

## REQUEST FOR QUOTATION (RFQ) (Works)

DESCRIPTION: IEC compound West Wall Security Upgrade -  
installation of HESCO barriers

DATE: September 14, 2013

REFERENCE:  
RFQ/UNPD/AFG/ELECT/2013/048

Dear Sir / Madam:

We kindly request you to submit your quotation for the following works, as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before on or before 22 September 2013, 10.00 am Kabul time, Afghanistan, ref. [www.greenwichmeantime.com](http://www.greenwichmeantime.com), and via email/hand delivered to the address below:

United Nations Development Programme  
Country Office  
UNOCA Complex, Jalalabad Road, Kabul Afghanistan  
[Bids.af@undp.org](mailto:Bids.af@undp.org)

Quotations submitted by email must be limited to a maximum of 2MB, transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works:

Place of contract	IEC compound, Kabul, Afghanistan
Preferred Currency of Quotation	X United States Dollars (US\$) X National Currency (AFN)  Reference date for determining UN Operational Exchange Rate : Closing date of submission of offers
Period of Validity of Quotes	60 days - commencing on the submission date

Advanced Payment upon signing of contract	Not allowed
A pre-bid conference will be held on:	<p>Pre- Bid clarification meeting will be held on:  Date: <b>18 September 2013</b>  Time: 10:00 hours Kabul time  Location: IEC main office, Kabul Jalalabad Road, Paktya Kot, Kabul Afghanistan</p> <p>The UNDP focal point for the arrangement is:  E-mail: <b>procurement.af@undp.org</b></p>
Liquidated Damages	<p>Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.1% per calendar day  Max. limit of delay in %: 10%  Next course of action : Termination of the Contract</p>
Quotation shall include the following:	<p>a. <u>Cover Letter</u>: A cover letter that lists the lead contact person with contact information.</p> <p>b. <u>General Information</u>: Include a description of the firm/company's history and experience to demonstrate that the firm/company has the capacity to undertake the works.</p> <p>c. <u>Business Licenses</u>: Provide a statement warranting that all state, and local registrations, licenses, and permits required for the operation of business conducted by the firm/company are current.</p> <p>d. <u>Project Schedule</u>: An outline of the firm/company's proposed timeline reflecting start and completion dates of works including:</p> <ul style="list-style-type: none"> <li>- List of proposed personnel with CV's showing relevant experience and qualifications</li> <li>- List of equipment to be used during the implantation of works</li> </ul>
Evaluation method to be used in selecting the most responsive Bid	Lowest priced offer of technically qualified/responsive quotation
Evaluation Criteria	<ol style="list-style-type: none"> <li>1. Capacity to undertake the construction works including technical approach, previous experience with same type of works and services, work plan, availability of equipment and materials and current workload.</li> <li>2. Qualifications and suitability of the key personnel proposed for the contract including their previous experience with same type of assignment</li> <li>3. Meeting the stringent works completion deadline of 30 days or shorter.</li> <li>4. Acceptance of General Terms &amp; Conditions for Civil Works</li> </ol>

Maximum Expected duration of contract	The successful vendors shall complete the works within <b>30 days</b> from the award of contract. Offeror's technical approach shall fully comply with the specifications, drawings and BOQ.  Note: Only the quotations stating the completion day of 30 days or shorter will be considered for evaluation purposes
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Deadline for the Submission of Quotation	On before 22 September 2013, 10.00 am Kabul time, Afghanistan, ref. <a href="http://www.greenwichmeantime.com">www.greenwichmeantime.com</a>
Partial Quotes	Not permitted
UNDP will award to	One and only one supplier
Type of Contract to be Signed	Contract for works
Conditions for Release of Payment	Submission of suppliers invoice and certification by UNDP/IEC Engineer.
Annexes to this RFQ	Specifications (Annex 1) Form for Submission of Quotation including the BOQ (Annex 2) Drawings (Annex 3) General Terms and Conditions for Civil Works (Annex 4).  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries	All the enquiries should addressed to UNDP ELECT at <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a> stating the RFQ reference number: RFQ/UNPD/AFG/ELECT/2013/048  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 offerors.

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.

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 Contract/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 herein attached as Annex 4.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Yours sincerely,  
UNDP ELECT II  
Procurement Unit

## **Technical Specifications (attached)**

### **Scope of Work**

#### **Objective Services / (Scope of Work)**

Provide all materials and equipment, and carry out all work required to supply and install the HESCO barrier along the West side of IEC Kabul Compound, as per attached Drawings, Bill of Quantities and Specifications. Work is described briefly below for clarity:

- 1) Site cleaning from debris and removal of vegetable top soil for preparation of foundation of HESCO and leveling the site as per given drawing. This item covers all the areas shown on the proposed site plan for all cutting and filling required for the grading and leveling the site to the given designed levels and as well as to the satisfaction of engineer.
- 2) Backfill and compact under the foundation Area.
- 3) Cast a layer of (PCC) concrete along the top of the Compacted Area for foundation along the wall as per drawing and given Section ,
- 4) Supply, install and filling of HESCO with specified/approved material as well as to the satisfaction of engineer
- 5) Cast a layer of PCC Capping along the top of the backfill HESCO
- 6) Site Cleaning and Remove from site and dispose of all Extra materials and debris.

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to perform the works as per the summary provided below and attached priced BoQ in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ/UNPD/AFG/ELECT/2013/048:

<b><u>Description:</u></b>	<b><u>Total</u></b>
<u>Subtotal General</u>	
<u>Subtotal Site</u>	
<u>Subtotal Structure</u>	
<u>Grand Total</u>	

Currency: \_\_\_\_\_

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address and Mobile Number: \_\_\_\_\_

\_\_\_\_\_

Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **BILL OF QUANTITIES**

**(attached)**

**DRAWINGS  
(attached)**



**UNDP General Conditions of Contract for Civil Works**  
**(attached)**