



## MOVEMENT FOR PROTECTION ORGANIZATION (MPO)

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### REQUEST FOR PROPOSAL (RFP)

<b>RFP REFERENCE #:</b> RFP-MPO-DKN-01	<b>ISSUE DATE:</b> 3 <sup>RD</sup> JAN 2024
<b>REQUISITION REQUEST (RR) #:</b> RR-MPO-KND-01	<b>SUBMISSION DEADLINE:</b> 10 <sup>TH</sup> JAN 2024, 4:00PM
<b>Submission guide:</b>	
<p>Hard or scan copies of the quotation shall be submitted to the following address;          House No# 13, Sharwal street, PD 10, Shirpoor Kabul Afghanistan          Email: mpo.org.af@gmail.com          Contact Detail: 0772042540 /0777292250</p>	

### TERMS AND CONDITIONS VERY IMPORTANT

<p><b>THIS CONTRACT/PURCHASE ORDERS MUST BE SIGNED BY BOTH PARTIES IN ORDER TO BE CONSIDERED VALID AND IN FORCE.</b></p> <p><b>ALL COSTS ASSOCIATED WITH, BUT NOT LIMITED TO, PRODUCTION, PREPARATION AND/OR DELIVERY OF GOODS OR SERVICES, INCLUDING DELIVERIES, ACCEPTED BY MPO STAFF, WITHOUT A FULLY EXECUTED (SIGNED BY BOTH PARTIES) CONTRACT/PURCHASE ORDER, ARE AT THE VENDOR'S RISK ONLY. MPO SHALL NOT PAY FOR ANY COSTS, WITHOUT LIMITATION, ASSOCIATED WITH PRODUCTION, PREPARATION OR DELIVERY OF GOODS AND/OR SERVICES UNDER THIS OR ANY OTHER CONTRACT/PURCHASE ORDER, WHICH HAS NOT BEEN SIGNED BY BOTH PARTIES."</b></p>	
<b>Project Title:</b>	Support the most vulnerable children and their families through the provision of integrated, age-appropriate and gender-transformative child protection interventions.
<b>Statement of Work (SOW)</b>	Rental vehicles will be used for staff transportation to the project sites, project activities and the transportation of beneficiaries (if required); details available in TOR of this RFP.
<b>Period of performance</b>	The vehicles will operate from 8:00 to 16:00.
<b>Packing, transportation, marking, and quality requirements</b>	All vehicles should be in good condition and have vital operating tools.
<b>Price Proposal/Quote Instructions</b>	The Proposal should include cost/price of goods/services specified in the financial proposal placed on vendors' letterhead and signed by authorized person must be delivered to the submission location in the sealed envelope(s) prior to the submission time. Sealed envelope must have the following identification data on it: RFP reference #, sender and addressee contact Info.
<p><b>It is MPO's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and MPO personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any MPO procurements and may result in disciplinary actions against MPO personnel involved in such discovered transactions.</b></p>	

<b>Special conditions or circumstances</b>	<p>Offer shall provide the following documents, if not provided the offeror will not be taken to evaluation stage.</p> <ul style="list-style-type: none"> <li>a) Organization profile having related experience</li> <li>b) Proof of vendor's legitimacy (copy of valid registration certificate)</li> </ul>
<b>Evaluation criteria</b>	1. The bids will be evaluated whose quotation (financial Proposal) has been

	<p>determined to be substantially responsive, who offer the lowest evaluated price and meet the required standards of technical requirement.</p> <p>2. MPO reserves the right to accept or reject any bid during the bidding process, and reject all bids at any time prior to award of a contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.</p>
<b>INCOTERMS &amp; Payment Terms</b>	MPO will withhold contract withholding tax according to Afghan Tax Law (2% or 7% based on vendor registration status)
<b>Validity of Proposal</b>	30 days from the date of announcement
<b>RFP Clarifications</b>	<p><b>E-mail: <a href="mailto:mpo.org.af@gmail.com">mpo.org.af@gmail.com</a></b></p> <p>A prospective supplier requiring any clarification of the RFP may notify the purchaser prior to the submittal date of the proposal via email to referencing the RFP number. The purchaser will respond to all written requests for clarification received. Copies of the responses, including a description of the questions will be forwarded to all the prospective suppliers.</p> <p><b>NO PHONE CALLS OR VISITS WILL BE ALLOWED IN REFERENCE TO THIS RFP!</b></p>