



**AFGHANISTAN**

## **Procurement Notice**

### **Expressions of Interest (EOI) for the Provision of Custom Clearance for UNDP and UN Agencies Operating in Afghanistan**

#### **PRE-QUALIFICATION APPLICATION FORM**

**Issue Date:** 31 October 2011

**Closing Date for Receipt of EOI:** 17 November 2011 @ 1:00pm Kabul time

**EOI Number:** UNDPAFG/2011/0197

**E-mail Address:** [Eoi.af@undp.org](mailto:Eoi.af@undp.org)

**Address EOI response for the attention of:** UNDP Country Office – Procurement Unit, Supply Chain Management Office, UNDP Afghanistan

The United Nations Development Programme (UNDP) in Afghanistan is calling for Expression of Interest from registered, qualified and experienced customs brokerage and freight delivery services providers to render custom clearance and transportation services to UNDP and UN Agencies Operating in Afghanistan.

The specific services required are:

- a) custom clearance,
- b) Inland Transportation
- c) Vehicle registration

The above services are to be provided on a timely basis and in a cost effective manner.

All companies that wish to participate in the process are required to complete the below application form. The information provided will be used to assess your company's suitability to qualify for invitation to participate in the future procurement process for the services mentioned above. Interested applicants must submit the following documents:

1. Company Profile - presentation of your company including number of staff, years in business, system for quality assurance and any experience with any UN organisation and/or international organisations;
1. Legal registration of the company - Evidence of physical representation and/or presence in Afghanistan – such as licence to operate in Afghanistan;

2. Evidence of previous similar experience in media services;
3. Reference list with description of contract amount and contact details such as email and telephone number of the focal point;
4. Confirmation of financial capacity of the company - Audited Statement of Accounts and/or bank statement
5. Your contact information (full name and address)
6. Other relevant supporting documents as per the Application form.

The EOI and accompanying documents and fully completed forms must be received by UNDP Afghanistan no later than **13<sup>th</sup> November 2011, 1:00 pm Kabul local time**. These should be sent by email or courier service to:

**Address:** UNDP Afghanistan, Shah Mahmood Ghazi Watt, Kabul

**Email address:** [eo.af@undp.org](mailto:eo.af@undp.org)

Email responses must be sent in PDF format and must not exceed 3MB per email. Otherwise the email will not be delivered to the email address. . Please state in your first email the number of emails sent in total.

The EOIs will be subject to evaluation and only short-listed companies will be contacted. Please note that this EOI does not entail any commitment to award a contract on the part of UNDP or bear the cost of the documents. UNDP reserves the right to accept or reject any or all EOIs without assigning any reason.

## INSTRUCTIONS FOR COMPLETION OF THE PRE-QUALIFICATION FORM

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Profile of your company and specialization
- 3 Full legal address
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes
- 6 E-mail address
- 7 Internet address
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the organization was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide license number under which the Company is registered and validity period of the license
- 15 Provide VAT number and validity period
- 16 Provide Tax ID number and validity period
- 17 Please indicate the UN Global Marketplace (UNGM) registration code – if your company is already registered there.
- 18 Provide total annual sales in US Dollars (mil), of the Company, for the last 3 financial years
- 19 Provide copy of the Company's most recent Annual Report or audited financial report. If available,
- 20 List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your Company, and provide a copy of the latest certificates
- 21 List all countries where the Company has local offices or representation
- 22 Please list up to 10 of the core services offered. List the National/International Quality Standard to which each item conforms
- 23 Enter the name(s) of UN organizations, other international aid agencies, multi-national local companies that your Company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied. Also please indicate contact details for the references. If you have had more than 15 such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders.
- 24 List all disputes your Company has been involved in over the last 3 years. If more space is required, please use a separate sheet
- 25 Provide details of all national and international trade or professional organizations to which your Company belongs
- 26 This form should be signed by the person completing it, and their name and title should be typed, along with the date.

Vendor Pre-qualification Form

**SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION**

**1. FULL LEGAL NAME OF COMPANY:** \_\_\_\_\_

**2. PROFILE/SPECIALIZATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. STREET ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_

**COUNTRY:** \_\_\_\_\_

**4. TEL NO:** \_\_\_\_\_ **6. E-MAIL ADDRESS:** \_\_\_\_\_

**5. FAX NO:** \_\_\_\_\_ **7. INTERNET ADDRESS:** \_\_\_\_\_

**8. CONTACT NAME AND TITLE:** \_\_\_\_\_

**9. PARENT COMPANY (Full legal name):** \_\_\_\_\_

**10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S):**  
(Attach list, if necessary)

**11a. NATURE OF BUSINESS (Tick one box only):**

**Manufacturer:**  **Trader:**  **Authorized Agent:**  **Consulting Company:**   
**Other (specify):** \_\_\_\_\_

**11b. TYPE OF BUSINESS:**

**Corporate/Limited:**  **Partnership:**  **NGO:**  **University:**   
**Other (specify):** \_\_\_\_\_

**12. YEAR ESTABLISHED:** \_\_\_\_\_

**13. NUMBER OF FULL-TIME EMPLOYEES:** \_\_\_\_\_

**14. TRADE LICENCE / REGISTRATION:** \_\_\_\_\_ **VALID TILL** \_\_\_\_\_

**15. VAT NUMBER :** \_\_\_\_\_ **VALID TILL** \_\_\_\_\_

**16. TAX IDENTIFICATION:** \_\_\_\_\_ **VALID TILL** \_\_\_\_\_

**17. UNGM registration number (if any):** \_\_\_\_\_



**SECTION 4: EXPERIENCE**

**23. RECENT CONTRACTS WITH UN and/or OTHER INTERNATIONAL AID AGENCIES, MULTI-NATIONAL LOCAL COMPANIES (last 15 or most recent, whichever is less):**

Organization	Contact details for References	Value in US\$	Year	Goods/Services Supplied

**SECTION 5: OTHER**

**24. PLEASE LIST ANY DISPUTES YOUR COMPANY HAS BEEN INVOLVED IN WITH THE UNITED NATIONS ORGANIZATIONS OVER THE LAST 3 YEARS:**

**25. LIST ANY NATIONAL, OR INTERNATIONAL TRADE OR PROFESSIONAL ORGANIZATIONS OF WHICH YOUR COMPANY IS A MEMBER:**

**26. CERTIFICATION:**

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name \_\_\_\_\_

Functional Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THE COMPLETED FORM TO THE CONTACT ADDRESS BELOW:**

**EOI – Media Services**  
UNDP – Afghanistan (Kabul Office)  
Shah Mahmood Ghazi Watt  
Kabul, Afghanistan  
Tel: +98 20 2101 68291 Fax: +873 763 468 863