

Request for Quotation (RFQ) for Goods/Services

**Request for Quotation to establish a Blanket
Purchase Agreement (BPA) for the supply of
rental vehicle services in Kabul Province of
Afghanistan**

RFQ Ref No: 95336-Afghanistan-Service-RFQ-077

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotation to establish a Blanket Purchase Agreement for the supply of rental vehicle services in Kabul Province of Afghanistan.

RFQ No: 95336-Afghanistan-Services-RFQ-077

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Technical Quotation Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Nihal SAMARASINGHE
Title: Project Manager

Date: 2 August 2017

Section I: RFQ Particulars

Scope of Quotation	Based on the results of this RFQ exercise, UNOPS intends to enter into a non-exclusive Blanket Purchase Agreement (BPA) with the successful Bidder for the supply of rental vehicle services in Kabul Province of Afghanistan in support of UNMAS operations for a maximum period of 5 months as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p style="text-align: center;">Najibullah ASSLAMI Procurement Associate United Nations Mine Action Service (UNMAS) Kabul, Afghanistan. Email: najibullahas@unops.org</p> <p>ATTENTION: Quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted later than 9 August 2017 (2.00 pm Kabul time).</p> <p>Responses to requests for clarification will be communicated to all bidders directly, who received the RFQ document from UNOPS, and those who requested clarification.</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 60 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in United States Dollars (USD).
Duties and Taxes	All quotations shall be submitted net of any direct taxes and custom duties.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 2.00 pm Kabul, Afghanistan Time on 12 August 2017 .
Quotation submission	<p>Quotations must be submitted by e-mail to:</p> <p>unmaca.procurement@unops.org Your email must not exceed 3MB. Please specify above case reference number on your email's subject line i.e. (RFQ Ref No: 95336-Afghanistan-Services-RFQ-077). Your quotation must be signed and stamped in all relevant places.</p>

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows;</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> • Bidder should have at least one similar Contract of Supplying/Renting vehicles of at least USD 15,000 during the last 3 years prior to this RFQ. (Completed Form D and provide the details of previous experiences). • The offeror must possess a valid business license to operate in Afghanistan. A copy of the business license must be attached to the quotation. • Technical compliance of the offered goods/services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. • Proposed drivers shall be in possession of valid driving license issued by Traffic Department of Mol. 3. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's 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.</p>
Partial quotations	Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.
Alternative quotations	Alternative quotations are not accepted.
Documents comprising the Quotation	Bidders shall include the following documents in their quotation: <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Technical Quotation Form • Form D: Previous Experience Form • Valid business licence or registration
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): <ul style="list-style-type: none"> - Blanket Purchase Agreement (BPA) up to 31 December 2017.

General Conditions of Contract	In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for the provision of Goods The General Conditions of Contract are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx
Signing of Contract	UNOPS plans to award the Contract by 20 August 2017
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or he bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;

- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

Annex A - Terms of Reference

Rent of: Vehicle with the driver, fuel and any other associated costs maintenance and running Cost
Project: 95336-Afghan Civilian Assistance Program (ACAP-III)
Coverage Area: Central Region (Kabul province with travel to all districts and villages)
Duration: Up to 31 December 2017
Number of Vehicle required: 04

Vehicles Specifications:

- Toyota Corolla (or Toyota Saracha) Sedan Model, years of manufacture between 1994 and 1997 **or Equivalent.**
- Road-worthy condition including spare tyre and essential accessories
- Functional air conditioner, heating system, distance (Km) meter, seat-belt restraints and essential operational features
- A vehicle log book for daily running records
- Equipped with necessary safety items, including fire extinguisher, spare tire, mechanical jack and basic hand tools;
- Compliant with applicable insurance, safety or other motor vehicle requirements;
- Registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law; and
- Original vehicle registration, driver's license and other documentation should always be available in the vehicle being rented (in case of checkpoints, etc.)

Requirements and working schedule:

- The Company shall provide the vehicle with the driver and fuel including other associated costs to provide the service at no extra cost to the project or the user.
- The vehicles shall be based at the regional office in Kabul, with travel to all districts and villages.
- The vehicle will be used for the project staff duty travel within the area of coverage mentioned in the terms of reference.
- The company shall provide competent driver with valid National Driver Licenses for vehicle.
- The company shall keep the vehicle in good condition and shall be solely responsible to bear all costs associated of fuel, security measures, lubrications and consumables items.
- The Company is not authorised to change the designated vehicle and the driver without prior written approval of the authorised representative of the signatory to the Contract.
- The company shall provide valid Third Party insurance, Liability insurance covering the operation of the vehicles for purposes of provision of transportation services and shall process any claims under timely manner in accordance with the insurance procedures.
- During the term of this Contract, the company shall ensure that vehicle is legally registered in accordance with the law and regulations of the Islamic Republic of Afghanistan, and shall ensure that all mechanical and other certifications are valid.
- In the event of the rented vehicle is not available for service, the Company shall make immediate arrangements to provide a replacement vehicle with a driver and fuel to continue the service uninterrupted at no extra cost.
- The Contractor shall be fully responsible for the vehicle fuel during the contract period, the driver should always have enough money to refill the car fuel tank.
- The Company shall replace the driver within 24 hours upon request by project personnel due to unacceptable behaviour or unsafe driving practices.
- Working days shall be from Sunday to Thursday included 5 (Five) days in a week, from 8.00 am to 5.00 pm.

- The Company shall be fully responsible for the operation of the vehicles and ensure that the driver operates the vehicles in accordance with applicable law. The Company shall be fully responsible for payment of salary and other benefits including accommodation during duty travel to its driver as required by the governing labor laws, including but not limited to fines for traffic violations. ACAP III project shall not be liable for any action, omission, negligence or misconduct of such driver, nor for any costs, expenses or claims associated with any illness, injury, death or disability of such driver performing services in connection with this Contract. ACAP III shall have no responsibility vis-à-vis the driver.
- The supplier should provide all accessories required for the vehicles to operate in the winter.
- The use of service during week-ends will be compensated separately as specified in 'Form B: Price Schedule Form.
- In cases where the over-night keeping of the vehicle is required, will be compensated separately as specified in 'Form B: Price Schedule Form.
- In cases the vehicles is not available for services during a regular work day, and the supplier field to provide a replacement vehicle, an amount of daily fees (determined by dividing the monthly rate by 22 days) will be deducted from the monthly amount.

The driver shall be:

- Have a valid driver's license for the type of vehicle offered for the service;
- Minimum of 1 years experiences as a driver for similar vehicles;
- Familiar with local routes and destinations of Afghanistan;
- Observe at all times basic courtesy to passenger(s), fellow motorists and road authorities;
- In possession of no prior record of traffic violations;
- In possession of a mobile phone with an active number provided by the Contractor.
- Adequate literacy levels to maintain vehicle log book.

Under no circumstances shall project or the user be liable for any claims, losses, suits, damages or demands arising out of, or relating to the rental of the said vehicles.

Duty Station and Coverage Area:

Kabul Province	The vehicles shall be based at the regional office in Kabul, with travel to all districts and villages
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Section IV: Returnable Bidding Forms

Note to Bidders: instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: **insert submission date**

Subject: Request for Quotation to establish a Blanket Purchase Agreement for the supply of rental vehicle service in Kabul province of Afghanistan.

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for **60 days** from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by **insert full name of bidder** to sign this quotation and bind **insert full name of bidder** should UNOPS accept this quotation:

Name: **complete**

Title: **complete**

Date: **complete**

Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: **complete**

Title: **complete**

Email address: **complete**

Telephone: **complete**

Form B: Price Schedule Form

Contractor agrees to provide all services as specified in this bid and in accordance with the terms and conditions of this bid at the prices quoted on this form.

Contractor shall provide your price on daily rates, per day per vehicle.

Number of Vehicles required. 04

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Currency	United States Dollars (USD)
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Item No	Description of Services	Unit	QTY	Unit Price Per day Per vehicle in USD
1	Provision and Supply of vehicle with driver, fuel and other associated costs to work 8 hours per day with travel within Kabul province including all districts and villages, as per the Terms of Reference in Annex A.	Day	1	

I, the undersigned, certify that I am duly authorized by insert full name of Bidder to sign this quotation and bind insert full name of Bidder should UNOPS accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

RFQ reference no: 95336-Afghanistan-Services-RFQ-077

Name of Bidder: Insert name of Bidder

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the "UNOPS requirements" columns of the Comparative Data Tables. Such changes might disqualify your quotation.

Technical specifications for Services and Comparative Data Table:

Our minimum requirements:		
No	UNOPS Minimum Technical Requirement	Is quotation compliant? Bidder to complete
1	Toyota Corolla (or Toyota Saracha) Sedan Model, years of manufacture between 1994 and 1997 or Equivalent	YES () NO ()
2	Road-worthy condition including spare tyre and essential accessories	YES () NO ()
3	Functional air conditioner, heating system, distance (Km) meter, seat-belt restraints and essential operational features	YES () NO ()
4	A vehicle log book for daily running records	YES () NO ()
5	Equipped with necessary safety items, including fire extinguisher, spare tire, mechanical jack and basic hand tools;	YES () NO ()
6	Compliant with applicable insurance, safety or other motor vehicle requirements;	YES () NO ()
7	Registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law; and	YES () NO ()
8	Original vehicle registration, driver's license and other documentation should always be available in the vehicle being rented (in case of checkpoints, etc.)	YES () NO ()
9	Have a valid driver's license for the type of vehicle offered for the service;	YES () NO ()
10	Minimum of 2 years experiences as a driver for similar vehicles;	YES () NO ()
11	Familiar with local routes and destinations of Afghanistan;	YES () NO ()
12	Observe at all times basic courtesy to passenger(s), fellow motorists and road authorities;	YES () NO ()
13	In possession of no prior record of traffic violations;	YES () NO ()
14	In possession of a mobile phone with an active number provided by the Contractor.	YES () NO ()
15	Adequate literacy levels to maintain vehicle log book.	YES () NO ()

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes No

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____ Title: _____
 Date : _____ Signature: _____

Form D: Previous Experience form

RFQ reference no: 95336-Afghanisan-Service-RFQ-077

Name of Bidder: insert name of Bidder

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

Name : _____

Title : _____

Date : _____

Signature : _____