



REQUEST FOR QUOTATION (RFQ)

Pick and drop of on duty Country Office Drivers for UNDP/CO

NAME & ADDRESS OF FIRM: TO ALL NATIONAL & INTERNATIONAL SUPPLIERS	DATE: 06 February 2011 REFERENCE: UNDPAFG/2011/0013 Pick and drop of on duty Country Office Drivers
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You are kindly requested to submit your quotation to UNDP Secure email address bids.af@undp.org or in sealed envelope to the following address no later than **Tuesday 15th February 2010 at 3:00 PM:**

UNDP country office,
Shah Mahmood Ghazi Watt,
Kabul, Afghanistan

No	Generic Description	Unit	Quantity	Unit price Per day in AFN	Price per month in AFN
1	<p>Pick and drop of on duty Country Office Drivers as per below:</p> <p>Timing: Morning and Evening (three times each) on call duty:</p> <p>Morning Time:</p> <p style="margin-left: 20px;">1- 6:00am Karte Mamoorin to UNDP CO. 2- 6:30am pullay Hasan khan to CO.</p> <p>Evening Time: 4:30pm to 11:10pm</p> <p style="margin-left: 20px;">1- UNDP to Karte Mamoorin 2- UNDP to Saraki Khuja Boughra 3- UNDP to Dough Abad District Seven Last trip at 11:10pm.</p> <p>Type of Vehicle: Corolla</p> <p>Model: 1997 – 2000</p> <p>The vehicle should have heating and cooling system The driver should have valid license</p> <p>Schedule Maintenance Cost: The Contractor will keep the vehicles in good repairing condition and shall bear all costs associated in provision of fuel, security measures, lubrications</p>	12 Month	1		

and consumables items and accident. Drivers: The driver will be provided by the contractor, the Contractor should ensure that the vehicles should be fully 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. The End user shall notify Contractor focal person immediately in the event that a vehicle is damaged or not operational, and upon which the Contractor is to then provide a suitable replacement vehicle, within 2 days. The vehicle will be used by UNDP and will be using during the day in the city Kabul.				
Grand Total (AFGHANI)				

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	DDU ✓ NOTE: Please quote prices DDU only		
Delivery place:	Item: UNDP-CO Kabul Afghanistan		
Payment Terms	Within 30 days after satisfactory delivery of the items.		
Validity of Quotation	30 DAYS	60 DAYS	✓
Preliminary Examination - Completeness of quotation.	Partial bids permitted. <input type="checkbox"/> Partial bids not permitted ✓		
Delivery Time	Everyday		
Administrative Documents	<input checked="" type="checkbox"/> Valid Trade License <input checked="" type="checkbox"/> Company profile		
Evaluation criteria	1. Compliance with technical specification 2. Compliance with delivery time If your offer does not contain the above information, your offer will not be considered for detailed evaluation.		
Mode of Transport	AIR	SEA	
	SURFACE	OTHERS ✓	
General Terms and Conditions	Please see the General Terms and Conditions attached.		
Please state the following in your quote			
Quantity discount and early payment discount	Shipping weight (kg) and volume (m ³)		
Separate quote for estimated transportation & insurance charges			
List of recommended consumables and spares incl. Prices and details on local availability: N/A			

For a one year period. For a period of

Details on any warranty/guarantee conditions: **One year manufacturer warranty for each item**

REQUIREMENTS

Language:

English French Spanish Others

CONTACT ADDRESS: **UNDP, Shah Mahmood Ghazi Watt, Kabul, Afghanistan**

FAX NO:

E-MAIL ADDRESS: bids.af@undp.org

After receipt of bids, UNDP reserves the right to request any additional information or seek clarifications from the bidder to ascertain responsiveness of offers received.