**INSTRUCTIONS TO COMPANY**

**Contracting authority:** Terre des Hommes Foundation, (Tdh) Afghanistan

**Type of market: Provision of Rental Vehicles for Tdh Nangarhar and Kabul provinces.**

**RFQ reference:** AFG\_KBL\_RFQ\_001\_2024\_Provision of Rental Vehicles

# General instructions

1. These Instructions to Applicants set out the rules for the submission, selection and implementation of actions under this Call for Quotations.
2. The Transport Company will bear all costs related to the preparation and submission of its tender (visits, on-site inspection, etc.). The contracting authority will not be responsible or liable for any costs incurred by the tenderer, regardless of the progress or outcome of the procedure.
3. The evaluation committee reserves the right to reject any file deemed insufficiently complete at the time of the evaluation of the offers.

# Goods to be supplied

* 1. The purpose of this call for Quotation is to solicit competitive bids for the hiring of **Rental Vehicles services.**
  2. The type of Rental vehicles is
* **Van ASTANA Mercedes 2000 model, meet AFG Trafic system. For the details of requsation you can see RFQ form.**
* **Corrola Wagon (Saracha) 1997-2000 model, meet AFG Trafic system. For the details of requsation you can see RFQ form.**
* **The companies must to provide 2 lines for the price / quotation of each requested Car including car insurance and without coverage the contracted car insurance.**
* **EX: Van Astana ……… Including car insurance coverage, each car per month : ###afs**
* **EX: EX: Van Astana ……… Exclusive of car insurance coverage, each car per month : ###afs**
* **Same practice for corolla wagon ( Saracha )**
  1. The call for Quotation will lead to the signature of a framework contract valid for **one year and may renewable** with **one or more suppliers** selected following this call for Quotation.
  2. The Vehicles will be used for TDH project(s) at the following addresses of **NGR province:**

|  |  |
| --- | --- |
| **Nangarhar Province** | |
| **Achin district** | **Villages:** Sanzala ,Wach Kot , Surkhab, Mamand Tangai, Paikha Tangai and Khas Achin |
| **Deh Bala district** | **Villages :** Sangda, Khargalai , Kharkany , Ghokhadara , Pass Khwandai , Aqa Khail |
| **Chaparhar District** | **Villages :** Jalwanana, Hajiano Kalai , Kamb , Lalam, Sara Kala , Mola Zirat , Pateray , Shago Kali |
| **Rodat District** | **Villages :** Mirza Kali , Kam Baro , Hisarak , Tor Ragha , Katraghai , Baba Kalai and Rasool Kala |

* 1. The Vehicles will be used for TDH project(s) at the following addresses of **Kabul province:**

|  |  |
| --- | --- |
| **Kabul Province** | |
| **PD 5** | **Releavent PD’s Gozar and villages** |
| **PD 11** | **Releavent PD’s Gozar and villages** |
| **PD 12** | **Releavent PD’s Gozar and villages** |
| **PD 13** | **Releavent PD’s Gozar and villages** |
| **PD 16** | **Releavent PD’s Gozar and villages** |
| **PD 22** | **Releavent PD’s Gozar and villages** |

And coordination office is :

* **AFG delegation , Taimani Watt, Street 8, Behind Setaraye Azizi Tower, Opp Haji Ghulam Farooq Mosque, H.No 80, PD 4, Kabul.**
  1. You will find a detailed description of the services requested in **Annex 1 of this file - "*List of service needed*"**.
  2. Companies may, if they wish, propose several items if they comply with the technical specifications mentioned in Annex 1.
  3. The quantities mentioned in Annex 1 are for 1 unit (either vehicle or month…).
  4. Each delivery will be triggered by the issue of a written Purchase Order by TdH and will be subject to the conditions (quality, deadlines, price, etc...) which will be detailed in the contract signed with the successful company.
  5. The Service Provider undertakes to maintain the prices offered for the entire duration of the contract (**12 MONTHS**). The prices may be renegotiated at the end of the Framework Contract, if TdH and the Service Provider wish to extend the contract.

# Samples & Quality check

* 1. Tdh reserve the right to request for samples and to visit supplier’s premises in order to perform for a quality check.
  2. The Vehicles will be delivered at the supplier's expense to the TDH-Kabul and TDH-Jalal Abad offices for physical verification/check.
  3. Suppliers will have to submit samples/vehicles physical verification. In absence of samples Tdh reserve the right to reject the companies offers.
  4. Samples/vehicles physical verification belonging to unsuccessful Suppliers may be retrieved at their own expense after the contract has been awarded.
  5. You will find below the list of samples expected for each Lot. These must be delivered to Tdh at the time of submission, together with a delivery note with a detailed description of the items delivered.

# Delivery:

* 1. Vehicles ordered must be delivered to the specific locations that instructed by Tdh-incharged team within 72 hours after the order. In the event of failure to comply with the delivery time, Tdh can terminate the contract or impose other types of sanctions provided for in the contract.

# Methods of payment:

# The payment will be done 100% of Each 100% services to the agreed office/site after 3-5 days of each month. To be mentioned, the 2% Tax will be automaticaly deducted during the payment by Tdh office

# Planning of the Request for Quotation:

|  |  |
| --- | --- |
| **Steps** | **Dates\*** |
| Publication of the Call for Quotation | 03/01/2024 |
| Deadline for requesting clarification from Tdh | 06/01/2024 to 2pm |
| Last day when Tdh gives clarifications | 07/01/2024 to 11am |
| Deadline date and time for receipt of Qoutation | 09/01/2024 to 10 am |
| Offer opening | Between 09/01/2024 and 10/01/2024 |
| Cars Physical Verification of the pre-selected supplier(s) | Between 13/01/2024 and 14/01/2024 |
| Notification of award to the successful supplier | 15/01/2024 |
| Signature of the contract | 15/01/2024 |

\*Tentative dates / All times are in the time zone of the country of the contracting authority.

This schedule is subject to change by Tdh according to the constraints encountered.

# Presentation of the offer:

* 1. Quotation, associated documents and correspondence between the supplier and Tdh must be written in the language of the procedure, which is English.
  2. The financial offer must cover all the goods / services described in **Appendix 1** and must be expressed **all taxes included in Afghani (AFN).**
  3. Offers must be received by **09/01/2024 to 10:00am**. Late offer will be rejected and will not be evaluated. Nevertheless, all offer received after the submission deadline will be retained by the contracting authority.
  4. All interested companies must be submitted in the original version in **a sealed envelope**, either by registered letter or private courier service with acknowledgement of receipt, or by hand in return for a signed receipt to the following address**:**
* **Terres des Hommes Office, Kabul Main office, Taimani Watt, Street 8, Opp Haji Ghulam Farooq Mosque, H.No 80, PD 4, Kabul, Afghanistan**
  1. An electronic copy of the offer (on a USB stick) - in addition to the original paper offer - will be highly appreciated.
  2. **Tender dossiers send by email will not be considered.**

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* 1. The envelope should be marked as follows:

1. Call for Quotation N° AFG\_KBL\_RFQ\_001\_2024 Provision of Rental Vehicles.
   1. All deletions, modifications or changes must be initialled by the signatory of the offer. All bids must be signed by an authorized representative of the bidder.

# Contents of the offers:

All Companies submitted must comply with the requirements of the RFQ dossier and the dossier submitted by the Company must contain at least the following documents. Bidders who do not provide all the documents below and in the formats requested may be excluded from the selection process:

|  |  |  |
| --- | --- | --- |
| **#** | **Documents to be submitted** | **Instructions** |
| 1 | Financial offer | Presented **on the Transport Company format** as per items requested in **Appendix 1. Price to be all taxes included and in Afghani (AFN)**.  Sign and stamp **ALL PAGES** |
| 2 | These Instructions to Company | Sign and stamp **ALL PAGES** |
| 3 | **Appendix 1**: List of items/services needed | Sign and stamp **ALL PAGES** |
| 4 | **Appendix 2**: Profile & Supplier Questionnaire | Complete ALL sections in full, sign, stamp **ALL PAGES** and submit |
| 6 | Company Update Liecence MoIC registered | It should be noted that only offers from companies whose main activity is related to this market (Transportation Services) will be analysed. |
| 7 | Tax compliant certificate / TIN |  |
| 8 | Proof of access to bank account | The bank details must be in the name of the company. |
| 9 | At least 3 client references (preferably NGOs or international organisations) and proof of previous experience with the same type of service (copies of contracts, order forms, delivery notes, etc.). | Specify the names, addresses and telephone contact details, the nature, value of the contracts and the dates of completion. TdH reserves the right to contact these references without notifying the tenderer. |
| 10 | NID copy of legal representative |  |

# Questions and clarifications regarding the tender dossier

* 1. If Tdh, on its own initiative or in response to a request from a Company, adds or clarifies information to the RFQ dossier, this information will be sent in writing and shared at the same time with all other potential companies.
  2. Companies should submit their questions by e-mail to the following address**, until** 06/01/2024 to 02:00pm specifying **the publication reference to**: [**afg.tenders@tdh.ch**](mailto:afg.tenders@tdh.ch)
  3. Any bidder seeking to organise a private meeting with Tdh during the tender period will risk being excluded from the RFQ procedure.

# Period of validity of offers

* 1. Companies must remain valid for a period of 180 days from the deadline for submission of Quotation. In exceptional cases and before expiry of the initial period of validity, Tdh may request in writing that this period be extended by 40 days.

# Opening and evaluation of tenders

1. *Opening of offers* :
   1. The purpose of opening the RFQ is to check whether the companies are complete, whether the documents have been correctly completed and signed and whether the tenders are generally in order.
   2. The bid evaluation committee will not take an immediate decision on the admissibility or inadmissibility of bids at the time of bid opening.
   3. Companies will be examined in a restricted session on a date fixed by the evaluation committee.
   4. After the opening of the Quotations, no information relating to the examination, clarification, evaluation and comparison of the companies and recommendations concerning the award of the contract will be disclosed until the contract has been awarded.
2. *Administrative evaluation* :
   1. The purpose of this stage is to verify the conformity of the quotation received, in terms of substance and the requirements of the RFQ documents. A RFQ is deemed to be compliant when it complies with all the conditions, terms and specifications contained in the RFQ documents, without any significant deviations or restrictions. Substantial deviations or restrictions are those which affect the scope, quality or performance of the contract, or which substantially depart from or limit the rights of the contracting authority or the obligations of the companies under the contract and adversely affect the competitive position of companies who have submitted compliant Offer package. Companies that are administratively found to be non-compliant will be rejected and will not proceed to the technical evaluation stage.
3. *Technical evaluation* :
   1. In order to be considered technically compliant, the offer must meet or exceed the required conditions and technical specifications without significant deviations or restrictions.

Any bid that is clearly not suitable and capable of providing the services requested in the call for Quotatioon will be excluded from the selection process. Bids that are found to be technically non-compliant will not be evaluated financially.

1. *Financial evaluation* :
   1. The financial evaluation aims to identify the lowest and qualitative bid among the technically compliant bids.
2. *Request for clarification* :
   1. Tdh also reserves the right to visit the premises and examine the Vehicles of the bidders whose bids have been pre-selected and OR ask the requested vehicles for physical verification to the Tdh Kabul and JAL offices before making the final selection. This step may have an impact on the decision of the evaluation committee if the capacity of the bidder is not considered adequate or compatible with that indicated in the tender documents.
3. *Criteria for awarding the contract* :
   1. The contract will be awarded to the company that is both **technically** and **administratively compliant** and to the **most economically advantageous, taking into** account the quality of the services offered and the price of the quotation.

Offers will be evaluated according to the criteria listed below:

* Ability to meet the conditions required by the call for quotation
* Compliance with Tdh terms and conditions
* Adequacy of the samples with the required technical specifications.
* Price competitiveness
* Delivery capacity (lead times, existing cars, delivery to TdH premises, etc ...).
* Proven experience in the sector of activity concerned (copies of contracts, references, etc ...)
* Terms of payment

# Contents of the Quotaton dossier

* 1. The RFQ dossier contains the following elements:

1. These Instructions to Companies
2. Annex 1 – List items needed
3. Annex 2 - Supplier profile & questionnaire

Appendix 1: List of Service needed

The list here does not include quantities. The Transport Companies must provide a quotation with unit price for each items including insurance coverage and exclusive insurance coverage. Contracted price validity: 365 days

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Description for Nangarhar Provinice** | Unit | Quantity |
| 1 | Rental Vehicles for Nangarhar Office Project movement, LsM with driver salary , fuel , mobil oil, trafics, lunch …. , maintenance **and first aid kit.** Min 3 years work experance of Rental Vehicle services with NGOs.  Condition of the Vehicles : Vehicles will be mini vans (ISTANA Mercedes 2000 or high model) ,In a good condition (engine, steering, braking, lights, wheels, tyres etc), Active A/C and Heater , toolbox, jack, tow-rope, spare wheel,fire extiguesher etc, and have clear documents and driver licence.  Location of the activities : 4 Districts in Nangarhar Porvince (1.Achin+villages, 2.Dehbala + villages, 3.Chaparhar+ villages and 4.Rodat+ villages).  Distance : The Targeted 4 Districts in Nangarhar Province with all Villages of each district with female staff pick and drop 5 days a week from 07:00am to 05:30pm But in emergencies they can work 7days a week.  Nangarhar: Round Trip Distiance with female staff Pick and drop, and daily travel calculated as: ( From Jalalabad city to Districts and villages = 200 Km round trip. | Vehicle | 4 |

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Description for Kabul Provinice** | Unit | Quantity |
| 1 | Rental Vehicles for Kabul Office Project movement, LsM with driver salary , fuel , mobil oil, trafics, lunch …. , maintenance **and first aid kit**. Min 3 years work experance of Rental Vehicle services with NGOs.  Condition of the Vehicles : Vehicles will be Corrola Wagon (Saracha 1997 or high model to 2000) ,In a good condition (engine, steering, braking, lights, wheels, tyres etc), Active A/C and Heater , toolbox, jack, tow-rope, spare wheel,fire extiguesher etc, and have clear documents and driver licence.  Location of the activities : 6 Provincial Districts in Kabul Porvince (PDPD5, PD11 , PD12, PD13, PD16,PD22 + Gozar and villages).  Distance : The Targeted PDs in Kabul Province with all relevant Gozar and Villages of each PD with female staff pick and drop 5 days a week from 07:00am to 04:30pm But in emergencies they can work 7days a week. | Vehicle | 3 |

Annex 2

Supplier Profile & Questionnaire

**From: Terre des hommes Foundation (Tdh), Delegation Afghanistan**

**Submitted by:**

|  |  |  |
| --- | --- | --- |
|  | **names of tenderers** | **nationality** |
| **Contractor** |  |  |
| **partner 1** |  |  |
| **partner 2** |  |  |

\* Add/delete additional lines for partners where appropriate. note that a subcontractor is not considered a partner for the purposes of this tender procedure. if this tender is submitted by an individual tenderer, the name of the tenderer must be entered as "Contractor" (and the other lines must be deleted).

**Contact person**

|  |  |
| --- | --- |
| **name** |  |
| **address** |  |
| **telephone** |  |
| **e-mail** |  |

We, the undersigned, declare that:

1. We have examined and accept in its entirety the contents of the RFQ documents. We accept its provisions in full, without reservation or restriction.

**2** we comply to carry out, in accordance with the terms of the tender documents, the conditions (general and special), the technical specifications and the time limits set, without reservation or restriction, the following work mentioned in:

AFG\_KBL\_RFQ\_001\_2024\_ Provision of Rental Vehicles

**3** we make this request in our own right and for this bid. We confirm that we are not bidding for the same contract in any other form.

**4** we note that the contracting authority is not obliged to pursue this invitation to quotation and reserves the right to award only part of the contract. It does not incur any liability towards us.

Legal Representative, name and surname **………………………..**

Date: **……………………**