

Request for Expression of Interest

Title of the EOI: Long Term Arrangements (LTA) with suppliers/Manufacturers

Date of this EOI: 31 January 2011

Closing Date for receipt of EOI: 28 February 2011, 4pm Kabul local time

EOI Number: UNDPAFG/2011/0011

E-mail Address: ei.af@undp.org

Address EOI response for the attention of: Ms Hedwige de Trogoff

UNCCS Code: 451000

Background: UNDP office in Afghanistan spends nearly **\$500 million** annually to procure wide range of goods and services for execution of its development and humanitarian projects in Afghanistan. There are many products (both goods and services) that are required on repetitive basis. The detailed list is provided under List of Goods & Services.

Objectives & Scope: To expedite procurement & supply chain of these items, we are looking for potential suppliers with whom we will enter into Long Term Arrangements (LTA) for procuring them in future for next one year which could be extended to 3 years based on performance. Accordingly, we are seeking Expression of Interest (EOI) from suppliers/ manufacturers world-wide, who are willing to supply the goods to UNDP, Afghanistan or other UNDP offices in other countries.

List of Goods & Services: The list of goods and services to be covered under LTA are as follows:

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1. **Vehicles:** 4x4 Toyota Land Cruiser Station Wagon or equivalent and Hilux Pick-Up Trucks along with accessories and parts required for 2 years operations.
2. **Prefabricated Containers (Size 20' & 40'):** For offices, Houses, Schools & Hospital
3. **IT Equipment :** Desktop and Laptop PCs, Laser Printers, Scanners, Uninterruptible Power Supply (UPS) 1KVA, Cartridges, Rack Servers
4. **Office Equipment :** Photocopiers (Multifunction Printing/ Copying/ Scanning for office use), Digital Cameras, Split and window type Air-conditioners (1.5 T & 2 Tons), Ceiling and Table Fans
5. **Office Supplies:** A4 Photocopying Paper (80 GMS), Pens, Markers, Paper Clips, Staplers, Files
6. **Power Generators (Silent Types):** 5KVA, 25 KVA, 50 KVA, 100KVA, 150 KVA, 250KVA, 350 KVA
7. **Audio Visual Equipment:** Overhead Projector (Portable and Roof Mounting Type), LCD 42" TV, Projector Screen
8. **Communication Equipment:** Satellite Phones, Telephone Sets, Mobile Phones, Top up Cards, VHF/UHF Digital & Mobile Radios, VHF/UHF Handheld Radios. Video Conference Equipment
9. **Fuel :** Diesel and Petrol (European Specifications)
10. **Freight Forwarding Services:** Custom clearance of imported goods in Afghanistan and their transportation to destination.
11. **Office Furniture:** Conference Tables, Computer Tables, Working Tables, Swivel Chairs, Visitors Chairs, Stationary Cupboards, Filing Cabinets, Shelves, Book Shelves, Whiteboards etc.
12. **Printing:** Printing of forms (Size A4 and A5), Printing Brochures , A2 Size Posters, Business Cards, Banners and Annual Report
13. **Security Services:** Provision of Security Services to various UN premises.

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- 14. Civil Works:** Construction of Offices, Repair of UNDP Buildings, and Construction of new premises.

Delivery Conditions for Goods: These will be based on FCA Basis (Incoterms 2000) with delivery time of 1-4 weeks.

Warranty Terms: All goods shall be warranted for one year, minimum.

Special Procurement Conditions & Additional Information:

UNDP Afghanistan invites suppliers capable of providing the above goods and services, to submit their Expression of Interest (EOI).

In order to be considered as a potential supplier/ manufacturer, interested companies should submit their EOI including the following information:

- Bidders must indicate which categories they wish to bid for.
- Brief presentation of your company including number of staff, years in business, annual turnover, system for quality assurance and any experience of supplying with any UN Organization.
- Reference list with description of contract amount and contact details such as e-mail and phone of the focal person
- Your Contact information (Full name & Address, Country, Telephone, E-mail, Website, and Contact Person)
- Specifications of goods being proposed under EOI
- For services, please provide Terms of Reference (TOR) of the solution(s) you can offer.

The Expression of Interest and accompanying documents, specifications of goods including TOR for services must be received by UNDP, Afghanistan no later than 28 February 2011, 4pm Kabul local time. These should be sent by e-mail or courier service to and contact person below. Please indicate

Ref. No.: UNDP/AFG/2011/0011 – EOI for E-catalogue on all submissions.

This call for expression does not entail any commitment on the part of UNDP, either financially or otherwise. This is to enter into Long Term Arrangement (LTA) with potential suppliers, for supplying goods and services based on need basis over the next one year which may be extended to 3 years based on performance.

UNDP, Afghanistan

UNDP, Afghanistan Contact Information:

UNDP, Afghanistan
Country Office
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Kabul
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E-mail bids must be sent in PDF format and **must not exceed 3MB** or the e-mail will be blocked by the system and not delivered. Please state in your first email the number of emails sent in total.

Please send your EOI in good time. It is the supplier/manufacturer's responsibility to ensure that EOI sent by courier are received by the deadline.

NOTE: Expression of Interests (EOIs) will be subject to evaluation and only short listed companies will be contacted. Please note that this expression of interest does not entail any commitment to award a contract on the part of UNDP or bear the cost of the documents. UNDP reserves the right to accept or reject any or all EOI without assigning any reasons
