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## INVITATION TO BID (ITB)

23 May 2011

Dear Sir/ Madam:

**Subject: ITB No. UNDP/AFG/2011/0111 - Long Term Agreement for the provision of Spare Parts for UNDP Afghanistan Armoured and Soft skin Nissan vehicles:**

1. We hereby solicit your bid for provision of Spare Parts for UNDP Afghanistan Armoured and Soft skin Nissan vehicles based on a long term agreement for an initial period of one year, with the possibility of extension for additional year, subject to performance assessment of the selected contractor.
2. To enable you to submit a bid, please find enclosed:

[Annex I - Instructions to Bidders](#)

[Annex II - Bid Data Sheet](#)

[Annex III- Special Terms and Conditions](#)

[Annex IV - General Terms and Conditions](#)

[Annex V – Specifications and Technical Requirements](#)

[Annex VI– Bid Submission Form](#)

[Annex VII – Model Long Term Agreement for the Provision of Goods and Services](#)

[Annex VIII - Performance Security/ Bank Guarantee \(Form Of\)](#)

3. Your offer comprising of all required documents shall preferably be emailed to [itb.af@undp.org](mailto:itb.af@undp.org) or in sealed envelopes to the address below on or before 10:00 AM, (Kabul time) **on 07 June 2011**. Late bids shall be rejected.
4. Your submission will be considered upon the provision with this ITB the following, failure to provide the requested documents may disqualify your bid from being considered or evaluated.

- **Valid Trade License**
- **Company Profile**
- **Reference List**
- **Certificate for genuine spare parts**
- **5-10 years of experience**
- **Local stock availability**

5. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

UNDP Procurement

**Acknowledged receipt:**

**Signature:** .....

**Name and title:** .....

**Company:** .....

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**Intend to Bid:**

**Date:** .....

**PLEASE READ CAREFULLY**

**CHECK LIST FOR COMPLETE BID SUBMISSION**

	Basic Criteria	Provided	
		Yes	No
<b>A</b>	Bid is properly sealed		
<b>B</b>	Language of Bid is as requested (English)		
<b>C</b>	Annex VI - Bid submission Form including Contact details of Bidder		
<b>D</b>	Annex V - Completion of Specifications and Price Schedule		
<b>E</b>	Valid Trade License		
<b>F</b>	Company Profile		
<b>G</b>	Reference List		
<b>H</b>	Certificate for genuine spare parts		
<b>I</b>	5-10 years of experience		
<b>J</b>	Local stock availability		

- **BIDS TO BE SUBMITTED IN HARDCOPY ONE (1) ORIGINAL AND TWO (2) COPIES**
- **DOCUMENTS AND ENVELOPES SHALL BE MARKED “ORIGINAL” AND “COPY” AS APPLICABLE**
- **EACH ENVELOPE SHALL BE MARKED**

**(ITB No. UNDP/AFG/2011/0111 - Long Term Agreement for the provision of Spare Parts for UNDP Afghanistan Armoured and soft skin Nissan vehicles)**

## ANNEX I - INSTRUCTIONS TO BIDDERS

### A. Introduction

1. **General:** The UNDP invites Bids for the provision of spare parts for UNDP Afghanistan Armoured and Soft skin Nissan vehicles based on Long Term Agreement arrangements.
2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the UNDP to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bid.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** From the date of receipt of this ITB until instructed otherwise, all written or verbal communications by the Bidder with UNDP or any party connected with this procurement activity must be directed exclusively to the UNDP officer identified in Section 2: Bid Data Sheet of this ITB as the contact person. Any information regarding the interpretation of this ITB must be requested in writing and received by UNDP by the date indicated in Section 2: Bid Data Sheet. **(No clarification requests will be accepted after this time).** Written copies of the response (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective Bidders that received the Solicitation Documents by the date indicated in Section 2, Bid Data Sheet.
6. **Amendments of Solicitation Documents:** No later than ten (10) days prior to the Deadline for Submission of Bids, the UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the UNDP may, at its discretion, extend the Deadline for the Submission of Bids.

### C. Preparation of Bids

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the UNDP shall be written in the language indicated on the Section 2, Bid Data Sheet.
8. **Documents Comprising the Bid:**

The Bidder or the Bidder's authorised agent shall sign the Bid as indicated on the Bid Submission Sheet of this ITB.

The Bid must comprise the following documents:

- (a) A Bid Submission form;

- (b) a Price Schedule completed in accordance with Section 7, Price Schedule Sheet;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible and qualified to perform the contract if its Bid is accepted,
- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;
- (e) a detailed description of the essential technical and performance characteristics of the offered goods must be submitted in the format provided in the Technical Data Schedules included with the ITB, and as may be required in Section 2, Bid Data Sheet.
- (f) bid Security, if required, under clause 13 of Instructions to Bidders, and
- (g) other documents as maybe specified in Section 2, Bid Data Sheet.

Each continuation sheet or attachment shall bear the bidder's name and the person signing the bid must initial any erasures or other changes.

**9. Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the UNDP's satisfaction:

- (a) That, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination.
- (b) That the Bidder and the manufacturer, in the case of an agent, has the financial, technical, and production capability necessary to perform the contract.

**10. Documents Establishing Goods' Conformity to Bidding Documents:**

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services, which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and may consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods; including catalogues and photographs of the goods.
- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in Section 2: Bid Data Sheet, following commencement of the use of the goods.

**11. Bid Currency/Bid Prices:** All prices must be quoted in US dollars. The Bidder shall indicate on the appropriate Price Schedule Sheet the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

UNDP is a tax-exempt entity. All Bids must be submitted net of any direct taxes or customs duties.

12. **Period of Validity of Bids:** Bids shall remain valid for a period after the date of Bid Submission as indicated in Section 2: Bid Data sheet. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 23 of Instructions to Bidders. In exceptional circumstances, the UNDP may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

13. **Bid Security:**

- (a) The Bidder may be requested to furnish, as part of its Bid, a Bid Security to the UNDP in the amount as indicated in Section 2, Bid Data Sheet.
- (b) The Bid Security is to be sealed in a separate envelope within the main sealed bid
- (c) The Bid Security is to protect the UNDP against the risk of the Bidder's conduct, which would warrant the security's forfeiture, pursuant to clause 13(g) below;
- (d) The Bid Security shall be denominated in US Dollars and shall be in the form of a bank guarantee, issued by a reputable bank located in Afghanistan or abroad, and in the form provided in these Solicitation Documents.
- (d) Any Bid not secured in accordance with clauses 13 a) and 13 c) above will be rejected by the UNDP as non-responsive pursuant to clause 23 of Instructions to Bidders;
- (e) Unsuccessful Bidder's Bid Security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the UNDP pursuant to clause 12 of Instructions to Bidders;
- (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 28 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 29 of Instructions to Bidders;
- (g) The Bid Security may be forfeited:
  - 1. If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or, refuses to accept the correction of errors in its Bid, or,
  - 2. In the case of a successful Bidder, if the Bidder fails:
    - (i) To sign the Purchase Order in accordance with clause 28 of Instructions to Bidders, or,
    - (ii) To furnish Performance Security in accordance with clause 29 of Instructions to Bidders.

**D. Submission of Bids**

14. **Format and Signing of Bid:** The Bidder shall prepare one original and three copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The original and copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or

overwriting except, as necessary to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections.

**15. Sealing and Marking of Bids:**

15.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope.

15.2 The inner and outer envelopes shall:

- (a) Be addressed to the UNDP at the address given in Section 2, Bid Data Sheet, of these Solicitation Documents; and
- (b) Make reference to the “subject” indicated in the Letter of Invitation of these Solicitation Documents, and a statement: “DO NOT OPEN BEFORE”, to be completed with the time and the date specified in Section 2, Bid Data Sheet for Bid Opening pursuant to clause 16 of Instructions to Bidders.

15.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.

15.4 If the outer envelope is not sealed and marked as required by clause 15.2 of Instructions to Bidders, the UNDP will assume no responsibility for the Bid’s misplacement or premature opening.

15.5 The Bid Security is to be sealed in a separate envelope within the main sealed bid.

**16. Deadline for Submission of Bids/Late Bids:**

16.1 Bids must be delivered to the office on or before the date and time specified in the Letter of Invitation of these Solicitation Documents.

16.2 The UNDP may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the UNDP and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by the UNDP after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

**17. Modification and Withdrawal of Bids:** The Bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNDP prior to the deadline for submission. No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid Validity.

**18. No Bid:** If no Bid is to be submitted, the documents should not be returned to UNDP unless so requested. Written advice should be sent to UNDP with reasons for not submitting a bid and as to whether future invitations for the type of goods covered by this request are desired. Failure to comply with the above may result in removal of the name of such recipient from the Supplier list for the type of goods covered by this ITB.

**19. Confidentiality of Bid:** If the Bidder wishes to restrict disclosure and/or use of the data included in a Bid for any purpose other than evaluation, a statement to that effect must be

included in the Bid. However, no such restrictions shall apply if the Purchase Order is issued to the Bidder.

20. **Samples:** Samples of items, when required, must be provided within the time specified and, unless otherwise specified by UNDP, at no expense to UNDP. Samples will not be returned.

## E. Opening and Evaluation of Bids

### 21. Opening of Bids:

- 21.1 The UNDP will open all bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in Section 2, Bid Data Sheet, of this Solicitation Document. The bidders' Representatives who are present shall sign a register evidencing their attendance.
- 21.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the UNDP, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to clause 16.3 of Instructions to Bidders.
- 21.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.
- (a) **Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids, the UNDP may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

### 22. Preliminary Examination:

- 23.1 Prior to the detailed evaluation, the UNDP will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one, which conforms to all the terms and conditions of the ITB without material deviations.
- 23.2 The UNDP will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order as specified in Section 2, Bid Data Sheet.
- 23.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
- 23.4 A Bid determined as not substantially responsive will be rejected by the UNDP and may not subsequently be made responsive by the Bidder by correction of the non-

conformity. UNDP shall use the criteria as detailed in Section 2, Bid Data Sheet to establish responsiveness.

23. **Evaluation of Bids:** UNDP will evaluate and compare the bids, which have been determined to be substantially responsive pursuant to clause 23 of Instructions to Bidders. Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

The evaluation will take into account the following criteria:

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB
1.2	Compliance with requirements relating to technical features or the products ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents
1.4	Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honouring the tax-free status of the UN.
1.5	Demonstrated ability to honour important responsibilities and liabilities allocated to supplier in this ITB (e.g. performance guarantee, warranties, or insurance coverage, etc).
1.6	Proof of after sales service capacity and appropriateness of service network.
1.7	Compliance with environmental, health and safety standards

#### F. Award of Contract:

24. **Award Criteria:** The UNDP will enter into Long Term Arrangement with one or more technically qualified bidders based on best quoted price. The Purchase Order will be issued based on LTA Guidelines. The UNDP reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the UNDP's action.
25. **UNDP's Right to Vary Requirements at Time of Award:** The UNDP reserves the right at the time of making the award of contract to increase or decrease the quantity of goods specified in the Schedule of Requirements, without any change in unit price or other terms and conditions, by the amount indicated in Section 2, Bid Data Sheet.
26. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the UNDP will send the successful Bidder the Purchase Order. The Purchase Order may only be accepted by the Suppliers signing and returning an Acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.
27. **Signing of the Purchase Order:** Within 30 days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the UNDP.
28. **Performance Security:** When applicable, the successful Bidder shall provide the Performance Security in the form of Performance Security provided for in these Solicitation Documents, within 30 days of receipt of the Purchase Order from the UNDP.

#### **G. Other Requirements:**

29. **Delivery:** In addition to delivery data requirements specified in Section 10, Supply Requirements, the Bidder shall give a firm delivery date, as specified in Section 2, Bid Data Sheet, for the transportation mode selected by the UNDP. Actual delivery of the goods and performance of any related services shall be made by the Supplier, in accordance with the terms of any resulting Purchase Order as may be issued by UNDP.
30. **Start-up & Commissioning:** When applicable, the Bidder shall include in the Bid complete detailed plan for the start-up and commissioning of the equipment at the project site(s).
31. **Service Facilities:** When applicable, the Bidder must provide the name, address and a description of the local representative responsible for providing after-sales service on the products.
32. **Training:** When applicable, the Bidder must describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to UNDP. Unless otherwise agreed, such training as well as training material should be provided in the language of the Bid as specified in Section 2, Bid Data Sheet.
33. **Spare Parts Availability:** When applicable, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB or in any Purchase Order as may be issued by UNDP.
34. **Products from Developing Countries:** Bidders are encouraged to offer products from Developing Countries.
35. **Country of Origin:** Must be stated and certificate of origin must be provided with the goods.
36. **Errors and Omissions:** The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify UNDP accordingly.
37. **Material, Labour and Facilities:** No material, labour or facilities will be furnished by UNDP or its clients unless specified in the ITB.

#### **H. Payment:**

38. **Time of Payment:** Unless otherwise indicated in Section III (Special Terms and Conditions) of this ITB, UNDP will normally effect payment within 30 days after receipt of commercial invoice, proof of dispatch and other supporting documents.
39. **Letter of Credit:** UNDP does not accept Letter of Credit terms.
40. **Advance Payment:** It is not the policy of UNDP to approve advance payments.
41. **Discounts:** Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of commercial invoice, proof of dispatch and other supporting documents at UNDP. Payment discounts will not be considered in the financial Bid evaluation.

**42. Currency of Payment:** Payment will be made in the currency in which the Purchase Order is issued.

### **I. Long Term Agreement**

UNDP at its own discretion may wish to enter into a non-binding Long Term Agreement (LTA) as a result of this procurement process under the following conditions:

1. The Supplier/Contractor shall provide the types of services, goods and/or deliverables, quoted in this bidding process as and when negotiated by UNDP which shall be reflected in a non-binding Long Term Agreement in the form attached hereto as the "Model Long Term Long Term Agreement for the Provision of Goods and/or Services to The United Nations Development Programme".
2. Such Services and/or goods shall be at negotiated prices listed the Price Schedule and/or Bill of Quantities as applicable. The prices shall remain in effect for a period of one/two years from entry into effect of the Long Term Agreement
3. UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement, which shall be for two years.
4. In the event of any advantageous technical changes and/or downward pricing of the Goods and/or Services during the duration of this Agreement, the Supplier/Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Long Term Agreement."

## ANNEX II - BID DATA SHEET

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

<p>Requests for additional information (clause 5)</p>	<p><b>Must be received by 31 May 2011 (Thursday)</b></p>
<p>Language of the Bid: (clause 7)</p>	<p>English, including supporting documents.</p>
<p>Documents Comprising the Bid: (clause 8)</p>	<p>The following must be included in the Bid submission: Bid (submitted in 1 original and 2 copies of the Bid and two copies of any descriptive literature and supporting documentation) The original and copies of the bid shall include the following documentation, contained in a binder, each part separated by dividers and following the order specified. For items A, B, C and D you are required to use the dedicated schedules contained in this ITB.</p> <p><b>The bid submission shall Contain items A, B and C:</b></p> <p>A. Cover letter (optional);</p> <p>B. <a href="#">Annex V – Specifications and Price Schedule</a> must be fully completed.</p> <p>C. <a href="#">Annex VI: Bid Submission Form</a> must Fully completed and duly authorised including contact details of Bidder (address, tel./fax, e-mail, contact person),</p> <p>All submittals shall bear seal/markings/signature of Bidder N.B. Incomplete Bids may be deemed non-responsive at the discretion of UNDP.</p>
<p>Bid Validity</p>	<p>120 days.</p>
<p>Bid security: (clause 13)</p>	<p>Not required.</p>

<p>Sealed Bids to be received at / Bids to be marked: (clause 15)</p>	<p>UNDP-Afghanistan Shah Mahmood Ghazi Watt Kabul, Afghanistan</p>	<p>“ATTENTION: “ PROCUREMENT UNIT SEALED BID No.: <b>UNDPAFG/2011/0111 – Long Term Agreement for the provision of Spare Parts for UNDP Afghanistan Armoured and Soft skin Nissan vehicles</b></p> <p>DEADLINE: 7 June AT 10.00 AM. Kabul Time <b>NOT TO BE OPENED BY REGISTRY</b></p>																						
<p>Deadline for Submission of Bids: (clause 16)</p>	<p>7 June 2011 at 10.00 hours (Kabul time).</p>																							
<p>Samples (clause 20)</p>	<p>Not require</p>																							
<p>Bid Opening (clause 21)</p>	<p>8 June 2011 at 10:00 hours (Kabul Time), at UNDP Country Office.</p>																							
<p>Preliminary Examination (clause 23)</p>	<p>Bidders must satisfy ALL Criteria below to be admitted to Evaluation.</p> <table border="1" data-bbox="600 1151 1362 1464"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Basic Criteria</th> <th colspan="2">Provided</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><b>A</b></td> <td>Bid is properly sealed</td> <td></td> <td></td> </tr> <tr> <td><b>B</b></td> <td>Language of Bid is as requested (English)</td> <td></td> <td></td> </tr> <tr> <td><b>C</b></td> <td>Annex VI - Bid submission Form including Contact details of Bidder</td> <td></td> <td></td> </tr> <tr> <td><b>D</b></td> <td>Annex V - Completion of Specifications and Price Schedule</td> <td></td> <td></td> </tr> </tbody> </table>			Basic Criteria	Provided		Yes	No	<b>A</b>	Bid is properly sealed			<b>B</b>	Language of Bid is as requested (English)			<b>C</b>	Annex VI - Bid submission Form including Contact details of Bidder			<b>D</b>	Annex V - Completion of Specifications and Price Schedule		
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<p>Evaluation of Bids: (Clause 24)</p>	<p>Bids will be evaluated on the following basis:</p> <p>Evaluation Criteria</p> <p>1.1 Compliance with pricing conditions set in the ITB</p> <p>1.2 Compliance with requirements relating to technical features or the products ability to satisfy functional requirements.</p> <p>1.3 Compliance with Special and General Conditions specified by these Solicitation Documents</p> <p>1.4 Demonstrated ability to comply with critical</p>																							

	<p>provisions such as execution of the Purchase Order by honouring the tax-free status of the UN.</p> <p>1.5 Demonstrated ability to honour important responsibilities and liabilities allocated to supplier in this ITB (e.g. performance guarantee, warranties, or insurance coverage, etc).</p> <p>1.6 Proof of after sales service capacity and appropriateness of service network.</p> <p>1.7</p> <ul style="list-style-type: none"> <li>• Valid Trade License</li> <li>• Company Profile</li> <li>• Reference List</li> <li>• Certificate for genuine spare parts</li> <li>• 5-10 years of experience</li> <li>• Local stock availability</li> </ul> <p>Each bidder must complete the attached Technical Data Schedule conformity sheets for Technical Evaluation. (See Technical Data Schedule sheets)</p> <p><b>Financial Evaluation Criteria</b></p> <p>The technically qualified and lowest bidder will be awarded.</p>
Final quantities required: (clause 26)	UNDP does not warrant that any quantity of goods or services will be purchased.
Delivery terms: (clause 30)	DDP UNDP CO, Kabul - Afghanistan
Delivery time:	Local stock availability or (3 weeks time)
Services for use in:	Afghanistan
Alternative Bids:	Alternative bids are not acceptable.
Deviations from Specifications	Minor deviations from relevant specifications may be considered. Any deviations must be submitted in writing using the non-compliance schedules provided in the specification documents.
Completeness of Bids:	Bidders must offer complete bid in each package. i.e. All bidders are required to bid for each Lot/Package. Partial bidding is allowed (i.e bidder may bid for one package or more). In the event that the bidder fails to provide a unit rate for each package, UNDP may use the highest bid price quoted for the un-priced line item to facilitate complete evaluation.
All communication must be directed to UNDP procurement email address:	e-mail: <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a>

Subsequent Orders/Deliveries	In the interest of the Organisation, UNDP reserves the right to approach one or more suppliers to enter into a Long Term Agreement as a result of this ITB and negotiate directly to cater to the future requirements of.
Company Information:	Bidders not registered in the United Nations Global Marketplace are encouraged to do so. For information on registration procedures, please see <a href="http://www.ungm.org">http:// www.ungm.org</a>

### ANNEX III - SPECIAL TERMS AND CONDITIONS

The following Special Terms and Conditions shall supplement the General Terms and Conditions (GTC) of UNDP Purchase Orders (Section 4). Whenever there is a conflict, the provisions herein shall prevail over those in the General Terms and Conditions.

Warranty/Guarantee	The Contractor must provide best quality (genuine) of Spare Parts to UNDP with standard warranty period
Liquidated Damages	If the Contractor fails to provide the specified service within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed service for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order
Validity of Prices	<ol style="list-style-type: none"><li>1. Prices for the provision of spare parts shall remain valid for one year</li><li>2. UNDP may wish to extend agreement, prior to the expiry date of the validity period.</li><li>3. If cost to the contractor for the provision of spare parts provided under this contract should decrease such decrease will be reflected in the prices from the Supplier to UNDP.</li></ol>
Performance security	<p>Within 14 days of signature of the Contract, the successful Bidder/bidders shall furnish a Performance Security to the Purchaser in the amount of 10% of the Contract Value. Depending on the total value of the Contract, UNDP may at its own discretion choose to set a fixed amount for the Performance Security.</p> <p>The Performance Security shall be valid until a date 30 days after the expiry of the contract period.</p> <p>The proceeds of the Performance Security shall be payable to UNDP as compensation for any loss resulting from the Supplier's/Contractor's failure to complete its obligations under the contract.</p> <p>The Performance Security shall be in US dollars and shall be in form and manner set in Annex VIII.</p>
Payment	<p><u>Payment shall be made one month in arrears upon submission of invoices.</u></p> <p>UNDP does not accept Letter of Credit terms; payment shall be made by direct bank transfer to supplier's</p>

nominated Bank account after the delivery of the services satisfactorily

It is not the policy of UNDP to approve advance payments.

Samples/catalogue

The Contractor shall submit the catalogue

Insurance

The Contractor shall provide all the necessary insurances for the services

Other Special Terms Of Payment

UNDP does not accept Letter of Credit terms; payment shall be made by direct bank transfer to supplier's nominated Bank account after the delivery of the services satisfactorily

It is not the policy of UNDP to approve advance payments.

## **ANNEX IV - GENERAL TERMS AND CONDITIONS FOR GOODS**

### **1. ACCEPTANCE OF THE PURCHASE ORDER**

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### **2. PAYMENT**

- 2.1.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### **3. TAX EXEMPTION**

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

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

### **4. RISK OF LOSS**

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

**5. EXPORT LICENCES**

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licenses required for the goods.

**6. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

**7. INSPECTION**

1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

**8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

**9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

**10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering

the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

#### **11. ASSIGNMENT AND INSOLVENCY**

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

#### **12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations For any purpose.

#### **13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

#### **14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, 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.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

#### **15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

#### **16. SETTLEMENT OF DISPUTES**

## **16.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order 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.

## **16.2 Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. 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.

## **17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18. SEXUAL EXPLOITATION:**

18.1 The Supplier shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Supplier to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Supplier shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Supplier acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Supplier's personnel or any other person who may be engaged by the Supplier to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Supplier's personnel or such other person who may be engaged by the Supplier to perform any services under the Contract.

## **19.0 OFFICIALS NOT TO BENEFIT:**

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

**20. AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Supplier. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Supplier and jointly by the UNDP Authorized Official.

**ANNEX V – SPECIFICATIONS AND PRICE SCHEDULE**

**Bidders are required to complete all the Price Schedule and provide all the cost as listed below. Failure to provide any or part thereof may result in the Bid being rejected.**

**Spare Parts for Toyota Land Cruiser Armored 100 Series Diesel Engine (Delivery time 3 weeks)**

VIN	Model	Engine	Prod.Date
JTECB01J	HZJ105-GCMRS	1HZ	2006,2007
JTECB09J	HZJ105-GCMNSV	1HZ	
JTGCB09J	HZJ105-GCMNSV	1HZ	

S/No	Part No	Description	Qty	UoM	Unit cost (USD)	Total Cost (USD)
1		Absorber assy shock ,FR	30	ea		
2		Absorber assy shock ,RR	30	ea		
3	17801-17010	Air Filter	20	ea		
4	12V95D31L-MF-FB	Battery 12V 95Ah negative right and negative left	40	ea		
5	90366-20003	Bearing Knuckle	20	ea		
6	99332-11300	Belt ,V (cooler compressor to crankshaft pulley)	30	ea		
7	90916-02211	Belt ,V for fan and alternator	30	ea		
8	90916-02452	Belt ,V (for fan and alternator)	30	ea		
9	13505-17020	Idler sub assy,timing belt no.1	30	ea		
10	13568-19195	Belt,Timing	5	ea		
11	90942-02083	Bolt hub	40	ea		
12		Bonet shock absorber (Stay sub assy)	20	ea		
13	90981-13043	Bulb	20	ea		
14	90981-15009	Bulb	20	ea		
15	90981-15011	Bulb	20	ea		
16	90080-81041	Bulb	20	ea		
17	99132-12050	Bulb 12V5W	20	ea		
18	90981-13047	Bulb(Head Lamp)	20	ea		
19	48702-60050	Bush Leading arm	60	ea		
20	48706-60040	Bush sub assy,lateral control rod	50	ea		
21	48702-60031	Bush sub assy,upper control arm	50	ea		
22	48702-60040	Bush sub assy,upper control arm	50	ea		
23	48706-60040	Bush sub-assy,front lateral control rod	50	ea		
24	48815-60160	Bush,front stablizer bar	50	ea		
25	48815-26020	Bush,Stablizer	50	ea		
26		Coil Spring FR,for Armored	20	ea		
27		Coil Spring RR,for Armored	20	ea		
28	22350-17050	Compressor assy cooler	5	ea		
29	88460-60904	Condenser assy AC	2	ea		
30	31210-36161	Cover assy,clutch	20	ea		
31	31410-60590	Cylinder kit clutch Master	5	kit		

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32	04313-60140	Cylinder kit,clutch Operating	5	kit		
33	88460-60904	Cylinder kit,rear wheel	10	kit		
34	42420-69-69015	Drum rear wheel, RH,LH	2	ea		
35	88474-47010	Dryer,cooler	4	ea		
36	45046-69135	End sub-assy, tie rod,RH	15	ea		
37	45047-69085	End-sub assy,tie rod LH	15	ea		
38	89491-60060	Engine Coolant Temperture Sensor	4	ea		
39	17574-66030	Brake, Exhaust tail pipe (for rear)	50	ea		
40	16361-37030	Fan Cooling	3	ea		
41	45230-60010	Fan Coupling	3	ea		
42	13405-17050	Flywheel	3	ea		
43	23390-64480	Fuel filter	60	ea		
44	43436-60011	Gasket Spindle knuckle	25	kit		
45	22350-17050	Governor Assy, Torque Control (Caliper torque member)	4	ea		
46	53101-60270	Grill, Radiator	1	ea		
47	86510-60250	Horn assy	15	ea		
48	16571-17010	Hose, Radiator lower	4	ea		
49	16572-17140	Hose, Radiator upper	4	ea		
50	12361-17011	insulator engine front	6	ea		
51	12371-66060	insulator engine rear	6	ea		
52	48610-60022	Arm assy, Leading, Front	5	ea		
53	48720-60011	Arm assy, Lower control,RH,LH	5	ea		
54	85110-60290	Motor assy, windshiel wiper	3	ea		
55	85381-12060	Nozzle windshield wash fr,rr	20	ea		
56	90942-01101	Nut,Hub	50	ea		
57	90915-30002	Oil Filter	60	ea		
58	89491-60060	Sensor,Engine Oil Level	5	ea		
59	04466-60090	Pad Kit Disc Brake RR	30	kit		
60	04465-60230	Pad kit,Disc Brake FR	30	kit		
61	19850-17020	Plug assy,glow	10	ea		
62	44320-60171	Pump ass,power Steering	5	ea		
63	16100-19235	Pump assy ,water	2	ea		
64	29300-17010	Pump assy vacuum	2	ea		
65	16400-66131	Radiator assy	2	ea		
66	16711-17110	Radiator Shroud	2	ea		
67	87961-60770	Mirror ,outer rear view, LH	4	ea		
68	87931-60790	Mirror ,outer rear view, RH	4	ea		
69	48740-60040	Rod assy, rear lateral control	4	ea		
70	43512-60141	Disc, Front Wheel (rotor disc)	2	ea		
71	42431-60241	Rotor Disc rear wheel	2	ea		
72	85214-50100	Rubber,wiper blade	20	ea		
73	85214-48010	Rubber,wiper blade	20	ea		
74	85214-30280	Rubber,wiper blade Rear	10	ea		
75		Run flat tire	4	ea		
76	90311-41009	Sea oil (rear pinion)	10	ea		
77	90311-62001	Seal hub Fr	20	ea		
78	90310-35010	Seal Oil,Axle shaft fr	20	ea		
79	43204-60031	Seal,Knuckle kit	20	ea		
80	04495-60070	Shoe kit rear wheel	5	kit		
81	51900-60270	Carrier assy, Spare wheel	2	ea		
82	04371-60060	Spider kit, front propeller shaft universal joint	10	kit		
83	04371-60080	Spider kit, rear propeller shaft universal joint	10	kit		
84	48802-60050	Link sub assy front Stablizer	20	ea		
85	28100-17060	Starter assy	2	ea		

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86	44110-60212	Steering Gear Box	2	ea		
87	16470-66030	Tank Assy Radiator	1	ea		
88		Tank Assy Wiper	1	ea		
89	265/75R16	Tire	40	ea		
90	235/85R16	Tire	30	ea		
91		Upper Control Rod rear suspension	2	ea		
92		Vehicle Speed Sensor	2	ea		
93		Wheel Disc	2	ea		

## Spare Parts for Toyota Land Cruiser Armored 200 Series Diesel Engine (Delivery time 3 weeks)

VIN	Model	Engine	Prod.Date
JTMCV09J	VDJ200L-GMMNZ	1VDFTV	<b>2008,2009</b>
JTMDV09J	VDJ200L-GPMNZV	1VDFTV	
JTMHV09J	VDJ200L-GNMNZV	1VDFTV	
JTMHV09J	VDJ200L-GNMNZ	1VDFTV	

S/No	Part No	Description	Qty	UoM	Unit cost (USD)	Total Cost (USD)
1		Absorber assy shock ,FR	50	ea		
2		Absorber assy shock ,RR	40	ea		
3		Accelerator Position Sensor	6	ea		
4		Adjuster assy, valve lash	5	ea		
5	17801-51020	Air Filter	20	ea		
6	27060-51010	Alternator assy	3	ea		
7	28800-17121	Battery negative right and negative left (12 V 95 Ah small size)	30	ea		
8	43570-60030	Bearing assy , front axle w/abs rotor, LH,RH	25	ea		
9	31230-60260	Bearing assy, clutch release	30	ea		
10		Blower,Heater	5	ea		
11		Bolt hub	70	ea		
12		Bonet shock absorber (Stay sub assy)	25	ea		
13	04437-60050	Boot kit, Front rive shaft, inboard joint, RH,LH	20	ea		
14	04427-60090	Boot kit, Front rive shaft, in & Outboard, RH,LH	20	ea		
15		Brake Master cylinder (ABS)	4	ea		
16		Bulb Head Lamp (Dim and Full)	20	ea		
17		Bulb Rear light (Brake and indicator)	30	ea		
18		Bumper Bound (Lower link)	20	ea		
19		Bush Control arm lower	50	ea		
20		Bush control arm upper	50	ea		
21		Bush leteral rod	50	ea		
22		Bush Lower Link	50	ea		
23		Bush Stabilizer fr	50	ea		
24		Bush Stabilizer rr big szie	50	ea		
25		Bush Stabilizer rr small szie	50	ea		
26		Bush Upper Link	50	ea		
27		Cable assy parking brake	20	ea		
28		Caliper torque member	2	ea		
29		Calipper,Brake,LH	6	ea		
30		Calliper Brake RH	6	ea		
31		Cap assy ,fuel filter (priming pump)	5	ea		
32		Chain sub-assy	5	ea		
33		Clutch Master Cylinder	5	ea		
34		Clutch operating cylinder	5	ea		

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35		Clutch Pedal Switch	5	ea	
36		Coil Spring FR,for Armored	20	ea	
37		Coil Spring RR,for Armored	20	ea	
38		Compressor assy cooler	10	ea	
39		Condenser assy AC	2	ea	
40		Cover assy,clutch	15	ea	
41		Cylinder kit front wheel	15	Kit	
42		Cylinder kit clutch Master	15	Kit	
43		Cylinder kit,clutch Operating	15	kit	
44		Cylinder kit,rear wheel	15	Kit	
45		Damper, chain vibration, no.1	5	ea	
46		Dim Bulb	30	ea	
47		Disc assy,clutch	20	ea	
48		Door Lock (front LH)	4	ea	
49		Door Lock (front RH)	4	ea	
50		Door Lock (Rear LH)	4	ea	
51		Door Lock (Rear RH)	4	ea	
52		Door Lock Cable (Lock and Handle)	8	ea	
53	88474-17010	Dryer cooler	4	ea	
54		End sub-assy, tie rod,RH	20	ea	
55		End-sub assy,tie rod LH	20	ea	
56		Engine Colant Tempreature Sensor	4	ea	
57		Engine Control Module (ECM)	4	ea	
58		Exhaust mounting	20	ea	
59		Fan Belt	30	ea	
60		Fan Cooling	4	ea	
61		Fan Coupling	4	ea	
62	87139-30040	Filter, cleaner air	10	ea	
63		Flywheel	4	ea	
64		Fuel Filter	100	ea	
65		Fuel Injector	32	ea	
66		Gasket , Cylinder head cover	2	kit	
67		Gasket cylinder head	2	kit	
68		Gasket for Oil Pan drain plug	2	ea	
69		Gasket kit, engine overhaul	2	Kit	
70		Gasket kit, rear differential carrier	2	kit	
71		Grill, Radiator	1	ea	
72		Head Lamp assy,LH	2	ea	
73		Head Lamp assy,RH	2	ea	
74		Horn assy	20	ea	
75		Hose air cleaner	10	ea	
76		Hose, Radiator lower	4	ea	
77		Hose, Radiator upper	4	ea	
78		Hydraulic Reservoir	2	ea	
79		Injector Driver (Both)	4	ea	
80		insulator engine front	4	ea	

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81		insulator engine rear	4	ea		
82		Lamp assy, front turn (Wing)	5	ea		
83		Lamp rear combination ,LH	2	ea		
84		Lamp rear combination,RH	2	ea		
85		Link LH, Lower	6	ea		
86		Link LH, Upper	6	ea		
87		Link RH, Lower	6	ea		
88		Link RH, Upper	6	ea		
89		Link sub-assy,front stablizer	20	ea		
90		Lower control rod rear suspension	4	ea		
91		Lower Link Ball joint	20	ea		
92		Meter S/A, intake air flow	2	ea		
93		Motor assy, Blower(for condenser)	2	ea		
94		Motor assy, windshiel wiper	4	ea		
95		Nozzle windshield wash fr,rr	15	ea		
96		Nut,Hub	70	ea		
97		Oil Filter	100	ea		
98		Oil Filter Cover	15	ea		
99		Oil Pressure Switch	5	ea		
100		Oil Pump	5	ea		
101		Plug assy,glow	20	ea		
102		pulley sub-assy idler no.2	5	ea		
103		Pump ass, power Steering	5	ea		
104		Pump assy ,water	2	ea		
105		Pump assy vacuum	2	ea		
106		Pump assy,injection	4	ea		
107		Radiator assy	1	ea		
108		Radiator Shroud	1	ea		
109		Rear View Mirror LH	2	ea		
110		Rear View Mirror RH	2	ea		
111		Rod assy leteral rear suspension	2	ea		
112		Rotor Disc Front Wheel	2	ea		
113		Rotor Disc Rear Wheel	2	ea		
114		Rubber,wiper blade front	20	ea		
115		Rubber,wiper blade Rear	20	ea		
116		Run flat tire (armour ring)	4	ea		
117		Sea oil (rear penion)	30	ea		
118		Sensor, inlet air temperature	2	ea		
119		Sensor, Turbo pressure (for diesel Turbo)	2	ea		
120		Sensor,Cam position	2	ea		
121		Sensor,Cranck position	2	ea		
122		Sensor,Engine Oil Level	2	ea		
123		Sensor, fuel filter	2	ea		
124		Shaft assy axle	20	ea		
125		Sliper, chain tensioner	5	ea		
126		Spare Tire Holder	4	ea		

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127		Spider kit rear propeller shaft	15	Kit		
128		Spider kit,front propeller shaft	15	Kit		
129		Starter assy	3	ea		
130		Steering Gear Box	3	ea		
131		Stop Light Switch	4	ea		
132		Support exhaust pipe no.4,5	5	ea		
133		Tank Assy Radiator	2	ea		
134		Tank Assy Wiper	2	ea		
135	16620-51011	Tensioner assy, V-Ribbed Belt	8	ea		
136		Tensioner assy-chain, No.1	5	ea		
137		Throttle Motor	4	ea		
138		Throttle Position Sensor	4	ea		
139		Tire	60	ea		
140		Turbo charger sub-assy	5	ea		
141		Turbo charger sub-assy , no.2	5	ea		
142		Upper Control Rod rear suspension	4	ea		
143		Upper Link Ball joint	20	ea		
144		Valve (for Tubeless tire)	60	ea		
145		Valve guide	20	set		
146		Valve, exhaust	20	set		
147		Vehicle Speed Sensor	4	ea		
148		Vslve, inlet	20	set		
149		Washer set, crankshaft thrust	10	kit		
150		Wheel , aloy and steel	6	ea		
151		Wheel Speed Sensor (Front and Rear)	5	ea		
152		Wireless Remote Battery	10	ea		

## Spare Parts for Toyota Land Cruiser Armored 200 Series Gasoline Engine (Delivery time 3 weeks)

VIN	Model	Engine	Prod.Date
JTMDU09J	GRJ200L-GPMNKV	1GRFE	2007,2008,2009
JTMHU09J	GRJ200L-GNMNKV	1GRFE	

S/No	Part No	Description	Qty	UoM	Unit cost (USD)	Total Cost (USD)
1	17801-31090	Air Filter	10	ea		
2		Accelerator Position Sensor	2	ea		
3		Alternator assy	2	ea		
4		Battery negative left (12 volt 80AH Small size)	8	ea		
5		Bearing Assy Clutch Release	5	ea		
6		Belt,tensioner	4	ea		
7		Coil on Plug (COP)	10	ea		
8		Compressor assy cooler	2	ea		
9		Condenser assy AC	1	ea		
10		Cover assy,clutch	6	ea		
11		Disc assy,clutch	6	ea		
12		Electric Fuel Pump	2	ea		
13		Engine Colant Tempreture Sensor	4	ea		
14		Engine Control Module (ECM)	2	ea		
15		Fan Belt	10	ea		
16		Fan Cooling	2	ea		
17		Fan Coupling	2	ea		
18		Flywheel	2	ea		
19		Fuel Filter	25	ea		
20		Fuel Injector	10	ea		
21		Heated Oxegen Sensor	2	ea		
22		Manifold Absolute pressure sensor	2	ea		
23		Mass Air Flow Sensor	2	ea		
24		Oil Filter	25	ea		
25		Oil Pressure Switch	3	ea		
26		Pump ass.power Steering	2	ea		
27		Pump assy ,water	1	ea		
28		Pump assy vacuum	1	ea		
29		Push Cotter	70	ea		
30		Sensor, knock cntrol	2	ea		
31		Spark Plug	32	ea		
32		Starter assy	2	ea		
33		Three Way Catalytic Converter	2	ea		

34		Throttle Motor	2	ea		
35		Throttle Position Sensor	2	ea		
36		Vehicle Speed Sensor	2	ea		
37		Wheel Speed Sensor Front	2	ea		
38		Wheel Speed Sensor Rear	2	ea		

## Spare Parts for Toyota Land Cruiser Armored 76 Hardtop Diesel Engine (Delivery time 3 weeks)

S/No	Part No	Description	Qty	UoM	Unit cost (USD)	Total Cost (USD)
1		Absorber assy shock ,FR	30	ea		
2		Absorber assy shock ,RR	30	ea		
3		Air Filter	20	ea		
4		Battery 12V 95Ah negative right and negative left	40	ea		
5		Bearing Knuckle	20	ea		
6		Belt ,V (cooler compressor to crankshaft pulley)	30	ea		
7		Belt ,V for fan and alternator	30	ea		
8		Belt ,V (for fan and alternator)	30	ea		
9		Belt,tensioner	30	ea		
10		Belt,Timing	5	ea		
11		Bolt hub	40	ea		
12		Bonet shock absorber (Stay sub assy)	20	ea		
13		Bulb	20	ea		
14		Bulb	20	ea		
15		Bulb	20	ea		
16		Bulb	20	ea		
17		Bulb 12V5W	20	ea		
18		Bulb(Head Lamp)	20	ea		
19		Bush Leading arm	60	ea		
20		Bush sub-assy,front lateral control rod	50	ea		
21		Bush,front stablizer bar small ssize	50	ea		
22		Bush,Stablizer big size	50	ea		
23		Coil Spring FR,for Armored	20	ea		
24		Leaf Spring	20	ea		
25		Compressor assy cooler	5	ea		
26		Condenser assy AC	2	ea		
27		Cover assy,clutch	20	ea		
28		Cylinder kit clutch Master	5	kit		
29		Cylinder kit,clutch Operating	5	kit		
30		Cylinder kit,rear wheel	10	kit		
31		Drum rear wheel	2	ea		
32		Dryer,cooler	4	ea		
33		End sub-assy, tie rod,RH	15	ea		
34		End-sub assy,tie rod LH	15	ea		
35		Engine Coolant Tempreture Sensor	4	ea		
36		Exhaust mountain	50	ea		

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UNDP Afghanistan Armoured and Soft skin Nissan vehicles

37		Fan Cooling	3	ea		
38		Fan Coupling	3	ea		
39		Flywheel	3	ea		
40		Fuel filter	60	ea		
41		Gasket Spindle knuckle	25	kit		
42		Governor Assy, Torque Control (Caliper torque member)	4	ea		
43		Grill, Radiator	1	ea		
44		Horn assy	15	ea		
45		Hose, Radiator lower	4	ea		
46		Hose, Radiator upper	4	ea		
47		insulator engine front	6	ea		
48		insulator engine rear	6	ea		
49		Leading arm front suspension	5	ea		
50		Lower control rod rear suspension	5	ea		
51		Motor assy, windshiel wiper	3	ea		
52		Nozzle windshield wash fr,rr	20	ea		
53		Nut,Hub	50	ea		
54		Oil Filter	60	ea		
55		Oil Pressure Switch	5	ea		
56		Pad kit,Disc Brake FR	30	kit		
57		Plug assy,glow	10	ea		
58		Pump ass.power Steering	5	ea		
59		Pump assy ,water	2	ea		
60		Pump assy vacuum	2	ea		
61		Radiator assy	2	ea		
62		Radiator Shroud	2	ea		
63		Rear View Mirror LH	4	ea		
64		Rear View Mirror RH	4	ea		
65		Rotor Disc Front Wheel	2	ea		
66		Drum	2	ea		
67		Rubber,wiper blade	20	ea		
68		Rubber,wiper blade	20	ea		
69		Rubber,wiper blade Rear	10	ea		
70		Run flat (armour ring)	4	ea		
71		Sea oil (rear penion)	10	ea		
72		Seal hub Fr	20	ea		
73		Seal Oil,Axle shaft fr	20	ea		
74		Seal,Knuckle kit	20	ea		
75		Shoe kit rear wheel	5	kit		
76		Spare Tire Holder	2	ea		
77		Spider kit, front propeller shaft universal joint	10	kit		
78		Spider kit, rear propeller shaft universal joint	10	kit		
79		Stabilizer connecting rod Front	20	ea		
80		Starter assy	2	ea		
81		Steering Gear Box	2	ea		
82		Tank Assy Radiator	1	ea		
83		Tank Assy Wiper	1	ea		
84	285/75R16	Tire	40	ea		
85		Vehicle Speed Sensor	2	ea		
86		Wheel Disc	2	ea		

## Spare Parts for 2008 Ford Explorer 4x4 (Delivery time 3 weeks)

S/No	Part No	Description	Qty	UoM	Unit cost (USD)	Total Cost (USD)
1		Absorber assy shock ,FR	10	ea		
2		Absorber assy shock ,RR	10	ea		
3		Air Filter	10	ea		
4		Battery 12V 95Ah	5	ea		
5		Belt, Timing	2	ea		
6		Blade assy wiper	8	ea		
7		Bolt hub	20	ea		
8		Bonet shock absorber (Stay sub assy)	4	ea		
9		Bulb head Lamp	10	ea		
10		Bulb for front and rear lights	10	ea		
11		Bush, front stablizer bar	20	ea		
12		Coil Spring FR,	6	ea		
13		Coil Spring RR	6	ea		
14		Compressor assy cooler	2	ea		
15		Condenser assy AC	1	ea		
16		Cover assy, clutch	4	ea		
17		Cylinder kit clutch Master	2	kit		
18		Cylinder kit, rear wheel	2	kit		
19		Disc assy clutch	4	ea		
20		Dryer, cooler	2	ea		
21		End sub-assy, tie rod, RH	5	ea		
22		End-sub assy, tie rod LH	5	ea		
23		Engine Coolant Tempreture Sensor	2	ea		
24		Fan Cooling	2	ea		
25		Fan Coupling	1	ea		
26		Fuel filter	30	ea		
27		Horn assy	2	ea		
28		Hose, Radiator lower	2	ea		
29		Hose, Radiator upper	2	ea		
30		insulator engine front	4	ea		
31		insulator engine rear	4	ea		
32		Motor assy, windshiel wiper	1	ea		
33		Nozzle windshield wash fr, rr	5	ea		
34		Nut, Hub	20	ea		
35		Oil Filter	30	ea		
36		Pad Kit Disc Brake RR	4	kit		
37		Pad kit, Disc Brake FR	4	kit		
38		Pump ass, power Steering	2	ea		
39		Pump assy ,water	2	ea		
40		Mirror ,outer rear view, LH	2	ea		
41		Mirror ,outer rear view, RH	2	ea		
42		Disc, Front Wheel (rotor disc)	2	ea		
43		Disc, RearWheel (rotor disc)	2	ea		
44		Spider kit, front propeller shaft universal joint	4	kit		
45		Spider kit, rear propeller shaft universal joint	4	kit		
46		Starter assy	1	ea		
47		Steering Gear Box	1	ea		
48		Tank Assy Radiator	1	ea		
49		Tank Assy Wiper	1	ea		
50		Tire	12	ea		

**(Delivery time 3 weeks)**

<i>Nissan Pick up Japanese</i>					
VIN-Code	JN1CJUD22Z0-053432	Model	CVRULCFD22N/NA-ABC	Length	LB
Model Series	D22	Prod.M/Y	`0303	Area	Gen
Body	DC	Engine	QD32	WHL DRV	4WD
Grade	STD	# : Color	QM1		
Trans	MT	Int.Color	K		

S/No	Part Number	Description	Qty	UoM	Unit cost (USD)	Total Cost (USD)
1	56110-3S125	Absorber shock kit FR	20	Pc		
2	E6200-35G26	Absorber shock kit RR (56200-35G25)	20	Pc		
3	16546-2S610	Air Filter	10	Pc		
4		Ball joint lower link	10	pc		
5		Ball joint upper link	10	Pc		
6	24410-09S61	Battery 12V 70 AH	5	Pc		
7	40210-50W00	Bearing assy fr	20	Pc		
8	40215-50W00	Bearing assy fr	20	Pc		
9	30502-1W718	Bearing clutch release	5	Pc		
10	40588-88G00	Bearing drive shaft(knucle bearing or Comp Brg Needle)	10	Pc		
11	37521-56G27	Bearing kit center	5	Pc		
12		Bearing,Power steering	10	Pc		
13	11720-02NX4	Belt-Fan & alternator (11720-02N04)	20	Pc		
14	28890-3s300	Blade assy-Windshield Wiper (LP2313)	10	Pc		
15	54050-50W0A	Bumper assy bound (54050-50W00)	10	Pc		
16	30210-2S711	Cover assy clutch	5	Pc		
17	16405-02N10	Fuel Filter	30	Pc		
18	16405-01T70	Fuel Filter	30	Pc		
19	49200-3S100	Gear Assy Steering	2	Pc		
20		Horn Assy Electric High	5	Pc		
21	25620-25Y00	Horn Assy Electric Low	5	Pc		
22	40206-VJ200	Rotor-Disc Brake,Front	2	Pc		
23	01414-00051	Screw	20	Pc		

**Items for international order (Delivery time 3 weeks)**

S/No	Item Details	Qty	UoM	Unit cost (USD)	Total Cost (USD)	Remarks
1	Toyota Electronic Parts Catalogue 2011	1	Pack			for General Area,complete pack
2	Ford Electronic Parts Catalogue 2011	1	Pack			for General Area,complete pack
3	Service manual for 200 series L/C Diesel and Gasoline engines	2	Valume			
4	Toyota Intelligent Tester II (with oscilloscope cartridge)	2	Set			with Lines and connectors
5	Smark key program software for Diesel and Gasoline engine vehicles	1	Pack			
6	Data Cable for smart key program (to connect computer to the vehicle)	2	ea			

**PRICE RE-NEGOTIATIONS:**

1. UNDP may request the Supplier, and the Supplier shall agree, to negotiate in good faith the prices set out in this contract, should the market prices for the provision of spare parts provided by the Contractor under this agreement change since the prices were last agreed by the Parties and thereby placing UNDP in a less favorable position with Contractor compared to the existing market prices, as evidenced by indices generally accepted in the national and international market. Such request for re-negotiation shall be made no more frequently than once every year.
2. Within fifteen (15) days of any such request, the Parties shall finalize negotiations regarding an adjustment to reasonably reflect change in prices. Such adjustment shall be set out in a modification to the Contract and shall take effect upon signature of a contract amendment by both Parties to that effect.
3. If the Parties are unable to agree upon re-negotiated prices on a competitive basis within sixty days of notification of the request to re-negotiate, the Parties may elect to continue the arrangement upon the tariffs/rates then in effect or to have the question of competitiveness settled by arbitration in accordance with Section 16.2 of the General Terms and Conditions.

**VALIDITY OF PRICES:**

1. Prices for the provision of spare parts shall remain valid for one year.
2. UNDP may wish to prior to the expiry date of the validity period; to extend and agree on new prices for an additional period. The Contractor shall provide prices that are competitive.
3. If cost to the Contractor provided under this contract should decrease such decrease will be reflected in the prices from the Contractor to UNDP.

## Annex VI – Bid Submission Form

**Bidders are required to sign and stamp the Bid Submission Form. Failure to do so will result in the Bid being rejected.**

To: The procuring entity

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Spare parts in conformity with the said bidding documents in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the service in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of **one hundred and twenty days (120)** days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us for two years in event our bid is selected and awarded the contract with in the validity period.

We understand that you are not bound to accept any Bid you may receive.

Dated this . . . .day of . . . .[year].

.....  
Signature

.....  
[in the capacity of]

Duly authorised to sign the Bid for and on behalf of .....

**ANNEX VII – MODEL LONG TERM AGREEMENT FOR THE PROVISION OF GOODS AND SERVICES**

**TO THE UNITED NATIONS DEVELOPMENT PROGRAMME**

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its UNDP Country Office at Shah Mahmood Ghazi Watt, Kabul, Afghanistan (hereinafter “UNDP”) and \_\_\_\_\_ (hereinafter called “Contractor”) with its headquarters at \_\_\_\_\_.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of goods/services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Invitation to Bid .....[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties) hereby agree as follows:

**Article 1: SCOPE OF WORK**

1. The Contractor shall provide the types of goods/services and deliverables, which are specified in Annex V (Specification and Price Schedule), as and when negotiated by UNDP and reflected in this contract.
2. UNDP does not warrant that any quantity of goods or services will be purchased during the term of this Agreement, which shall be for two years.

**Article 2: CHANGES IN CONDITION**

In the event of any advantageous technical changes and/or downward pricing of the goods or services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

**Article 3: CONTRACTOR'S REPORTING**

3. The Contractor will report quarterly to UNDP on the goods/services provided to UNDP Country Office and its projects.

**Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS**

4. The standard UNDP General Terms and Conditions for services, attached as Annex III, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.
5. Payment for provision of spare parts shall be made within one month upon submission of invoices to the Country Office or Projects.
6. Within 14 days of signature of the Contract, the, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Contract Value. Depending on the total value of the Contract, UNDP may at its own discretion choose to set a fixed amount for the Performance Security. The Performance Security shall be valid until a date 30 days

after the expiry of the contract period. The proceeds of the Performance Security shall be payable to UNDP as compensation for any loss resulting from the Supplier's/Contractor's failure to complete its obligations under the contract.

The Performance Security shall be in US dollars and shall be in form and manner set in Annex VIII.

**Article 5: ACCEPTANCE**

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representatives of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS  
DEVELOPMENT PROGRAMME

\_\_\_\_\_

\_\_\_\_\_

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

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

**ANNEX VIII - PERFORMANCE SECURITY/ BANK GUARANTEE (FORM OF)**

We [Bank name] have been informed that the United Nations Development Programme (hereinafter called "the UNDP") which has its Headquarter in New York concluded on date \_\_\_\_\_ a contract [contract title and No.] with [Name of the company] hereinafter referred to as "the Contractor" whom has its headquarter in \_\_\_\_\_ at a total price of \_\_\_\_\_ US dollars (\$ \_\_\_\_\_), to execute [Insert title of contract and brief description of works].

Whereas it has been stipulated in the Contract that the Contractor shall furnish the UNDP with a Bank Guarantee by a recognized Bank for the sum specified thereafter as security for compliance with his obligations in accordance with the Contract,

Whereas we have agreed to give the UNDP such a Bank Guarantee

And according to this contract, UNDP is required to make an advance payment to the Contractor of \_\_\_\_\_ US\$, being \_\_\_ % of the total price.

Now therefore, this being stated, we, [BANK NAME] [BANK BRANCH], irrespective of the validity and the legal effect of the above mentioned contract and waiving all rights of objection and defense arising therefrom, hereby irrevocably affirm we are the Guarantor and responsible to you, and on behalf of the Contractor undertake to pay you, upon your first written demand and without cavil or argument any sum or sums within the limits of [INSERT AMOUNT OF GUARANTEE IN FIGURES AND IN WORDS] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract Documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of issue of the Taking-Over Certificate

This guarantee is revocable only with the written consent of the UNDP.

Parties hereby agree on the terms of this bank's guarantee letter.

SIGNATURE AND SEAL: \_\_\_\_\_  
Name of Bank/ Financial

Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Sate: \_\_\_\_\_