

DATE: 25/02/2024

REQUEST FOR QUOTATION: No. RFQ/COK/002/2024

**ESTABLISHMENT OF THREE- YEAR FRAME AGREEMENT(S) FOR THE
PROVISION OF CUSTOMS CLEARANCE SERVICES FOR
UNHCR OPERATION IN AFGHANISTAN**

QUOTATION TO BE RECEIVED BY: 07/03/2024 – 16:00 hrs

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for the following Services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS:

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Kabul invites qualified Service provider duly registered with the Government of Afghanistan to make a firm offer for the:

- Establishment of a three- year Frame Agreement(s) for the provision of customs clearance services for UNHCR operation in Afghanistan.

Find attached **ANNEX A Terms of Reference (ToR)**.

Find attached **ANNEX B Technical Offer Form** please complete the table provided and ensure submission of requested supporting documents.

Find attached **ANNEX C Financial Offer Form** please complete the table provided with your quoted prices.

Find attached **ANNEX D UNHCR General Conditions of Contract for the Provision of Services (July 2018)**.

Find attached **ANNEX E UN Supplier Code of Conduct**

Find attached **ANNEX F Vendor Registration Form**

Please include the following price information in your quote (without VAT):

- Currency: AFN
- Unit cost, Government Internal process, and Custom Department process
- Unit cost, Custom Clearance at all international Airports customs inside Afghanistan
- Unit cost, Customs clearance at all the customs receiving ports in Afghanistan.

Please note that UNHCR has tax and duty exemption status.

¹ For further information on UNHCR, please see <http://www.unhcr.org>

IMPORTANT:

The details for provision of customs clearance services are in **Annex A** of this document.

UNHCR may award Frame Agreement(s) with an initial duration of one (1) year, potentially extendable for a further period of two (2) years, in total three years (1+1+1) for the provision of customs clearance services to UNHCR operation in Afghanistan, indicated in Annex A. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

Please note that the figures have been stated in order to enable the bidders to have an indication of the projected requirements. This 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.

Other United Nations Agencies, Funds and Programmes 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.

2. EVALUATION CRITERIA

UNHCR has established a set of fundamental criteria that each bidder must meet in order to be considered for further evaluations. The minimum pre-qualifying criteria are as follows:

PRE-QUALIFICATION CRITERIA

No	EVALUATION CRITERIA	MERIT "PASS" / "FAIL"
1	Submission of a copy of a valid business license	
2	Submission of a copy of the original identification document (ID), both sides, of the company principle/s (example: CEO, Owner, President, etc) mentioned above. ID's in any language other than English must be accompanied by its translation in English.	
3	Acceptance of UNHCR General Contract of Conditions for the provision of services (Annex D) (In writing or by putting an initial and stamp on related document is considered acceptance).	
4	Acceptance of UN Supplier Code of Conduct (Annex E) (In writing or by putting an initial and stamp on related document is considered acceptance).	
5	Submission of duly filled, signed and stamped UNHCR Vendor Registration Form (in case not already registered). If already a UNHCR registered supplier, please indicate your UNHCR vendor registration number on the Vendor Registration Form.	

The bidders must comply with all of the above pre-qualification requirements in order for their bids to be considered for further evaluation and subsequent contract award.

TECHNICAL & FINANCIAL EVALUATION

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **[60]** % from the total score:

No	EVALUATION CRITERIA	POINTS
1	Experience (Evidence that custom clearance services is the major work of the agent/company) copy of previous registration/license documents: <ul style="list-style-type: none"> - Above 8 years = 12 points - 6 – 8 years = 9 points - 3 – 5 years = 6 points - 0 – 2 years = 3 points 	30
2	Capacity (Evidence of managing contract with comparable UN sister agencies, International Organizations (INGOs) or similar entities) copy of current or previous contracts: <ul style="list-style-type: none"> - 5 points per contract (max points 30) 	30
3	Coverage (Please explain the customs coverage your company can carry with regard to All International Airports as well as all customs receiving ports in Afghanistan).	20
4	Proposed approach to carry out the service addressing the requirements outlined in the ToR (Annex A)	10
5	Organization structure or chart (of the company/agency)	5
6	CV of proposed account manager for UNHCR (UNHCR main contact)	5
TOTAL POINTS		100

The cut-off point for submissions to be considered technically compliant will be **60** points out of **100** maximum obtainable points or **60%**.

The Financial Offer will use the following percentage distribution: **40%** from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; i.e.

[total Price Component (score%)] x [AFN lowest] \ [AFN other] = points for other supplier's Price Component.

3. RFQ SUBMISSION

We would appreciate receiving your quotation on / or before **07/03/2024 – 16:00 hrs** by e-mail in PDF format to afgkascu@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ/COK/002/2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

Subject: **ESTABLISHMENT OF THREE- YEAR FRAME AGREEMENT(S) FOR THE PROVISION OF CUSTOMS CLEARANCE SERVICES FOR UNHCR OPERATION IN AFGHANISTAN**

lease find attached in ANNEX D the UNHCR's General Conditions of Contracts for the Provision of Services. You must clearly indicate in your quotation if you accept them. You may also sign/stamp this document indicating your acceptance of these terms & conditions.

4. LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids may not be considered.

5. BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid and UNHCR will not be obliged to accept the lowest offer.

6. BID VALIDITY: You are requested to hold your offer valid for 60 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

7. PAYMENT: The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

8. THE UN GLOBAL COMPACT: The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labor, environment and anti-corruption, and take actions that advance societal goals.

UNHCR encourages bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

9. ZERO TOLERANCE POLICY. Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gift, favour, hospitality, and commission etc. to UNHCR staff. Any suppliers found to be offering gifts, favour, hospitality, and commission etc. to UNHCR staff will be placed on United Nations sanction list and UNHCR will not do business with them anymore.

Thank you for your kind attention.

Farid Ahmad Karimi
Associate Supply Officer
UNHCR Country Office Kabul

