;

8.3 Add new considerations, information or requirements at any stage of the process.

8.4 In exceptional situations, the UN may cancel this RFQ through written notification to all Bidders.

8.5 Partial award is allowed.

### **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](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](mailto:register@un.org). For UNGM account-related issues, please contact: [registry@ungm.org](mailto: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](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.

**Contract Award:**

27.1 The bidders are requested to offer the unit price for each item listed in the price schedule. The price shall be valid for the entire period of Contract and its extensions.

27.2 In the context of the facts mentioned in the solicitation, UN-HABITAT intends to seek highly qualified Services Providers with high competence and relevant experience. UN-Habitat wishes to enter into Long Term Agreement (LTA) initially for a period of one year and the possibility of extension for consequent three (1+1+1) years.

27.3 UN-Habitat is allowed to issue partial awards to more than one bidders.

Your sincerely,



**Name:** Ghows Amirian

**Designation:** Procurement Officer, UN-HABITAT Afghanistan

**Date:** 17 February 2019

**Annex A**  
**Terms of Reference**

RFQ UN/H/LTA/KBL/2019/015  
Cash Transfer Services

1. The Money Dealer Agency shall transfer the required funds to Kabul main office as well as all provincial offices when requires.
2. The Money Dealer Agency may request to transfer the monthly staff salary to the contracted individual's bank accounts within the country. The total monthly staff salary would be around US\$ 400,000-US\$ 500,000/month.
3. The Money Dealer Agency shall require transferring the monthly staff salaries to the contracted individuals' bank accounts within one week, after the certified staff payroll is submitted to contractor.
4. The Money Dealer Agency may request to transfer the monthly salary in cash in different UN-Habitat offices where UN-Habitat operates. The commission charges (service fee) will be applied as per the commission rates offered in different provinces.
5. The Money Dealer Agency may request to transfer the required payment to UN-Habitat contractors/suppliers, where requested.
6. The Money Dealer Agency shall transfer minimum AFN 10,000.00-AFN 1,000,000.00 or equal to US\$, in each transaction but not limited to this amount only, such transfer may request daily, or weekly or in a month, excluding monthly staff salaries.
7. The commission charges (service fee) including the transferred amounts will be released to Money Dealer Agency after cash transferred and receiving acknowledgement letter from authorized official(s).
8. Commission charges including the total amount transferred by the Money Dealer Agency will be settled monthly base.
9. The Money Dealer Agency will introduce through a formal letter, one or two authorized persons to draw and collect the cheques on their names.
10. The Money Dealer Agency will only transfer funds as per the written advises of Programme Management Officer (PMO) or Finance Officer of UN-Habitat main office Kabul.
11. The Money Dealer Agency will make sure that the funds are taken physically to our field offices or as may advise by an authorized official.
12. To minimize the security risks staff members of UN-Habitat will not be allowed to receive the transferred cash outside the offices.
13. The Money Dealer Agency will only transfer funds to the designated custodians in the field offices who may introduce officially.
14. Exceptional payments can also request to transfer to an individual bank accounts or in cash, but the identification must be clearly attested and certified by authorized officials as per the advice of UN-Habitat Kabul Finance Officer
15. Risks of loss due to undelivered funds shall be borne by Money Dealer Agency, or his representative until physical delivery and certification of receipt have not received by both Money Dealer Agency and UN-Habitat designated officials.
16. Money Dealer Agency will fully indemnify UN-Habitat against the delivery of any counterfeit currency. Any counterfeit currency received from the Money Dealer Agency will be returned to him for replacement at the same time, but later claim will not be accepted.
17. The required transfer funds will be without any limit to the field offices or any locations as per the below list of provinces, where UN-Habitat is operating.
18. The funds transferred shall acknowledge by our field office responsible staff, through confirmation emails to UN-Habitat main office, the transferred amount will be refunded as per the item No seven (7) above.
19. If any location is not operating anymore where service is not required, UN-Habitat will pay on actual service provided.
20. The Money Dealer Agency agrees to transfer the needed funds without any limit to the field offices as per the below table.

21. The Money Dealer Agency will report to the authorized official(s) may assigned by the organization for the delivery of services under the Terms of Reference.

**The Organization will:**

1. UN-Habitat authorized official(s) will inform the Money Dealer Agency for transferring of cash based on the preparation of monthly payroll (staff list) for Individual Contractors (ICs) by Human Resources Section and after the verification by Finance Officer (FO) and certification by Program Management Officer (PMO).
2. In case the Money Dealer Agency transfer AFN currency, but the refund will be made in USD currency using the market exchange rate for that particular day and amount.
3. Money Dealer Agency shall provide quotation for the exchange rate of that particular transfer along with the invoice whenever the money is provided.
4. UN-Habitat will reimburse that amount transferred by the Money Dealer Agency plus commission charges (service fee) on monthly bases.
5. All banking transfers (service fee) will be reimbursed, in case UN-Habitat may request the Money Dealer Agency to transfer cash to any field offices or individuals.
6. UN-Habitat will refund all amount transferred by the Money Dealer Agency including all bank charges for the require amount in USD currency as per the open market exchange rate.

**Annex B**  
**Price Schedule of requirement**

RFQ UN/H/FIN/KBL/2019/015  
Cash Transfer Services

	Locations	Percentage	Remarks
<b>Current actual requirements</b>			
1	Kabul	%	
2	Kandahar	%	
3	Herat	%	
4	Farah	%	
5	Panjshir	%	
6	Nanagarhar	%	
7	Parwan	%	
8	Kapisa	%	
9	Balkh	%	
10	Bamyan	%	
11	Daikondi	%	
12	Kondoz	%	
13	Laghman	%	
14	Helmand	%	
<b>In case we need the services in the future</b>			
15	Zabul	%	
16	Nimroz	%	
17	Urozgan	%	
18	Sar-e-pul	%	
19	Ghor	%	
20	Badghis	%	
21	Faryab	%	
22	Samangan	%	
23	Baghlan	%	
24	Takhar	%	
25	Badakhshan	%	
26	Nuristan	%	
27	Kunar	%	
28	Logar	%	
29	Paktiay	%	
30	Paktika	%	
31	Khost	%	
32	Jowzjan	%	
33	Wardak	%	
34	Ghazni	%	

Company Name: .....

Authorized Person's name: .....

Address: .....

Contact telephone: .....

Mobile phone: ..... Signature: .....

**Note:** (1) Do not include Tax in your offer as all UN Agencies are Tax exempted  
(2) Please attach the Price schedule in your Company letterhead too.

(\*) 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 requirement may order on need basis, so the service provider must be ready within 24 hours or it may require.

Company Seal

## Annex C

### Technical Evaluation Criteria

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

Evaluation Criteria	Required supporting documents	Org/Other Entities				
		A	B	C	D	E
The vendor shall provide business license	The vendor shall provide Business license or Registration Certificate to operate in Afghanistan. License shall be valid					
The Vendor shall demonstrate the Company has a minimum of five (5) years of prior experience in provision of Money Exchange Services	The Vendor shall provide evidence of having been in operation with relevant experience for a minimum five (5) years in the provision of Money Exchange Services including:					
	(a) Providing a brief description of the background of the bidder's company;					
	(b) Providing information on at least three (3) similar projects managed since Money Dealer Agency is operating in Afghanistan with a brief description of clients list with the following information: (Client name, client address, contract reference, contract value, period, telephone, email address), or any other proven document to show that the vendor has sufficient of similar activities.					
The vendor shall provide references letters from three clients who were provided with similar services during the past five years or since the vendor is operating in Afghanistan of a period of not shorter than 1 year of service.	The vendor shall provide at least three (3) references letters from the clients attesting to successful completion/ execution of similar projects undertaken with the UN or other international organization during the past five years or since the vendor is operating in Afghanistan of a period of not shorter than 1 year of service. Each references shall include contact details and brief description of vendor's relationship. (Reference letter(s) must clearly cite company name and full address, contact person(s) name, title, telephone number and email address).					
The vendor shall have an operational office in Kabul	To support this, vendor shall provide the details of their office(s) in Kabul. The details shall include, but should not be limited to:					
	Name of building where the office is located					
	The Street Name					
Financial capability	Telephone numbers(s), email address of the company					
	The vendor shall provide latest bank statement with minimum \$50,000 or any proven document to demonstrate that the vendor has enough financial capability.					

#### Delivery:

The services may require on need basis.