



REQUEST FOR QUOTATION (RFQ)
Ref. UNDP/AFG/RFQ/2020/0000007480

(Civil Works)

United Nations Development Programme (UNDP)	DATE: October 12, 2020
	REFERENCE: UNDP/AFG/2020/RFQ/0000007480- Water Supply Connection to RTC Kandahar

Dear Sir/Madam (Bidders)

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. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

This RFQ includes the following documents:

- Letter of Invitation
- Annex 1 – RFQ Data Sheet
- Annex 2 – Technical Compliance Sheet including Offer submission form
- Annex 3 – Scope of Works
- Annex 4 --Technical Specification
- Annex 5 – Bill of Quantities (BoQ) Both PDF &Excel version
- Annex 6 _ Technical Drawing
- Annex 7 – General Terms and Conditions for Civil Works

Appendixes with RFQ:

- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Documents uploaded in the system as part of your quotation 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 is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system

in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using and follow the registration steps as specified in the system user guide.

Your offer, comprising of documents stated in this RFQ, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (RFQ Data Sheet) through the “**UNDP ATLAS E-tendering system**” (<https://etendering.partneragencies.org>).

The step by step instructions for registration of bidders and proposal submission through the UNDP ATLAS E-tendering system is available in the “**Instructions Manual for the Bidders**”, attached with this RFQ. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the E-tendering helpdesk at procurement.af@undp.org to request for help.

The proposers are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

No hard copy or email submissions will be accepted by UNDP.

Bid submission deadline: Please refer to E-tendering system.

Kindly go through this invitation letter and other documents attached here to this RFQ. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org. The subject of the email should be **UNDP/AFG/RFQ/2020/0000007480**

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

Sincerely yours,

Shadi Hussein
Head of SCMO
October 12, 2020



ANNEX 1 – RFQ Data Sheet

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned civil works and good (s):

Delivery Terms	<input checked="" type="checkbox"/> Civil works Contract – The contractor is responsible for delivery of materials and labor to the site.
Exact Address/es of Delivery Location/s (identify all, if multiple)	Front of airport area of Kandahar city, Kandahar Afghanistan
UNDP Preferred Freight Forwarder, if any ¹	N/A
Site Visit	<p><input checked="" type="checkbox"/> Recommended but not Mandatory</p> <p>It is highly recommended that the technical team of bidders should attend the physical site visit for having a complete understanding of the Scope of Work prior to send the formal bid to UNDP.</p> <p>Time and Venue of Site Visit and Pre-bid Conference: Time: 10:00 AM Kabul Time Date: 19 October 2020 Venue: Regional Training Center front of airport area, Kandahar City</p> <p>Confirmation of attendance should be sent at least 2 days earlier to the below email address. Email: procurement.af@undp.org</p>
Delivery Schedule (Maximum Expected duration of contract)	<p>Works must be completed within 2 Months (60 calendar days) after issuance of Contract</p> <p>The successful bidder will be expected to complete the works within 2 months from the award of contract. If during the given period, the weather is inappropriate for construction, especially for concrete work, the company must take proper measures for ensuring that weather conditions do not delay or stop the work.</p>
Bid Security	<u>Not Required</u>
Acceptance of Bid security form	N/A
Validity of Bid Security	N/A
Performance Security	Required Performance Security / bank guarantee 10 % of the contract value.

¹Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	NA
Preferred Currency of Bid and Method for Currency conversion	<p>United States Dollars (US\$) or Local Currency AFN</p> <p><i>For evaluation purposes bid prices expressed in different currencies shall be converted in US Dollars</i></p> <p><i>The source of exchange rate shall be UN Exchange Rate</i></p> <p><i>The date for the exchange rate shall be based on UN Operational Rates of Exchange (UNORE) for the month which this RFQ is closed.</i></p>
Deadline for the Submission of Quotation	Please refer to E-tendering system
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<p><input checked="" type="checkbox"/> Scanned copy of duly filled, signed and company stamped of following Documents:</p> <ul style="list-style-type: none"> • Annex 2 - Technical Compliance Sheet • Annex 3 – Scope of work • Annex 4- Technical Specifications • Annex 5 - BoQ (Bill of Quantities) Both PDF &Excel versions • Annex 6 - Technical Drawing • Annex 7 - General Terms and Conditions of Civil Works contract. <p><input checked="" type="checkbox"/> Valid business license for Construction Company.</p> <p><input checked="" type="checkbox"/> Company Profile including printed brochures and product catalogues relevant to the works being procured;</p> <p><input checked="" type="checkbox"/> Copy of two of successfully Completed similar projects/Civil works contracts in the last 3 years, including contract description, contract value, clients name and contact details (telephone Numbers & E-mails) with national or international organizations and one of the contacts shall be implemented by the company as prime contractor and the contract value of it should be equal to or greater USD \$50,000.00</p>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

	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 ³	<p>Payment will be processed in two deliverables within 30 days after acceptance of deliverables by UNDP.</p> <p><input checked="" type="checkbox"/> First deliverable will be paid upon successful completion of 50% work as specified in the BOQ,</p> <p><input checked="" type="checkbox"/> Second deliverable will be paid upon successful completion of 100% work as specified in the BoQ and issuance of substantial completion certificate by the project Engineer</p> <p><input checked="" type="checkbox"/> Both deliverable reports will be reviewed and confirmed by the project engineer and endorsed by the Programme or Deputy programme manager</p>
Liquidated Damages	<input checked="" type="checkbox"/> If the Supplier/contractor fails to deliver any or all of the requested works or perform any of the services/works within the time period specified in the contract/ purchase Order, UNDP may, without prejudice to any other rights and remedies deduct from the total price stipulated in this contract/Purchase Order an amount of 0.5% per day of the value of the Contract up to 10% of the total contract value, hereafter UNDP Afghanistan has the right to cancel the contract/ purchase order.

³ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<p>Evaluation Criteria <i>[check as many as applicable]</i></p>	<p><u>Award Criteria</u></p> <p><input checked="" type="checkbox"/> Lowest price technically qualified offer/Full compliance to requirements and lowest price</p> <p><u>Evaluation Criteria</u></p> <p><input checked="" type="checkbox"/> Full acceptance of the Technical Compliance sheet, Scope of work, technical specifications, BOQ, and Technical drawings attached as annex 2, 3, 4, 5 & 6</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP General Terms and Conditions for civil works contract attached as annex 7</p> <p><input checked="" type="checkbox"/> Compliance with delivery time of 2 months</p> <p><input checked="" type="checkbox"/> Company should provide Implementation timeline in the form of a Gantt Chart, MS Project or similar.</p> <p><input checked="" type="checkbox"/> Details and copy of 3 contracts for similar requirements (civil works) in the last 3 years, including contract description, contract value, clients name and contact details (telephone Numbers & E-mails) with national or international organizations and one of the contacts shall be with a value of equal to or greater than USD \$50,000.00</p>
<p>UNDP will award to:</p>	<p><input checked="" type="checkbox"/> Based on the results of this solicitation exercise, UNDP intends to award the contract to technically qualified and lowest-priced bidder (One and only one bidder)</p>
<p>Type of Contract to be Signed</p>	<p><input checked="" type="checkbox"/> Contract/Purchase Order</p>
<p>Contact Person for Inquiries (Written inquiries only)⁴</p>	<p><input checked="" type="checkbox"/> For any clarification, please send an E-mail to procurement officer at procurement.af@undp.org not later than 5 days prior to the submission deadline</p> <p>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 bidders.</p>

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Special conditions of Contract	<p><input checked="" type="checkbox"/> Required Performance Security / bank guarantee 10 % of the contract value.</p> <p>Within three days after signature of the contract the contractor shall be submitted a performance Security to UNDP in the amount of 10 % of the contract value.</p> <p>Performance Security of 10% of the actual contract value will be returned to the contractor, upon completing of all the works under the contract and issuance of Certificate of substantial Completion and provision of bank guaranty in the amount of 10% of the contract value to cover the defect liability period of the 12 Months, returnable upon issuance of Certificate of final completion. During the 12 Months of defect liability period, the contractor is obligated to correct, repair and /or reconstruct any faults as may raise or any items listed in the certificate of substantial completion by UNDP, at the contractor own cost and within 14 calendar days of notification by UNDP.</p> <p>Performance security will be submitted by the successful bidder</p>
Post-qualification	<p><input checked="" type="checkbox"/> UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; b) Validation of extent of compliance to the RFQ requirements and evaluation criteria; c) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed; d) Physical inspection of the bidder's plant, factory, office/branches or other places where business transpires, with or without notice to the bidder; e) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

Annexes to this RFQ	Annex 2 - Technical Compliance Sheet Annex 3 – Scope of work Annex 4- Technical Specifications Annex 5 - BoQ (Bill of Quantities) Both PDF &Excel versions Annex 6 - Technical Drawing Annex 7 - General Terms and Conditions of Civil Works contract. E-tendering Instructions Manual for Bidders FAQ for Bidders 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 (Written inquiries only) Please refer to “E-tendering Instructions
Contact Person for Inquiries (Written inquiries only)	Procurement.af@undp.org

Goods/civil works 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 the system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

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 Conditions of Contract 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

Thank you and we look forward to receiving your quotation.

October 12, 2020

ANNEX 2
OFFER SUBMISSION FORM

Must be duly completed and stamped by the Offeror and returned with the Offer.

To: United Nations Development Programme

Dear Sir/Madam,

We, the undersigned, hereby offer to supply the goods and related services in accordance with your Request for Offer (Ref: UNDP/AFG/Rfq/2020/0000007480 dated . We are hereby submitting our offer, which includes the Price Schedule (annex 1).

We hereby declare that:

- a) All the information and statements made in this Offer are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFO, and the General Terms and Conditions of UNDP’s Standard Contract for this RFO.

We agree to abide by this Offer for **60 days**.

We undertake, if our Offer is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Offer, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Name of the Offeror:	
Address of the Offeror:	
Authorized signature:	
Name of authorized signatory:	
Functional Title:	
Date:	

Annex 2a- Technical Compliance Sheet for Water Supply Connection to RTC Kandahar**Table 1:**

Description	Technical Compliant (Yes/No)	Remark
Fully Compliant with Scope of work as attached- Annex 3		
Full Compliant with Technical specification as attached – Annex 4		
Fully Compliant with BoQ as attached- Annex 5		
Fully Compliant with technical drawings as attached- Annex 6		

Table 2: Offer to Comply with other Conditions and Related Requirements

S/N	Description	Technical Compliant (Yes/No)	Deviation if any
1	Does your Company Accepts UNDP's General Terms & Conditions for Contract?		
2	Completion of work within 2 (Two) Months after issuance of Contract		
3	Does your company agree to all UNDP terms and conditions in the RFQ?		
4	Validity of Quotation" 60 days		
5	Details and copies of minimum 3 contracts implemented for similar works, and minimum 1 contract value at \$50,000 or higher.		
6	Completion of Offer Submission Form in RFQ		

Annex 3 – Scope of Works attached

Annex 4 – Technical Specification attached

Annex 5 – BOQ attached – Price Schedule (Bidder must complete with bid)

Annex 6 -- Drawing attached

Annex 7 – General Terms & Conditions for Civil Works attached