

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

**Supply of Diesel Fuel for UNOPS Snow Clearing  
Machineries and Vehicles in Balkhab district, Sari-Pul  
province of Afghanistan.**

Case track number: UNOPS-AFG-RFQ-016-034-R

Version: v2016.1

## Invitation letter

Dear Sir/Madam,

**Subject: Request for Quotations for Supply of Diesel Fuel for UNOPS Snow Clearing Machineries and Vehicles in Balkhab district, Sari-Pul province of Afghanistan.**  
**RFQ Case No.: UNOPS-AFG-RFQ-016-034-R.**

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 services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

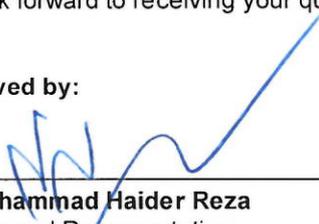
The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements (Terms of Reference)
- 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:



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**Dr. Mohammad Haider Reza**  
Director and Representative  
UNOPS - Afghanistan

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the Supply of Diesel Fuel for UNOPS Snow Clearing Machineries and Vehicles in Balkhab district, Sari-Pul province of Afghanistan 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;">Procurement Official Mr. Mahbobulhaq FAIZI <a href="mailto:Mahbobulhaqf@unops.org">Mahbobulhaqf@unops.org</a> United Nations Office for Project Services Afghanistan Operational Hub</p> <p><b><u>ATTENTION:</u> quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</b></p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than 3 calendar days before the Deadline for Bid Submission.</p> <p>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. UNOPS-AFG-RFQ-016-034-R.</b></p>
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 USD.
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>December 21, 2016 10:00am (Morning), Kabul Local Time</b>
Quotation submission	<p>Quotations must be submitted as follows:</p> <p><b><u>Electronic submission:</u></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.</p> <p style="text-align: center;"><b>OR</b></p> <p><b><u>Mail, courier or in-person delivery:</u></b> Your quotation shall be sealed in an envelope and shall be submitted to UNOPS Office Kabul, Afghanistan to the attention UNOPS AFOH Procurement Unit. Your quotation must be signed and stamped in all relevant places. The envelope shall be addressed as follows:</p> <p>Attn: <b>UNOPS Procurement Unit</b> Subject: <b>Supply of Diesel Fuel to UNOPS - RAIP-IV Project in Sari-Pul</b> Ref: <b>UNOPS-AFG-RFQ-016-034-R</b> Address: <b>UNOCA Compound, Jalalabad Road, Kabul, Afghanistan</b></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> <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> </ul> </li> <li>• <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>• Bidder should be in continuous business of supplying similar goods and services for the last 3 years.</li> <li>• Bidders shall have a valid business license to operate in Afghanistan.</li> <li>• Acceptance of payments via bank transfer.</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> <li>• Provide evidence of availability of equipment for refuelling of UNOPS vehicles/Machineries and delivery of fuel to the project site in Balkhab district, Sari-Pul province.</li> <li>• UNOPS will conduct a test of the offered diesel fuel from the prospective bidder's to verify the offered diesel is to the standard quality meeting minimum UNOPS requirement. Only suppliers whom their samples meet UNOPS minimum requirements will be financially evaluated.</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	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.
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: Price Schedule Form</li> <li>• Form C: Technical Quotation Form</li> <li>• Form D: Previous Experience Form</li> </ul>
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): Small Services Contract.

General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply:  UNOPS Conditions of Services for Contracts less than USD 50,000 in value</p> <p>The conditions are available at:  <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	UNOPS plans to award the Contract by mid - December 2016.
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>

## 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 CURRENC(IES)

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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 quotation s 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

### Annex A - Terms of Reference

- The Contractor is expected to supply diesel fuel for UNOPS – RAIP-IV Project Vehicles and Snow Cleaning Machineries based in Balkhab, Sari-Pul province of Afghanistan on request base.
- The Contractor should supply the required Diesel Fuel Grade A - HSD (High Speed Diesel Compatible for summer & winter Seasons).
- UNOPS RAIP-IV Project will check and verify the sample of fuel before the contract is signed and retain the sample.
- The Contractor should deliver the required fuel according to the specification and the sample may verified by UNOPS officials.
- The contract will be signed for Four months i.e. (01 Jan 2017 through 30 April 2017) with possibility of extension for a another period of 2 or more months subject to quality and satisfactory delivery and mutual agreement of both parties.
- The Contractor shall deliver the required quantity of litres of fuel based on UNOPS RAIP-IV requirement/s.
- Current required fuel is 2500 Litres estimated on a monthly basis which this can be increased or decreased based on the actual requirement of the office.
- Fuel supplied by the Contractor under this agreement shall conform to the specification set out in the quotation and sample, in the event that a quality of fuel tested is not in accordance with the sample and specification will be rejected, the contractor is responsible to change the quality at the same day and supply the requested quality of fuel agreed in the contract.
- The required fuel may requested on weekly basis or sooner.
- All Invoices shall be accompanied by supporting documents such as distribution receipts of the amounts delivered, such data and documents shall be made available for inspection and certifying the invoice by UNOPS RAIP-IV Project officials based in Mazar-e-Sharif.
- Contractor has to provide the required fuel on time. Frailer to provide the fuel may cause delays on its delivery performance. UNOPS Afghanistan will deduct 0.5% from the total value of the contract on each day after delivery deadline.

## 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 supply of [Insert a brief description of goods/services] in [Name of country/city],** RFQ Case No.[insert RFQ ref number], dated [insert date]

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/DP, 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: Price Schedule Form

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

RFQ reference no: [insert RFQ reference No.]

<b>Currency</b>	USD
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No	Generic Description	Unit	QTY	Unit Price in USD	Total Price in USD
1	Diesel Fuel Grade A - High Speed Diesel (HSD) Compatible for summer & winter Seasons with delivery in Balkhab district, Sari-Pul province of Afghanistan	Litres	10,000		
<b>Total Price USD</b>					

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 C: Technical Quotation Form

Our minimum requirements:	Your offer (Please fill in):
Diesel fuel for High Speed Diesel Engines)	
fuel rating (cetane number)	45
2. The fractional structure:	
a) 50 % It is overtaken at temperature °C	280
b) 96 % It is overtaken at temperature (the end of distillery) °C	360
Viscosity kinematics at 20 °C mm <sup>2</sup> /c	3.0 – 6.0
Temperature of hardening, °C	- 10
cloud point, °C	- 5
open-cup flash-point °C	62
Mass share of sulphur %	0. 20
Test for a copper plate	positive
The content a water-soluble of acid and caustic	none
Concentration of actual pitches mg/100 cm <sup>3</sup> of fuel	25
Acidity, mg KOH on 100 cm <sup>3</sup> fuels	5.0
Iodic number, g iodine on 100 g fuel	5.0
ash,%	0.008
The coefficient of filterability	2.0
the content of mechanical impurity	none
the content of water	none
Density at 20 °C, kg/ m <sup>3</sup>	860
Delivery of diesel fuel to the locations within Balkhab district of Sari-Pul province as required by UNOPS – RAIP-IV Project	Yes _____ No _____
Name of manufacturer/producer:	

## Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

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 : \_\_\_\_\_