



Date: 12, Feb, 2017

REQUEST FOR QUOTATION RFQ N° UNFPA/KBL/RFQ/17/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following Badakhshan SDES catering services:

Item	Description	Participant
1.	Lunch & Refreshment	3270

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Hamed Rabbani & Mohammad Yama Shamsi</i>
Tel N°:	0093 729 261 314, 729261321
Email address of contact person:	rabbani@unfpa.org , shamsi@unfpa.org

The deadline for submission of questions is *15th February 2017, 03:00 local time*. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent in sealed envelope to the address indicated below no later than **16th February 2017, 10:00 am Kabul local time**.

UNIT	<i>PROCUREMENT</i>
UNFPA OFFICE	<i>UNOCA COMPOUND, JALALABAD ROAD, KABUL, AFGHANISTAN</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/KBL/RFQ/17/006**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

Evaluation Criteria:

- Company Registration with the Afghanistan Government
- Previous work experience in providing same service for above mentioned number of participants.
- Official Bank account details of the Company.

VI. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.



VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. Yerkezhan Tabyldiyeva at tabyldiyeva@unap.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



United Nations Population Fund
Afghanistan Country Office

E-mail: rabbani@unfpa.org
Website: www.unfpa.org



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	06/02/2017
Request for quotation N°:	UNFPA/KBL/RFQ/17/006
Currency of quotation:	AFN
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Schedule for Cartographers:

No	Products & Description	No. of Participant	No. of days	Unit Price (AFN)	Total Price (AFN)
1	Refreshment 10:00 AM – 1 Cake 225 g with Tea or 1 Juice 125 ml	600	8		
2	Lunch: Qabuly Pallow with 2 sticks Tika Kabab or chicken Kabab	600	8		
3	Pepsi cane	600	8		
4	2 Bottles of water for each participant.	600	8		
5	Curry of meat (سالندی)	600	8		
6	Bread and Salad	600	8		
	Total cost in AFN				

Price Schedule for Surveyors:

No	Products & Description	No. of Participant	No. of days	Unit Price (AFN)	Total Price (AFN)
1	Refreshment 10:00 AM – 1 Cake 225 g with Tea or 1 Juice 125 ml	1350	12		
2	Lunch: Qabuly with 2 sticks Tika Kabab or chicken Kabab	1350	12		
3	Pepsi cane	1350	12		
4	2 Bottles of water for each participant.	1350	12		
5	Curry of meat (سالندی)	1350	12		
6	Bread and Salad	1350	12		
	Total cost in AFN				

Price Schedule for Controllers, Editors and Coders:

No	Products & Description	No. of Participant	No. of days	Unit Price (AFN)	Total Price (AFN)
1	Refreshment 10:00 AM – 1 Cake 225 g with Tea or 1 Juice 125 ml	700	3		
2	Lunch: Qabuly with 2 sticks Tika Kabab or chicken Kabab	700	3		
3	Pepsi cane	700	3		
4	2 Bottles of water for each participant.	700	3		
5	Curry of meat (سالندی)	700	3		
6	Bread and Salad	700	3		
	Total cost in AFN				

Price Schedule for DSOs and ADSOs:

No	Products & Description	No. of Participant	No. of days	Unit Price (AFN)	Total Price (AFN)
1	Refreshment 10:00 AM – 1 Cake 225 g with Tea or 1 Juice 125 ml	120	3		
2	Lunch: Qabuly Pallow قابلې پلو with 2 sticks Tika Kabab or chicken Kabab	120	3		
3	Pepsi cane	120	3		
4	2 Bottles of water for each participant.	120	3		
5	Curry of meat (سالندی)	120	3		
6	Bread and Salad	120	3		
	Total cost in AFN				

Price Schedule for participant of Launch of SDES:

No	Products & Description	No. of Participant	No. of days	Unit Price (AFN)	Total Price (AFN)
1	Lunch: Qabuly Pallow قابلې پلو	300	1		



2	Chicken Kabab کباب مرغ	300	1		
3	Taka Kabab تکه کباب	300	1		
4	Pepsi	300	1		
5	1 Bottles of water	300	1		
6	Curry of meat (سانندی)	300	1		
7	Bread and vegetable	300	1		
8	2 Type of sessional fruit	300	1		
	Total Cost in AFN				

Price Schedule for briefing of Mullahs and Journalists:

No	Products & Description	No. of Participant	No. of days	Unit Price (AFN)	Total Price (AFN)
1	Lunch: Qabuly Pallow قابلی پلو	200	1		
2	Chicken Kabab کباب مرغ	200	1		
3	Taka Kabab تکه کباب	200	1		
4	Pepsi	200	1		
5	1 Bottles of water	200	1		
6	Curry of meat (سانندی)	200	1		
7	Bread and vegetable	200	1		
8	2 Type of sessional fruit	200	1		
	Total Cost in AFN				

TOR
Socio-Demographic and Economic Survey (SDES) Restaurant in Badakhshan province

UNFPA and CSO are preparing to conduct the survey in Badakhshan for the purpose of providing catering service for the surveyors, controllers, editors, coders, DSOs and ADSOs training.

UNFPA will be selecting the restaurant which can provide the food for all the participants at the same time in 3 Zones.

Objective

To select a restaurant to provide the food for trainees of the SDES in Badakhshan Province.

Tasks

- The restaurant should provide refreshment at 10:00 am for the 2670 for 28 days as per the above schedule.
- The restaurant should provide food with 1 bottle water and soda at lunch time 12:00 pm and one other bottle of water at 02:30 pm.



Deliverables

To maintain records the following should be provided to UNFPA staff assigned in the province:

Delivery invoices signed by a supplier of the food certifying that quantities and qualities met specifications.

Itemized statements showing quantities, unit prices, and total bill for food delivered for the duration of the training. .

Menus upon request reflecting actual foods to be provided to the training venue.

Cycle menus to be used and if the cycle menu is altered during the contract period, revised menus shall be submitted to UNFPA Focal Point/Coordinator.

Evaluation Criteria.

Company Registration with the Afghanistan Government

Previous work experience in providing same service for above mentioned number of participants.

Official Bank account details of the Company.

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/KBL/RFQ/16/40 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**



United Nations Population Fund
Afghanistan Country Office

E-mail: rabbani@unfpa.org
Website: www.unfpa.org

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)