



REQUEST FOR QUOTATION (RFQ)

Subject: Supply and Installation of 2.5MW movable totalizing panel for UNDP CO Power Supply System	DATE: 3 April 2019
	REFERENCE: UNDP/AFG/RFQ/2018/ 0000003583

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 +93728999759 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. The subject of the email should be **UNDP/AFG/RFQ/2018/0000003583**

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

Annex (1)**Data Sheet**

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	DAP – UNDP CO, Kabul, Afghanistan
Customs clearance ¹ , if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNOCA Compound CO Building, Jalalabad Road Kabul, Afghanistan
UNDP Preferred Freight Forwarder, if any ²	Not Applicable
Distribution of shipping documents <i>(if using freight forwarder)</i>	Not Applicable
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	The duration for the completion of Project shall be 45 calendar days after signing of Contract/PO
Delivery Schedule	N/A
Packing Requirements	Not Applicable
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Minimum 1 Year of warranty for all work and products from date of acceptance.

Deadline for the Submission of Quotation	<p>Deadline for the Submission of Quotation: As specified in the e-Tendering system (note that time zone indicated in the system is New York Time zone).</p> <p>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).</p> <p>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.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<p><input checked="" type="checkbox"/> English</p> <p>The bidder shall furnish the followings:</p> <ol style="list-style-type: none"> 1. Product Catalog for all items listed in Annex 2
Documents to be submitted ⁵ (Preliminary requirement)	<p><input checked="" type="checkbox"/> Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-2 and Table 1)</p> <p><input checked="" type="checkbox"/> Scanned copy of duly filled, signed and company stamped Annex-3 (Price schedule)</p> <p><input checked="" type="checkbox"/> Excel version of duly filled Price Schedule, Annex -3</p> <p><input checked="" type="checkbox"/> Details of two contracts for similar requirement (Supply and synchronization/totalizing panel) with total amount of equal or above USD \$10,000 in the last 5 years, including contract description, contract value, clients name and contact details with national or international organizations</p> <p><input checked="" type="checkbox"/> CV of the technical expert engineer</p> <p><input checked="" type="checkbox"/> Valid Business License</p> <p><input checked="" type="checkbox"/> Company Profile</p> <p><input checked="" type="checkbox"/> Product catalog</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>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</p>

	extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁶	<input checked="" type="checkbox"/> 100% upon complete of works and final acceptance by UNDP Engineer/ Project Focal Point
Liquidated Damages	<input checked="" type="checkbox"/> 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 Contract/Purchase Order, UNDP may, without prejudice to any other rights and remedies deduct from the total price stipulated in this Order an amount of 0.5 % 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	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Two contracts for similar requirement (Supply and synchronization/totalizing panel) with total amount of equal or above USD \$10,000 in the last 5 years , including contract description, contract value, clients name and contact details with national or international organizations <input checked="" type="checkbox"/> The implantation Engineer must meet the following qualification criteria (CV must be provided). <ul style="list-style-type: none"> - The engineer should have minimum 3 years of experience in synchronization/totalizing panel of generators. - The engineer should have completed at least 2 similar tasks. - The engineer needs to be present during the entire implementation of project. <input checked="" type="checkbox"/> The overall supply, installation and delivery shall be completed within 45 Calendar days.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)

	Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed than agreed delivery time.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Final certification by End User/ UNDP Engineer/ Project Focal Point
Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Data Sheet (Annex 1) <input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3) <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> E-tendering Instructions Manual for Bidders (Annex 5) <input checked="" type="checkbox"/> FAQ for Bidders (Annex 6)
Contact Person for Inquiries (Written inquiries only) ⁹	Procurement.af@undp.org <i>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.</i> <i>The deadline for submission of request for clarification shall be 3 days before to bid closing date</i> Any query and clarification shall be emailed to below email: Procurement.af@undp.org The subject of the email should be UNDP/AFG/RFQ/2018/0000003583
Site visit	<i>Strongly Recommended:</i> Date: Wednesday 10 April 2019 @ 10:30 am Kabul Time Venue: UNOCA Compound CO Building, Jalalabad Road Kabul, Afg. All interested bidders are encouraged to participate in the site visit. The UNDP focal point for the arrangement is: Procurement Unit

⁹ 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.

	<p>Telephone: +93 (0) 728 999 757</p> <p>E-mail: procurement.af@undp.org</p> <p>Bidders interested to attend the site visit Must Send the Following information to the above-mentioned E-mail Address Before 2:00 PM on 9th April 2019 including</p> <ul style="list-style-type: none"> - Participant's Name, - Nationality, - National ID (Tazkira) or Passport Number, and - Company Name. <p>The Subject of E-mail Should be: <i>Supply and Installation of 2.5MW movable totalizing panel for UNDP CO Power Supply System.</i></p> <p>RFQ Ref. No UNDP/AFG/RFQ/2018/0000003583</p>
--	---

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.

Annex 2: Technical Specification.


BoQ for Supply and Installation of 2.5 MW moveable totalizing panel for UNDP CO Power Supply Systems.					
No	Part Description	UOM	QTY	Offered Model	Remarks
1	5000Amps Totalizing panel with: <ul style="list-style-type: none"> • 2x2500A, ACB breakers • Outgoing is only bus bar suitable for 6x240mm² power cable • Three pilot signal light on both incomes. • Digital measuring unit on outgoing point. • Movable stand 40cm above ground 	LS	1		
2	Special communication 4 core shield type wire	Met	250		
3	Accessories for installation	Ls	1		
4	Supply and installation Necessary parts if need it (Main Fuse/ECM/Spartner Kit (A.V.R)/All sensors/cables) etc. and with associated works.	Ls	1		If Required
5	Engineering Labor charges for installation	LS	1		

Note:

- **Warranty:** All prime equipment and services should carry one-year warranty after the installation.
- The replaced materials will be the property of UNDP and the vendor is not allowed to take out from Site.
- Breakers should be **ABB** or equivalent brand.
- Need temporary power connection by 1x240mm² (5m, 3 runs)
- Connection and disconnection might happen on UNDP off working days/time. (might be scheduled)
- The space between two generators houses is 180 meters.

Annex 3

Price Schedule

BoQ for Supply and Installation of 2.5 MW moveable totalizing panel for UNDP CO Power Supply Systems.						
No	Part Description	UOM	QTY	Estimated Price USD	Total Price USD	Remarks
1	5000Amps Totalizing panel with: <ul style="list-style-type: none"> • 2x2500A, ACB breakers • Outgoing is only bus bar suitable for 6x240mm² power cable • Three pilot signal light on both incomes. • Digital measuring unit on outgoing point. • Movable stand 40cm above ground 	LS	1			
2	Special communication 4 core shield type wire	Met	250			
3	Accessories for installation	Ls	1			
4	Supply and installation Necessary parts if need it (Main Fuse/ECM/Spartner Kit (A.V.R)/All sensors/cables) etc. and with associated works.	Ls	1			If Required
5	Engineering Labor charges for installation	LS	1			
Total Price						

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Acceptance of delivery and installation period 45 calendar days			
Acceptance of Technical specifications/ Bill of Quantity and one year warranty			
Validity of Quotation 60 days			
Acceptance of all Provisions of the UNDP General Terms and Conditions			

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]
[Stamp]