



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 18 May 2011
ATT:	REFERENCE: AFG/UNDP/ELECT/RFQ/665/ 2011 Construction work for UNDP ELECT

Dear Sir / Madam:

You are kindly requested to submit your quotation for the construction work per specifications outlined as Annex C and Bill of quantity as Annex A in the following pages. Please refer to site plan as outlined in Annex D in the following pages.

The quotations must be submitted on or before **22 May 2011, 10:00AM** in a sealed envelope to **UNDP Compound B (Former ELECT Project)** or submit electronically to procurement.elect@udnp.org.

Annex-A: Bill of Quantity (BoQ)

Construction works breakdown		Unit of measurement	Quantity	Unit Cost (AFN)	Amount (AFN)
Project Requirement					
Section ELECT-001	Site Cleaning, leveling, compaction & 10cm CAB	Sq.M	114.72		
Section ELECT-002	Supply of HESCO (1x1x1), two layers	Nos	192		
Section ELECT-003	Granular Materials for HESCO filling	Cu..M	192		
Section ELECT-004	PCC 10cm casting on the top of HESCO	Cu..M	14		
Section ELECT-005	Provision of Y type barbed wire, two circles, dia=500mm	LM	192		
Section ELECT-006	Excavation for PCC concrete floor, 10cm depth	Cu.M	18		
Section ELECT-007	PCC concrete casting for floor, 10cm depth	Cu.M	18		
Grand Total: Total Cost for whole processes of the project (including administrative, labor, equipment and any additional work required to complete this project)					

Warranty Period: 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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Confirmation of Delivery: As per delivery instructions within this document, we confirm all works will be completed in <u>one week after</u> receipt of Purchase Order or notification for award of contract.	Authorised Signature :
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Print Name of Owner: _____ **Signature:** _____ **Date:** _____

Annex B: General CONDITIONS	
Administrative requirements	Firms are required to provide the following: <ul style="list-style-type: none"> • Copy of valid trade license • Compliance with UNDP Terms & Condition for Civil Works
Evaluation criteria	<ul style="list-style-type: none"> • Price quotation • Compliance with delivery time line • Guarantee that the construction will be completed as per scope of work provided in tender
Reception of the quotations	<p><u>Sealed</u> 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:procurement.elect@undp.org 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: procurement.elect@undp.org</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"> 1. Payment will effect within 30 days after reception of the invoice and acceptance of goods. 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). 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.

	<p>4. All costs/unit prices must be exclusive of customs, taxes and duties.</p> <p>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.</p>	
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 : ●
<p><u>Language:</u> All documentation, including installation and operating manuals shall be in:</p> <p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others</p>		

ANNEX C: Scope of works

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 construct a 10cm PCC floor and provide HESCO with Y type security fence:

Construction Works	Unit	Quantity
A. Site Cleaning, leveling, compaction & 10cm CAB	Sq.M	114.72
B. Supply of HESCO (1x1x1), two layers	Nos	192
C. Granular Materials for HESCO filling	Cu..M	192
D. PCC 10cm casting on the top of HESCO	Cu.M	14
E. Provision of Y type barbed wire, two circles, dia=500mm		LM192
F. Excavation for PCC concrete floor, 10cm depth	Cu.M	18
G. PCC concrete casting for floor, 10cm depth	Cu.M	18

4. Specifications and Requirements:

1. The contractor has to complete the project with best quality and according to the attached projects plans and sketches under the observation of UNDP Engineers. The upgrading and repairing work must be according to the specifications and standards should comply with AASHTO, ACI and ASTM codes. If the implemented work is not completed according to standard norms and specifications, NCR (non conformance report) will be issued by UNDP, and the work should be redone by contractor at no extra cost or wages.
2. The contractor shall supply all labor, materials, tools, equipments, transportation, prepare accommodation, and arrange security and safety plans and materials, and relevant documents as may be necessary for the satisfactory completion of all specified construction work.
3. Quality control procedure is an important part of this contract and project implementation requirements, which will be direct responsibilities of the contractor. UNDP Engineers will make sure if the construction is done according to specifications.

4. The construction site must be cleaned by contractor on a daily basis. The storage and security of all materials, supplies, tools and equipments is the contractors responsibility.
5. The removed unnecessary soil, debris and material before and after completion of project should be moved outside of the construction area by the contractor where responsible governmental authorities permit.
6. The estimation given in BOQ are approximately measure so payment will be made based on actual work done in the field by contractor as per the given drawings and instruction of the site Engineer.
7. The site should be left in a clean condition upon completion of the work.
8. The essential equipment to be made available for the Contract by the successful Bidder shall be:
 - A. Concrete Mixer
 - B. Vibrator
 - C. Excavator
 - D. Truck
 - E. Water Tanker

Sand:

The following are the desired qualities of sand:

- Sand as fine aggregates must clean and free from foreign particles
- Sand must be well graded
- Fineness Modulus of sand must be of desired value

Cement:

Cement is the binding material for the ingredients of concrete. Following tests are necessary to be conducted on cement:

- Fineness
- Setting time
- Compressive test

Water:

Water for mixing concrete should have the following qualities:

- Water should be free from impurities
- Water should be clean

Mix Ratio:

The ratio of cement, sand and aggregate by volume. The strength of concrete depends on the ration of concrete. The ratio of concrete is expressed as 1:1:2 is considered in most cases. For high strength of concrete 1:1:2 is used. Mixed ratio is measured by standard a basket that contains a bag of cement. The size of the standard bucket is 45 cm height, 30 cm length and 30 cm width (volume 1.25 cft or 0.035375 m³). As sand increases in volume with presence of small amount of water in it, this increase of volume of sand due to bulking of sand should be considered while volume calculation of sand. In the case of 25% bulking of sand, the volume of sand to be considered would be 1.25 times the original volume

Water Cement Ratio:

The strength of concrete depends on water cement ratio. The water content ratio is calculated on the basis of weight of water and cement. The amount of water in concrete will be such that the fresh concrete will be workable as well as hardened concrete will have enough strength to withstand desired loads. Excess water decreases the strength of concrete.

Mixing of concrete:

- It volume of casting is comparatively smaller quantity mixing will be done by hand mix; other wise mixture machine may be use.
- Mixture will be homogeneous,
- 5-10% water of total volume put on turning drum before cement, sand and aggregate are applied for mixing.

Carrying and Placing of Mixture:

After mixing of concrete it should be carried to the specified sites as quickly as possible. All mixed concrete place with at final position within 45 minute. Mixed concrete shall not be placed beyond 1 m height. Excess water should not add while placing or vibrating the concrete.

Vibration of Concrete:

Concrete should be compacted by means of vibration. It can be done by means of vibrator or poking concrete with the help of rods. All vibration will be completed before initial setting of time. Vibration will compact of fresh concrete. In absence of vibrator, 16 mm diameter rod can be used as vibrator.

Curing:

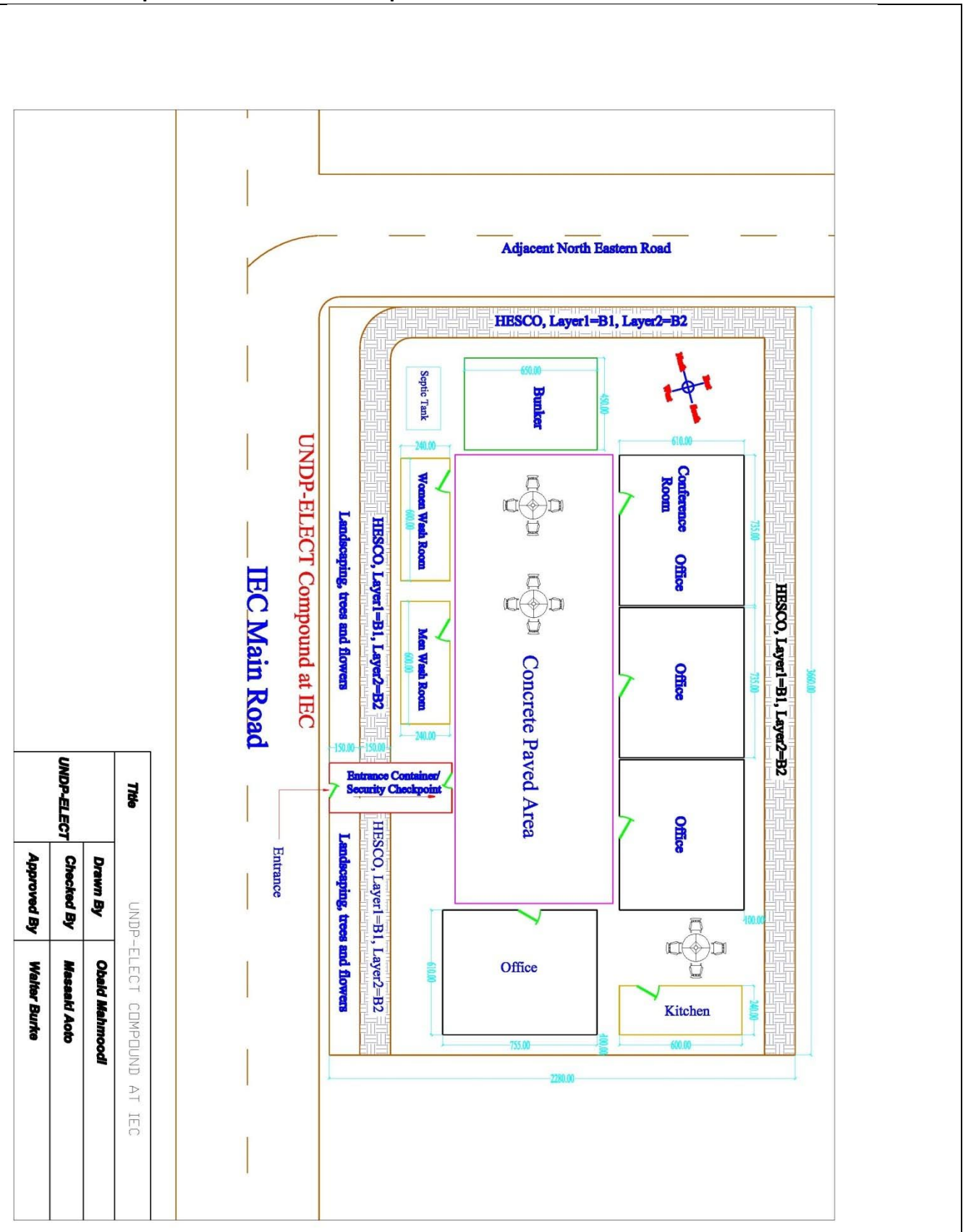
Curing increases the strength of concrete. Cement contains some chemical ingredient that require to hydrolysis for chemical reaction to form a stone like substance. The reaction takes place up to 21 to 28 days. For this reason, curing of concrete is required to be done for 28 days. Curing is an environment that helps hydrolysis of cement. It is generally done by spreading water to the concrete surface or covering it with wet sacks so that the water in the concrete does not evaporate. It is generally started after 16 to 24 hour of casting.

Quality Control of Concrete:

Concrete is produced from cement, coarse aggregates, fine aggregates and water. As a result, quality of concrete will depend on many factors. A few are:

- properties of the ingredients
- proportion of ingredients
- w/c ratio
- Mixing, carrying, placing, compacting, curing etc.

Annex D: site plan for UNDP-ELECT compound at IEC



Title		UNDP-ELECT COMPOUND AT IEC	
Drawn By	Checked By	Approved By	
Obaid Meshoodi	Masahl Aoto	Walter Burke	
UNDP-ELECT			