

## United Nations Development Programme

### Country office for Afghanistan



*Empowered lives.  
Resilient nations.*

## Letter of Invitation

July 28, 2020

### **RFQ UNDP/AFG/RFQ/2020/0000006633** **Online Survey and dialogs**

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
- RFQ Bid Data Sheet
- Concept Note (Annex 1)
- Form for Submission of Quotation (Annex 2)
- E-tendering Instructions Manual for Bidders
- 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>).

- Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-1)
- Scanned copy of duly filled, signed and company stamped Price Schedule (Annex-2)
- Copy of two (02) contracts for similar requirement (online survey) in the last 5 years, including contract description, contract value, clients name and contact details with national or international organizations
- Valid Business License
- Company Profile,

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](mailto:procurement.af@undp.org) 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](mailto:procurement.af@undp.org). The subject of the email should be **UNDP/AFG/RFQ/2020/0000006633**

UNDP looks forward to receiving your quotation and thanks you in advance for your interest in UNDP procurement opportunities.

Please note that UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)

Yours sincerely,



*Head of Procurement Unit*  
July 28, 2020

## Data Sheet

Please take note of the following requirements and conditions pertaining to Supply and delivery of Electrical Parts

Delivery Terms [INCOTERMS 2020]	DAP	
Customs clearance, if needed, shall be done by:	UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	N/A	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents ( <i>if using freight forwarder</i> )	N/A	
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	Four weeks after issuing of the Purchase Order	
Delivery Schedule	N/A	
Packing Requirements	N/A	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> Land
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollar (USD) Any other currency shall be considered as per UN rate of exchange at the time of bid opening/ last day of submission of Offer.	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services and warranty	N/A	
Deadline for the Submission of Quotation	Date and Time: As specified in the system (note that time zone indicated in the system is Eastern Daylight Time (EDT)). <b><u>PLEASE NOTE: -</u></b> Date and time visible on the main screen of event (on 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 in the system.	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	

Documents to be submitted	<input checked="" type="checkbox"/> Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-1) <input checked="" type="checkbox"/> Scanned copy of duly filled, signed and company stamped Price Schedule (Annex-2) <input checked="" type="checkbox"/> Annex 2, TABLE 1: Offer to Comply with Other Conditions and Related Requirements <input checked="" type="checkbox"/> Copy of one contract for similar requirement in the last 3 years, including contract description, contract value, clients name and contact details with national or international organizations <input checked="" type="checkbox"/> Valid Business License <input checked="" type="checkbox"/> Company Profile
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days 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 extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
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 or perform any of the services within the time period specified in the 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"/> Only NGOs/CSOs can apply for this RFQ <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Compliance with delivery time, i.e. four weeks after issuing of the Purchase Order <input checked="" type="checkbox"/> Minimum of one similar experience in the last 3 years with government/national and/or international organizations, <input checked="" type="checkbox"/> Lowest priced quotation among the technically compliant quotations shall be recommended for award (Annex 2)
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)
UNDP Contract Terms and Conditions that will apply	<a href="https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods by UNDP based on full compliance with RFQ requirements and contract. <input checked="" type="checkbox"/> The Payment shall be made based on actual quantity of goods/ services received and certified by end user. <input checked="" type="checkbox"/> Payment will be made within 30 days after acceptance of the invoice
Annexes to this RFQ	<ul style="list-style-type: none"> <li>• Letter of Invitation</li> <li>• RFQ Bid Data Sheet</li> <li>• Specifications of the Goods Required (Annex 1A and 1B)</li> <li>• Form for Submission of Quotation (Annex 2A and 2B)</li> <li>• E-tendering Instructions Manual for Bidders</li> <li>• FAQ for Bidders</li> </ul>
Contact Person for Inquiries (Written inquiries only)	<p><a href="mailto:Procurement.af@undp.org">Procurement.af@undp.org</a></p> <p>Questions must be sent no later than 7 days prior to the bid submission deadline. 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.</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 herein attached as Annex 3.

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.**

## Annex 1

### UN75 Dialogues in Afghanistan: Concept Note

#### The Planned Activities:

- 1) **The UN75 Online Survey:** 10,000 people, particularly young men and women across Afghanistan, will be supported to complete the UN75 updated online survey, through support from active institutes, universities, high schools, civil society activists and youth groups. In order to reach as many as possible, it is important that the survey is in the two primary languages of the country – Dari and Pashto. Therefore, translation will be required as part of this activity. Depending on the state of lockdown, the UN Regional Teams will be asked to identify ideal modalities and partners for supporting the completion of the survey.
- 2) **Social Media dialogues:** Ten dialogues with various groups including men and women across the country will be conducted, and written posts, infographics and videos will be published on the One UN Afghanistan Facebook page. People in 34 provinces of Afghanistan can access the posts and write their opinions and experiences on the listed questions. A specific team will help with collection and translation of the data from the social media pages as well as prepare the dialogue report by the end September 2020.
- 3) **Dialogues with professionals:** Five dialogues will be organized with professional groups across the country. These dialogues will be held via skype or phone calls with medical professionals/doctors, artists, teachers, university students and deminers. Each dialogue will have at least ten participants. We plan to hire a specific team to facilitate and report on the dialogues.
- 4) **Face-to-face community dialogues:** Ten dialogues will be organized in the main cities such as: Kabul, Herat, Mazar, Jalalabad, Kandahar and Bamyan. Health security measures will be taken to prevent COVID-19, such as a limit of five participants in each group, with appropriate social distancing and masks. In order deliver this activity we plan to send two facilitators to each province to give people the opportunity to raise their issues and debate for their future. The reports of the dialogue will be completed by the end of September 2020.

To the degree possible, the teams will have male and female facilitators. Language (Dari or Pashto) will also be accommodated as needed, depending on the population involved. In order to engage as many Afghans as possible, the RCO will sponsor a Facebook page as well as posts, to bring the UN75 to the top of news feeds for the different sectors of the country's population. We will also use other social media, such as Twitter and Whatsapp, as appropriate. All physical meetings will be planned to adhere to social distancing and preventive measures to avoid contamination.

#### Timeframe:

These activities should be delivered in two phases:

**July – September**

**October – 15<sup>th</sup> December**

#### Technical Specifications

No	Description	Unit	UoM	Statement of compliance Yes/No	Deviation if any
1	Facilitation/support of the online survey at provincial level	34	province		
2	Consultant/facilitator to design and manage social media dialogues	4	month		
3	Translator	4	month		
4	Sponsoring fees - Facebook Page and posts	1	Lumpsum		
5	Face-to-face community and virtual professionals dialogues: Facilitator costs (all-inclusive of fees, travel, accommodation)	10	2 facilitators / province		
6	Venue costs	10	10 provinces		

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Phone No.]*

*[Email add]*

*[Date and stamp]*



**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_6633\_:

**Price Schedule For Printing**

<b>No</b>	<b>Description</b>	<b>Unit</b>	<b>UoM</b>	<b>Unit Price in USD</b>	<b>Total Price in USD</b>
1	Facilitation/support of the online survey at provincial level	34	province		
2	Consultant/facilitator to design and manage social media dialogues	4	month		
3	Translator	4	month		
4	Sponsoring fees - Facebook Page and posts	1	Lumpsum		
5	Face-to-face community and virtual professionals dialogues: Facilitator costs (all-inclusive of fees, travel, accommodation)	10	2 facilitators / province		
6	Venue costs	10	10 provinces		
				Grand Total USD	

**TABLE 1: Offer to Comply with Other Conditions and Related Requirements**

<b>Other Information pertaining to our Quotation are as follows:</b>	<b>Your Responses</b>		
	<i><b>Yes, we will comply</b></i>	<i><b>No, we cannot comply</b></i>	<i><b>If you cannot comply, pls. indicate counter proposal</b></i>
Compliance with the Technical Specifications			
Delivery period: 4 Weeks			
Evidence of minimum one contract for similar requirement in the last 3 years, including contract description, contract value, clients name and contact details with national or international organizations			
Validity of Quotation: 30 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]*

*[Phone No.]*

*[Email add]*

*[Date and stamp]*