

Request for Quotation Provision of Monthly base Rental Vehicle

Date: D/M/Y

Reference: RFQ/GSRO/002

From: Green Social Research Organization (GSRO)

Subject: Provision of Rental Vehicles

Project location: Herat Province, Zindajan District.

Deadline for Submission: 4:00 PM local time, Jan 10, 2024.

Bid submission Address: House #4, Ebn-e-Sina 11th Avenue, 1st District, Herat, Afghanistan

1. Green Social Research Organization (GSRO) background:

Green Social Research Organization (GSRO) is a distinguished non-profit, non-governmental, and non-political organization registered with the Ministry of Economy of Afghanistan. With our headquarters situated in Herat province, we have been at the forefront of driving positive change since 2015. At GSRO, we are unwavering in our commitment to research, climate change initiatives, education, and livelihood projects. Through our diverse portfolio, we actively tackle pressing challenges, seeking to make a lasting impact on our communities. At GSRO, we believe in creating an environment where the voices of the communities we serve are heard, their needs are prioritized, and their aspirations are nurtured. We foster collaborations with esteemed local stakeholders, international partners, and government agencies, amplifying our collective impact and fostering sustainability. With professionalism, transparency, and accountability as our guiding principles, GSRO invites passionate individuals, organizations, and changemakers to join us on this transformative journey. Together, we can shape a brighter, more resilient future for all. To learn more about our projects, explore partnership opportunities, and contribute to our mission, we invite you to visit GSRO. Let us unite in driving change, creating sustainable solutions, and leaving a lasting legacy for generations to come.

2. Sub project objective:

GSRO is requesting a quotation from the company you represent to supply the necessary rental vehicles, as it plans to rent the vehicle listed below for the province of Herat and its surrounding regions.

The specified quantity is solely for pricing considerations, and the actual number of rental vehicles will be determined based on the requirements of the GSRO.

S/no	Types of Vehicles & Description	UOM	QTY	Unit Price Per Month (AFN)	Unit Price Per Day (AFN)
1	Toyota Corolla, Model 2000 or higher. <i>Note: It is the vendor responsibilities to provide driver, fuel, engine oil, maintenance etc. by his/her own expenses. Limitation for running of vehicle will be 2500-3000 KM per month.</i>	Each	2		
Company name: Sign and stamp:					

2.1 Drivers Duties & Responsibilities:

1. Drivers are not permitted to pick up any passengers other than GSRO staff without explicit permission during their duty.
2. Maintain confidentiality regarding office matters.
3. Drivers must adhere to Afghan traffic rules, comply with requests and directions from traffic police and security services.
4. Drivers are prohibited from storing any illegal items banned by the government in the vehicle.
5. All drivers must possess a valid driver's license.
6. Drivers are expected to employ professional vehicle handling techniques, ensuring safe and smooth control of the vehicle based on weather conditions, road surface quality, and the vehicle load.
7. There is a zero-tolerance policy for driver misconduct, misbehavior, and incidents involving passengers.
8. All rental vehicle drivers will undergo a vetting process before undertaking driving assignments related to GSRO.
9. Designated rental vehicle drivers must be available for transportation services daily. While GSRO office working hours are from 8:00 AM to 5:00 PM, services shall be provided throughout the entire month.
10. Drivers of designated rental vehicles must ensure their cell phones are charged at all times for emergency calls.
11. Designated rental vehicle drivers must always keep the vehicle clean and free from dust.
12. The driver's logbook may be subject to modification until reviewed and accepted by GSRO representatives.
13. The logbook should prominently display the driver's name, vehicle license plate, and all destinations on every line.
14. The original hard copy of the driver-passenger logbook must be submitted to GSRO on a monthly basis.
15. Drivers of designated rental vehicles must uphold an internal logbook, having each passenger sign it at each drop-off point.
16. The vendor is required to maintain a logbook documenting all passenger movements to and from locations for every trip.
17. Designated rental vehicle drivers are accountable for carrying all necessary vehicle documents, including a valid driving license, on their person at all times

2.2 Vendor Duties and Responsibilities:

1. The rental vehicles will encompass vehicles equipped with necessary fuel, maintenance services, and a proficient licensed driver for transporting passengers within the designated locations.
2. Furthermore, the vehicles must possess comprehensive liability and collision coverage, along with being equipped with a first aid kit.
3. The vendor is required to adhere to a regular maintenance schedule to ensure the vehicles operate correctly on a daily basis and are mechanically sound.
4. The vendor must provide a backup driver in the event that the primary driver is unavailable at any given time.
5. The vendor bears exclusive responsibility for any damages to the vehicle, personal injuries to passengers, occupants of other vehicles, liabilities, and accidents resulting from all personal, other vehicle, and property damages arising from the vehicle accident or collision, irrespective of fault.
6. GSRO retains the right to request the replacement of the rental vehicle driver at any time at its discretion.

3. General Terms:

- 3.1 The authority to amend service specifications or the service completion date rests solely with GSRO.
- 3.2 Submission of more than one proposal by a single vendor will result in the rejection of all proposals.
- 3.3 Any modifications to the specifications and quality of services by the vendor are not acceptable.
- 3.4 GSRO reserves the right to inspect and verify the quality of services and/or the condition of the vehicle.
- 3.5 GSRO is dedicated to providing optimal services to the communities, adhering strictly to project standards and deliverables. In the event of subpar work quality and/or services, the GSRO team reserves the right to reject the vehicle or driver and request a replacement if the vendor fails to meet the specified requirement(s). GSRO also retains the right to terminate the contract at any stage without offering compensation to the vendor for that specific purchase order.
- 3.6 The awarded vendor must physically position the vehicle upon receipt of the purchase order or based on communication from the GSRO procurement team.
- 3.7 GSRO will not make additional payments for miscellaneous charges beyond what is specified in the purchase order

4. The Vehicle shall be supplied with:

- 4.1 All vehicles must be in excellent condition.
- 4.2 Equipped with a hydraulic jack or vehicle jack, along with a long bar and jack wrench for repairing flat tires.
- 4.3 Equipped with four new tires.
- 4.4 Fitted with winterization features during the winter season.
- 4.5 Supplied with one new spare tire.
- 4.6 Any discrepancies identified during the inspection must be rectified before deploying the vehicle for service, particularly if using the vehicle would exacerbate the issue or if the discrepancy poses a safety hazard.
- 4.7 Daily vehicle acceptance inspections, involving both physical and visual assessments, must be conducted by the designated rental vehicle driver before putting them into service.
- 4.8 Vehicles must adhere to the left-hand driving orientation, as per Afghanistan law.
- 4.9 Maintained in good mechanical working condition
- 4.10 The awarded vendor is obligated to have a replacement vehicle readily available in the event that the first rental vehicle becomes unusable for use by GSRO.

5. Vendor Selection Criteria:

- 5.1 The GSRO's Internal Procurement Committee (IPC) will be responsible for evaluating bids and selecting the winning proposal.
- 5.2 Preference will be given to a highly competitive bid that aligns with the service requirements.

6. Eligibility of Applicants:

- 6.1. Only logistics and transportation companies are eligible to bid; other entities will not be considered for evaluation
- 6.2. Bids must be signed, stamped, dated, and sealed; failure to comply may result in the disqualification of the bid.
- 6.3. Vendors must possess a valid and updated license from AISA or the Ministry of Commerce.
- 6.4. Companies with similar experience may be given preference in the evaluation process.

7. Applicants cannot apply for this proposal if they:

- 7.1.1. Are in situations of conflict of interest, with a prior relationship to the project or family or business relationship to parties on the Commission.
- 7.1.2. Are guilty of serious misrepresentation in supplying information.
- 7.1.3. Have been found guilty of grave professional misconduct, proven by any means justifiable by the contracting authorities.
- 7.1.4. Have been convicted of an offense related to professional conduct.
- 7.1.5. Are bankrupt or in the process of going bankrupt.
- 7.1.6. Are not registered companies of the Afghan Government or local authorities in Afghanistan.
- 7.1.7. Were declared at serious fault in implementation due to a breach of their contractual obligations.

8. Prices:

- 8.1. All quotations must comply with the Government of Afghanistan Tax regulations. Offered prices should be inclusive of all relevant taxes, duties, and other clearance costs.
- 8.2. Vendors must present the most competitive price in Afghanistan, and there is no compromise on the quality of materials and work. Any bid in a currency other than Afghan will result in disqualification.
- 8.3. Prices should remain valid for 30 days. Please explicitly indicate the price validity in your offer. If validity is not specified, prices are considered valid for 30 days.
- 8.4. The services will be provided at a fixed price, and no changes in price will be acceptable once both parties have signed the contract.
- 8.5. We have two different types of purchase order for the rental vehicles:
 - 8.5.1. Monthly purchase orders that will be paid fully.
 - 8.5.2. Daily purchased orders will be calculated as per that specific month's calendar days.

9. Duration:

The contract will be in force for the duration of Four months with possibility of extension.

10. Tax

The prices should be inclusive of taxes, 2% or 7% (based on nature of registration) tax will be withheld from the total price at source as per law of the land. There is no negotiation on this at any stage.

11. Delivery Address(s):

GSRO requires these vehicles for Herat province, Zindajan district.

If any new province is added, GSRO will notify the vendor and subsequently prepare a separate agreement for that specific addition.

12. Conflict of Interest / Non-Collusion:

Any bidder is required to confirm in writing:

- 12.1. That none of the directors or senior managers of the company are related to any of the directors and staff of GSRO in a manner that may influence the outcome of the selection process. If such connections exist, the bidder is obligated to disclose all details along with the bid document.
- 12.2. That it has not disclosed, to anyone other than GSRO, the amount or approximate amount of the tender.
- 12.3. That it has not and will not offer to pay or give any sum of money, commission, gift, inducement, or other financial benefit directly or indirectly to any person for doing or omitting to do any act related to the tender process. Any such attempt will result in the company being blacklisted by GSRO.

13. Documents:

The following documents must be submitted together with the bid:

- 13.1. Government tax clearance.
- 13.2. Copy of a valid business license.
- 13.3. Letter of reference for the authorized person for further contacts or negotiation if required.
- 13.4. Copies of the company president and vice president Tazkira (NID).
- 13.5. Provision of a bank statement with a minimum of 5 million Afghani is a must.
- 13.6. Any vendor with similar experience might be preferred.

The following documents will be requested from the vendor after the issuance of the purchase order and/or contract.

- 13.1. Vendors' bank account detail.
- 13.2. Original Commercial Invoice
- 13.3. Any other supporting documents if requested by GSRO.

14. Payment Conditions:

- 14.1. There will be no advance or instalment payment to the vendor.
- 14.2. Within 15 working days, the company will receive payment by check or bank transfer.
- 14.3. Once the services are fully finished and the original invoice and appropriate logbooks are received by the Herat office, payment will be made.
- 14.4. The vendor is responsible for paying the assigned drivers' salaries on time in the event of a GSRO emergency that delays vendor payment.

15. Penalties:

- 15.1. If the vendor fails to deliver work based on the contracted quality, GSRO reserves the right not to pay any amount, blacklist the vendor, or make a deduction from the final payment based on its best judgment or the market price of the delivered quality.
- 15.2. In the event that the vendor delays providing/placing the vehicles at the requested location(s), other than due to force majeure, the client is entitled to impose a contractual penalty of 2% for each day of delay, up to a maximum of 8% of the sum of the purchase order/contract price. Additionally, GSRO reserves the right to cancel the contract with zero compensation for works, services, or deliverables made by the vendor.

16. Force Majeure:

Force majeure is defined as a natural disaster, earthquake, landslide, flood, war, armed conflict, and pandemic. In the event of force majeure, the vendor is required to inform the client within 24 hours. Both GSRO and the vendor shall then amicably decide on further actions following the occurrence of force majeure. It is essential for force majeure to have an official declaration by the government.

17. Termination of Contract:

- The client has the right to terminate the contract in whole or in part at any time and for any reason by providing the vendor with at least 7 days' written notice.
- The client reserves the right to terminate the contract with immediate effect by providing written notice to the vendor and claiming any losses, including all associated costs, liabilities, and expenses, including legal costs, from the vendor at any time if the vendor:
 - Becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
 - In the event that the vendor wishes to terminate the contract, they must notify the client one month in advance. Failure to do so may result in GSRO retaining the pending amounts as a penalty.

18. Late Tenders:

After the Closing Date and Time, tenders will not be taken into consideration.

19. Submission of Bids:

GSRO reserves the right to select either a single vendor or multiple vendors to ensure the best value for money. Sealed bids must be submitted in hard copies to the Herat office at the following address: House #4, Ebn-e-Sina 11th Avenue, 1st District, Herat.

The deadline for bid submissions is before 4:00 PM local time on Jan 10, 2023. Any queries or concerns can be addressed by contacting +93795248888 or sending an email to procurement@gsro.org.

Vendor details:

Company name:

Name of signatory:

Title:

Contact Number (s):

Email Address(s):

Date:

Sign and stamp: