

INVITATION TO BID FOR SERVICES

LIBS-2016-9127188

24 August 2016

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a bid for

Provision of Vehicle Maintenance Services

Issuance Date: 24.08.2016

Closing/Opening Date: 04.09.2016 at 2 pm

THIS INVITATION TO BID FOR SERVICES HAS BEEN:

Prepared By:


 24/8/2016 Date: _____


Mohammad Tamim Amini

(To be contacted for additional information, NOT FOR SENDING BIDS)

Email : mtamini@unicef.org

Approved By:

 Date: _____

EMMA MASPERO 
Supply & Log Manager
UNICEF - AFGHANISTAN
Date: 24/08/16

Emma Maspero

INVITATION TO BID FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF. The Bid must be made in accordance with the instructions contained in this Invitation to Bid for Services (ITBS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this ITBS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this ITBS.

INFORMATION

Any request for information regarding this ITBS must be forwarded by email to the person who prepared this document, with specific reference to the ITBS number.

The Undersigned, having read the Terms and Conditions of ITBS No. **LIBS-2016-9127188** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Other Trade Discounts: _____

Delivery terms : UNICEF Afghanistan (Kabul)

Item	Service Description	Quantity	Unit	Unit Price	Price
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10 Vehicle Maint. Services

SCOPE OF WORK:

SHORT TITLE OF ASSIGNMENT:

Back up contract for Maintenance and repair of UNICEF Soft skin and armored vehicles (Non-Av parts only). The vehicle types include (70, 76, 100, 200 Series, HINO truck Diesel and petrol)

DUTY STATION:

Kabul

SUPERVISOR:

Administrative Officer # Travel

PROPOSED DURATION:

BACKGROUND:

Good mechanical upkeep is essential for ensuring safety and for achieving the maximum performance from the motor vehicles at the lowest cost. It is therefore important for Administration to ensure that all vehicles are operational, well-functioning and well-maintained. This request for contract is for provision of regular quality maintenance and timely repair, when it is necessary for UNICEF soft skin and armored vehicles as per the below terms and conditions.

UNICEF built a long term arrangement with No-Lemon Company based on UNDP LTA for services and repairs of UNICEF armored vehicles and needs a contract with an authorized Toyota vehicle maintenance service provider in Afghanistan for maintenance and provision of Non-AV parts.

OBJECTIVE:

To up keep the pool of UNICEF vehicles running for the smooth operations.

ACTIVITIES, TASKS, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE:

The service provider vehicle maintenance and repair services with reasonable time period.

The service provider is expected to give quality service to UNICEF to ensure high rate of vehicles running (Road Worthiness).

The service provider will also provide genuine Toyota spare parts for UNICEF vehicles.

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES:

The contractor should be legally registered as a vehicle service Provider/Company in Afghanistan.

The company should have well equipped workshop(s) and facilities to recover and repair vehicles 24/7 with skilled mechanics. Any branches outside Kabul must be listed.

5 years of experience with International Organization with satisfactory record. The service provider to provide contactable references.

Having an official Toyota Dealership, Authorized dealership certificate is mandatory.

CONDITIONS OF WORK:

The Company undertakes UNICEF vehicles preventive maintenance and other necessary repairs of the engine, chassis, body work such as dents, electrical and mechanical systems of the vehicle and replacement of spare parts as per the Work Order.

Work Order to be issued by UNICEF Kabul which should carry the signature of the authorized officers and to be stamped with UNICEF logo.

The Company informs UNICEF about technical faults and additional spare parts deemed necessary and obtain written authorization from the UNICEF Administrative Officer before undertaking such repairs.

Maintenance, Service and any other maintenance task to be carried out by the Company in a good and professional manner by the skilled workers. Only original and genuine spare parts and consumables, including oil and fluids to be used for maintenance and service of UNICEF fleet.

Any damage or loss to UNICEF vehicles while parked in the garage for repair and maintenance should be covered by the Company. UNICEF shall not be responsible to such a loss or damage.

The Company's spare parts prices should be competitive with the local market condition. The spare parts should be the genuine parts of TOYOTA Company. UNICEF has the rights to cancel the payments of any spare parts proved to be fake or the maintenance is done un-professionally.

Delivery terms : UNICEF Afghanistan (Kabul)

Item	Service Description	Quantity	Unit	Unit Price	Price
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The Company must give priority and prompt service to UNICEF vehicles and to meet urgent needs of UNICEF. The Company will be asked to keep a record of all maintenance carried out on the vehicles. The record will include date, registration number of vehicle, type of maintenance carried out, mileage, repair made and parts replaced with all costs indicated for each element therein and the company will submit to UNICEF responsible staff such record upon request.

The Company should maintain an adequate inventory of genuine spare parts to service UNICEF fleet.

The contract should not be limited to any fixed number of vehicles.

On UNICEF request, the contractor would be required to send rescue team for UNICEF vehicles for mechanical failure and/or accident.

Fully automated Back Office System.

Sample(s) of spare parts can be requested by UNICEF at any time and when required.

Vehicle Maintenance Services	1	PU			
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SPECIAL NOTES

INSTRUCTION TO BIDDERS: 1 MARKING AND RETURNING BIDS

1.1 SEALED BIDS/PROPOSALS must be securely closed in the bid envelope provided, or other suitable envelope, clearly MARKED on the outside with the BID/PROPOSAL NUMBER, and dispatched to arrive at the UNICEF office Located on Jalalabad road PD#9 UNOCA compound Kabul Afghanistan NO LATER THAN 04 Sep, 2016 at 2 pm local time. Envelopes that are not sealed and clearly market shall be rejected and returned.

Late submissions will not be entertained.

Invitees are kindly requested to provide their quote in Afghanis and on the attached cost schedule/financial offer form attached to this invitation to bid. No other currencies will be acceptable.

1(a) PRE-BID MEETING

Not Applicable.

2. TIME FOR RECEIVING BIDS

2.1 Sealed Bids received prior to the stated closing time and date will be kept unopened. The Officer of the Bid Section will open Bids when the specified time has arrived and no Bid received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Bid which is not properly addressed or identified.

2.3 Modification by fax of sealed Bids already submitted in a sealed envelope will be considered if received prior to the closing time and date.

3. PUBLIC OPENING OF BID

3.2 Invitees who intend to participate in the bid opening shall send their arrival details by email to esiddiqi@unicef.org no later than 11 am on 01 Sep, 2016. Late submission will not be processed.

The arrival details entail;

- (a) Visitor#s Name
- (b) Visitor#s Passport/Tazkera No. (The visitor must accompany the original passport/tazkera upon his/her arrival at UNOCA Compound)
- (c) Visitor#s Nationality
- (d) Vehicle Driver (Optional)
- (e) Vehicle Driver#s Name (Optional)
- (f) Vehicle Driver#s Tazkera/Passport No. (Optional)
- (g) Vehicle Make/Model (Optional)
- (h) Vehicle Plate No. (Optional)
- (i) Vehicle Color (Optional)

4. REQUEST FOR INFORMATION

4.1 Any request for information regarding the specifications should be forwarded to

mtamini@unicef.org

5. CHANGE OF SPECIFICATIONS

5.1 Wherever items offered which are not exactly in compliance with specifications indicated by UNICEF, or wherever alternatives are offered, it is the Bidder's responsibility to clearly state in the Bid full specifications offered and how these differ from the specifications requested by UNICEF.

6. CORRECTIONS

6.1 Erasures or other corrections in the Bid must be explained and the signature of the Bidder shown alongside.

7. MODIFICATION AND WITHDRAWAL

7.1 All changes to a Bid must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier Bid, or state the changes from the original Bid.

7.2 Bids may be withdrawn on written or faxed request received from Bidders prior to the opening time and date. Negligence on the part of the Bidder confers no right for the withdrawal of the Bid after it has been opened.

8. VALIDITY OF BIDS

8.1 Bids should be valid for a period of 90 days from the date of bid opening, unless otherwise specified in the Specific Terms and Conditions.

9. DELIVERY PERIOD

9.1 With his bid, the bidder is expected to submit a time-frame programme for completion of services. This information will be taken into account in the Bid adjudication.

10. DISCOUNTS

10.1 Discounts on quantities and/or volume purchased and/or faster payment are acceptable to UNICEF. Time in connection with discounts offered will be computed from the date of receipt at UNICEF office of FULLY PAYMENT DOCUMENTATION as specified in the contract.

10.2 Any discounts for any reason other than those mentioned on the Bid Form must be stated on the Bid.

11. QUALITY ASSURANCE

11.1 If the Bidder is already certified, or being certified by any standard organization, this should be clearly indicated in the Bid and a copy of the Certificate attached to the Bid.

12. RIGHTS OF UNICEF

12.1 UNICEF reserves the right to INVALIDATE any Bid for reasons mentioned above, and, unless otherwise specified by UNICEF or by the Bidder, to accept any item in the Bid.

12.2 UNICEF reserves the right to INVALIDATE any Bid received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract.

13. AWARD/ADJUDICATION OF BIDS

13.1 The contract will be awarded to the Bidder offering a combination of the lowest acceptable prices and shortest lead time with high technical score, whose goods/services are commercially, technically and quality acceptable, and whose Bid is in compliance with all Instructions, Specific Terms and Notes, Special Notes and General Terms and Conditions contained in the ITB/RFP, provided the Bid is reasonable and it is in the interest of UNICEF to accept it. Bids will be adjudicated on measurement-payment basis.

13.2 UNICEF reserves the right to make multiple arrangements for any services where, in the opinion of UNICEF, the lowest Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNICEF's best interest to do so. Any arrangement under this condition will be made on the basis of the lowest, second lowest and third lowest, etc bid which meets all the requirements.

13.3 In case of an award, Bidders who have not previously received Contracts from UNICEF, may receive an order for a limited quantity until satisfactory performance is established/NOT APPLICABLE

13.4 The Bidder shall permit UNICEF representatives access to their facilities at any reasonable time to inspect the premises that will be used for the production, testing and packaging of the goods, and will provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary.

14. CATALOGUES / COMPANY PROFILE

14.1 Bidders who have not already done so, are kindly requested to send a copy of their current company profile.

15. ERROR IN BID

15.1 Bidders are expected to examine all Schedules and all Instructions pertaining to the Bid. Failure to do so will be at Bidders own risk. In case of errors in the extension price, unit price shall govern.

16. TAX EXEMPTION

16.1 UNICEF is exempted from all direct taxes. Quoted price should exclude mentioned taxes (such as Value Added Tax, Nation Building Tax, etc.). All other applicable taxes, duties, levies, licenses are to be for Supplier's account. UNICEF will provide copy of Agreement with Government of Afghanistan confirming mentioned tax exemption status. Please indicate your VAT registration number in your bid.

SPECIAL TERMS AND CONDITIONS

SPECIAL TERMS AND CONDITIONS:

1. PURPOSE OF THE BID, PRICES AND VALIDITY

1.1 UNICEF seeking service provider(s) for the provision of vehicle maintenance services.

(a) Provide cost in Afghanis that will remain valid for a period of 90 days after bid closure.

(b) Successful bidder shall maintain unit rates until the completion of the project # i.e. 12 months after signing of the long term arrangement.

(C) Advise as to any discounts applicable for payment within a specified period of time.

1.2 Bids should be valid for 90 days from the closing date of bids

1.3 UNICEF standard payment terms are net 30 days after receipt of the formal invoice, approved by UNICEF.

Time will be computed from the date of receipt of complete payment documentation at UNICEF Office.

Any other discount must be clearly stated in the bid.

2. CONTRACTUAL PROVISIONS

2.1 Deliveries shall be made as per instructions given in UNICEF's contract. The project shall be delivered in UNICEF, Afghanistan.

Bidders shall indicate estimated time for completion of the full scope of works.

The scope of works shall cover completion of the project as indicated in the terms of reference of this project.

Any possible cost incurrence for properly finished works shall be included in to unit rates.

No claims for supplementary expenditures will be accepted by UNICEF.

Any expenses incurred on such site-visits will not be borne by UNICEF.

2.2 UNICEF will monitor and measure the performance of the successful bidder, in comparison with similar projects implemented by UNICEF.

It is imperative that bidders shall state realistic average minimum timelines and submit a feasible strategy for project implementation.

3. SUBCONTRACTING

3.1 In case the contractor intends to subcontract services, the bidder has to clearly state in his proposal which works or services are concerned. Prior to sub-contracting of services, written UNICEF consent is mandatory.

4. BIDDER REPRESENTATIONS

4.1 The bidder represents and warrants that:

(a) It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.

(b) It has not and shall not enter into any agreement or arrangements that restrains or restricts UNICEF's or the ultimate recipient's rights to use, sell, dispose of or otherwise deal with any item that may be acquired under any resulting Purchase Order.

5. SUPPLIER REGISTRATION AND EVALUATION

5.1 UNICEF is part of the United Nations Global Marketplace (UNGM) (previously the UN Common Supplier Database.)

Accordingly, all bidders must apply to become a UNICEF supplier and this must be done by contacting UNICEF Supply section in Kabul for prequalification and registration purposes. Following this application a determination will be made as to whether the application will be accepted. The determination is based on relevance of the products to UNICEF, together with a financial assessment. Application can be done through the Form #Company Profile#, attached to this Invitation to Bid.

5.2 Simultaneously with application to Supply section, and unless this information has already been provided to UNICEF within the previous 12 months, bidders shall submit their most recent Audited Financial Statement and Quality System Certificate to the UNICEF Supply section, Kabul. This information will be used by UNICEF for evaluation and approval purposes before making an award. It is in the interest of the Bidders to provide information as complete as possible, as awards will only be made to suppliers who meet UNICEF's supplier selection criteria.

The suppliers who have previously involved in providing services to UNICEF does not require submission of any supplier profile forms.

Respective site visits will be carried out on the shortlisted invitees.

6. WARRANTY

6.1 The Bidder is required to give a 6 months defect liability warranty against any defects. (Only applicable to construction projects).

7. LIQUIDATED DAMAGES

7.1 Should the contractor fail to complete the works in accordance with the dates stipulated in the Article 10 of the manual contract, UNICEF shall have the right to deduct from any payment due to the contractor the amount of one tenth of a percent (0.5%) of the contract price per day up to a maximum of ten percent (10%) of the contract price. These liquidated damages shall not relieve the contractor of his obligations or responsibilities that he may have under the contract.

8. GENERAL TERMS AND CONDITIONS

8.1 The UNICEF General Terms and Conditions attached to this bid shall apply to any resulting Contract. In the case of any inconsistencies, the following order of precedence shall prevail:

- (a) The contract document,
- (b) The UNICEF General Terms and Conditions;
- (c) The UNICEF specific Terms and Conditions to the contract.
- (d) Annex documents

9. Delivery Date

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

10. Legal Status.

The Contractor shall be considered as having the legal status of an independent contractor vis-a-vis UNICEF. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNICEF.

11. Contractor's Responsibility for Employees

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

12. Indemnification

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

13. Insurance and Liabilities to Third Parties

(a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

(b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes sub-contractors.

(c) The Contractor should have and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under the Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

(d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:

(i) Name UNICEF as additional insured;

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNICEF;

(iii) Provide that UNICEF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

(e) The Contractor shall, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article.

14. Source of Instructions

The Contractor shall neither seek nor accept instructions from any authority external to UNICEF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNICEF or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNICEF.

15. Encumbrances/Liens

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNICEF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

16. Title to Equipment

Title to any equipment and supplies which may be furnished by UNICEF shall rest with UNICEF and any such equipment shall be returned to UNICEF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to UNICEF, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

17. Copyright, Patents and Other Proprietary Rights

UNICEF shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At UNICEF's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the UNICEF in compliance with the requirements of the applicable law.

18. Confidential Nature of Documents

(a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNICEF, shall be treated as confidential and shall be delivered only to the UN authorized officials on completion of work under this Contract.

(b) The Contractor may not communicate any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF which has not been made public except with the authorization of the UNICEF; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with UNICEF.

19. Force Majeure; Other Changes in Conditions

(a) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNICEF of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNICEF of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, UNICEF shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the

Contract.

(b) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNICEF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 14, #Termination#, except that the period of notice shall be seven (7) days instead of thirty (30) days.

(c) Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

20. Sub-Contracting

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

21. Officials Not To Benefit

The Contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of the Contract.

22. Authority to Modify

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNICEF unless provided by an amendment to this Contract signed by the authorized official of UNICEF.

23. Replacement of Personnel

UNICEF reserves the right to request the Contractor to replace the assigned personnel if they are not performing to a level that UNICEF considers satisfactory. After written notification, the Contractor will provide curriculum vitae of appropriate candidates within three (3) working days for UNICEF review and approval. The Contractor must replace the unsatisfactory personnel within seven (7) working days of UNICEF's selection.

In case one or more key personnel become unavailable, for any reason, for work under the contract, the Contractor shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

(a) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the contract.

(b) Personnel whose resumes were submitted with the proposal; and

(c) Individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.

In notifying the project authority, the Contractor shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement.

Acceptance of a replacement person by the project authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the contract.

LONG TERM ARRANGEMENT:

1. LONG TERM ARRANGEMENT

1.1 UNICEF wishes to enter into (a) non-exclusive Long Term Arrangement(s) ("LTA") for the provision of vehicle maintenance services, as required from time to time during the term of the LTA. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items/services, and that purchases will be made only if and when there is an actual requirement. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA(s).

1.2 The quantities outlined in this bid, are an estimated forecast of the total requirement for the proposed duration of the LTA. The estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of UNICEF regarding any quantity for future purchases.

1.3 Purchases will be made against service POs to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA(s). Actual quantities to be purchased will vary from Purchase Order to Purchase Order.

2. TERM

2.1 The proposed LTA shall be valid for an initial period of 12 months, with a right of renewal for an additional period of 12 months. Prices offered by bidders, shall constitute maximum ceiling prices and shall remain fixed for 12 month periods from the commencement of the LTA, provided however that:

(a) The successful bidder shall notify UNICEF in writing 30 days prior to the 12 month expiry, of price maintenance or a proposed price decrease or increase. UNICEF shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the successful bidder in writing of its decision;

3. PRICES AND DISCOUNTS

3.1 Bidders are requested to:

(a) Provide unit prices in Afghanis, which will remain firm, subject to the right to review as outlined in clause 2. Failure to quote in Afghanis will invalidate the bid;

(b) Advise as to staircase pricing (i.e. varying prices according to services procured) or payment within a specified period of time. Any other discount must be clearly stated in the bid.

3.2 UNICEF standard payment terms are net 30 days after receipt of COMPLETE PAYMENT DOCUMENTATION as specified in the Service Purchase Order. Time will be computed from the date of receipt at UNICEF office of complete payment documentation.

4. DELIVERY

4.1 Deliveries of services shall be made as per instructions in UNICEF's Purchase Orders, as issued in accordance with the provisions of the LTA. Bidders shall indicate the guaranteed minimum lead time for delivery of services.

4.2 Bidders are requested to note that UNICEF will monitor and measure the performance of the successful bidder, in comparison with guaranteed minimum lead time indicated in this bid. Accordingly, it is imperative that bidders must state realistic guaranteed minimum service delivery time.

5. GENERAL TERMS AND CONDITIONS

5.1 The UNICEF General Terms and Conditions attached to this bid shall apply to any resulting Purchase Orders. In the case of any inconsistencies, the following order of precedence shall prevail:

- (a) The UNICEF General Terms and Conditions;
- (b) The Service Purchase Order.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

1. ACKNOWLEDGMENT COPY

Signing and returning the acknowledgment copy of a contract issued by UNICEF or beginning work under that contract shall constitute acceptance of a binding agreement between UNICEF and the Contractor.

2. DELIVERY DATE

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

3. PAYMENT TERMS

(a) UNICEF shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Contractor's invoice which is issued only upon UNICEF's acceptance of the work specified in the contract.

(b) Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.

(c) The prices shown in the contract cannot be increased except by express written agreement by UNICEF.

4. LIMITATION OF EXPENDITURE

No increase in the total liability to UNICEF or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the contractor unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

5. TAX EXEMPTION

Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Vendor authorizes UNICEF to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to UNICEF. Payment of such corrected invoice amount shall constitute full payment by UNICEF. In the event any taxing authority refuses to recognize the UN exemption from such taxes, the Vendor shall immediately consult with UNICEF to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes UNICEF to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

6. LEGAL STATUS.

The Contractor shall be considered as having the legal status of an independent contractor vis-a-vis UNICEF. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNICEF.

7. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

8. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

9. INSURANCE AND LIABILITIES TO THIRD PARTIES

(a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

(b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes sub-contractors.

(c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors

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performing work or services in connection with this Contract.

(d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) name UNICEF as additional insured;
- (ii) include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNICEF;
- (iii) provide that UNICEF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- (iv) The Contractor shall, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article.

10. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNICEF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNICEF or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNICEF.

11. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNICEF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

12. TITLE TO EQUIPMENT

Title to any equipment and supplies which may be furnished by UNICEF shall rest with UNICEF and any such equipment shall be returned to UNICEF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to UNICEF shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

13. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNICEF shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At UNICEF's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the UNICEF in compliance with the requirements of the applicable law.

14. CONFIDENTIAL NATURE OF DOCUMENTS

(a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNICEF, shall be treated as confidential and shall be delivered only to the UN authorized officials on completion of work under this Contract.

(b) The Contractor may not communicate any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF which has not been made public except with the authorization of the UNICEF; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with UNICEF.

15. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

(a) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNICEF of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNICEF of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, UNICEF shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.

(b) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNICEF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, 'Termination', except that the period of notice shall be seven (7) days instead of thirty (30) days.

(c) Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

16. TERMINATION

If the Contractor fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the contractor, UNICEF may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract,

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forthwith, in whole or in part, upon thirty (30) days notice to the Contractor.

UNICEF reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Contractor, in which case UNICEF shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from UNICEF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Contractor shall have no claim for any further payment, but shall remain liable to UNICEF for reasonable loss or damage which may be suffered by UNICEF for reason of the default. The Contractor shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, UNICEF may require the contractor to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim UNICEF may have arising out of this contract or termination, UNICEF will pay the value of all such finished work delivered and accepted by UNICEF.

The initiation of arbitral proceedings in accordance with Article 22 'Settlement of Disputes' below shall not be deemed a termination of this Contract.

17. SUB-CONTRACTING

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

18. ASSIGNMENT AND INSOLVENCY

a. The Contractor shall not, except after obtaining the written consent of UNICEF, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Contractor's rights or obligations under the Contract.

b. Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, UNICEF may, without prejudice to any other rights or remedies, terminate the Contract by giving the Contractor written notice of termination.

19. USE OF UNITED NATIONS AND UNICEF NAME AND EMBLEM

The Contractor shall not use the name, emblem or official seal of the United Nations or UNICEF or any abbreviation of these names for any purpose.

20. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of the Contract.

21. PROHIBITION ON ADVERTISING

The Contractor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to UNICEF without specific permission of UNICEF.

22. SETTLEMENT OF DISPUTES

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

Arbitration

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

23. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

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24. CHILD LABOUR

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

25. ANTI-PERSONNEL MINES

UNICEF supports an international ban on the manufacture of anti-personnel mines. Anti-personnel mines have killed and maimed thousands of people, of whom a large proportion are children and women. Anti-personnel mines present a serious obstacle to the return of populations displaced from their residences by fighting around their villages and homes. UNICEF has, therefore, decided not to purchase products from companies that sell or manufacture anti-personnel mines or their components.

26. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNICEF unless provided by an amendment to this Contract signed by the authorized official of UNICEF.

27. REPLACEMENT OF PERSONNEL

UNICEF reserves the right to request the Contractor to replace the assigned personnel if they are not performing to a level that UNICEF considers satisfactory. After written notification, the Contractor will provide curriculum vitae of appropriate candidates within three (3) working days for UNICEF review and approval. The Contractor must replace the unsatisfactory personnel within seven (7) working days of UNICEF's selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Contractor shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

- (a) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the contract.
- (b) Personnel whose resumes were submitted with the proposal; and
- (c) Individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.

In notifying the project authority, the Contractor shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement.

Acceptance of a replacement person by the project authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the contract.

Cost Schedule - ITB 9127188 Genuine Spare Parts for Toyota Vehicles

Sn	Description	Fuel	Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
1	Spark plug	Petrol	Each			
2	Injector	Petrol	Each			
3	Fuel pump	Petrol	Each			
4	Suction filter	Petrol	Each			
5	Cord set	Petrol	Each			
6	Ignitor	Petrol	Each			
7	Front shock absorber AHC (Active Height control)	Petrol	Each			
8	Rear shock absorber AHC (Active Height Control)	Petrol	Each			
9	Piston set STD		Set			
10	Ring set STD		Set			
11	CR bush		Each			
12	Main and big end		Each			
13	Thrust washer		Each			
14	Valve		Set			
15	Valve guide		Set			
16	Valve lifter		Each			
17	Cam bush		Each			
18	Complete O/H kit		Each			
19	Timing belt		Each			
20	Timing bearing		Each			
21	Polite bearing		Each			
22	Selicon tube		Each			
23	Power oil		Ltr			
24	Coolant		Ltr			
25	AC idle bearing		Each			
26	Timing gear set		Each			
27	Oil pump		Each			
28	Clutch bearing		Each			
29	Release bearing / Fork		Each			
30	Front brake calipper		Each			
31	Rear brake calipper		Each			
32	Tire		Each			
33	Tire Nozzle		Each			
34	Rim (Tire)		Each			

Sn	Discription	Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
35	Front control arm bush	Each			
36	Rear control arm bush	Each			
37	Leaf spring bush	Each			
38	Brake fluid	Con			
39	Radiator	Each			
40	Radiator Cap	Each			
41	Radiator pipe	Each			
42	Jar washer reservier tank	Each			
43	Jar washer motor	Each			
44	Jar washer nipple	Each			
45	Door handle	Each			
46	Cutter	Each			
47	Door hinges	Each			
48	Battery terminal	Each			
49	Battery tray	Each			
50	Battery acid	Ltr			
51	Battery carrier	Each			
52	Water pump	Each			
53	Rear view mirror complete	Each			
54	Windshield rubber	Each			
55	Door rubber	Each			
56	Door handle inside (plastic)	Each			
57	Speedometer	Each			
58	Air cleaner assy	Each			
59	Smart key computer assy	Each			
60	Immobilizer code computer	Each			
61	Push start button	Each			
62	Transmitter key	Each			
63	Steering lock	Each			
64	Shock spacer	Each			
65	Seat cover	Each			
66	Mud Guard	Each			
67	Front bumper	Each			
68	Rear bumper	Each			
69	Fog lamp	Each			

70	Reflector light for rear bumper		Each			
Sn	Description		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
71	Spare wheel carrier		Each			
72	Hood		Each			
73	Fender		Each			
74	Hood shock		Each			
75	Bumper support		Each			
76	Radiator grill		Each			
77	Emblem		Each			
78	Headlight bulb		Each			
79	Mini Bulb		Each			
80	Quarter glass (Non armored)		Each			
81	Steering box		Each			
82	Steering column		Each			
83	Steering intermediate shaft		Each			
84	Front axle		Each			
85	Wheel Stud		Each			
86	Wheel nut		Each			
87	Gear box mounting		Each			
88	Alternator		Each			
89	Shroud fan		Each			
90	Exhuast gasket		Each			
91	Fuse box		Each			
92	Mini fuse		Each			
93	Glow plug		Each			
94	Propeller shaft		Each			
95	Spider bearing		Each			
96	Relay		Each			
97	Sensor		Each			
98	Salf Starter		Each			
99	Hand brake cable		Each			
100	Hub caps		Each			
101	Injection pump		Each			
102	Fuel pump flut		Each			
103	Injector with body		Each			
104	Injector		Each			

105	Fuel pump body		Each			
106	Atomic battery		Each			
107	Switch board		Each			
Sn	Description		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
108	Fuel filter		Each			
109	Oil filter		Each			
110	Fuel filter secondary		Each			
111	Injection pump fuel liner		Each			
112	Plunger assy		Each			
113	Free hub		Each			
114	Door moulding liner		Each			
115	Tensioner assy		Each			
116	Seat belt		Each			
117	Water separator filter		Each			
118	Wheel cap		Each			
119	Tier		Each			
120	Injector nozzle		Each			
121	Delivery valve		Each			
122	Fan		Each			
123	Clutch plate		Each			
124	Disc pressure		Each			
125	Grill		Each			
126	Head light		Each			
127	Fan belt		Each			
128	Lamp		Each			
129	Mirror interior		Each			
130	Suspension		Each			
131	Brake pad		Each			
132	Shoe kit		Each			
133	Rod sub assy		Each			
134	Signal lamp		Each			
135	Bolt		Each			
136	Nut		Each			
137	Flash light		Each			
138	Bumper light		Each			
139	Cylinder brake		Each			

140	Stablizer bush		Each			
141	Stablizer link bush		Each			
142	Tie rod end		Each			
143	Thermostat		Each			
Sn	Description		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
144	Knuckle oil seal		Each			
145	Bonnet shocks		Each			
146	Spider kit		Each			
147	Indicator handle		Each			
148	Fuel gauge		Each			
149	Head light bulb		Each			
150	Head gasket		Each			
151	Hub oil seal		Each			
152	Lens body		Each			
153	Oil seal		Each			
154	Muffler support		Each			
155	Seat cable		Each			
156	Connecting rod		Each			
157	Engine mounting		Each			
158	Body mounting		Each			
159	Stablizer rod		Each			
160	Clutch master cylinder (up)		Each			
161	Fuel heater		Each			
162	A/C belt		Each			
163	Fan & shroud		Each			
164	Hose radiator		Each			
165	Wiper blade		Each			
166	Suspension arm bush		Each			
167	Gear box		Each			
168	Condenser cooler		Each			
169	Front drum		Each			
170	Injecion pump filter		Each			
171	Radiator		Each			
172	A/C radiator		Each			
173	A/C fan		Each			
174	Radiator external water tank		Each			

175	Ball joint		Each			
176	Pitman arm		Each			
177	Axel boot		Each			
178	Pulley nut		Each			
179	Rear drum		Each			
Sn	Discription		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
180	A/C dryer		Each			
181	Crank shaft bearing		Each			
182	Ring set		Each			
183	Rear axle		Each			
184	Leaf spring		Each			
185	Starter		Each			
186	Swetch		Each			
187	Piston		Each			
188	Oil pump filter		Each			
189	Turbo		Each			
190	U bolt		Each			
191	A/C compressor		Each			
192	Fan clutch		Each			
193	Exhaust cushion		Each			
194	Wheel cap top up		Each			
195	Steering damper		Each			
196	Rear diff		Each			
197	A/C housing system		Each			
198	Windshield screen		Each			
199	Antenna		Each			
200	Hub assy		Each			
201	Dash unit		Each			
202	Spring hollow		Each			
203	Doors		Each			
204	Compartment		Each			
205	Motor blower		Each			
206	Steering power pump		Each			
207	Complete front hose		Each			
208	Complete rear hose		Each			
209	Fuel filter pump		Each			

210	Crankshaft pulley		Each			
211	Brake booster		Each			
212	Brake master cylinder		Each			
213	Clutch master cylinder (down)		Each			
214	Spindle		Each			
215	Fuse& mine		Each			
Sn	Description		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
216	Glass cylinder		Each			
217	Complete engine		Each			
218	Engine control		Each			
219	Diff lock		Each			
220	Front diff		Each			
221	Tappet		Each			
222	Tappet cover		Each			
223	Center bolt		Each			
224	Front axle ball bearing		Each			
225	1 st Gear bearing		Each			
226	2 nd Gear bearing		Each			
227	3rd Gear bearing		Each			
228	4 th Gear bearing		Each			
229	5 th Gear bearing		Each			
230	Rear dear bearing		Each			
231	Supporting gear box shaft		Each			
232	Body lock		Each			
233	Frame pushes		Each			
234	Rear seat		Each			
235	Front seat RH		Each			
236	Front seat LH		Each			
237	Helping propeller shaft		Each			
238	Horn		Each			
239	Diff bearing		Each			
240	Oil seal gear box front side		Each			
241	Oil seal gear box back side		Each			
242	Diff oil seal		Each			
243	Gear box fluid		Each			
244	Engine oil		Each			

245	Grease		Each			
246	Hydraulic		Each			
247	Anti freeze per liter		Each			
248	Rear light set		Each			
249	Chamber steering		Each			
250	Power steering propeller shaft		Each			
251	Gear box steering		Each			
Sn	Description		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
252	Oil cooler		Each			
253	Fuse board		Each			
254	Battery wire		Each			
255	Tank rod		Each			
256	Bonnet rod		Each			
257	Brake rod		Each			
258	Wiper arm		Each			
259	Wiper motor		Each			
260	Windshield cleaner water pump		Each			
261	Windshield screen channel		Each			
262	Fender shield		Each			
263	Labour charges per hour		Each			
264	Air Filter		Each			
265	A/C Filter		Each			
266	Clutch Fluid		Each			
267	Fuel Injection Pump		Each			
268	Front Brake Pad		Each			
269	Rear Brake Pad		Each			
270	Hand Brake Shoes		Each			
271	Change of Run flat tires of armored vehicle		Each			
272	Mirror		Each			
273	Wipper Set		Each			
274	Wipper Blade		Each			
275	Head lights		Each			
276	Tail Lights		Each			
277	Brake Lights		Each			
278	Hazard lights		Each			
279	Reverse Light		Each			

280	Battery		Each			
281	Floor Mat Plastic		Each			
282	Floor Mat Fabric		Each			
283	Check Belts		Each			
284	Front Rotor Disc		Each			
285	Rear Rotor Disc		Each			
286	Clutch		Each			
287	Desk		Each			
Sn	Discription		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
288	Flywheel		Each			
289	Tool box		Each			
290	Jack 5 Tons		Each			
291	Chain for all types		Each			
292	Motor sub assy		Each			
293	A/C Condensor		Each			
294	A/C Valve		Each			
295	Support Exhaust		Each			
296	A/C Gas refilling		Each			
297	Lower Arm Bush		Each			
298	Upper Arm Bush		Each			
299	Front Upper Control arm		Each			
300	Front Lower Control arm		Each			
301	Rear Upper Control Arm		Each			
302	Rear Lower Control arm		Each			
303	Differential Gear Oil		Each			
304	ATF		Each			
305	Plug assy glow		Each			
306	Radio antenna		Each			
307	Door Lock assy		Each			
308	Vane Pump		Each			
309	Vane Pump Pipe		Each			
310	Tube Assy Return		Each			
311	End Sub assy Steering		Each			
312	Cylinder assy front		Each			
313	Hub nut		Each			
314	Stud		Each			

315	Battery Transmitter		Each			
316	Feed Pump		Each			
317	Check nut		Each			
318	Kit Washer		Each			
319	Cross		Each			
320	Silicon Tube		Each			
321	Couplin Fan		Each			
322	Damper Shock		Each			
323	A/C Idle Bearing		Each			
Sn	Discription		Unit	LC 200 Series (AFN)	LC 100/105 Series (AFN)	LC HT 70 Series (AFN)
324	Run Flat (For armored type)		Each			
325	Front Hub Oil Seal		Each			
326	Axle Oil Seal		Each			
327	Front Round Bush		Each			
328	Stablizer Barlink		Each			
329	Clutch Master Cylinder		Each			
330	Cut Bush		Each			
331	Windshield (Armored)		Each			
332	Door Glass (Armored)		Each			
333	Quarter glass (Armored)		Each			
334	Tail Gate glass (Armored)		Each			
335	Front shock absorber (Armored)		Each			
336	Rear shock absorber (Armored)		Each			
337	Front coil spring (Armored)		Each			
338	Rear coil spring (Armored)		Each			

HINO TRUCK Spare Parts List

Sn	Discription	Unit	Cost (AFN)
1	Air filter	Each	
2	Injection pump	Each	
3	Fuel pump flut	Each	
4	Injector with body	Each	
5	Injector	Each	
6	Fuel pump body	Each	
7	TOYOTA BATTERY	Each	

8	Fuse box	Each	
9	Switch board	Each	
10	Fuel filter	Each	
11	Oil filter	Each	
12	Fuel filter secondary	Each	
13	Injection pump fuel liner	Each	
14	Plunger assy	Each	
15	Free hub	Each	
16	Door moulding liner	Each	
17	Shock absorber	Each	
18	Tensioner assy	Each	
19	Seat belt	Each	
20	Water separator filter	Each	
21	Wheel cap	Each	
22	Tire	Each	
23	Injector nozzle	Each	
24	Delivery valve	Each	
25	Fan	Each	
26	Clutch plate	Each	
27	Disc pressure	Each	
28	Grill	Each	
29	Head light	Each	
30	Fan belt	Each	

31	Mirror	Each	
32	Lamp	Each	
33	Mirror interior	Each	
34	Suspension	Each	
35	Brake pad	Each	
36	Shoe kit	Each	
37	Rod sub assy	Each	
38	Signal lamp	Each	
39	Bolt	Each	
40	Nut	Each	
41	Flash light	Each	
42	Bumper light	Each	
43	Cylinder brake	Each	
44	Fog lamp	Each	
45	Leaf spring bush	Each	
46	Stablizer bush	Each	
47	Stablizer link bush	Each	
48	Propeller shaft	Each	
49	Tie rod end	Each	
50	Thermostat	Each	
51	Knuckle oil seal	Each	
52	Hood Shock	Each	
53	Spider kit	Each	

54	Indicator handle	Each	
55	Fuel gauge	Each	
56	Emblem	Each	
57	Head light bulb	Each	
58	Head gasket	Each	
59	Hub oil seal	Each	
60	Lens body	Each	
61	Oil seal	Each	
62	Muffler support	Each	
63	Seat cable	Each	
64	Connecting rod	Each	
65	Engine mounting	Each	
66	Body mounting	Each	
67	STABILIZER LINK	Each	
68	Clutch master cylinder (up)	Each	
69	Brake booster	Each	
70	Fuel heater	Each	
71	Timing belt	Each	
72	A/C belt	Each	
73	Fan & shroud	Each	
74	Hose radiator	Each	
75	Wiper blade	Each	
76	Suspension arm bush	Each	

77	Gear box	Each	
78	Gear box mounting	Each	
79	Front bumper	Each	
80	Condenser cooler	Each	
81	FRONT ROTOR DISC	Each	
82	Injecion pump filter	Each	
83	Radiator	Each	
84	A/C radiator	Each	
85	A/C fan	Each	
86	Radiator external water tank	Each	
87	Ball joint	Each	
88	Pitman arm	Each	
89	Axel boot	Each	
90	Pulley nut	Each	
91	Rear drum	Each	
92	A/C dryer	Each	
93	Crank shaft bearing	Each	
94	Ring set	Each	
95	Rear axle	Each	
96	Leaf spring	Each	
97	Starter	Each	
98	Alternator	Each	
99	Wiper arm	Each	

100	Swetch	Each	
101	Piston	Each	
102	Oil pump filter	Each	
103	Oil pump	Each	
104	Turbo	Each	
105	Oil cooler	Each	
106	U bolt	Each	
107	A/C compressor	Each	
108	Fan clutch	Each	
109	Exhaust cushion	Each	
110	Tire nozzle	Each	
111	Wheel cap top up	Each	
112	Steering damper	Each	
113	Rear diff	Each	
114	A/C housing system	Each	
115	Windshield screen	Each	
116	Fender	Each	
117	Antenna	Each	
118	Hub assy	Each	
119	Door handle	Each	
120	Dash unit	Each	
121	Spring hollow	Each	
122	Hood	Each	

123	Doors	Each	
124	Compartment	Each	
125	Motor blower	Each	
126	Steering power pump	Each	
127	Complete front hose	Each	
128	Complete rear hose	Each	
129	Fuel filter pump	Each	
130	Crankshaft pulley	Each	
131	Brake booster	Each	
132	Brake master cylinder	Each	
133	Clutch master cylinder (down)	Each	
134	Spindle	Each	
135	Clutch bearing	Each	
136	Fuse& mine	Each	
137	Glass cylinder	Each	
138	Complete engine	Each	
139	Engine control	Each	
140	Diff lock	Each	
141	Front diff	Each	
142	Front axle	Each	
143	Tappet	Each	
144	Tappet cover	Each	
145	Center bolt	Each	

146	Front axle ball bearing	Each	
147	1 st Gear bearing	Each	
148	2 nd Gear bearing	Each	
149	3rd Gear bearing	Each	
150	4 th Gear bearing	Each	
151	5 th Gear bearing	Each	
152	Rear dear bearing	Each	
153	Supporting gear box shaft	Each	
154	Body lock	Each	
155	Mud guard	Each	
156	Frame pushes	Each	
157	Rear seat	Each	
158	Front seat RH	Each	
159	Front seat LH	Each	
160	Helping propeller shaft	Each	
161	Horn	Each	
162	Diff bearing	Each	
163	Oil seal gear box front side	Each	
164	Oil seal gear box back side	Each	
165	Diff oil seal	Each	
166	Gear box fluid	Each	
167	Engine oil	Each	
168	Grease	Each	

169	Hydraulic	Each	
170	Brake fluid	Each	
171	Anti freeze per liter	Each	
172	Rear light set	Each	
173	Chamber steering	Each	
174	Power steering propeller shaft	Each	
175	Gear box steering	Each	
176	Oil cooler	Each	
177	Fuse board	Each	
178	Battery wire	Each	
179	Tank rod	Each	
180	Bonnet rod	Each	
181	Brake rod	Each	
182	Wiper arm	Each	
183	Wiper motor	Each	
184	Windshield cleaner water pump	Each	
185	Windshield screen channel	Each	
186	Fender shield	Each	
187	Complete Body	Each	
188	Seat	Each	
189	Winsheild	Each	
190	Door Glass	Each	
191	Rear Body	Each	

192	Rear Fender	Each	
193	Hood assy	Each	
194	Front Fenders	Each	

SUPPLIER PROFILE FORM

All pages to be completed by Supplier and submitted to UNICEF.

It should be understood that falsified or misleading information could result in disqualification of the company as a registered potential supplier for UNICEF

Requested information is for UNICEF's internal use only and will be treated as confidential.

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the Child's education, or to be harmful to the Child's health or physical, mental, spiritual, moral or social development.

UNICEF reserves the right to terminate any contract unconditionally and without liability in the event that the supplier is discovered to be in non-compliance with the national labour laws and regulations with respect to child employment.

The supplier guarantees that neither the supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines (taken in its broader definition). The supplier recognises that a breach of this provision will entitle UNICEF to terminate its contract with the supplier.

I, representing the Company, acknowledge and ensure the Company's compliance with the above statements:

Name and Title: _____

Signature: _____

Date: _____

Company name: _____

(Please TYPE or PRINT)(attach additional pages if space in columns is not enough - but information must be provided in the following sequence for all columns) :

General Information (if available please provide all documentation with English translation)

1 Name of Company :

1.1 Full address: _____

Street _____

Postal code _____ City: _____

State/County/Region _____

Country _____

P.O.Box _____ City: _____ Postal code: _____

1.2 Tel (incl. country code): _____

1.3 Fax/Telex (incl. country code): _____

1.4 Email address: _____

1.5 Website: _____

1.6 Contact person authorised to deal on your behalf:

Name Title Email address Direct Telephone number

1.7 Year established: _____ **1.8 No. of full-time employees :** _____

1.9 Legal registration of the company – Please provide documentation of legal registration.

1.10 Name change -- Please provide documentation of name change, if applicable.

1.11 Type of organization (one X only)

State Enterprise: Private Company: Other (Please specify):

1.12 Activity category, mark X where applicable percentage business to annual sales

Manufacturer: -----

Consultant: -----

Trading company: -----

Forwarder: -----

Authorised agent: -----

Other (please specify): -----

Total of the above 100 %

1.13 If Agent/Trading House, do you hold sole/exclusive rights/license? Y / N

(If yes please state name and address of Principals and attach documentation):

1.14 If USA-based dealer, are you a "GSA" dealer? Y / N (If Yes, please attach certificate)

1.15 Number of years with export sales: _____

2 Parent Company (if applicable) : _____

2.1 Address : _____

2.2 Legal relationship of the parent company to the company

2.3. Year established: _____ **2.4. No. of full-time employees :** _____

2.5 Website: _____

Financial Information

3. Audited Financial Statements or Annual Report:

Financial statements are to be submitted if your company is to either:

- a) Do business with UNICEF to exceed _____ annually, or
- b) Would like to be considered for an LTA (long-term arrangement) award(s).

Alternatively, if there is a website, with the information, this can be stated:

_____ The statements are to include - balance sheet, income statements and notes thereto, with **English** translation.

The financial statements should be for the company itself, as well as the parent company, if applicable.

3.1 Authorised to discuss financial issues:

Name Title Email address Telephone number

Activities

4. Previous export contracts (during the last 2 years) with United Nations/International, Governmental or Non-Governmental Organizations/Private Companies, for below products/services:

(provide references):

Contract: Date Value Product Destination Organization Name/address.

ref. no.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

United Nations Children's Fund
Afghanistan Country Office
PO Box 54
Jalalabad Road
Kabul, Afghanistan

4.1 What percentage of the company's annual sales are for export markets
_____?

4.2 Products/services offered:

Please tick off the material group your product/products fall under. To get a detailed listing of specific products within the groups, visit the UNICEF Internet site).

4.3 Storage/warehousing capacity (In square meters if applicable): _____

4.4 Size of production plant(s) (In square meters if applicable): _____

4.5 Local representation: (Please attach list of countries where your local representative will provide warranty services on products/services purchased from you - provide complete addresses (of your subsidiaries/agents)

Other Information

5. Approved Standards (ISO, FDA, GMP, etc):

(Certificates of approval to be attached)

5.1 Does your company have a statement on quality policy?
(Circle as applicable) Y / N if yes, kindly attach a copy.

United Nations Children's Fund
Afghanistan Country Office
PO Box 54
Jalalabad Road
Kabul, Afghanistan

Telephone: +93 (0)790 50 7000
Facsimile: +870 764 042 530
www.unicef.org

5.2 Which of the following does your company implement: (circle as applicable)

Raw material control Y / N Sub-component control Y / N

Process control Y / N Final/pre-delivery control Y / N

5.3 Authorised contact person regarding Quality control:

Name: _____

Title: _____

Telephone: _____

Email: _____

5.4 Membership of National / International Associations?

(Circle as applicable) Y / N (if yes, please enclose list of names)

5.5 Does your company have social accountability policy?

(circle as applicable) Y / N (if yes, please provide copy of relevant document)

5.6 Does your company have a documented environmental policy?

(circle as applicable) Y / N (if yes, please attach a copy of relevant document)

I hereby certify that the information provided above and in all the annexures is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by UNICEF, or barred by UNICEF.

I also understand that falsified or misleading information could result in disqualification of the company as a registered potential vendor for UNICEF.

Name: _____ Date: _____

Title: _____ Signature: _____

UNICEF Supplier / Contractor Profile Form Annex A: Previous Contracts

(Please attach a copy of the Contract and Completion Certificate of the Project - three highest in contract value - completed by your company.)

1	Starting (Month / Year)	Completed (Month / Year)	Project Title / Kind of Supplies / Services	Total Value (USD \$)	Client	Contact Copy Attached	Completion Certificate Copy Attached
2						Yes / No	Yes / No
3						Yes / No	Yes / No
4						Yes / No	Yes / No
5						Yes / No	Yes / No
6						Yes / No	Yes / No
7						Yes / No	Yes / No
8						Yes / No	Yes / No
9						Yes / No	Yes / No
10						Yes / No	Yes / No
11						Yes / No	Yes / No
12						Yes / No	Yes / No
13						Yes / No	Yes / No
14						Yes / No	Yes / No
15						Yes / No	Yes / No

Company Name: _____ Signature: _____ Date: _____

Name: _____ Title: _____ Company Stamp: _____

UNICEF Supplier / Contractor Profile Form Annex B: Staff

	Name	Title	Experience (Years)	Working with Company Since: (Month/Year)	Qualification / Skill	Full Time / Consultant / Part-Time / Others
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

- Title Example: Director, Manager, Administrator, Lawyer, Accountant, Civil Engineer, Electrical Engineer, Mechanical Engineer, Computer Programmer, Computer Operator, Office Clerk, Site Supervisor, Storekeeper, Secretary, Receptionist, Driver, Guard etc.
 - Please add page(s), if number of staff exceeds 15.

Company Name: _____ Signature: _____ Date: _____

Name: _____ Title: _____ Company Stamp: _____

UNICEF Supplier / Contractor Profile Form Annex C: Property / Asset

I. Real Estate

Type of Property / Asset	Year Built	Own / Rent	Ownership document available (if yes, attach a copy)	Location (Governorate)
1		Own / Rent	Yes / No	
2		Own / Rent	Yes / No	
3		Own / Rent	Yes / No	
4		Own / Rent	Yes / No	
5		Own / Rent	Yes / No	
6		Own / Rent	Yes / No	
7		Own / Rent	Yes / No	
8		Own / Rent	Yes / No	
9		Own / Rent	Yes / No	
10		Own / Rent	Yes / No	

Type of Property/Asset Example: Office Building, Branch, Warehouse, Factory (specify, e.g. block factory), Workshop (specify, e.g. carpentry, blacksmith), Shop (specify, e.g. bookshop) etc.

II. Equipment

Description (Type / Make / Model)	Year Built	Own / Rent	Ownership document available (if yes, attach a copy)	Registration No.
1		Own / Rent	Yes / No	
2		Own / Rent	Yes / No	
3		Own / Rent	Yes / No	
4		Own / Rent	Yes / No	
5		Own / Rent	Yes / No	
6		Own / Rent	Yes / No	
7		Own / Rent	Yes / No	
8		Own / Rent	Yes / No	
9		Own / Rent	Yes / No	
10		Own / Rent	Yes / No	

Type of Equipment Example: Tipper Truck, Cargo (flatbed) Truck, Tanker Truck (specify capacity and Fuel or Water), Light Vehicle (e.g. 4WD), Cement Mixer, Grader, Compactor, Bulldozer, Shovel Car, Excavator, Crane (specify capacity), Forklift (specify the capacity), Drilling Rig, Compressor, Tractor, Dumper, Generator (specify KVA) etc.

Company Name: _____ Signature: _____ Date: _____

Title: _____ Company Stamp: _____