



**Request for Quotation (RFQ) for Supply and Delivery of
Painting Material for UNOPS HMA Compound in Herat,
Afghanistan**

Case track number: UNOPS-AFG-RFQ-015-090

Request for Quotation (RFQ)

Subject: Supply and Delivery of painting material for UNOPS HMAC Compound in Herat, Afghanistan.

RFQ NO: UNOPS-AFG-RFQ-015-090

Date: November 29, 2015

UNOPS is accepting quotations from suppliers for the supply and delivery of Painting material for UNOPS HMAC Compound on Delivered at Place (DAP) delivery terms to Herat Province – Afghanistan.

1 Requirements and price list (Annex A & B):

Quotations need to be submitted by using the Requirements and Price List contained in Annexes A and B respectively.

2 Currency

All prices shall be quoted in United States Dollars (US\$).

3 Delivery (for goods):

All items shall be delivered within 1 week from the date of receipt of the Purchase Order and shall be shipped in accordance with Delivered at Place (DAP) Incoterms 2010 to HMAC Compound located in Herat Province-Afghanistan.

4 Quotations due date and submission manner:

All quotations must be received at the physical address or e-mail address stated below no later than:

Date: **December 03, 2015**

Time: **10:00 hours (Morning), Afghanistan Standard time**

Electronic submission: You can submit your quotation by e-mail to: afg.quotations@unops.org. Your email must not exceed 3MB. Please specify above case reference number on your email's subject line. Your quotation must be signed and stamped in all relevant places.

OR

Mail, courier or in-person delivery: Your quotation shall be sealed in an envelope and shall be submitted to UNOPS Office in Kabul to the attention of UNOPS AFOH Procurement Unit. Your quotation must be signed and stamped in all relevant places. The envelope shall be addressed as follows:

Attn: **UNOPS AFOH Procurement Unit**
Subject: **Supply and delivery of painting material for UNOPS HMAC Compound**
Ref: **UNOPS-AFG-RFQ-015-090**
Address: **UNOCA Compound, Jalalabad Road, Kabul, Afghanistan**

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any price accepted during this period will be considered firm/fixed for the resulting Contract.

At the time the Contract is awarded, UNOPS reserves the right to increase or decrease the quantities of the goods by 50%.

UNOPS reserves the right to accept all or part of your offer. UNOPS will accept partial offers but not partial offers of a given item, i.e. the complete quantity must be offered for each item. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

5 Evaluation method and criteria:

Quotations shall be evaluated to determine the lowest priced most technically acceptable offer.

The method of the evaluation is as follows:

- Preliminary Assessment of Quotations. During this exercise, the following shall be considered:
 - The bidder is eligible in accordance with the instructions provided under the Section 6 - Eligibility;
 - Mandatory forms are provided, no alterations have been made in the wording (wording must be consistent with the prescribed format). All of the key portions of the quotation is signed, stamped and dated by the authorized company representative; and
- Qualification of the supplier. Assessment of the technical expertise and experience of the offeror:
 - Supplier does not possess valid business licence to operate in Afghanistan.
 - The offeror is in continuous business of providing similar goods during the last 3 (three) years prior to this RFQ (Completed Previous Experience Form shall be submitted to provide the details of previous experience see (Annex D));
 - The offeror owns a paint shop in Afghanistan.
- Technical Compliance of the offered goods to UNOPS requirements. Offered goods shall be evaluated for technical compliance based on:
 - Compliance to all technical requirements stated in (Annex A) and Price List (Annex B); and
- Financial Evaluation: Offers that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks and benefits of each offer throughout the whole life cycle of the services and in the context of the project as a whole.

At any time during the evaluation process UNOPS may request clarification or further information in writing from the offerors. The offerors' responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.

6 Supplier eligibility:

Any order resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace website. The vendors can register their company by accessing www.ungm.org. Any supplier do not accept the said requirement, shall not be eligible for contract award.

Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:

- (a) Suppliers are already suspended by UNOPS, or,
- (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
- (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
- (d) Suppliers have been declared ineligible by the World Bank,

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

7 UNOPS General terms and conditions:

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions available at <https://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>

8 Clarifications:

Suppliers with questions or requests for more information are encouraged to send them to AimalR@unops.org promptly in order to allow time for the provision of a written response. Explanations or interpretations provided through this email address will be considered binding and official.


9 Quotation form (Annex C):

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Yours sincerely,

Pre-cleared by:

Date:



Davronbek Akhmadbekov
Procurement and Supply Chain Manager
UNOPS AFOH

Approved by:

Date:



Regina CARBONELL
Head of Support Services
UNOPS AFOH

ANNEX A
Technical Specifications

Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers (if any) specified by UNOPS in this Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of brand names, and/or Model numbers, provided that it demonstrates, to UNOPS's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

Offerors are required to complete the below tables with "Yes", "No" or specific information requested for the items being supplied. Answers such as "see specifications attached", are unacceptable. Your offer may be considered non-compliant unless all questions are answered thoroughly. Offerors are NOT allowed to make any change in the "Our minimum requirements" columns of the comparative data table below. Such changes might disqualify your offer.

S/N	Our minimum requirements:		
	Items	Specifications	Your offer (Please fill in): Please also specify brand if applicable
1	Wall Putty	Wall Putty Juton, Homex or equivalent famous brand	
2	Acrylic Paint	Off white colour Jotun , Homex or equivalent famous brand Acrylic paint	
3	Oil-Based Putty	Jotun of, Homex or equivalent famous brand Oil-Based paint.	
4	Synthetic Enamel	Synthetic Enamel Jotun or , Homex or equivalent famous brand	
5	Thinner liquid	Thinner liquid for mixing with paint. It's designed to improve the flow of a range of oil based products. Can also be used as cleaner of pumps and tools after and before painting.	
6	Paint Brush	5inch brush for above paint	
7	Paint Brush	3inch brush for above paint	
8	Role Brush	Standard role brush for above paint	
9	Sand Paper	Sand paper for above paint	
10	Paper Tape	Silo paper tape for covering of office goods	
11	Cloth	Cloth for cleaning	
12	Coting Spatula	Coting spatula for above putty	
Maximum 1 week after contract signature, DAP Herat, Afghanistan - UNOPS HMA compound			Please specify the delivery time:

UNOPS will conduct site visit to all suppliers to verify the offered quality. Only suppliers who offered acceptable quality will be financially evaluated.

THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND EQUIREMENTS MENTIONED IN ABOVE TABLE. ____ YES ____ NO

ANY DEVIATION MUST BE LISTED BELOW:

ANNEX C Price List

ITEM	DESCRIPTION	UOM	QTY	CURRENCY: United States Dollar (US\$)		
				Unit price	Total price	Remarks
1	Wall Putty	KG	54			
2	Acrylic Paint	Litter	945			
3	Oil-Based Putty	KG	14			
4	Synthetic Enamel	Litter	152			
5	Thinner	Litter	37			
6	Paint Brush	Pcs	8			
7	Paint Brush	Pcs	8			
8	Role Brush	Pcs	6			
9	Sand Paper	Meter	50			
10	Paper Tape	Rool	50			
11	Cloth	Meter	100			
12	Coting Spatula	Pcs	25			

BIDDER'S DISCOUNT FOR ACCELERATED PAYMENT: ____% of total firm price for each calendar day less than thirty (30) days

Exact name and address of company

Company name _____

Address _____

Phone no. _____ Fax no. _____

Email of contact person _____

Other email addresses _____

AUTHORIZED SIGNATURE _____

DATE _____

Name of authorized Signatory (type or print) _____

Functional title of Signature _____

WEBSITE _____

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Validity of Offer: _____

Currency of Offer: _____

Are you a UNGM registered vendor? ☐ Yes ☐ No If yes, provide vendor number: _____

Payment Terms 30 (Thirty) days accepted: ☐

Quotation to be addressed to:

UNOPS - AFOH - Procurement Unit
UNOCA Compound, Jalalabad Road
Kabul, Afghanistan
E-mail: afg.quotations@unops.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

**ANNEX D:
PREVIOUS EXPERIENCE FORM**

Description of services/goods /works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Authorized Signature: _____

Date: _____



UNOPS Afghanistan
Jalalabad Road,
UNOCA Compound,
Kabul, Afghanistan