

**UNHCR**

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

**DATE: 17/10/2024**

**REQUEST FOR QUOTATION: No. RFQ/COK/011/2024**

**ESTABLISHMENT OF THREE MONTHS CONTRACT FOR  
THE PROVISION OF TRANSPORTATION SERVICES FROM KABUL TO  
KUNDUZ PROVINCE, AFGHANISTAN**

**QUOTATION TO BE RECEIVED BY: 26/10/2024 – 16:00 hrs**

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The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, 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 (3) months contract for the provision of transportation services to the internally displaced families from Kabul to Kunduz Province in Afghanistan.

The bidder (s) are requested to maintain their quoted price model for the duration of the contract.

**RFQ DOCUMENTS**

The following annexes form integral part of this RFQ:

Annex A- Terms of Reference (ToR)

Annex B- Financial Offer Form

Annex C- Technical Offer form

Annex D- UNHCR Vendor Registration Form

Annex E- UNHCR General Conditions of Contracts for the Provision of Services –  
*January 2018 version.*

Annex F- UN Supplier code of conduct

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

- Currency: USD
- Unit cost/trip:
- Validity of your offer:
- Any other information/deemed necessary.

Please note that UNHCR has tax and duty exemption status.

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<sup>1</sup>

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

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 warrant a commitment that UNHCR will purchase all the estimated services. The actual requirements may vary and will depend on the actual services procured and funds availability 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 Contract with other UN Agencies.

**REQUESTS FOR CLARIFICATION:** Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [afgkascu@unhcr.org](mailto:afgkascu@unhcr.org). The deadline for receipt of questions is Monday, 21 October 2024 at 13:00 hrs local time. Bidders are requested to keep all questions concise.

UNHCR may compile or respond individually to queries and questions raised by suppliers. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

## 2. BID EVALUATION:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL** focusing on the mandatory documents requested below using the attached technical offer form **Annex C**.

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

**2.1 TECHNICAL COMPONENT:** Pls. submit the following documents in a separate folder clearly identified as **Technical Proposal**.

No	EVALUATION CRITERIA
1	Copy of <b>Valid Business License</b> and (MUST) <b>proof of an Operational License</b> from the Ministry of Transport
2	Copy of Company's TIN Number.
3	List of similar work carried out in the past together with a client's list and their contact details.
4	Completion of UNHCR Vendor Registration Form ( <b>Annex D</b> ).
5	Confirming Consent to UNHCR General Conditions for Provision of Services- Please sign & stamp this document ( <b>Annex E</b> ).
6	Confirming Consent to UN Supplier Code of Conduct- Please sign & stamp this document ( <b>Annex F</b> ).
7	List of Company's owned <b>large size of busses or vans</b> with valid copies of registration documents (jawaz sair) and copies of drivers' licenses
8	Proof (copy) of <b>insurance cards for the vehicles &amp; drivers' licenses</b> MUST be provided to UNHCR upon 48 hours of a written request

**Note:** Failure to submit any of the above requested documents may result in disqualification of your proposal.

**2.2 FINANCIAL COMPONENT:** Your separate financial offer must contain an overall offer in US dollars, and submitted in a separate folder, clearly identified as **Financial Proposal**.

The financial offer must cover all the services to be provided (price “all inclusive”).

The Financial Offer is to be submitted as per **Annex B**. Bids that have a different price structure may not be accepted.

As part of the **Financial Offer** your company is requested to attach response to the “real-life” (most typical) scenarios in the form of itineraries with the number of options indicated in the attached ToR (**Annex A**).

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

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 company within this period. The pricing model quoted in the Supplier’s offer will remain valid for the duration of the Contract.

UNHCR’s standard payment terms are within 30 days after satisfactory delivery of the services and receipt of documents in order.

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.

### **3. RFQ Submission**

We would appreciate receiving your quotation on / or before **26/10/2024 – 16:00 hrs** by e-mail in PDF format to [afgkascu@unhcr.org](mailto: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/011/2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

**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.

John C. Melkenbeek

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Senior Supply Officer  
UNHCR Country Office Kabul

