

UNOPS-SCRTEFP

**UNOPS Custom Project office,
Afghan Customs Department (ACD), 3rd Floor, Kabul-Jalalabad Road,
Kabul – Afghanistan**

To: All Suppliers

Date: 03 Feb 2015

PROJECT: SCRTEFP

**REQUEST FOR QUOTATION FOR TOPOGRAPHIC SURVEY AND PRELIMINARY PLAN FOR AQINA BORDER
CUSTOM POST**

Procurement Reference: UNOPS-AFG-RFQ-016-005

Dear Sirs,

The Implementing Agency indicated above invites your quotation for the service described above. For the purposes of any resulting Contract the Implementing Agency or their named representative shall be the Employer.

The Government of "Islamic Republic of Afghanistan" has received World Bank International Development Association (IDA) grant (H568-AF) for the Second Customs Reform and Trade Facilitation Project (SCRTEFP) and intends to apply the proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines May 2004, as revised in January 2011 and the procedures described herein.

Preparation of Quotations: You are requested to quote for the services by completing, signing and returning:

- The List of Service and Price Schedule;
- The signed Term of Reference (Annex 1)
- The documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Quotations: The quotation validity required is 60 days.

Sealing and marking of Quotations: Quotations should be placed in a single sealed envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Agency. The quotations can be also submitted electronically by e-mail before the deadline to the address given below.

Submission of Quotations: Quotations should be submitted by hand or by mail to the below address on or before 14-Feb-2016 Kabul/Afghanistan local time.

Mail or Delivery Address: UNOPS-SCRTEFP-Afghanistan Customs Department (ACD) Office Jalalabad Road, Kabul Afghanistan.

E-mail Address: afg.quotations@unops.org

Note: Quotations received after the deadline will not be considered.

Eligibility Criteria: You are required to meet the following criteria to be eligible:

- a). Have the legal capacity to enter into a contract;

- b). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c). Not have had your business activities suspended or debarred from public procurement by the Office of Government Public Contracts Policy;
- d). Not be blacklisted by any UN Agencies or debarred by World Bank.
- e). Not been engaged to provide consulting services for the preparation or implementation of this procurement activity (the firm and any of its affiliates shall be disqualified from subsequently providing goods, works, or services resulting from or directly related to the firm's consulting services for such preparation or implementation).

Documents Evidencing Eligibility: You are requested to submit copies of the following documents as evidence of your eligibility

- a). Valid trading license or equivalent or valid certificate of registration or equivalent;
- b). The contractor must be in continuous business of similar services during the last 5 (Five) years prior to this RFQ. Completed Previous Experience Form shall be submitted to provide the details of previous experience (see Annex: 2)

Qualification of the bidder: The bidder shall provide qualification information which shall include:-

- (a) Total monetary value of similar services performed for each year of the last **5 (five)** years;
- (b) List of similar survey services satisfactorily completed as a prime contractor during the last **3 (three)** years.
- (c) A list of qualified team members who will be assigned for this project.

To qualify for award of the contract, the bidder should have:-

- (a) Executed **USD 15,000** of similar services in any one of the last 5 (five) years.
- (b) Satisfactorily completed as a prime contractor at least 2 (two) similar work of value each not less than **USD 14,000** in the last 3 (three) years;
- (c) A team of expertise who should have at least 4 years of proven expertise in areas such as (but not limited) to surveying (topographic, hydrological and geotechnical) and design. A CV of each member of the proposed team should be provided.
- (d) A design and survey coordinator with 4 years proven experience which will be assigned to take the overall responsibility for coordinating and managing the tasks.

Currency: Quotations may be submitted in any freely convertible currency. Quotations will be converted into AFN, for evaluation purposes only, using the exchange rate (selling rate) published by Da Afghanistan Bank and valid on the date of the RFQ Deadline.

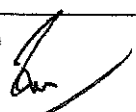
Best Evaluated Bid: The best evaluated bid shall be the lowest priced most technically acceptable quotation, which is from an eligible source.

Duties and Taxes: Afghanistan Tax Law will be applicable.

Terms of Payment: Payment will be made within 30 days in total upon submission and approval of the Deliverables stated in TOR.

Eligible Countries: All countries are eligible, unless:

- as a matter of law or official regulation, the Government of Afghanistan prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken



under Chapter VII of the Charter of the United Nations, the Government of Afghanistan prohibits any import of Goods from or any payments to, a particular country, person or entity.

Manner of award: The Contract will be awarded to the lowest price most technically responsive offer. The contractor has to acknowledge the contract agreement in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

Any queries should be addressed to the Procurement unit at Email: NajibullahAB@unops.org

Please prepare and submit your quotation or inform the responsible case officer at email provided above, if you will not be submitting a quotation.

Yours sincerely,


Tamar BERDZENISHVILI
Officer-in-Charge
UNOPS, AFOH
Kabul, Afghanistan

 **UNOPS**
Tamar Berdzenishvili
Project Manager OFC

STATEMENT OF REQUIREMENTS

List of Service and Price Schedule

Procurement Reference: UNOPS-AFG-RFQ-016-005

We offer to supply the services listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: _____ days/weeks/months.

We confirm that the prices quoted in the List of Service and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The offer period for completion of service is: _____ days/weeks/months from date of Purchase Order/Contract.

Currency of Quotation: _____

| Item No | Description of Service | Total Quoted Price |
|----------------|--|---------------------------|
| 1 | Topographic survey and preliminary plan for Aqina border customs post. (Please see the ToR for more details) | |

Prices quoted are: DAP (Deliver at Place) Incoterm 2010

Quotation authorised by:

Signature: _____

Name: _____

Position: _____

Date: _____

(dd/mm/yy)

Authorised for and on behalf of:

Company: _____



ANNEX: 1
Terms of Reference (TOR)

1. BACKGROUND

The United National Office for Project Services (UNOPS) in Afghanistan is responsible for implementing a number of projects on behalf of the Government of Afghanistan and the aid donor community. The Afghanistan Operation Hub has been set up as an organizational mechanism to deliver a range of projects for which UNOPS has been designated as the implementing partner.

The second Customs Reform and Trade Facilitation Project (SCRTFP) funded by the World Bank aims to improve the release of legitimate goods in a fair and efficient manner. This is proposed to be achieved by financing technical assistance, infrastructure and equipment, by making customs procedures less cumbersome, globally aligned and more transparent to reduce opportunities for corruption; and by improving infrastructure, equipment and human resource supporting the reengineered processes.

The project will be implemented by the Afghanistan Customs Department, Government of Islamic Republic of Afghanistan with UNOPS as the main implementing partner.

The project is divided into five components.

1. Countrywide computerization of Customs Clearance operations
2. Installation of executive information systems for customs allowing real time monitoring of operations
3. Development of cross border customs-to-Customs (C2C) links
4. Provision of adequate customs infrastructure to enable modernized operations.
5. Development of an adequate regulatory, administrative and institutional framework for Customs.

2. Objective

As part of the provision of adequate Customs Infrastructure, to enable modernized operation, with primary objective to improve the release of legitimate goods in fair and efficient manner, it is proposed to make infrastructure improvements in most afghan Customs Department Inland Clearance Depots and Border facilities. For this purpose it is proposed to carry out topographical and geotechnical survey of the land within the boundaries of the existing ICD and make proposal for the infrastructure development need in coordination with the SCRTFP an ACD.

3. Location

The location of the Aqina BCP is in Andkhoy district of Faryab province of Afghanistan. The proposed land is located at the zero border line with Turkmenistan. The land measures at approximately 35 KM from Andkhoy and 2Km from Aqina Inlands Customs Department. The coordinates of the land are (37.230209N, 65264172E). Please refer to the map for more details. The Andkhoy municipality should be informed in order to provide exact location and coordinates. Proposed area for BCP is 60,000 SqM.



4. SCOPE OF WORKS

The scope of work for this consultancy service consists of the following components.

- Geotechnical investigation: Soil samples should be taken carefully from site as per ASTM so that it represents the proposed site and taken to a registered laboratory for test. The consultant/firm/contractor should conduct the following tests and submit the results to UNOPS Engineer. The bearing capacity of soil should be determined.
 - 1: Soil Classification Tests according to unified soil classification system
 - 2: Water Content
 - 3: Maximum Dry Density of the soil
 - 4: Atterberg limits
 - 5: Grain size analysis
 - 6: CBR
 - 7: Unconfined compressive strength of cohesive soil
- Hydrological Investigation: A complete hydrological and storm water survey and run off calculations for the proposed site are to be conducted by the consultant/firm. The consultant/firm should gather climate data from recognized sources in order to find surface run off. All the storm water drains and culverts within the site are to be designed as per the hydrological investigations. All storm water water drains and culverts should be shown in the detailed final sketch of the proposed BCP.
- Topographical Survey: Using professional engineers and surveyors and utilizing survey equipment, including GPS, Total Station and Automatic/Digital level, the consultant/firm should conduct topographical survey of the area proposed for construction of BCP. If there is a requirement for on-site demolition and removing something, the designer shall prepare and submit a demolition plan for that particular site. Provide coordinates of each corner of the site and install corner pins. The topographic survey should include the following:
 - 1: Establish horizontal control points and permanent bench marks through the land as required to allow undertaking a survey for building, roads and other utility works.
 - 2: Detailed topographic survey of the proposed land, the topographic survey should be extended to at least 50 m from the border of the land to each side.
 - 3: Carry out survey for proposed road alignment, longitudinal profile and cross sections.
 - 4: The survey should also pick up important existing and proposed land marks i.e. roads, bridges, culverts, causeways, building, drains, retaining walls, pipe crossing etc.

5: two permanent bench marks should be erected at site. All corners of proposed site should determine and 3inch metal conduits fill with concrete should be erected.

- Preliminary Design: The Consultant/Firm should prepare preliminary design (site plan) for the proposed site development; UNOPS will provide the firm with area and details of the proposed structures/utilities which are to be constructed within the area to the consultant/firm. The site plan development includes inside roads, warehouse, truck parking, entry and exit gates, boundary wall, Admin building, guard towers and drains for storm water. The consultant/firm should prepare the preliminary plan/sketch to UNOPS Engineer for a review, once the preliminary Plan/Sketch is approved by the UNOPS Engineer, the consultant should precede for preparation the detailed and final plan/sketch of the proposed area to UNOPS Engineer. The Consultant/Firm should provide all the drawings of the proposed site to UNOPS Engineer in PDF and Auto CAD format.

5. Duration of the Assignment:

The duration of the consultancy shall be 45 Calendar days. All works should be completed and deliverables submitted in all respect with that period.

6. Photographic Records

The designer/Surveyor shall make photographs and other records shall be recorded and submitted to UNOPS.

7. Deliverables:

The project deliverables are geotechnical investigation report & test results, hydrological investigation, Topographic survey and preliminary design (site plan) of the site as per the scope of work stated above.

8. Technical Specifications for Design:

8.1. Civil Site Developments

The designer shall prepare plan of property as part of the design package consists of a Boundary survey for consideration of this project. The survey shall show the closure of the property boundary consisting of identifying all property corners, establishing horizontal and vertical control listing and distances of property lines from the centerlines of all adjacent roads / buildings. The designer shall place property corner marker. The survey design shall include topographic map and the locations of mentioned projects, structures, major trees, road right of ways, names of roads, widths of roads, right of ways, setbacks, parking and paving areas, storage containers, stoops, sidewalks and walkways, above ground utilities, electrical locations. The designer shall locate the facilities general agreement with the drawings included and any requirements in the scope of work. All site features shall be clearly defined and dimensioned on the site plan.

Road and parking areas shall be designed for turning radius of the vehicle entering the building area. The site plan shall show geometric design of the site, including applicable dimensions of all exterior facilities, mechanical equipment, pavements, utilities, etc. Required facilities shall describe in the proposed sections of the specification. All site plans and master plans shall be drawn in the following projection and datum of UNOPS.

9. Required qualifications

As per the criteria set in the RFQ.

10. Data, services, and facilities to be provided by SCRTFP.

The consultants will be responsible for all costs and expenses incurred in undertaking the consultancy. The consultants will be provided at the outset of the work with the following project documents and facilities

- Arial photographs of the proposed site.
- UNOPS shall facilitate entry and exit to the site.
- UNOPS shall facilitate counterpart staff where necessary.
- UNOPS shall facilitate any permits required for the staff to carry out their duties within the location.

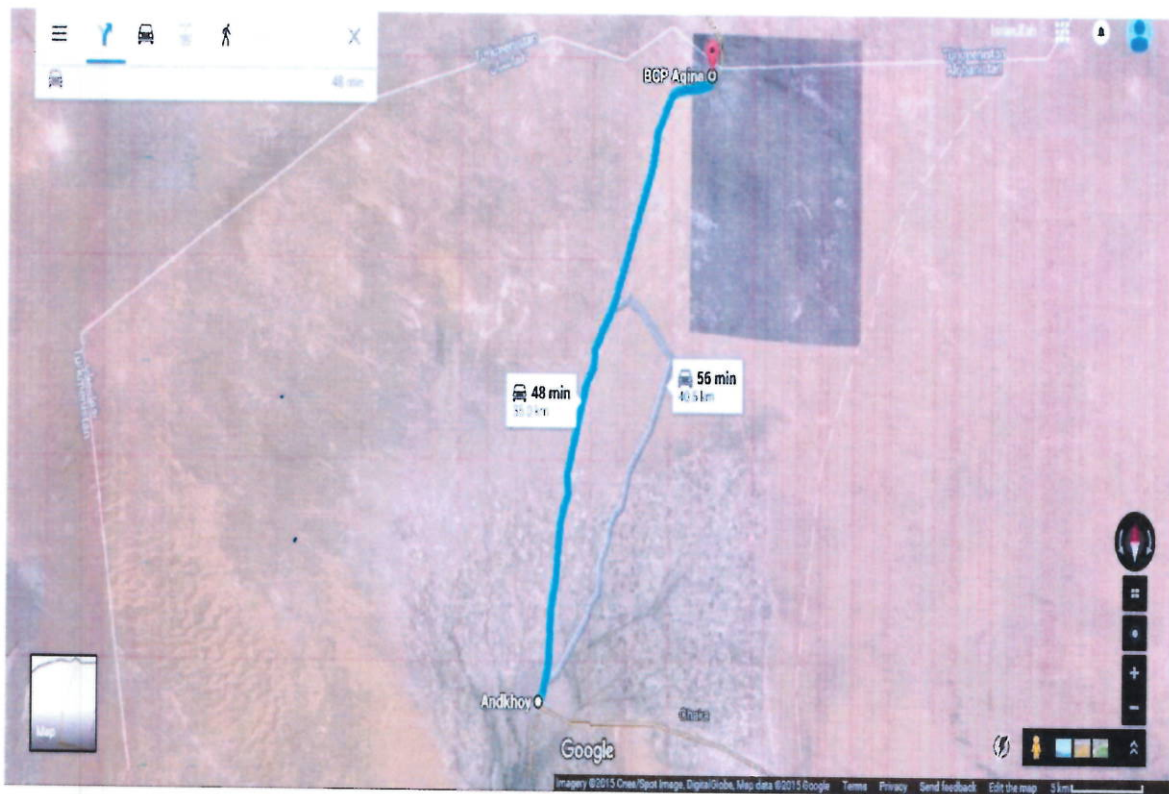
11. Reporting and Product Delivery requirements:

The consultants will closely work and report to the Engineering manager or any designated Engineer from SCRTFP, UNOPS, AGOC every alternate days to monitor the progress and quality. Detail work plan and working methodology should be submitted with bid documents. Upon completion of consultancy work the following items are derivable under this project:

- Three sets of complete drawings in CAD and PDF.
- Three sets complete drawings printed in A3 size standard papers.
- Three sets of complete calculations and data in excel format
- Hydrological and geotechnical investigation report and test results



- site pictures -



ANNEX: 2

| Previous Experience | | | | |
|---|----------------|---------------------------------|--|------------------------------------|
| 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 |
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