


United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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April 2, 2009

INVITATION TO BID

Subject: ITB No: UNDP/AFG/ELECT/41/2009 for Medical Emergency Evacuation and Support.

**Deadline for Submission of Bids: Thursday 23rd APRIL 2009,
4.00 pm (1600hrs) Kabul Local Time**

Dear Sir/Madam,


United Nations Development Programme (UNDP) Afghanistan UNDP ELECT Project, invites you to submit a bid for the items described in Section 4 of this Invitation to Bid.

All bids are subject to the Instructions to Bidders and such other provisions, specifications and instructions as are attached or incorporated herein by reference (hereinafter collectively called " Invitation to Bid" or "ITB"). Solicitation documents hereunder include:

SECTION 1: INSTRUCTIONS TO BIDDERS	3
SECTION 2: BID DATA SHEET	7
SECTION 3: BID SUBMISSION FORM	10
SECTION 4: TERMS OF REFERENCE	11
SECTION 5: PRICE SCHEDULE FORM	17
SECTION 6: GENERAL TERMS & CONDITIONS	21
SECTION 7: SPECIAL CONDITIONS	25
SECTION 8: SAMPLE FORM [PERFORMANCE BANK GUARANTEE].....	26

Failure to adhere to the requirements of the ITB may be grounds for disqualification of the Bidder from the evaluation process.

This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between your company and UNDP Afghanistan. Bidders are encouraged to acknowledge receipt of this ITB by e-mail to procurement.elect@undp.org. All correspondence in relation to this Invitation to Bid (ITB) should be directed to the same email address.

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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Best Regards,

Peter Mann,
Procurement Advisor,
UNDP Afghanistan
ELECT Project,
Procurement Unit
Building E, Bunker E.
Shah Mahmood Ghazi Watt,
Kabul.
Mobile: +93 79 686 1337

PLEASE READ CAREFULLY

CHECK LIST FOR COMPLETE BID SUBMISSION

No.	Basic Requirement	Provided	
		Yes	No
	SUPPLIER QUALIFICATION		
1	Company profile		
2	Details of years in business		
3	Reference list (Client List)		
4	Financial details		
	Commercial & Technical Requirement		
1	Bid is properly sealed		
2	Language of Bid is as requested (English)		
3	Bid Submission Sheet Fully Completed		
4	Prices Schedule Sheet: Fully completed		
5	Descriptive literature: including medical certification of company staff to be deployed, photographs of previous medical evacuation exercises, and photographs of previous trainings covered in this bid.		
6	Delivery Schedule / Work plan: company to provide a delivery schedule / Work plan for trainings (first aid / trauma training), and other proposals while in down time.		
7	Contact details of Bidder (address, tel./fax, e-mail, contact person), and manufacture		
8	Details of company's quality assurance certification and standards.		

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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SECTION 1: INSTRUCTIONS TO BIDDERS

1. INVITATION TO BID

- 1.1 **Acknowledgement:** The recipients of this ITB are requested to acknowledge receipt of this solicitation document and any amendments thereto to UNDP Afghanistan ELECT Project in writing via letter or electronic mail and to confirm participation or non-participation.
- 1.2 **Additional Information:** From the date of receipt of this ITB until instructed otherwise, all written or oral communications by the Bidder with UNDP Afghanistan or any party connected with this procurement activity must be directed exclusively to UNDP ELECT Procurement unit through email at procurement.elect@undp.org identified as the contact point. Any information regarding the interpretation of this ITB must be requested in writing and received by UNDP Afghanistan at least five (5) days prior to the Deadline for Submission of Bids. This includes, but is not limited to, requests for information pertaining to general, local and site conditions at any location where the goods are to be delivered which may affect their price. Any such information may be furnished to all prospective Bidders, as an amendment or otherwise, at the discretion of UNDP Afghanistan. When a recipient of this ITB is not in a position to submit a Bid, it may pass on the ITB to another potential Bidder only after written approval by UNDP Afghanistan ELECT Project. Oral explanations or instructions provided by UNDP Afghanistan ELECT Project shall not be binding on UNDP Afghanistan except to the extent confirmed in writing by the UNDP Afghanistan ELECT Project procurement officer who issued this ITB.

2. PREPARATION OF BID - TECHNICAL AND PROCEDURAL ASPECTS

- 2.1 **INCOTERMS:** The International Chamber of Commerce INCOTERMS 2000 shall apply for this ITB and any resulting Purchase Order.
- 2.2 **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and UNDP Afghanistan shall be written in the language indicated on the Bid Data Sheet.
- 2.3 **Delivery:** Delivery data requirements specified in Section 2 (Bid Data Sheet). Actual delivery of the goods and performance of any related services shall be made by the Supplier if required, in accordance with the terms of any resulting Purchase Order as may be issued by UNDP Afghanistan.
- 3.3.1 **Start-up & Commissioning:** When Applicable, the Bidder shall include in the Bid a complete, detailed plan for the start-up and commissioning of the equipment at the project site(s).
- 2.4 **Service Facilities:** When applicable, the Bidder must provide the name, address and a description of the local representative responsible for providing after-sales service on the Generators.
- 2.5 **Deviations from Specifications:** Deviations from the specifications may be considered only if deemed to be in the best interests of UNDP ELECT Project.
- 2.6 **Products from Developing Countries:** Not applicable

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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- 2.7 Country of Origin: Country of Manufacture to be stated.
- 2.8 Errors and Omissions: The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify UNDP Afghanistan ELECT Project accordingly.
- 2.9 Material, Labour and Facilities: No material, labour or facilities will be furnished by UNDP Afghanistan or its clients unless specified in the ITB.

3 PREPARATION OF BID- FINANCIAL ASPECTS


- 3.1 Bid Validity: A Bid must remain open for acceptance for at least 120 days from the Bid Opening Date, unless otherwise stated in the Bid Data Sheet.
- 3.2 Bid Currency/Bid Prices: All prices shall be quoted in US dollars only. The Bidder shall indicate on the appropriate Price Schedule Form the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.
- 3.3 Duties and taxes: UNDP Afghanistan is a tax-exempt entity. All Bids must be submitted net of any direct taxes or customs duties.
- 3.4 Remuneration for Preparation of Bid: No remuneration will be made to Bidders for the preparation and submission of Bids.

4 SUBMISSION OF BIDS

General: The Bidder shall furnish all information required by this ITB. The Bidder or the Bidder's authorised agent shall sign the Bid as indicated on the Bid Submission Form of this ITB. The Bid must comprise the following documents:

- (a) **Bid Submission Form,**
- (b) **Price Schedule** Form completed in accordance with the Supply Requirements of this ITB.
- (d) **Technical Compliance Sheet** fully completed, one Schedule per offered item including Non-compliance describing deviations from the specifications or the international standards listed therein: fully completed one schedule per offered item, with individual references to relevant sections of technical specifications. Only deviations approved in writing before award of contract shall be accepted. For every individual item offered, there shall be specific mention of every Standard that applies; in the case of no deviations the Bidder should state "NO DEVIATIONS " and sign the schedule

Each continuation sheet or attachment shall bear the Bidder's name and any erasures or other changes must be initialled by the person signing the Bid. A detailed description of the essential technical and performance characteristics of the offered goods must be provided.

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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- 4.1 Address: The Bid shall be addressed to UNDP Afghanistan ELECT Project and marked as specified in Section 2 (Bid Data Sheet) of this ITB.

The Bid shall be submitted in a sealed envelope bearing the name and address of the Bidder.

- 4.2 No Bid: If no Bid will be submitted do not return the documents unless so requested. Written advice should be sent to UNDP Afghanistan as to whether future invitations for the type of goods covered by this request are desired.
- 4.3 Modification to and Withdrawal of Bid: Prior to the Deadline for Submission of Bids, Bids may be modified. Modifications to Bids are to be submitted in the same manner as described above in 4.1. At any time prior to the Bid Opening Date, Bids may be withdrawn by written notice or in person by the Bidder the Bidder's duly authorised representative.
- 4.4 Late Submission of Bid: Bids and modifications to Bids received after the Deadline for Submission of Bids will not be considered.
- 4.5 Confidentiality of Bid: If the Bidder wishes to restrict disclosure and/or use of the data included in a Bid for any purpose other than evaluation, a statement to that effect must be included in the Bid. However, no such restrictions shall apply if the Bidder is issued a Purchase Order.
- 4.6 **Samples:** Not applicable

5 ISSUANCE OF UNDP AFGHANISTAN PURCHASE ORDER

- 5.1 A Purchase Order may be issued to the qualified and responsive Bidder submitting the lowest Bid, due consideration given to the general principles of UNDP procurement activities, provided that when the interests of UNDP Afghanistan so require, any or all Bids may be rejected.
- 5.2 UNDP AFGHANISTAN reserves the further right to accept all or part of any Bid and waive any non-material defect in any Bid received.
- 5.3 Any Purchase Order issued as a result of this ITB will be issued in the Bid Currency offered.
- 5.4 Any Purchase Order issued as a result of this ITB shall be governed by UNDP General Terms and Conditions effective on the date the Purchase Order is issued. For your preliminary guidance, the current General Terms and Conditions are set out in Section 7 of this ITB. Such a resultant Purchase Order will be accepted by the Supplier's signing and returning an acknowledgement copy of it OR by the Supplier's timely delivery of the specified goods, accordingly resulting in the formation of a contract between UNDP Afghanistan and the Supplier.
- 6 Evaluation of Bids:** UNDP will evaluate and compare the bids, which have been determined to be substantially responsive. Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

United Nations Development Programme UNDP- AFGHANISTAN <i>Procurement Unit</i> <i>ELECT project</i> <i>Building E, Bunker E.</i>	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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The evaluation will take into account the following criteria:


Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB
1.2	Compliance with requirements relating to technical features or the products ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents
1.4	Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honoring the tax-free status of the UN.
1.5	Demonstrated ability to honour important responsibilities and liabilities allocated to supplier in this ITB (e.g. performance guarantee, warranties, or insurance coverage, etc)

7 PAYMENT

- 7.1 Time of Payment: UNDP AFGHANISTAN will normally effect payment within 30 days after receipt of commercial invoice, proof of dispatch and other supporting documents. Special payment conditions may be specified in Section 8 (Special Conditions) of this ITB.
- 7.2 Letter of Credit: UNDP does not accept Letter of Credit terms.
- 7.3 Advance Payment: It is not the policy of UNDP to approve advance payments.
- 7.4 Discounts: Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of commercial invoice, proof of dispatch and other supporting documents at UNDP Afghanistan. Payment discounts will not be considered in the financial Bid evaluation.
- 7.5 Currency of Payment: Payment will be made in the currency in which the Purchase Order is issued.

8 Performance Bond:


- a) As guarantee for proper and efficient performance of the Contract/Purchase Order, the Contractor shall on signature of the Contract/Purchase Order furnish the Employer (UNDP Afghanistan) with a Performance Bond issued for the benefit of the Employer. The amount and character of such security (bond or guarantee) would be 15% of total value of contract.
- b) The Performance Bond or Bank Guarantee must be issued by an acceptable insurance company or accredited bank, in the format included in Section-8 Sample Form to these General Conditions, and must be valid up to 120 days. The Performance Bond or Bank Guarantee shall be returned to the Contractor within two week after complete delivery & acceptance of goods by UNDP Afghanistan.
- c) If the Security of the Performance Bond or Bank Guarantee is declared bankrupt or becomes insolvent or its right to do business in the country of execution of the Works is terminated, the Contractor shall within five (5) days thereafter substitute another bond or guarantee and surety, both of which must be acceptable to the Employer.

United Nations Development Programme UNDP- AFGHANISTAN <i>Procurement Unit</i> <i>ELECT project</i> <i>Building E, Bunker E.</i>	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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SECTION 2: BID DATA SHEET

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.


Deadline for Submission of Bids:	23rd APRIL 2009, 4.00pm (1600hrs) Kabul local time	
Bids to be received at:/Bids to be marked:	UNDP Afghanistan ELECT project Shah Mahmood Ghazi Watt Kabul, Afghanistan	““ATTENTION: ELECT Project – Procurement Unit” “SEALED BID NO: 41/2009 – Medical Emergency Evacuation and Support DEADLINE: 23 rd APRIL 2009, at 4.00pm (1600hrs) Kabul local time. NOT TO BE OPENED BY REGISTRY”
<p>Bidders must submit their bids by the deadline as stipulated above either as sealed bids or by e-mail provided that they are signed and stamped in all relevant places. E-mailed bids must be sent in PDF format together with all technical details to ONLY: procurement.elect@undp.org and must not exceed 2MB. Where the technical details are in large electronic files, UNDP/ELECT recommend these are sent separately but must be sent before the deadline.</p> <p>Send your Bids in good time (this also applies to e-mail). It is the Bidder’s responsibility to ensure that bids are received by the deadline.</p> <p>Bids submitted to any other e-mail address will be rejected. Late bids will not be accepted.</p>		
Bid opening:	26th April 2009 2:00pm (1400hrs) Kabul local time	
Delivery terms:	N/A	
Mode of Delivery:	N/A	
Goods for use in (Country):	Afghanistan.	
Bid Validity Period:	120 days.	
Performance Bond	Applicable: 15% of total value of Purchase order, See Section-8 Special condition for details	
Deviations:	Any deviation must be disclosed in writing in the Bidder’s Statement Regarding Deviations/Non-Compliance in Section 4.	
Partial bids:	Partial bids will not be considered.	
Language of the Bid:	English.	

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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Oral and written communication must be directed to UNDP/ELECT:	ELECT Procurement Unit UNDP Afghanistan e-mail: procurement.elect@undp.org
Requests for additional information:	Must be received at least five (5) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.
Bid submission:	<p>A) <u>COMMERCIAL AND TECHNICAL SUBMISSION:</u> The following must be included in the bid submission:</p> <ol style="list-style-type: none"> 1. Cover letter (optional); 2. Company Profile; 3. Details of years in business; 4. Reference (list) (Client List); 5. Financial Details; 6. Bid Submission sheet: Fully completed and duly authorised; 7. Section 5: Detailed Price Schedule sheets: Fully completed and duly authorized; 8. Descriptive literature: Descriptive literature including medical certification of company staff to be deployed, photographs of previous medical evacuation exercises, and photographs of previous trainings covered in this bid; 9. Delivery schedule / Work plan: company to provide a delivery schedule / Work plan for trainings (first aid / trauma training), and other proposals while in down time. 10. Contact details of Bidder (address, tel./fax, e-mail, contact person); 11. Quality assurance: details of company's quality assurance certification and standards; <p>All submittals shall bear seal/markings/signature of Bidder. N.B. Incomplete Bids may be deemed non-responsive at the discretion of UNDP.</p> <p>B) <u>SUPPLIER QUALIFICATION:</u></p> <ol style="list-style-type: none"> 1. Profile of the company: Giving a brief description of the company including copy of company registration documents. 2. Details of years in business: The company must document having a minimum of two years experience in the relevant line of business. 3. Financial details: The eligible bidder must include certified report in the form of Balance sheet which should include the annual turnover, annual profit and company's own capital, and demonstrate a sound financial standing. 4. Reference (list): Client reference list for supply & delivery of election materials within the past three (3) years.

United Nations Development Programme <i>UNDP- AFGHANISTAN</i> Procurement Unit ELECT project Building E, Bunker E.	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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	Failure to provide all the above mentioned information may result in the bid being rejected. Bids that are unclear or leave room for interpretation will be considered non-responsive and will not be evaluated.
Bid Evaluation Criteria:	Bids will be evaluated on the following basis: <ol style="list-style-type: none"> 1. Compliance with terms and conditions of the ITB, [Eligibility, Commercial & Technical] 2. Proof of quality assurance certification and standards 3. Compliance with technical specifications. 4. Compliance with In-country mobilisation time as determined in this ITB 5. Price <p><u>The lowest evaluated price that is technically fully compliant will be considered for award.</u></p> <p><u>Preference may be given to Bidders offering additional services and trainings to ensure the maximum scope of medical care to UNDP ELECT personnel.</u></p>
Final quantities required:	N/A
Company Information:	Bidders not registered in the United Nations Global Marketplace (database of suppliers) are encouraged to do so. For information on registration procedures, please www.ungm.org .

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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SECTION 3: BID SUBMISSION FORM

Must be duly completed by the Bidder and returned with the Bid

To: United Nations Development Programme (UNDP)
ELECT Procurement Unit
Building E, Bunker E,
Shah Mahmood Ghazi Watt. Kabul, Afghanistan
+93 20 2101682-91 / +873 763 468 863

Dear Sir/Madam,

Having examined the above referenced Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods as described in Section 6 (Supply Requirements) of this ITB in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* as may be ascertained in accordance with the Price Schedule Form attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with INCOTERMS 2000 and the delivery schedule specified in the Bidding Documents.

Provided that a purchase order is issued by UNDP Afghanistan within Bid Validity Period, the undersigned hereby offers, subject to the terms of such purchase order, to furnish any or all items at the prices offered and to deliver same to the designated point(s) within the delivery time stated in the price schedule attached to this form.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder


Address of Bidder

Authorised Signature

Date:

Name of Authorised
Signature (type or print)

Functional Title of
Signatory

United Nations Development Programme <i>UNDP- AFGHANISTAN</i> Procurement Unit <i>ELECT project</i>	 U N D P	INVITATION TO BID <hr/> Number: UNDP/AFG/ELECT/010/2009/-Supply and delivery of ballo boxes and lids <hr/> All Correspondence, Each Case and Parcel must show the ITB Number
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SECTION 4: TERMS OF REFERENCE (TOR)

BACKGROUND:


The Joint Electoral Management Body announced in July 2004 that presidential elections would be held on 9 October 2004, with parliamentary and provincial/district council elections held in spring 2005. Subsequently, the presidential elections were successfully held with over 8 million voters (of whom 42% were women) casting their ballots, resulting in the election of President Hamid Karzai. A substantive revision of the project was approved in order to undertake activities facilitating the Wolesi Jirga and Provincial Council Elections in 2005. It reflected the activities to be undertaken in the second phase of the project, as outlined in the addendum to the project document which formed an integral part of the 2004 Afghan Elections Project. Under this phase, the project aimed to provide comprehensive support to the preparation and organization of the National Assembly elections in 2005 (i.e. Wolesi Jirga and Provincial Council Elections). The Project facilitated the work of the newly established Independent Afghan Electoral Commission and the Joint Electoral Management Body in the following areas: (1) resource mobilization and management; (2) operational support, including additions and corrections to the register of voters; (3) polling; (4) risk management/security; (5) public outreach; and (6) facilitation of international electoral observation.

The Wolesi Jirga and Provincial Council Elections took place on 18 September 2005 with final certified results announced on 10 November 2005. Subsequently, Meshrano Jirga Elections by the elected Provincial Council Members were held on 12 November 2005 completing all activities related to electing the representatives of the Afghan National Assembly.

Article 156 of the Constitution lays down the establishment of the Independent Election Commission (IEC) to administer and supervise every kind of elections in the country as well as conduct referendum as contemplated under Article 65 of the Constitution. Article 159 of the Constitution defines “the transition period “as the period between the adoption of the Constitution and the inauguration of the National Assembly. Furthermore, Article 57 of the Electoral Law states that JEMB shall exercise all powers of the IEC as contemplated under the constitution during the Transitional Period and at the completion of this period shall stand dissolved and the Independent Electoral Commission shall assume all powers under Article 156 of the Constitution.

With the elections to the Wolesi Jirga and the Provincial Councils completed, the JEMB was dissolved in December 2005 after the inaugural session of the National Assembly which was held on the 19 December 2005. Thereupon, the IEC took over the full mandate of all electoral activities in the country supported by the international community through an extended transition phase from November 2005 to 20 October, 2006.

During the transitional phase the institutionalization of the IEC was the main goal to ensure the sustainable nature of the institution with respect to the organizational structure as well as

United Nations Development Programme <i>UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.</i>	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
---	---	---


the financial resources. Even though capacity had been build during the election as well as the transitional period other activities are necessary to ensure that the IEC embarks on the right footing to carry out its mandate in a sustainable manner. To support the IEC in carrying out the activities needed and to scale up its ability to fulfill its mandate in a sustainable manner the project “Enhancing Legal and Electoral Capacity for Tomorrow” (ELECT) was designed and launched on 14 November 2006. The project will be implemented over a two year period starting in January 2007. Additionally it has been deemed necessary that a selected number of international advisers remain with the IEC to provide advice in order for it to effectively carry out its mandate, particularly in dealing with policy related matters during the non-election period. The coordination of the advisors as well as with the partner organizations also working with the IEC will be a part of the project.

The voter registration exercise has been completed which has resulted in the continuing update of the Voter Registry. With closure of VR exercise, UNDP ELECT has been tasked to embark on preparation of the upcoming Presidential and Provincial Council elections that will be held on 20 August 2009. This results in the UNDP ELECT assisting the IEC in the election process for both the Presidential and Provincial Council elections. To undertake this UNDP ELECT have deployed Regional and Provincial Election Advisors / Officers throughout Afghanistan to assist the Independent Election Commission (IEC) of Afghanistan.

Due to the nature of the security issues and continuing security threats against International and Nationals personnel of many organisations inside of Afghanistan with the possibly of injury and or death, UNDP is duly responsible for “Duty of Care” to its staff members deployed throughout Afghanistan to minimize this possibility of risk.

Therefore UNDP ELECT is seeking a company that can provide the following to reduce the risks to its staff:

- a. Establishment of an adequate MEDEVAC system complete with qualified and equipped teams using UN/ELECT aviation assets and resources;
- b. Acute medical and traumatic care, including all equipment for the provision of the role and equipment maintenance;
- c. Routine primary health care and “sick call” including all equipment for the provision of this role and equipment maintenance;
- d. Basic environmental health advice;
- e. Advise ELECT and associated clients on all matter pertaining to health; and
- f. Medical training packages.

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
---	---	---

PART 1 - Terms:

Medical Support – activities which include provision of first aid and acute care/trauma, preventative medicine, medical planning and coordination support, treatment of non-life threatening illness/injury (sick calls).


MEDEVAC – emergency evacuation (by air/ground) of seriously injured/ill persons in conjunction with attending medical staff from incident site to a medical facility within Afghanistan or beyond as required.

CASEVAC – emergency casualty evacuation of seriously injured/ill persons by any means available and not necessarily accompanied by a medical professional.

Training – provision of medical training/refresher sessions for first aid (all staff) and advanced/trauma level training to a select number of staff members.


PART 2 - Objectives:

- i. The provision of medical services and facilities to support UN ELECT staff. The successful company shall deploy medical staff in accordance with the ELECT medical concept of support (as per PART 3) to regional hubs and must be prepared to redeploy or expand in order to support ELECT; and
- ii. Deployment of services will be required no later than 1st June 2009 and initial contractual services shall be for approximately six (6) months from date of deployment (1st June – 30th November 2009, total 183 days). Either party may terminate provisions of service with thirty (30) days notice, at no financial liability to the end user. The successful company shall provide the services as outlined below:
 - a) **Medical Support** – activities which include staff first aid and acute care/trauma training, preventative medicine, medical planning and coordination support, treatment of non-life threatening illness/injury (sick calls).
 - b) **MEDEVAC** – emergency evacuation (by air/ground) of seriously injured/ill persons in conjunction with attending medical staff from incident site to a medical facility within Afghanistan or beyond as required.
 - c) **CASEVAC** – assistance/coordination during emergency casualty evacuation if MEDEVAC is not available/possible.
 - d) **Training** – provision of medical training/refresher sessions for first aid (all staff) and advanced/trauma level training to a select number of staff members.

<p>United Nations Development Programme</p> <p>UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.</p>	 U N D P	<p>INVITATION TO BID</p> <p>Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support</p> <p>All Correspondence, Each Case and Parcel must show the ITB Number</p>
---	---	--

PART 3 - Concept of Operations:

1. The purpose of this activity is to provide medical/MEDEVAC support to ELECT staff who are deployed at the regional and provincial level. The primary task of the medical contractors (medics) is to provide first line trauma and MEDEVAC response to staff members. It is proposed that medical contractors would be deployed in teams of two (2) to regional hubs in conjunction with the ELECT air support concept. When ELECT rotary wing (RW) air assets are operating from regional hubs, it is proposed that one medic would accompany the flight in case the asset is diverted for a CASEVAC task (a Priority 1 task according to the Air Support Concept of Ops). The proposed medical hubs have been determined as follows:
 - a. Where ELECT staff are deployed in remote areas (provinces) and/or where a high frequency of road missions are expected;
 - b. Where existing medical/MEDEVAC support may not be readily available by existing UN systems; and
 - c. Where existing medical/MEDEVAC support may not be readily available by international military forces.
2. It is proposed that a total of 9 medical support contractors be deployed as follows:
 - a. Kabul – a project manager (PM) and team of two medics. The PM will to assist/advise planning and coordination with ELECT HQ staff and support his/her field staff. The Kabul based medic team would cover Central Highlands regions, more remote areas of Central Region, be prepared to reinforce South-East region;
 - b. Mazar-e-Sherif – to cover Northern & North-Eastern regions;
 - c. Jalalabad – to cover Eastern region & primary responders for South-Eastern region; and
 - d. Herat – to cover Western region.
3. Working relationships between the medical contractors and ELECT departments can be divided into two broad areas: routine and emergency.
 - a. Routine:
 - i. Coordination and planning with Field Ops and Logistics; and
 - ii. Movement with Air Ops.
 - b. Emergency: Coordination and planning with Security (ELECT & UNDSS)

<p>United Nations Development Programme</p> <p>UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.</p>	 <p>U N D P</p>	<p><i>INVITATION TO BID</i></p> <p>Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support</p> <p>All Correspondence, Each Case and Parcel must show the ITB Number</p>
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PART 4 – Specific Medical Services Required:

- a. A minimum of four (4) trauma teams, of two (2) medics, to remote areas as required by ELECT and a Kabul based medical support project manager;
- b. Acute medical and traumatic care including all equipment for the provision of this role and equipment maintenance;
- c. Routine primary health care including all equipment for the provision of this role and equipment maintenance;
- d. Basic environmental health advice;
- e. Advise UN and associated clients on all matters pertaining to health;
- f. Primary and acute guidelines;
- g. Out of country based medical practitioner equivalent to GP Trainer/Consultant for online consultation and advice 24/7;
- h. In country medical plan in conjunction with the ELECT; including but not limited to:
 - i. Hospital site surveys of intended use hospitals;
 - ii. Examination of intra/extra Afghanistan medical evacuation options;
 - iii. Examination of in country mortuary affairs facilities and liaison during repatriation of human remains;
 - iv. Examination of additional appropriate local facilities;
 - v. Any other function that will establish or improve the medical evacuation to definitive medical care that can be reasonably expected of the provider; and
 - vi. Assist the Independent Election Commission (IEC) in developing medical training and planning to support their activities.

PART 5 – Administrative Support:

The successful company shall be responsible for the following administrative support:

- a. All flight bookings to and from Afghanistan;
- b. Costs of flights to and from Afghanistan;
- c. Ground transportation to and from Afghanistan;
- d. All financial and administrative support including payroll and salary administration;
- e. Visa applications for all personnel as required; and
- f. All freight and carriage costs of medical equipment.

United Nations Development Programme <i>UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.</i>	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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PART 6 – Operational Support:

The successful company shall be responsible for the following operational support:

- g. Communications: shall provide satellite and mobile telephone communications to all of its personnel in country;
- h. Computers: shall provide laptops to all of its personnel in country;
- i. Uniforms: branded uniforms and appropriate flight suits;
- j. Operational Management: The successful company shall provide an in country manager for the duration of the contract;
- k. Medical Staff Protection Equipment: body armour complete with ballistic ceramic plates front and rear, ballistic helmets and eye protection; and
- l. Suitable support staff to provide a successful service.

PART 7 – UNDP ELECT Scope of Provision:

Scope of provision by the UNDP/ELECT:

- m. Appropriate training on airframe types;
- n. UN Flights to Afghanistan when available; and
- o. Work space and internet connection in ELECT offices.

PART 8 – Insurances:


The successful company shall be responsible for the following Insurances:

- p. Public Liability: Minimum USD \$10,000,000 or domestic equivalent
- q. Employees Liability: Minimum USD \$20,000,000 or domestic equivalent
- r. Individual insurance: Minimum USD \$200,000 or domestic equivalent, to cover repatriation, death or severe injury incurred.

PART 9 – Reporting:

The successful company shall be responsible for the following Reports:

A monthly electronic report is required outlining all activities in support of the ELECT project.

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/010/2009/-Supply and delivery of ballo boxes and lids All Correspondence, Each Case and Parcel must show the ITB Number
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SECTION 5: PRICE SCHEDULE FORM

VALIDITY OF PRICES:

- Prices shall remain valid for a period of 120 days from submission of the bids. UNDP shall have the right to order goods at any time during this validity period, if required.
- All costs/unit prices must be exclusive of customs, taxes and duties.
- The Technical requirements including staffing levels, specific medical services, administrative support, operational support and insurances described in SECTION 4 shall be considered an integral part of this ITB when submitting this price schedule form .

ADVANCE PAYMENT:

The Financial Regulations and Rules of UNDP preclude advance payments or payments by Letters of Credit. Such provisions will be prejudicial to its evaluation by UNDP. The normal payment terms of UNDP are 30 days upon satisfactory completion of services and acceptance thereof by UNDP.

Must be duly completed by the Bidder and returned with the Bid. Supplementary information shall be attached according to the requirements herein.

Currency: USD

Pricing Schedule Requirements:

Section A: The Company is to present their price schedule as per Lump Sum totals for each Item listed within Section A of the Price Schedule.


Section B: The Company is to calculate the cost as per MAN DAY RATE using the following formula:

Section A Total Cost, divide (/) total number days, divide (/) total number staff, equals (=)
Man day Rate.

(USD\$ TOTAL Section A / 183 days / 9 staff = Man Day Rate USD\$)

Financial Evaluation will be conducted on the Man Day Rate as totaled in Section B of the Price Schedule.


****The contract WILL BE AWARDED on the lowest priced (MAN DAY RATE) technically qualified bid submission as per instructions within this ITB document.**

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
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Period of Contract:


Six (6) months from date of deployment: 1st June – 30th November 2009: **Total 183 days.**

Price Schedule: Section A				
Item	Description [as per detailed description in Section 4: Terms of Reference (TOR)]	Qty	Unit Price USD\$	Total Price USD\$
1	Staffing Levels: i. One (1) Project Manager; ii. Eight (8) Medics (four teams x two members)	LS		
2	Specific Medical Services: i. Acute medical and traumatic care including all equipment for the provision of this role and equipment maintenance; ii. Routine primary health care including all equipment for the provision of this role and equipment maintenance; iii. Basic environmental health advice; (a) Advise UN and associated clients on all matters pertaining to health; (b)Primary and acute guidelines; (c)Out of country based medical practitioner equivalent to GP; iv. In country medical plan in conjunction with the ELECT.	LS		
3	Administrative Support: i. All flight bookings to and from Afghanistan; ii. Costs of flights to and from Afghanistan; iii. Ground transportation to and from Afghanistan; iv. All financial and administrative support including payroll and salary administration; v. Visa applications for all personnel as	LS		

United Nations Development Programme UNDP- AFGHANISTAN <i>Procurement Unit</i> <i>ELECT project</i> <i>Building E, Bunker E.</i>	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
---	---	---

	required; and vi. All freight and carriage costs of medical equipment.			
4	Operational Support: i. Communications; ii. Computers; iii. Uniforms; iv. Operational Management; v. Medical Staff Protection Equipment; vi. Suitable support staff to provide a successful service.	LS		
5	Insurances: i. Public Liability: Minimum USD \$10,000,000 or domestic equivalent; ii. Employees Liability: Minimum USD \$20,000,000 or domestic equivalent; iii. Individual insurance: Minimum USD \$200,000 or domestic equivalent, to cover repatriation, death or severe injury incurred.	LS		
SUB-TOTAL PRICE USD\$				
Price Schedule: Section B				
6	(USD\$ TOTAL Section A / 183 days / 9 staff = Man Day Rate USD\$)			
**TOTAL PRICE in USD\$: MANDAY RATE				

****The contract WILL BE AWARDED on the lowest priced (MAN DAY RATE) technically qualified bid submission as per instructions within this ITB document.**

United Nations Development Programme <i>UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.</i>	 U N D P	<div style="background-color: black; color: white; padding: 2px; text-align: center;">INVITATION TO BID</div> <hr/> Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support <hr/> All Correspondence, Each Case and Parcel must show the ITB Number
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Confirmation of Deployment date: Deployment of services will be required no later than 1 st June 2009 and initial contractual services shall be for approximately six (6) months from date of deployment (1 st June – 30 th November 2009, total 183 days).	Company is to indicate the DATE that all staff and equipment will be deployed and mobilised to commence contractual obligations under this ITB.	DATE:
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Name of Bidder:

Authorised signature:


Name of authorised signatory:

Functional Title:

<p>United Nations Development Programme</p> <p>UNDP- AFGHANISTAN Procurement Unit ELECT project</p>	 	<p>INVITATION TO BID</p> <p>Number: UNDP/AFG/ELECT/010/2009/-Supply and delivery of ballo boxes and lids</p> <p>All Correspondence, Each Case and Parcel must show the ITB Number</p>
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SECTION 6: GENERAL TERMS & CONDITIONS

<p>1. GOODS AND SERVICES DEFINED: Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Supplier is required to supply under this Order. Services are hereinafter deemed to include services ancillary to the supply of the goods including, without limitation, installation, training, transportation and such other obligations as required under this Order.</p> <p>2. ACCEPTANCE OF THE PURCHASE ORDER: This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall affect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP AFGHANISTAN unless agreed to in writing by a duly authorised official of UNDP AFGHANISTAN.</p> <p>3. TAX EXEMPTION: Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognise UNDP AFGHANISTAN's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP AFGHANISTAN to determine a mutually acceptable procedure. Accordingly, the Supplier authorises UNDP AFGHANISTAN to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP AFGHANISTAN before the payment thereof and UNDP AFGHANISTAN has, in each instance, specifically authorised the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP AFGHANISTAN with written evidence that payment of such taxes, duties or charges has been made and appropriately authorised.</p> <p>4. TRADE TERMS: Whenever an INCOTERM is used in this Order it shall be interpreted in accordance with the INCOTERMS 2000.</p> <p>5. EXPORT LICENSES: Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export license(s) required for the goods.</p> <p>6. PAYMENT: Payment by UNDP AFGHANISTAN does not imply acceptance of goods nor of any related work or services under this Order. UNDP AFGHANISTAN shall, on fulfillment of</p>	<p>No modification of or change in the terms of this Order shall be valid or enforceable against UNDP AFGHANISTAN unless it is in writing and signed by a duly authorised representative of UNDP AFGHANISTAN.</p> <p>15. TERMINATION FOR CONVENIENCE: UNDP AFGHANISTAN may terminate this Order, in whole or in part, upon notice to the Supplier. Upon receipt of notice of termination, the Supplier shall take immediate steps to bring the work and services to a close in a prompt and orderly manner, shall reduce expenses to a minimum and shall not undertake any forward commitment from the date of receipt of notice of termination. In the event of Termination for Convenience, no payment shall be due from UNDP AFGHANISTAN to the Supplier except for work and services satisfactorily performed prior to termination, for expenses necessary for the prompt and orderly termination of the work and for the cost of such necessary work as UNDP AFGHANISTAN may request the Supplier to complete. To the extent that the computation of such payment due from UNDP AFGHANISTAN may not make the Supplier whole in respect of termination under this provision, the Supplier may claim an equitable adjustment in accordance with the procedures for equitable adjustment referred to in Clause 14 above.</p> <p>16. REMEDIES FOR DEFAULT: In case of failure by the Supplier to perform according to this Order, including but not limited to failure to obtain necessary export licenses or to make delivery of all of the goods by the agreed delivery date, UNDP AFGHANISTAN may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights: (1) procure all or part of the goods from other sources, in which event UNDP AFGHANISTAN may hold Supplier responsible for any excess costs occasioned thereby; (2) refuse to accept delivery of all or part of the goods; (3) terminate this Order; (4) require Supplier to ship via premium means, at Supplier's expense, to meet the delivery schedule; (5) impose liquidated damages.</p> <p>17. LIQUIDATED DAMAGES FOR DELAY: Subject to Clause 18, if the Supplier fails to deliver any or all of the goods or perform any of the services within the time period specified in the Order, UNDP may, without prejudice to any other rights and remedies deduct from</p>
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United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
---	---	---

the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of commercial invoice, proof of dispatch and other supporting documents specified in this Purchase Order. Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms. Unless authorised by UNDP AFGHANISTAN, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number. The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP AFGHANISTAN.

7. INSPECTION AND ACCEPTANCE: All goods shall be subject to inspection and testing by UNDP AFGHANISTAN or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by UNDP AFGHANISTAN.

If any inspection or test is made on the premises of the Supplier or its supplier, the Supplier, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Supplier or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Supplier. Final acceptance or rejection of the goods shall be made as soon as practicable after delivery, but failure to inspect and accept or reject goods shall neither relieve the Supplier from responsibility for non-conforming goods nor impose liabilities on UNDP AFGHANISTAN therefore. The Supplier shall provide and maintain an inspection, quality, and manufacturing process control system covering the goods which is acceptable to UNDP AFGHANISTAN. Records of all inspection work by the Supplier shall be kept complete and made available to UNDP AFGHANISTAN during the performance pursuant to this Order and for twenty four (24) months thereafter or for such other period as may be specified in this Order. Copies of all material certifications and test results are to be submitted to UNDP AFGHANISTAN upon request.

8. FITNESS OF GOODS INCLUDING PACKAGING: Supplier warrants that the goods conform to the specifications and are fit for the purposes for which such goods are ordinarily used, as well as for purposes, in locations and under circumstances made known to the Supplier by UNDP AFGHANISTAN. Supplier warrants that the goods are new, of current manufacture and free from defects in design, workmanship and materials. The Supplier also warrants that the goods are securely contained, packaged and marked, taking into consideration the mode(s) of shipment, in a manner so as to protect the goods during delivery to their ultimate

the total price stipulated in this Order an amount of 0.5% per week of the value of the Contract up to a period of 8 weeks. Thereafter UNDP AFGHANISTAN has the right to cancel the order.


18. FORCE MAJEURE: Notwithstanding the provisions of Clauses 16 and 17, the Supplier shall not be liable for default or liquidated damages, if and to the extent that its failure to perform its obligations under this Order is the result of and event of Force Majeure. For purposes of this Order, Force Majeure is defined as an event beyond the control of the Supplier, not involving the Supplier's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force.

19. SOURCE OF INSTRUCTION: The Supplier shall neither seek nor accept instructions from any authority external to UNDP AFGHANISTAN in connection with the performance pursuant to this Order. The Supplier shall refrain from any action which may adversely affect UNDP AFGHANISTAN.

20. OFFICIALS NOT TO BENEFIT: The Supplier warrants that no official of UNDP AFGHANISTAN has received or will be offered by the Supplier any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from this Order or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Order.

21. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP AFGHANISTAN: Unless authorised in writing, the Supplier shall not advertise or otherwise make public the fact that it is performing, or has performed, services for UNDP AFGHANISTAN or use the name (or any abbreviation thereof), emblem or official seal of UNDP AFGHANISTAN for advertising or for any other purpose.

22. ASSIGNMENT AND INSOLVENCY: The Supplier shall not, except after obtaining the prior written approval of UNDP AFGHANISTAN, assign, transfer, pledge or make other disposition of this Order or any part hereof or any of the Supplier's rights or obligations under this Order. Should the Supplier become insolvent or should control of the Supplier change by the virtue of insolvency, UNDP AFGHANISTAN may, without prejudice to any

United Nations Development Programme UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.	 UN DP	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
---	---	---

destination. Unless specified otherwise in this Order, the Supplier warrants and certifies that it will repair or replace without expense to UNDP AFGHANISTAN or its clients any goods or components which prove to be defective in design, material, or workmanship within a period of twelve (12) months from the date such goods are delivered to and accepted at the final destination indicated in the Purchase Order, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier.

9. AFTER SALES SERVICE: The Supplier shall maintain or provide a service organization reasonably constituted to handle requests from UNDP AFGHANISTAN or its clients for technical assistance, maintenance, service, repairs and overhaul of the goods.

10. INDEMNIFICATION: The Supplier shall indemnify, hold and save harmless and defend at its own expense UNDP AFGHANISTAN, its personnel and its clients from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Supplier or its personnel or others responsible to the Supplier in the performance pursuant to this Order.

11. INTELLECTUAL PROPERTY INFRINGEMENT: The Supplier warrants that the use or supply by UNDP AFGHANISTAN of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP AFGHANISTAN and the United Nations harmless from any actions or claims brought against UNDP AFGHANISTAN or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

12. FIRE AND EXTENDED COVERAGE INSURANCE: At all times prior to delivery, the Supplier shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this Order in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Supplier and UNDP AFGHANISTAN as their interests may appear.

13. VARIATION IN QUANTITIES: The quantities specified in this Order must not be exceeded or decreased without the prior written authorization of UNDP AFGHANISTAN.

14. CHANGES: UNDP AFGHANISTAN may at any time by written instruction make changes within the general scope of this Order. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Order, an equitable adjustment shall be made in the order price, or delivery schedule, or both and the Order shall either be amended

other right or remedy, terminate this Order by giving the Supplier written notice of such termination.


23. SETTLEMENT OF DISPUTES:

- **Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.
- **Arbitration:** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.


24. PRIVILEGES AND IMMUNITIES: Nothing in or relating to this Order shall be deemed a waiver of any of the privileges and immunities of UNDP AFGHANISTAN.

25. PROCUREMENT LIABILITY: UNDP AFGHANISTAN is acting as a procurement agency on behalf of their clients. Any financial liability as a result of the order expressed or implied is therefore a matter between the Supplier and the Client.

26. CHILD LABOUR: The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNDP

United Nations Development Programme <i>UNDP- AFGHANISTAN Procurement Unit ELECT project Building E, Bunker E.</i>	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/41/2009/-Medical Emergency Evacuation and Support All Correspondence, Each Case and Parcel must show the ITB Number
---	---	---


<p>or terminated or reissued accordingly. Any claim for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Supplier of the notification of change: providing, however, that UNDP AFGHANISTAN may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Order. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 23. However, nothing in this Clause shall excuse the Supplier from proceeding with the Order as changed.</p>	<p>AFGHANISTAN to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP AFGHANISTAN.</p> <p>27. MINES: The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNDP AFGHANISTAN to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP AFGHANISTAN.</p>
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United Nations Development Programme <i>UNDP- AFGHANISTAN Procurement Unit ELECT project</i>		INVITATION TO BID Number: UNDP/AFG/ELECT/010/2009/-Supply and delivery of ballo boxes and lids All Correspondence, Each Case and Parcel must show the ITB Number
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SECTION 7: SPECIAL CONDITIONS

The following Special Conditions of Contract shall supplement the General Terms and Conditions (GTC) of UNDP Purchase Orders (Section 6). Whenever there is a conflict, the provisions herein shall prevail over those in the General Terms and Conditions.

Payment (Supplemental to Clause 6 of General Terms & Conditions):	UNDP Afghanistan will make payment within 30 days from receipt of the following documents: <ul style="list-style-type: none"> • Commercial invoice • Proof dispatch documents • Packing List
Preliminary Examination – completeness of bid	Partial bids are not accepted.
Warranty/Guarantee	If, any defects or damages are discovered on arrival at destination / delivery point of KAIA the Supplier shall replace the defected or damaged items by replacement at the earliest convenience. All costs of replacement will be borne by the Supplier.
Performance Security	<p>Within 30 days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 15% of the Purchase Order Value.</p> <p>b) The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity.</p> <p>c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.</p> <p>d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents.</p> <p>e) The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.</p>
Liquidated damages	If the Supplier fails to supply the required goods as stipulated in the time period(s) by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed Ballot Boxes and Lids for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed Ballot Box and Ballot Box Lids Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order

United Nations Development Programme <i>UNDP- AFGHANISTAN Procurement Unit ELECT project</i>	 U N D P	INVITATION TO BID Number: UNDP/AFG/ELECT/010/2009/-Supply and delivery of ballo boxes and lids All Correspondence, Each Case and Parcel must show the ITB Number
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SECTION 8: SAMPLE FORM [PERFORMANCE BANK GUARANTEE]

To:.....

WHEREAS.....[INSERT NAME AND ADDRESS OF THE CONTRACTOR] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No....., dated....., to execute.....[INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF WORKS], (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby irrevocably affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of.....[INSERT AMOUNT OF GUARANTEE IN WORDS AND IN FIGURES], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of[INSERT AMOUNT OF GUARANTEE] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract Documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until twenty-eight calendar days after issuance of the Certificate of Final Completion.

SIGNATURE AND SEAL OF THE GUARANTOR

.....

NAME OF BANK

ADDRESS

DATE

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Name:

Title:

Company:

Signature:

Date: