

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

## **Provision of Rental Vehicle Services for South Eastern Region in Afghanistan**

RFQ Ref. No.: 95336-South Eastern Region-Services-RFQ-075

## Invitation letter

Dear Sir/Madam,

**Subject: Request for Quotations for Provision of Rental Vehicle Services for South Eastern Region in Afghanistan. RFQ Ref. No.: 95336-South Eastern Region-Services-RFQ-075.**

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:



---

**Name: Nihal SAMARASINGHE**  
Project Manager

Date: 19 July 2017

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the Provision of Rental Vehicle Services for South Eastern Region in 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;">Mr. Habibullah Procurement Official United Nations Mine Action Service (UNMAS) Kabul, Afghanistan.</p> <p style="text-align: center;">Email: <a href="mailto:habibullaht@unops.org">habibullaht@unops.org</a></p> <p><b>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below. Quotations sent to this email and any other email will be rejected.</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="https://www.unops.org/english/Opportunities/suppliers/Pages/Business-opportunities.aspx">https://www.unops.org/english/Opportunities/suppliers/Pages/Business-opportunities.aspx</a> under RFQ Ref No: 95336-South Eastern Region-Services-RFQ-075.</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 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>July 25, 2017 02:00pm Kabul Local Time</b> .
Quotation submission	<p>Quotations must be submitted as follows:</p> <p><b>Electronic submission:</b> You can submit your quotation by e-mail to: <a href="mailto:unmaca.procurement@unops.org">unmaca.procurement@unops.org</a>. Your email must not exceed 3MB. Please specify above case reference number on your email's subject line i.e. <b>RFQ Ref No: 95336-South Eastern Region-Services-RFQ-075</b>). Your quotation <b>must</b> 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"> <li>1. <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>2. <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>• The bidder must have proven logistics experiences in at least one of the followings areas. Supply of materials/sales items, transportation handling, storage management, or other logistic experience related to the scope of services requested in this bid. In <b>Form D</b>, the bidder must list at least 1 contracts or engagements to demonstrate the bidder has the experience as requested above.</li> <li>• Bidders shall have a valid business license to operate in Afghanistan.</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>- Proposed drivers shall be in possession of valid driving license issued by Traffic Department of MoI.</li> </ul> </li> </ul> </li> <li>3. <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> </ol> <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: 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	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  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>
Signing of Contract	UNOPS plans to award the Contract once the evaluation is finalized, expected start date is 01 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 <a href="http://www.ungm.org">www.ungm.org</a> .  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 ITB 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 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/PD'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

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**

---

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

## **6. QUOTATION CURRENCY(IES)**

---

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**

---

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](http://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:	South Eastern Region Consisting of the Provinces Paktya, Paktika, Khost and Ghazni.
Duration:	up to 31 December 2017, with possibility for extension

#### 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.
- One vehicle will be based in Gardez and one vehicle will be based in Ghazni Province with travel to Paktiya, Paktika, Khost and Ghazni Provinces including 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:**

Vehicle No	Coverage Area/Provinces/Districts/Villages
1	The vehicle shall be based in Gardez Province with travel to Paktiya, Paktika, Khost and Ghazni Provinces including all districts and villages.
2	The vehicle shall be based in Ghazni Province with travel to Paktiya, Paktika, Khost and Ghazni Provinces including all districts and villages.

## Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding 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: [complete]

**Subject: Quotation for the Provision of Rental Services for South Eastern Region in Afghanistan RFQ**  
Case No.: 95336-South Eastern Region-Services-RFQ-075.

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: No: 95336-South Eastern Region-Services-RFQ-075

- The quantities shown for week-ends and the over-night keeping in below tables are based on best available estimates. The payment will be based on the actual usage.
- At the time the contract is awarded, UNOPS Reserves the right to increase or decrease the number of vehicles specified in this schedule without any changes in the unit prices or other terms and conditions indicated in the RFQ.
- UNOPS Reserves the right to award the contract lot wise and on Provinces.

<b>Currency</b>	USD
-----------------	-----

Lot No. 01					
Item No	Description of Services	Qty	Unit	Unit price USD	Total price USD
1	Provision of rental vehicle service for Gardez Province. The vehicles shall be based in Gardez Province with travel to Paktiya, Paktika, Khost and Ghazni Provinces including all districts and villages. as per the TOR	5	Month		
2	Provision of service during week-ends / holidays	20	day		
3	Over-night keeping of the service	30	Night		
<b>Total Price for 5 months including Weekends and Night Keeping</b>					

Lot No.02					
Item No	Description of Services	Qty	Unit	Unit price USD	Total price USD
1	Provision of rental vehicle service for Ghazni Province. The vehicles shall be based in Ghazni Province with travel to Paktiya, Paktika, and Khost Provinces including all districts and villages. as per the TOR	5	Month		
2	Provision of service during week-ends / holidays	20	day		
3	Over-night keeping of the service	30	Night		
<b>Total Price for 5 months including Weekends and Night Keeping</b>					

Payment terms 30 days accepted:  Yes

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 : \_\_\_\_\_

Email : \_\_\_\_\_

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

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

## Form C: Technical Quotation Form

Technical specifications for Goods/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 ( )

### Form D: Previous experience form

RFQ reference no: No: 95336-South Eastern Region-Services-RFQ-075

Name of Bidder: [Redacted Name]

Description of vehicle rental services provided	Province	Total amount of Contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year of the service provided

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

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

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

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