



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 19 May 2011
ATT:	REFERENCE: AFG/UNDP/ELECT/RFQ/666/ 2011 Supply, delivery and installation of 40 feet container at UNOCA Compound

Dear Sir / Madam:

You are kindly requested to submit your quotation for the supply, delivery and installation 40 feet container for UNDP ELECT Project on or before **23 May 2011, 4pm in a sealed envelope to UNDP Compound B (former ELECT Project) or send electronic version to procurement.elect@udnp.org.**

Work	Description	Unit	Quantity	Unit Cost in AFN	Total Cost in AFN
1	<i>40 Feet container with lockable gate, transport it to the location indicated by UNDP and place it on its designated place (UNOCA Compound Kabul Jalalabad road, Paktiya Kot) The cotianer must be constructed as per scope of services provided in the following page</i>	Each	1	-	-
GRAND TOTAL (all costs must be included i.e. transportation, loading and offloading at designated area)					-

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 three days after receipt of Purchase Order or notification for award of contract.	Authorised Signature :
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Confirmation: Warranty that the construction work has to be completed as per scope of the work attached hereto.	Confirm hereafter that such warranty will be provided; Authorized Signature:
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Print Name of Owner: _____ **Signature:** _____ **Date:** _____

CONDITIONS

Administrative requirements	<p>Firms are required to provide the following:</p> <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 work 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	<p>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</p>
Delivery Term	<p>All materials required as to complete the construction work to be supplied by contractor to the site at the cost of supplier.</p>
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. 4. All costs/unit prices must be exclusive of customs, taxes and duties. 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.

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 40 FEET 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 the 40 Feet container with lockable gate, transport it to the location indicated by UNDP and place it on its designated place.

UNDP-ELECT will establish its office at the IEC, in order to provide essential facilities for its staff and proper storage spaces, UNDP-ELECT needs to purchase a 40 feet container, following terms needs to be undertaken by the contractor:

1. one 40 feet container with lockable gate.
2. Two lights, single socket and external female connector.
3. Transportation to the UNOCA compound, on Kabul Jalalabad road.
4. One exhausts Fan to be installed and connect to power outlet

The photo is for illustration only:

