

**Request for Quotation (RFQ) for  
Services.**

**Provision of Analysis for Support  
to Improvement of Agricultural  
Value Chains in Herat (HAVC)  
Project, Herat Province,  
Afghanistan.**

**RFQ REF. NO: 043-20431-UNOPS-  
AFG-RFQ-017.**

## Invitation letter

Dear Sir/Madam,

**Subject:** Request for Quotation for Provision of Analysis for Support to Improvement of Agricultural Value Chains in Herat (HAVC) Project, Herat Province, Afghanistan.

RFQ Case No.: 043-20431-UNOPS-AFG-RFQ-017

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: Technical Quotation Form
  - Form C: Price Schedule 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:**                      Date: 26 December 2017



**Paul CRUICKSHANK**  
Director & Representative  
UNOPS AFOC

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to for the Provision of Analysis for Support to Improvement of Agricultural Value Chains in Herat (HAVC) Project, Herat Province, Afghanistan as further described in Section III: Schedule of requirements.
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:  Mr. Habibullah <a href="mailto:habibullaht@unops.org">habibullaht@unops.org</a> United Nations Office for Project Services UNOPS Procurement Department  <b>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</b>
Clarifications	Requests for clarification from bidders will not be accepted by any later than 2 calendar days before the Deadline for Bid Submission.  Responses to requests for clarification shall be communicated to bidders by posting responses on UNOPS' website at <a href="http://www.unops.org">www.unops.org</a> under <b>RFQ Case No. 043-20431-UNOPS-AFG-RFQ-017</b>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 30 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in United States Dollars (US\$).
Duties and Taxes	All quotations shall be submitted net of any direct taxes and customs 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 on or before <b>Dec 31, 2017, at 2:00 pm (Afternoon), Kabul Local Time.</b>
Quotation submission	Quotations must be submitted as follows: <b>Electronic submission:</b> You can submit your quotation by e-mail to: <a href="mailto:afg.quotations@unops.org">afg.quotations@unops.org</a> . Your email must not exceed 3MB. Please specify above case reference number on your email's subject line. Your quotation <b>must</b> be signed and stamped in all relevant places.  <b>OR</b> <b>Mail, courier or in-person delivery:</b> Your quotation shall be sealed in an envelope and shall be submitted to UNOPS Office Kabul, Afghanistan to the attention UNOPS AFOC Procurement Unit. Your quotation must be signed and stamped in all relevant places. The envelope shall be addressed as follows:  Attn: <b>UNOPS Procurement Unit</b>  Subject: <b>Provision of Analysis for Support to Improvement of Agricultural Value Chains in Herat (HAVC) Project, Herat Province, Afghanistan.</b>  Ref: <b>043-20431-UNOPS-AFG-RFQ-017</b>  Address: <b>UNOCA Compound, Jalalabad Road, Kabul, Afghanistan</b>

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> <ul style="list-style-type: none"> <li>• <b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>• Bidder is eligible as defined in Instructions to Bidders, Article 3</li> <li>• Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> <li>• Bidder accepts UNOPS General Conditions of Contract</li> <li>• <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: Bidder should provide one similar services experience for the last 3 years.</li> <li>• The offeror must possess a valid business license to operate in Afghanistan.</li> <li>• A copy of the business license must be attached to the quotation.</li> <li>• Form D Previous experience form shall be provided.</li> </ul> </li> <li>• <b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> <li>• Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements.</li> </ul> </li> <li>• <b>Financial evaluation.</b> 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.</li> </ul> <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	<p>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.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>• Form A: Quotation Submission Form</li> <li>• Form B: Technical Quotation Form</li> <li>• Form C: Price Schedule Form</li> <li>• Form D: Previous Experience Form</li> <li>• Copy of valid business license</li> </ul>
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): Small Service Contract</p>
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for goods less than USD 50,000 in value The conditions are available: <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">at: <u>http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</u></a></p>
Signing of Contract	<p>UNOPS plans to award the Purchase Order by 05 January, 2018.</p>

UNGM registration	<p>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 <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>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</p>
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## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

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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

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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 ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

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

- i. 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;
- ii. is included in UN/DP's suspended and removed vendors list;
- iii. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- iv. is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#);

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

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Bidders may request clarification in relation to the RFQ or bid process 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

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

### 6. QUOTATION CURRENCY(IES)

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The quotation shall be made in the currency(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 currency(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**

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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**

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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**

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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**

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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**

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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**

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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](http://www.unops.org).

## Section III: Schedule of Requirements / Terms of Reference

### 1 Background

Agriculture is critical to Afghanistan's food security and a key driver of economic growth. In Afghanistan as a whole Agriculture is a critical industry. The country is an agricultural one, where the sector is still the key contributor to GDP of about 25 -30%, feeding about 60% of its total population and employing around 78.6% of the working population (in direct cultivation of the agricultural value chain and related activities). Moreover, the export of products not only brings cash to the country, but also demonstrates and exhibits the country's export potential internationally.

Prior to decades of conflict, Afghanistan's agricultural products earned a global reputation for excellence, particularly almonds, pomegranates, pistachios, raisins, and apricots. Decades of war and neglect have devastated Afghanistan's farmland, displaced millions of people, and largely destroyed the country's existing infrastructure.<sup>1</sup>

Herat's economy is primarily based on agriculture and industry. Agriculture is a major provider of employment and the development of the agricultural sector in Herat Province is a key objective of the National and Provincial Government. Due to its accessibility to the neighbouring countries of Iran and Turkmenistan, Herat functions as the hub for regional business. According to Regional Rural Economic Regeneration Strategies (RRERS), irrigated land is concentrated in the central and eastern districts (Injill) and the northern districts are 90% rain-fed. An estimated 70% of agricultural activity is concentrated in the northern and central districts, which are fed by the Harirod River watershed. Herat is best known for producing grapes, pistachios and saffron. Herat city has an estimated population of 436,300 (2015). Over 38% of land use within the city limits and surrounding district, and 75% for the province as a whole, is in agricultural production. With the average area per dwelling under cultivation at <0.1 hectares (approximate 0.08 hectares) most farmers can be described as 'small-scale'.<sup>2</sup> Moreover, nearly half (48%) of rural households in Herat province rely on agriculture as their major source of revenue.<sup>3</sup>

Agriculture is therefore a critical economic and employment activity in both the Herat city and Herat Province.

Under-investment in the agricultural support infrastructure (cold storage, markets, tertiary roads, etc.) has further inhibited agricultural development. Therefore, at the request of the Provincial Department of Economy (Ministry of Economy), Herat Municipality and the Office of the Provincial Governor, this project "Support to Agricultural Value Chains in Herat Province - HAVC" aims to provide vital assistance to Herat's agricultural sector.

The HAVC project will focus on creating jobs, increasing incomes and productivity, enhancing food security, creating enhanced export markets and strengthening the Afghan government's ability to promote broad-based growth.

The HAVC project aims to make a tangible impact on the lives of local farmers and their families with projected price increases for produce and income at between 20-30%<sup>4</sup>, while laying the foundation for improved value chains and economic growth in Herat City and Province. The project will support key links in the agricultural value chain by promoting and strengthening production, processing, and sales of commodities through the rehabilitation of key markets, improvement of roads access, and construction of cold storage facilities, exhibition & training centre and pilot community market.

In response to needs prioritized in **Herat's Provincial Development Plan (PDP)**, and in close consultation with key stakeholders groups, the project proposal was prepared on the basis that it will seek

<sup>1</sup> USAID –United States Agency for International Development

<sup>2</sup> SoAC GIS

<sup>3</sup> <http://afghanag.ucdavis.edu/country-info/Province-agriculture-profiles/hirat-herat/fsnhlpheratpdf.pdf>

<sup>4</sup> This is a projected target/assumption and will be substantiated by the project baseline and impact assessment.

to upgrade two essential secondary roads with asphalt pavement around Herat City centre, connecting to communities and central markets in Herat. It is also designed to create a pilot community based market/bazaar, construction of a small cold storage (on a governmental land located next to the existing agriculture products market) and an exhibition centre.

The primary paved road construction of 4 Km+ (total length of) passes through local communities from where residents can more easily transport their agricultural products to the market. Baharestan road, a key 2.5 Km secondary road which currently links Herat's main airport road (leading to the city centre) with Darb-e-Kandahar road, will be upgraded to asphalt in order to ensure enhanced access to goods and services and key markets in western Herat.

In addition, a community market, a cold storage and weekend community market and dedicated agriculture exhibition space will be constructed for the sale of specialist agricultural produce in Herat city (Enjil / Injil District) on land allocated by the Provincial Governor.

However, following on the ground thorough analysis and assessments by the HAVC project team and close consultation and coordination with the Government of Herat, it was revealed that the:

- a. The two existing agricultural products markets are privately-owned, and there is no governmental land available next to or adjacent to any of the existing markets, and they are not eligible for the usage of Government of Japan (GoJ) grant to rehabilitate;
- b. There are already three big privately owned agricultural products markets in western Injil, only of two of these are having business while the third one is yet to find customers. Therefore, the construction of an additional market with GoJ funds will result in the same as third existing market. Furthermore, it can lead to the discouragement of private sector by creating unhealthy competition.

## 1.1 Project Location

Herat City, Injil and Guzara Districts.

## 2 Objectives of the analysis

The services to be rendered by the contractor under this ToR are aimed at providing a comprehensive independent analysis of the reprogramming / amendment the project is aiming for, as well the analysis of two existing cold storages in Herat. The main objective of this analysis is;  
To conduct independent surveys / analysis for HAVC Project on the Amendment and cold storages, and prepare two different reports with recommendations.

## 3 Scope of Service

The scope of work under this ToR consists of independent surveys / analysis on the reprogramming of planned out puts / deliverables of the HAVC project, as well the two existing cold storages in Herat.

### 3.1 Reprogramming of Outputs/deliverables - Amendment

Contractor shall carry out an independent analysis on the Amendment to the project and to advise the UNOPS, GoJ and Government of Herat on the suitability of this amendment in achieving the project objective "The improvement of Agricultural Value Chains in Herat". The Amendment can be summarized as follows:

**Originally planned specific output# 1:** Rehabilitation of two existing fruit and vegetable markets; Construction of a supporting cold storage facility and pilot community market; Construction of a separate Exhibition and Training Facility; (5 pieces of construction under output 1).

**Revised proposed specific output# 1:** Construction of a cold storage facility, construction of an Exhibition and Training Facility (2 pieces of construction).

**Originally planned specific output# 2:** Construction and rehabilitation of two key access roads (to markets and city) – Mallan and Baharestan roads.

**Revised proposed specific output# 2:** Construction and rehabilitation of three key access roads (to markets, cold storage and city); these roads are: Mallan and Baharetan roads in Injill and the road from Pashton bridge to Mallan bridge (the road to cold storage).

**Originally planned specific output # 3:** Capacity Development and Training of 300+ key stakeholders and farmers.

**Revised proposed specific output # 3:** Capacity Development and Training of 300+ key stakeholders and farmers. No change in the number and type of beneficiaries.

**Originally planned specific output# 4:** Impact Assessment (pre and post) – No Change.

### **3.2 Assessment /analysis of existing cold storage in Herat**

There are two cold storages built by aid funds, one is located in Guzara district and the other one is near Pashton bridge in Injil district. However, both of these cold storages are not used by the farmers but mainly used for the storage of imported products from neighbouring countries. In addition, both of these cold storages are hardly used for its maximum capacity. Therefore, the consultant is expected to perform a separate independent analysis of both of these cold storages and;

- Find out the reasons for its limited use and non-usage by local farmers / or for local agricultural produce;
- Perform an analysis on its economic viability (the consultant is expected to perform thorough calculations and analysis to substantiate its analysis);
- Find out weaknesses, and propose recommendations on the improvement of these facilities that would improve its usability and possibly lead to attract local farmers and merchants using them for the locally produced agricultural products.
- Prepare specific lessons learnt to the HAVC Project Manager so that it could be taken into consideration during the design, construction and implementation of planned new cold storage with the objective that it will be mainly used for locally produced agricultural products.

All analysis and reports shall be developed by agricultural economy / agricultural value chains expert(s) or firm responsible to the Contractor. The agricultural economy / agricultural value chains expert(s) or firm shall be qualified by; education in Agro-economics / or agriculture / or Economics; professional registration; a minimum of five (five) years of experience in agricultural economy / agricultural value chains improvement.

### **3.3 Deliverables**

The Consultant shall develop and submit;

- The complete analysis report in relation to the amendment within 5 calendar days from contract award.
- The complete analysis report in relation to the cold storages within 10 calendar days from contract award.
- The reports shall be submitted to UNOPS for review and approval.
- 3 sets of hard copies and CDs with all support documents of the reports.

## **4 Contractor's Key Personnel**

The services shall be carried out by qualified staff. The contractor's staff should have extensive experience in the implementation, design or evaluation of agricultural value chains projects. Proposed experts must have a verifiable university degree and professional background.

Minimum requirements to the composition of contractor's project team and their staff qualification are provided in the below table:

## Contractor's Team

Description of Staff	Level of Qualification	Years of professional experience (minimum)
Project Manager / Lead Analyser	BSc. Agricultural Economy / Agriculture / Economics	2 years' experience as a Project Manager / Team Leader, 5 years of experience in implementation or design or evaluations of Agricultural Value Chains related project.

Good knowledge of spoken and written English by the Consultant's key staff is **essential**. The Consultant shall include detailed CVs of all their key staff proposed for this project.

**Note:**

**Staff proposed in the offer is expected to be working on the project, no change will be permitted (except in proven circumstances that are uncontrollable such as death, etc.) and change lead to immediate termination of the contract and possible administrative consequences.**

**It is the responsibility of contractor to make sure that it understands the scope of work, and plan, recruit and mobilize sufficient additional technical and support staff, logistical resources and other necessary arrangements. The UNOPS reserves the right to ask for instructing the consultant in mobilizing necessary resources, should it feel that the progress is not on time.**

**4.1 Facilities to be provided by the Consultant**

The contractor shall ensure that its project staff are adequately supported and equipped. In particular the contractor shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable its experts to concentrate on their primary responsibilities.

**4.2 Cost and Payment of contractor's Services**

The contractor shall meet the full operational costs of its survey teams including all travels, remuneration, insurance, emergency medical aid, accommodation, offices and facilities, communications and all that is necessary for the proper operation of the teams. Costs shall include administrative and technical support from the contractor's Head Office.

Payment to the Consultant shall be made at once after the submission of both reports to UNOPS and its approval by UNOPS.

**5 Quality Assurance**

UNOPS will perform a quality assurance review of the contractor's work to confirm that proper criteria, regulations, laws, codes, principles and professional procedures have been used. UNOPS will review the work of contractor during each phase of analysis and return comments in writing.

The contractor shall be liable for its work and shall also keep records in its office so that it can substantiate its analysis in the future, if needed.

**6 Reporting Schedule**

The contractor will prepare and submit to UNOPS the following two reports:

- Within five days of commencement of the assignment: Analysis about the reprogramming of outputs / amendment.
- Within ten days of commencement of the assignment: Analysis about the existing two cold storages in Herat.

## 7 Language

The language of the contract is English, and all communication in relation to these services MUST be in English. The reports and any relevant supporting documents shall be in English – if the original of the supporting documents is in Dari or Pashto, it is the responsibility of consultant to translate them into English and submit both.

## 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:** Quotation for the Provision of Analysis for Support to Improvement of Agricultural Value Chains in Herat (HAVC) Project, Herat Province, Afghanistan, RFQ Case No. 043-20431-UNOPS-AFG-RFQ-017

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 the period of time of **[insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids]** from the date fixed for the bid 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;
- 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]**

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: Technical Quotation Form

RFQ reference no: 043-20431-UNOPS-AFG-RFQ-017

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 goods – Comparative Data Table:**  
**Please refer to Section III: Schedule of Requirements / Terms of Reference**

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:

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Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: 043-20431-UNOPS-AFG-RFQ-017.

<b>Currency</b>	United States Dollars (US\$).
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ITEM	DESCRIPTION	UNIT	QTY	CURRENCY: USD (\$)	
				TOTAL PRICE USD	Remarks
1	Provision of Analysis for Support to Improvement of Agricultural Value Chains in Herat (HAVC) Project, Herat Province, Afghanistan, As per the Section III: Schedule of Requirements / Terms of Reference	LOT	1		

Payment terms 30 days accepted:  Yes

**Bidder's discount for accelerated payment:**  % of total firm price for each calendar day less than thirty (30) days

### List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]

(B) \_\_\_\_\_

(C) \_\_\_\_\_

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 D: Previous experience form

RFQ reference no: 043-20431-UNOPS-AFG-RFQ-017.

Name of Bidder: [insert name of Bidder]

Bidder should provide one similar services experience for the last 3 years.

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 : \_\_\_\_\_