

Request for Quotation

Name &:	Date: 09 June 2015
Address of Firm:	Reference: RFQ No. UNH/OM/KBL/2016/090
E-mail:	Service: Supply & Delivery of Diesel Fuel
Mobile No.	Closing date: 16 June 2016, at 9:00 AM

Introduction

The United Nation Human Settlement Program, UN-Habitat, is the United Nations agency for human settlement. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all.

UN-Habitat Afghanistan has been working in Afghanistan for the past almost 23 years assisting the government of Afghanistan through a number of projects in 10 provinces.

UN-Habitat Afghanistan is planning to sign a contract for supply & delivery of diesel fuel for its vehicles & generators in Kabul main office.

Eligible and interested Fuel Supplier Companies, Pump Stations or Petroleum Companies with proven experience and technical capabilities are requested to submit documents as required by this invitation.

Evaluation Criteria:

- Valid License from (AISA, MoCI)
- Proven experience & certificates
- Lowest cost UN
- Three reference letter from UN or other International and National NGOs

Annex I

Terms and Reference (TOR)

- The Contractor is expected to supply diesel fuel for UN-Habitat Afghanistan Kabul main office at address: House No. 431, Street 7, Taimani, District 4, Kabul, Afghanistan on request base.
- The Contractor should supply the required Diesel Fuel Grade A HSD (High Speed Diesel Compatible for summer & winter Seasons.
- UN-Habitat 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 UN-Habitat officials.
- The contract will be signed for Six months with possibility of extension for a further period (1+1+1) years, subject to quality and satisfactory delivery and mutual agreement of both parties.
- The Contractor shall deliver the required quantity of liters of fuel based on UN-Habitat requirement/s.
- Current required fuel is 6000 Liters estimated on a monthly basis which the 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 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 UN-Habitat officials.
- Contractor has to provide the required fuel on time. Frailer to provide the fuel may cause delays on its delivery performance. UN-Habitat Afghanistan will deduct 0.5% from the total value of the contract on each day after delivery death line.
- Contractor has to cleaning of UN-Habitat Fuel tank once in every 2 months.

Terms and Conditions to Bid

- At any time prior to the deadline for submission of bid, the purchaser may modify the solicitation documents by amendment.
- Price shall be quoted in Afghani, and shall be fixed upon signing the Contract and not subject to variation on any account.
- Bids shall remain valid for thirty (30) days after the date of bid opening. A bid valid for a shorter period shall be rejected by purchaser as a non-responsive one.
- The bids prepared in original must be received by purchaser in a sealed and stamped envelope no later **16 June 2016, at 9:00 AM**, late proposal will be rejected. The bidder shall not withdraw its bid after the submission. No bid shall be modified after its submission.
- The purchaser will award the contract to the successful bidder whose bid has been determined to be substantially responsive and the lowest evaluated bids as per UN procurement policies and above stated criteria.
- The purchaser reserves the right to accept or reject any bids, and to annul the bidding process and reject all at any time prior to purchase award. The purchaser thereby shall not incur liability to the affected bids or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action;
- Failure to provide all the above mentioned information may result in the bid being rejected. Bids that unclear or leave room for interpretation will be considered non-responsive and will not be evaluated; and
- The Contractor will receive the payment in Kabul upon 100% delivery of the fuel during the contracted period on monthly as per the UN payment terms and conditions.

Annex II

Price Schedule

UN-Habitat Afghanistan

Supply and Delivery of HSD Fuel

RFQ No. UNH/OM/KBL/2016/090

No	Generic Description[incl. Technical specifications	Unit	Quantity	Unit Cost in AFS	Total Price in AFS
1	Diesel Fuel Grade A HSD (High Speed Diesel) Compatible for summer & winter Seasons with delivery	Liter	36,000		
Total AFS:					

Owner of the Company/Authorized Official:_____

Contact Person:_____

Address:_____

Contact telephone:_____

Signature:_____

Mobile phone:_____

E-mail:_____

Company seal

Dear Sir/Madam:

You are kindly requested to submit your offer to UN-Habitat main office at Taimani, House # 431, Street 7, District 4, Kabul Afghanistan or send by e-mail at: procurement.committee@unhabitat-afg.org

Duly completed documents as requested in the RFQ should be submitted no later than **16 June 2016, at 9:00 AM**, Kabul time in a sealed and stamped envelope marked as "Bidding for Transportation Services of UN-Habitat Afghanistan office" at the top left hand corner of the cover and addressed to:

Your sincerely,



Ghows Amirian, Procurement Officer
UN-Habitat Afghanistan