

DATE: 31/12/2024

REQUEST FOR QUOTATION: No. RFQ/COK/014/2024

**ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY
OF MINERAL DRINKING BOTTLED WATER TO UNHCR COUNTRY OFFICE
KABUL AND ITS SUB-OFFICES UNDER A TWO PLUS ONE-YEAR FRAME
AGREEMENT**

QUOTATION TO BE RECEIVED BY: 09/01/2025 – 1600 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 purchase and delivery of mineral drinking bottled water to UNHCR in Country Office Kabul and its Sub-Offices, specified in this Request for Quotation (RFQ).

1. REQUIREMENTS/ TECHNICAL SPECIFICATIONS:

- Description: Supply and delivery of mineral drinking bottled water.
- Required Quantities and Technical Specifications: Stipulated in the below table and in Annex - A Terms of Reference.
- Delivery location: UNHCR Offices in Afghanistan as stipulated in the below table and in Annex – A Terms of Reference.

No.	Office Location	Estimated Annual Consumption of 19 liters Drums	Estimated Annual Consumption of 500 ml Bottles	Estimated Annual Consumption of 1.5 Liters Bottles	Contingency Stock of 19 Liters Drums per Office
1	Country Office Kabul	4,000	24,000	-	70
2	Sub-Office Mazar-e-Sharif	1,080	14,400	3,600	20
3	Sub-Office Jalalabad	1,680	14,400	4,320	20
4	Sub-Office Kandahar	-	7,200	-	-
5	Field Office Herat	-	8,640	1,800	-
6	Field Unit Kunduz	700	6,000	-	10
7	Field Unit Bamyan	500	2,400	-	10
8	Field-Office Gardez	420	2,400	-	15

IMPORTANT:

The exact technical specifications of the items are detailed in **Annex A** of this document.

Please complete the table provided in Annex B (Financial Offer Form) with your quoted prices.

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

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

- Unit cost, including delivery.
- Total cost (USD)

Please note that UNHCR has tax and duty exemption status.

UNHCR may award Frame Agreement(s) with an initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year for the supply and delivery of mineral drinking bottled water to UNHCR Country Office Kabul, and its Sub-Offices as 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 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 contract with other UN Agencies.

2. **TECHNICAL EVALUATION CRITERIA**

All offers will be evaluated using the PASS/FAIL system based on the following eligibility and technical evaluation criteria:

TECHNICAL EVALUATION CRITERIA	
EVALUATION CRITERIA	MERIT "PASS" / "FAIL"
ELIGIBILITY CRITERIA:	
1. Submission of a valid license in Afghanistan.	Non-discretionary "Pass/Fail"
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.	Non-discretionary "Pass/Fail"
3. Acceptance of UNHCR General Contract of Conditions for the provision of Goods and services (Annex C) (In writing or by putting an initial and stamp on related document is considered acceptance).	Non-discretionary "Pass/Fail"
4. Acceptance of UN Supplier Code of Conduct (Annex D) (In writing or by putting an initial and stamp on related document is considered acceptance).	Non-discretionary "Pass/Fail"
5. Submission of dully filled, signed and stamped UNHCR Vendor Registration Form (in case not already registered) (Annex E)	Non-discretionary "Pass/Fail"
TECHNICA CRITERIA:	
1. Submission of company profile including current and previous clients.	Non-discretionary "Pass/Fail"
2. Acceptance of UNHCR ToR.	Non-discretionary "Pass/Fail"
3. Submission of manufacturer most updated certificate of analysis duly certified and accepted in Afghanistan meeting WHO minimum standard specifications as outline in Annex A (ToR).	Non-discretionary "Pass/Fail"

3. **RFQ Submission**

We would appreciate receiving your quotation on / or before **09/01/2025 – 1600 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/014/2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

Please find attached in ANNEX C the UNHCR's General Conditions of Contracts for the Provision of Goods and 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.


Khalid Osman Ahmed
Associate Supply Officer
UNHCR Country Office Kabul

UNHCR
The UN Refugee Agency
KABUL

