



**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 15 May 2011
ATT:	REFERENCE: <b>AFG/UNDP/ELECT/RFQ/ 2010 Supply, delivery and installation of accommodations and ablution container</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the supply, delivery and installation office container and ablution facility for UNDP ELECT before **18<sup>th</sup> May 2011, 4pm in a sealed envelope to UNDP Compound B (former ELECT Project) or send electronic version via [procurement.elect@udnp.org](mailto:procurement.elect@udnp.org).**

Work	Description	Unit	Quantity	Unit Cost in AFN	Total Cost in AFN
1	Purchase, delivery and installation of Office Container (Office container made by merging three 20' containers) containers as per Scope of Works described in Annex A of this RFQ. <i>*Quote must include; supply, delivery and full installation/ connection power outlet</i> As per scope of work provided in this tender	Each	1	-	-
2	Office container (20' container converted to office space)	Each	1	-	-
3	Ablutions facility (20' container to be converted into wash rooms) As per scope of work provided in this tender	Each	2	-	-
4	Provision of one stove (gas and electric, good quality), one microwave and repairing of cabinets for kitchen container As per scope of work provided in this tender	LOT	1	-	-
<b>GRAND TOTAL (all costs included)</b>					-

<b>Warranty Period:</b> To be free from faulty workmanship and materials for a 12 month period. All repairs and replacements to be at the suppliers cost.	Confirm hereafter that such warranty will be provided; Authorized Signature: .....
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<b>Confirmation of Delivery:</b> As per delivery instructions within this document, we confirm all works will be completed in <b>one week after</b> receipt of Purchase Order or notification for award of contract	Authorised Signature : .....
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Print Name of Owner: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONDITIONS**

Administrative requirements	Firms are required to provide the following: <ul style="list-style-type: none"> <li>• <b>Copy of valid trade license</b></li> <li>• <b>Compliance with UNDP Terms &amp; Condition for Civil Works</b></li> </ul>
Evaluation criteria	<ul style="list-style-type: none"> <li>• <b>Price quotation</b></li> <li>• <b>Compliance with delivery time line</b></li> <li>• <b>Guarantee that the construction will be completed as per scope of work provided in tender</b></li> </ul>
Reception of the quotations	<p>Sealed envelopes to :</p> <p>Quote to be submitted in a sealed envelope marked clearly with Tender Reference /Tender Name/Closing Date to the following address.</p> <p>United Nations Development Programme (UNDP)  Att : ELECT Project, Procurement Unit  Sher Poor Street Close to Spinneys Supermarket  and Ghaznafar Bank Wazir Akbar Khan Branch  Kabul, Afghanistan.</p> <p>Quotations can also be sent via email at the following email address only:<a href="mailto:procurement.elect@undp.org">procurement.elect@undp.org</a> If quotations are sent other than the email specified in this tender document shall be rejected.</p> <p>“NOT TO BE OPENED BY REGISTRY”</p>
Communication	<p>Communication must be written and directed to UNDP ELECT Procurment Unit, Afghanistan office:</p> <p>E-Mail: <a href="mailto:procurement.elect@undp.org">procurement.elect@undp.org</a></p>
TAX	UNDP Afghanistan is a tax-exempt entity. All quotations must be submitted net of any direct taxes or customs duties Exclusive of all Local and National Taxes
Delivery Term	All materials required as to complete the construction work to be supplied by contractor to the site at the cost of supplier.
Mode of Delivery:	N/A
Payment Terms	<ol style="list-style-type: none"> <li>1. Payment will effect within 30 days after reception of the invoice and acceptance of goods.</li> <li>2. Prices should be provided in Afghanis (AFN) or monthly UN exchange rate will be automatically applied in order to compare the quotations received in other currency(s).</li> <li>3. Bidders must provide prices in AFN ONLY, should contractors provide other currency payment will be made in local currency and on the UN operational rate of exchange on the date of payment.</li> <li>4. All costs/unit prices must be exclusive of customs, taxes and duties.</li> <li>5. The Financial Regulations and Rules of UNDP preclude advance payments or payments by Letters of Credit. Such provisions will be prejudicial to its evaluation by UNDP. The normal payment terms of UNDP are 30 days upon satisfactory completion of services and acceptance thereof by UNDP.</li> </ol>

Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS	
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial quotations permitted <input checked="" type="checkbox"/> Partial quotations not permitted	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS : ●
<u>Language:</u> All documentation, including installation and operating manuals shall be in: <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others		

## **ANNEX A: Scope of works**

### ***SCOPE OF WORKS FOR PROVISION OF TWO ABLUTION CONTAINERS, ONE OFFICE CONTAINER***

#### **1. BACKGROUND:**

The project Enhancing Legal and Electoral Capacity for Tomorrow (ELECT) is one of the UNDP programmes in Afghanistan aimed to provide support to the people of Afghanistan and specifically help enhance the capacity for future elections.

The project Enhancing Legal and Electoral Capacity for Tomorrow (UNDP-ELECT) aims to assist the Independent Election Commission (IEC) of Afghanistan in the implementation of its initiative of improvement for the future election capacity.

#### **2. STATEMENT OF WORK:**

The contractor shall provide all work, labor, material, equipment, construction services, transportation and supervision necessary.

#### **3. SCOPE OF WORK:**

UNDP-ELECT will establish its office at the IEC, in order to provide essential facilities for its staff, UNDP-ELECT needs to purchase two ablution containers, one office container, and renovation of a 20' kitchen container. The specifications of these containers are as below:

- A. Two wash rooms containing three western toilets, two sinks and a shower, size of the container should be (20'x8')
- B. One converted office container made by merging three 20' containers, should have a 5 cm partition in one 20' container.
- C. Provision of stove, one microwave and repairing of cabinets for kitchen container.

Specifications:

The repurposed containers should meet the following standards as minimum:

#### **Color:**

The color of all above mentioned containers should be off white.

#### **Size:**

- a. Office container: three 20' containers should be merged made of shipping containers or sandwich panels.
- b. Wash room Containers: Standard 20ft Container- re-purposed steel shipping container.
- c. Drivers' office: 20ft Container- re-purposed steel shipping container.
- d. Renovation and refurbishment of the 20' kitchen container.

**Windows:**

Office container: PVC normal four per container (1x1 meter).

Wash room containers: PVC normal, two per container opposite sides (horizontal) (1x1 meter).

**Doors :**

**Office Container:** One PVC single external entry door with complete locking mechanism.

**Washroom Containers:** One PVC single external entry door with complete locking mechanism.

**Flooring:**

Carpet on floor of office container and Drivers' office container to be pre-installed and ceramic tiles on floor area in ablution facility (washroom containers).

Entry Foyer: Entry Foyer for each container and ablution facility

**Internal wall/ceiling:**

Wood paneling on internal walls and internal ceiling,

**Washroom Containers:**

To include; one shower, three eastern toilet, two hand basin (Sink) and electric water heater.

Walls suitable water proofed and sealed. One opening window and extractor fan.

**Air Conditioner:**

a. for office container, drivers' office container: Pre installed, split unit (9000 BTU) per container,

**Electrical:**

International standard connectors for the wiring and cabling are to be used for all connections, no other method is acceptable. All IP ratings given refer to Ingress Protection (IP) Codes as AS1939.

Note: Simple twisting of wires as a means of connecting wires, cables with protective tape is not acceptable.

**Lighting:**

Internal strip tube lighting to be installed in containers to provide a complete operational lighting system tested and commissioned. Provide only proprietary lights, fittings and accessories fitted to the original manufacturer's standards.

**Fire Extinguisher:**

One fire extinguisher (ABC fire extinguisher 2 KG Dry Powder “Mono-Ammonium Phosphate”) to pre-installed on the office container.

**Photos/illustration:**

**Stainless Steel Sinks for Kitchen Facility:**

The illustration is for the suppliers to have an idea of what ELECT require to be fitted into kitchen facility, other similar products can be provided as long as the product meet and exceed UNDP ELECT requirement.



**Electric Stove for Kitchen Facility :**

The illustration is for the suppliers to have an idea of what ELECT require to be fitted into kitchen facility, other similar products can be provided as long as the product meet and exceed UNDP ELECT requirement.



**Kitchen Cabinet Wooden for Kitchen Facility:**

The illustration is for the suppliers to have an idea of what ELECT require to be refurbished in the kitchen facility.



**Fire Extinguisher:**

