



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

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INVITATION TO BID: No. ITB/COK/030/2019

**ESTABLISHMENT OF A ONE PLUS ONE YEAR FRAME AGREEMENT FOR
PROCUREMENT OF TRANSPORTATION SERVICES FOR UNHCR NATIONAL STAFF IN KABUL**

CLOSING DATE AND TIME: SUNDAY 21 NOVEMBER 2019 – 13:00HRS LOCAL TIME

DATE: 29 Oct 2019

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Kabul invites qualified suppliers duly registered with the Government of Afghanistan to make a firm offer for the establishment of a **Frame Agreement(s) for the provision of Shuttle Services for UNHCR National Staff in Kabul, as per the attached Terms of Reference (ToR) Annex A:**

The offer of the winning bidder will be the basis for establishment of a Frame Agreement for a **period of one year with a possibility of extension for a further period of one more year subject to satisfactory performance.**

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 18** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A: Terms of Reference (ToR)*
Annex B: Financial Offer Form
Annex C: Vendor Registration Form
Annex D: UNHCR General Conditions of Contracts for the Provision of Goods and Services– 2010

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to (afgkascu@unhcr.org) as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to afgkascu@unhcr.org

The deadline for receipt of questions is Thursday, 14 November 2019 at 1600 hrs

IMPORTANT: Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

3. YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

3.1 Content of the Technical Offer

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required

Your technical offer should clearly state whether or not the services you are providing are fully conforming to the requirement given. Clearly state and disclose any discrepancies with the requirement given.

Please include the following as part of your technical offer:

- Supplier profile and a valid copy of your business license.
- List of similar work carried out in the past together with a client's list
- A list of fully functional vehicles with copies of valid registration documents (Jawaz Sair)
- A list of drivers with copies of their valid licenses
- Copies of valid insurance certificates for the vehicles (a minimum of Third Party Insurance) including a copy of the policy.
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The following details shall also be provided in the Technical Offer:

Vendor Registration Form: If your supplier is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form.

UNIICR General Conditions for Provision of Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of services by signing.

3.2 Content of the Financial Offer

IMPORTANT:

No pricing information should be included in the Technical Offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

- Your **Financial Offer (Annex B)** must contain an overall offer in a single currency (US\$ dollars).
- The prices offered should remain valid for the duration of the Frame Agreement (**one plus one years**)
- The Financial offer is to be submitted as per the Financial Offer Form (Annex A). Bids that have a different price structure may not be accepted.
- The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

4. BID EVALUATION:

The offers from all bidders will be evaluated on the basis of a Pass/Fail criteria considering the following points;



- Duly completed vendor registration form – only if you are not already registered with UNHCR.
- Supplier profile and a valid copy of your business license.
- List of similar work carried out in the past together with a client's list
- A list of fully functional vehicles with copies of valid registration documents (Jawaz Sair)
- A list of drivers with copies of their valid licenses
- Copies of valid insurance certificates for the vehicles (a minimum of Third Party Insurance) including a copy of the policy.

Selection Criteria: Technically compliant offer from qualified and competent supplier at the lowest cost to UNHCR meeting UNHCR specifications, quality and services.

5. **Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

6. **SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

Please note that the Technical and Financial offers shall be placed in separate envelopes, clearly marked as Technical Proposal & Financial Proposal. Both envelopes must then be put in an outer envelope marked clearly with the ITB number and closing date.

Note: Offers that are transmitted in any other manner than that indicated above shall not be considered.

Your Offers must be submitted to UNHCR Office in Kabul, as following:

- Attention: The Secretary of the local committee on contracts
- Delivery place: UNHCR/ICON Compound, Supreme Road, District #9, Jalalabad Road, Kaul
- Bid Reference: ITB/COK/0030/2019
- Closing date: **21 Nov 2019**
- Closing time: **13:00hrs (Local Time)**

IMPORTANT:

Any Offer received after this date, not conforming to the requested formats, or sent to a Recipient other than stated above, will not be considered.

UNHCR may, at its discretion, extend the deadline for the submission of offers, by notifying all prospective bidders simultaneously.

IMPORTANT:

Any Offer received after this date, not conforming to the requested formats, or sent to a Recipient other than stated above, will not be considered.

UNHCR may, at its discretion, extend the deadline for the submission of offers, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

7. BID ACCEPTANCE:

UNHCR reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective companies in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective company.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

8. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

9. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

John Constantine Melkenbeek
Senior Supply Officer
UNHCR Country Office, Kabul, Afghanistan

The logo is circular with a blue border. Inside the border, the text "REPRESENTATION IN AFGHANISTAN" is written at the top and "KABUL" at the bottom. In the center, there is a stylized blue icon of a person with arms raised, set against a background of a globe. Below the icon, the UNHCR logo (a blue shield with a white figure) and the text "UNHCR" are visible, along with "United Nations High Commissioner for Refugees" in smaller text below.

ITB/COK/030/2019

Terms of Reference

OBJECTIVE:

To provide effective, efficient and safe transport services to UNHCR staff in Kabul

1. The services will be required seven (7) days a week for the drivers and radio operators and five (5) days a week (Sunday – Thursday) for other UNHCR staff.
2. The shuttle service is for UNHCR staff on specific routes which are from “Home – Office – Home” although alternative routes may be used in view of the current volatile security situation. If UNHCR requirements have to be adjusted beyond the “Home – Office – Home” route, security permitting, UNHCR Administration will arrange with the selected Shuttle Service Provider to make such changes, with a prior notice.
3. Vehicles offered for the required services **MUST** be maintained in accordance with the Afghan legislation on technical, administrative and safety requirements for passenger vehicles;
4. UNHCR is looking for Sedan and/or SUV vehicles with a maximum capacity of five passenger seats.
5. All vehicles **MUST** have a comprehensive or, as a minimum, third-party insurance. Stamped and signed copies of the proposed insurance policy should be presented along with your proposal.
6. Time of shuttle is based on the official working schedule of UNHCR staff comprised of: arrival time at the office 7:45 in the morning and departure from office is 16:15 hours and latest is 16:30 hours. In the holy month of Ramadan arrival is at 7:30 in the morning and departure is at 15:00 hours. Arrangements beyond this schedule and other flexible working hours are subject to the approval of UNHCR Administration Unit and the Company would be notified in advance.
7. The company will be responsible for the provision of vehicles in good mechanical condition on a rental basis. Vehicles should be equipped with climate control or functional air conditioning.
8. All related costs such as maintenance, fuel, lubricant, servicing, etc or any other relevant expenses are at the account of the company and UNHCR shall have no obligation with regards to any sort of expenses incurred during the Contract period other than the agreed rental cost.
9. Vehicles must be equipped with safety belts and be kept clean and tidy, inside and outside, at all times when due for carrying UNHCR staff
10. The company will be responsible to provide a replacement no later than 24 hours for the vehicle (s) in the event that a vehicle is broken down or needs repair/maintenance. The details of the replacement vehicle (s) should be immediately communicated to UNHCR.
11. The company will be responsible to provide qualified and well-experienced drivers with valid and appropriate driving license to UNHCR.



12. The company will be responsible for the salaries, insurance and any other entitlements for its drivers. The drivers will remain as the company's staff and may not be considered as United Nations staff at any point during or after the period of the contract
13. The company will be responsible to ensure safety and security of the UNHCR staff while moving in the rented vehicles.
14. The company will be responsible for all kinds of governmental taxes or levies implied on such services and/or vehicles and its drivers.
15. All drivers assigned by the company to UNHCR should be security vetted, prior to the beginning of the services and security clearance from police headquarter of MoI should be presented to UNHCR before starting the service.
16. The company will be responsible for doing medical check-up for all its drivers every six months for epidemic viruses such as TB (Tuberculosis), Hepatices, skin infections. Medical clearance of drivers will be required for submission to UNHCR before starting the services.
17. The company is to provide copies of the registration documents of the vehicles assigned for rental use by UNHCR staff along with copies of the driving licenses and ID cards of the drivers for UNHCR's records.
18. UNHCR reserves the right to cancel any vehicle(s) assigned for any route / location at its own discretion without the need to provide any justification whatsoever



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FINANCIAL OFFER FORM

No	Number of Passengers	Location	District (ناحية)	No. of Vehicles Required	Type & Cost/Vehicle					
					Sedan		SUV			
					Make	Model	Cost/Day (USD)	Make	Model	Cost/Day (USD)
1	Three	Mustafa Tower Street # 5 Proja Taimani	4	One	Make			Make		
		Kolola Pushta			Model			Model		
		Shahr-e-New infront of MTN			Cost/Day (USD)			Cost/Day (USD)		
2	Four	Jamal Mina Sarak Sangi	3	One	Make			Make		
		Atshar Silo			Model			Model		
		Jamal Mina			Cost/Day (USD)			Cost/Day (USD)		
		Karte Char								
3	Three	Karte Char	3	One	Make			Make		
		Khushal Khan Mina			Model			Model		
		Koti Sangi Alabi Sazi Street			Cost/Day (USD)			Cost/Day (USD)		
4	Four	infront of Dawat University	5	One	Make			Make		
		Khushal Khan Mina			Model			Model		
		Khushal Khan Mina			Cost/Day (USD)			Cost/Day (USD)		
		Chawke Dewanbigee								



5	Four	Qala -e- Wazir	5	One	Make		Make	
		Charahi Qambar			Model		Model	
		Charahi Qambar			Cost/Day (USD)		Cost/Day (USD)	
6	Four	Niazbig	3	One	Make		Make	
		Jae Raees Darulaman			Model		Model	
		Kefayat Center in front of Old Parliament			Cost/Day (USD)		Cost/Day (USD)	
7	Three	Deh Dana	7	One	Make		Make	
		1st street of Karte Char, Beside Ariana TV			Model		Model	
		Behind Shahrak-e- Talayee			Cost/Day (USD)		Cost/Day (USD)	
8	Three	Proja Tawsiawi Rahman Mina	8	One	Make		Make	
		Kart-e- Naw Street # 3			Model		Model	
		Shahrak-e- Aria Phase # 3			Cost/Day (USD)		Cost/Day (USD)	
9	One	Shahrak-e- Aria Phase # 3	10	One	Make		Make	
		Shahrak-e- Aria Phase # 3			Model		Model	
		Shahrak-e- Aria Phase # 3			Cost/Day (USD)		Cost/Day (USD)	
10	Two	Dashte Barchi	13	One	Make		Make	
		500 Familyy Khair Khana			Model		Model	
		Danish Street, 3rd part of Khair Khana			Cost/Day (USD)		Cost/Day (USD)	
10	Two	Danish Street, 3rd part of Khair Khana	15	One	Make		Make	
		500 Familyy Khair Khana			Model		Model	
		Danish Street, 3rd part of Khair Khana			Cost/Day (USD)		Cost/Day (USD)	

11	Two	Ahmad Shah baba Mina 5th Block	12	One	Make		Make	
		Ahmad Shah baba Mina 4th Block			Model		Model	
					Cost/Day (USD)		Cost/Day (USD)	
12	Two	Bagrami Shahrak-e-Amnyat	12	One	Make		Make	
		Saleem Karwan Arzan Qimat			Model		Model	
					Cost/Day (USD)		Cost/Day (USD)	
13	Two	Omar Gulistan Tower	9	One	Make		Make	
		Alukhil Nawabad			Model		Model	
					Cost/Day (USD)		Cost/Day (USD)	
14	One	Khoja Rawash Township	15	One	Make		Make	
					Model		Model	
					Cost/Day (USD)		Cost/Day (USD)	
15	Four	Shahrak-e-Jamal Shakar Dara main road	17	One	Make		Make	
		Khair Khana			Model		Model	
		Street 1 Proja-e-Taimani			4		Cost/Day (USD)	
		Shahrak -e- Wahdat			17		Cost/Day (USD)	

Telecom Operators 7 Days Per Week									
16	Six	Gulaee Masjed	11	One- This vehicle will do three shifts/day (6:30AM, 12:30PM & 6:30PM Total five trips/day)	Make	Make	Make	Make	
		Gulaee Masjed			Model	Model	Model	Model	
		Qala e Najjarha Khair Khana			Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	
		Hawashinasi Khair Khana							
16	Six	Darulaman road Sanatooryam	6						
		Opposit of Habiba High School			7				
Drivers 7 Days Per Week									
17	Four	Khushal Khan Mina	5	One- This vehicle will do three shifts/day for seven days/week (7:00AM, 1:00PM, 3:00PM, 8:00PM, 9:00PM Total five trips/day)	Make	Make	Make	Make	
		Khushal Khan Mina			Model	Model	Model	Model	
		Khushal Khan Mina			Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	
		Charahi Qambar							
Drivers 7 Days Per Week									
18	Four	Karte Naw	8	One- This vehicle will do three shifts/day for seven days/week (7:00AM, 1:00PM, 3:00PM, 8:00PM, 9:00PM Total five trips/day)	Make	Make	Make	Make	
		Karte Naw			Model	Model	Model	Model	
		Paktia Kot			Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	
		Arzan Qimat			12				
Drivers 7 Days Per Week									
19	Three	Kolola Pushhta	4	One- This vehicle will do three shifts/day for seven days/week (7:00AM, 1:00PM, 3:00PM, 8:00PM, 9:00PM Total five trips/day)	Make	Make	Make	Make	
		500 Family Khair Khana			Model	Model	Model	Model	
		Qala-e- Estandyar			Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	Cost/Day (USD)	

20	One	1st part of Khair Khana	11	One	Make		Make	
					Model		Model	
					Cost/Day (USD)		Cost/Day (USD)	
21	Two	3rd Macrorayan	9	One	Make		Make	
					Model		Model	
					Cost/Day (USD)		Cost/Day (USD)	
22	Two	4th Macrorayan	9	One	Make		Make	
					Model		Model	
		Qambar Square	5		Cost/Day (USD)		Cost/Day (USD)	
23	two	Karte Sakhi/Kabul University	3	One	Make		Make	
		3 Rahe Alauddin	7		Model		Model	
					Cost/Day (USD)		Cost/Day (USD)	
Total Number of Vehicles				23				
Company's Name								
Company's Address								
Contact Name								
Contact Details (phone/e-mail)								
Sign/Stamp								