



THE WELFARE ASSOCIATION FOR THE DEVELOPMENT OF AFGHANISTAN (WADAN)

REQUEST FOR QUOTATION

Provision Of Rental Vehicles Services

**WARNING:**

Prospective Offerors, who have received this document from a source other than the WADAN, should immediately contact WADAN and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued to offerors via email.

**SYNOPSIS OF THE RFP**

RFP No.	WDN/PSN-ER/2024-001
Issue Date	January 11, 2024
Title	Provision Of Rental Vehicles Services
Issuing Office	WADAN Operation Unit
Deadline for Receipt of Questions	January 20, 2024 at 10:00 AM local time All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to <a href="mailto:isherzad@wadan.org">isherzad@wadan.org</a>
Deadline for Receipt of Quotation	Quotations are due in Kabul no later than 4:00 PM local time on January 24, 2024. Submit Soft copy of your quotation via email to <a href="mailto:bids@wadan.org">bids@wadan.org</a> and hard copies via the following address. House No. 4, Street 6 District 6, Opposite Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul Afghanistan
Point of Contact	<a href="mailto:bids@wadan.org">bids@wadan.org</a> - +93 7
Anticipated Award Type	Purchase Order (PO)
Basis for Award	An award will be made based on the best value method. The award will be issued to the responsible and reasonable offeror, who provides the best value to WADAN and its client using a combination of technical and cost/price factors.

**Introduction:**

Established in August 2002, WADAN is an indigenous, government-registered NGO. We undertake community and institutional development, civic education, education, drug control, human rights, anti-corruption, and child protection initiatives. WADAN is headquartered in the capital, Kabul, and has offices in the provinces that provide national coverage.

**Tender Summary:**

Through funding provided by UNHCR, WADAN is actively engaged in the implementation of the PSN, Livelihood Support, Volunteerism, Border Monitoring, Child Protection and Empowering the Visually Impaired projects within the Eastern Region. The projects include extensive field visits by the team conducting assessments, supervision, monitoring and post-distribution and follow up visits in the region. To support the project activities, WADAN is seeking the services of a qualified Logistics or Transportation company with a valid license and expertise to provide transportation (rental vehicles) services to our staff in the eastern region.

**Minimum Eligibility Requirements Vendors for Compliance Conformity:**

To qualify for this RFQ, the vendor must have:

- Hold a Valid Business License (Transportation or Logistics Company).
- Successful Implementation of Similar Project (At least One Contract).
- Hold a valid Bank Account on License Name
- Signed and Stamped Tender Documents. (Accept all WADAN terms and conditions and provide all information as requested in Annex 1 of this RFQ).

**Terms and Conditions:**

**TAXES:**

**Withholding Tax on Subcontractor:**

- Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009.
- WADAN is required to withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, WADAN shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, WADAN shall withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

**DISCLAIMERS AND PROTECTION CLAUSES:**

- WADAN may cancel the solicitation and not award and may reject any or all responses received.
- Insurance of solicitation does not constitute award commitment by WADAN.
- WADAN reserves the right to disqualify any offer based on the offeror's failure to follow solicitation instructions.

- WADAN will not compensate offerors for responses to solicitation and reserves the right to issue awards based on the initial evaluation of offers without further discussion.
- WADAN reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- WADAN will be contacting offerors to confirm the contact person, and address and that bid was submitted from the solicitation

**CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

- a) The offeror certifies that--
  - The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
  - The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor before bid opening or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
  - No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
  
- b) Each signature on the offer is considered to be a certification by the signatory that the signatory-
  - Is the person in the offeror's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
    - I. Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
    - II. As an authorized agent does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) Above; and as an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
  
- c) Offeror understands and agrees that --
  - Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
  - Discovery of any violation after award to the offeror will result in the termination of the award for default.

**Tender Process:**

The tender process includes the following steps/phases;

- RFQ Announcement
- RFQ Closing
- RFQs Opening and Compliance Checking (Vendors not meeting minimum criteria will be automatically disqualified)
- Evaluation
- Contract Award

**PAYMENT METHOD:**

- The service provider will be paid upon submission of invoice against the services provided and the amount will be transferred to the bank account to the contractor.

**COST LIABILITY:**

- WADAN assumes no responsibility and bears no liability for costs incurred by bidders in the preparation and submission of quotations in response to this RFQ.

**LICENSE PERMIT:**

- The contractor shall obtain and maintain in full compliance and affect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply WADAN with evidence of all such licenses, permits, and authorizations. This evidence shall be submitted subsequent to the contract award. In addition to the above, the contractor should have a Tax Identification Number (TIN) from the Ministry of Finance in Afghanistan.

**Validity Period**

- Bids shall be valid for at least 90 days from the date of Bid closure. WADAN also reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

**Acceptance**

- WADAN reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any too detail such as specification, terms delivery, quantity etc.; – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFQ Closure.

**Confidentiality**

- This RFQ, or any portion thereof, along with all copies, must be returned to WADAN upon request. The RFQ is confidential and proprietary, containing privileged information, possibly including copyrighted material. It is provided to Bidders with the understanding that no part of it, or any information related to it, may be copied, displayed, or shared with others without prior written consent from WADAN. Bidders may share the specifications with potential subcontractors solely for the purpose of obtaining quotations from them. Regardless of whether a Bid is submitted or any other response is made to this RFQ, Bidders are bound by the terms of this paragraph.

## **Bid Currencies**

- All financial rates provided in this bid shall be expressed in AFN currency and the amount will be also paid in AFN to supplier.

## **Conflict of Interest**

- A Bidder must not and must ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential, or perceived conflict of interest between the interests of WADAN and the Bidder's interests during the procurement process. If during any stage of the procurement process or performance of any WADAN contract, a conflict of interest arises or appears likely to arise, the Bidder must notify WADAN immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of WADAN, or cases in which any WADAN official, employee, or person under contract with WADAN may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as WADAN may reasonably require, to resolve or otherwise, deal with the conflict to the satisfaction of WADAN.

## **Late Bids**

- All Bids received after the RFQ closure will be rejected except if the delay is determined by WADAN to have been due to a valid reason. However, any bid received after the start of the Bid opening shall be rejected without exception.

## **EVALUATION CRITERIA**

WADAN will evaluate applications based on the following criteria:

- Valid Business License: 10 Points
- Similar Experience: 30 Points
- Best Value for Money (Lowest Cost): 60 Points

## **Questions and Clarification:**

All interested bidders can direct their queries to the Operations Unit of WADAN via ([isherzad@wadan.org](mailto:isherzad@wadan.org)).

## **Documents Required to Be Submitted:**

All interested bidders should submit the following documents.

- *Signed and Stamped RFQ (Each Page of the RFQ should be Signed and Stamped)*
- *Annex A – Vendor Business Information Form (Filled, Signed and Stamped)*
- *Annex B – Items Pricing List (Filled, Signed and Stamped)*
- *Annex C – General Terms and Conditions (Signed and Stamped)*
- *Updated Business License*
- *Bank Remittance*

- *Copy of at Least One Similar Contract.*
- *Tazkira of President*
- *Company TIN*

**Submission Guideline:**

All interested bidders should read the whole RFQ and submit their quotation accordingly. Interested bidders should submit their quotation in accordance with the requirements detailed above either electronically through email: [bids@wadan.org](mailto:bids@wadan.org) or Via Hard copy to WADAN Main Office at the following Address:

House No. 4, Street 6 District 6, Opposite Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul Afghanistan

**Important Notice:**

Prospective bidders are required to sign and stamp each page of the RFQ document and complete the Financial Cost. Afterward, they should sign, stamp, and submit it to the designated email address provided above. Alternatively, hard copies can be submitted to WADAN's Head Office at the address mentioned above. It is essential that bidders refrain from altering the quantity and specifications of the items. When electronically submitting quotations, bidders are kindly requested to ensure that they copy and paste the following text into the subject line: "**Provision of Rental Vehicles Services WDN/PSN-ER/2024-001**".

Bidder shall submit sealed hard copy of bid clearly marked

(RFQ WDN/PSN-ER/2024-001 – Provision of Rental Vehicles Services)

The Welfare Association for the Development of Afghanistan (WADAN)

Attn: Operations Department

WADAN HQ Office

**Deadline**

The deadline for submission of quotations is January 24, 2024 – at 4:00 PM, Kabul time. Companies who did not submit their quotation by this deadline will not be considered.

**ANNEX A – VENDOR OFFER AND BUSINESS DETAIL INFORMATION:**

**1. VENDOR INFORMATION:**

Vendor Name Per Business License	
Contact Person & Phone Number	
Vendor Email Address	
Vendor Address	

**ANNEX B: Pricing List (Financial Proposal):**

S No	Description of Items/Services	Unit	Quantity	Unit Price Per Car Per Month in AFN	Total Cost in AFN
<p><b>Nangarhar, Kunar, Laghman and Nuristan Provinces and districts and villages:</b></p> <p>The rental vehicle will be regularly traveling in the villages and districts of Nangarhar, Kunar, Laghman and Nuristan Provinces. The vehicles will be occasionally traveling to Kabul in case needed.</p>					
1	<p><b>1: PSN Small Vehicles.</b>  Rental vehicles for the period of 11 months with the following specifications:</p> <ul style="list-style-type: none"> <li>• Corolla/ Fielder Car – Model 1997 &amp; above</li> <li>• Legal Number Plate</li> <li>• Any Color – 4 Doors</li> <li>• Engine 7A or above</li> <li>• Active AC and Heating System</li> <li>• Brand New Tires</li> <li>• Automatic or Manual</li> <li>• Afghanistan Hand Staring</li> <li>• Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> <li>• Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul> <p><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></p>	11 Months	5		
2	<p><b>PSN (Hilux or 4x4 Vehicle)</b></p> <ul style="list-style-type: none"> <li>• Legal Number Plate</li> <li>• Active AC and Heating System</li> <li>• Brand New Tires</li> <li>• Afghanistan Hand Staring</li> <li>• Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p>	11 Months	1		



	<ul style="list-style-type: none"> <li>Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> <li><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></li> </ul>				
3	<p><b>Border Monitoring - Small Vehicles:</b></p> <p><b>The vehicles will be traveling from Jalalabad to Torkham on daily basis and will be staying for extra hours.</b></p> <ul style="list-style-type: none"> <li>Legal Number Plate</li> <li>Active AC and Heating System</li> <li>Brand New Tires</li> <li>Afghanistan Hand Staring</li> <li>Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> <li>Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul> <p><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></p>	11 Months	2		
4	<p><b>Border Monitoring - Small Vehicle:</b></p> <p><b>The vehicle will be traveling from Jalalabad to Torkham on daily basis and will be staying for extra hours.</b></p> <ul style="list-style-type: none"> <li>Legal Number Plate</li> <li>Active AC and Heating System</li> <li>Brand New Tires</li> <li>Afghanistan Hand Staring</li> <li>Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> <li>Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul>	5 Months	1		

	<b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b>				
5	<p><b>Vocational Centers - Small Vehicles:</b></p> <ul style="list-style-type: none"> <li>• Legal Number Plate</li> <li>• Active AC and Heating System</li> <li>• Brand New Tires</li> <li>• Afghanistan Hand Staring</li> <li>• Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> <li>• Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul> <p><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></p>	6 Months	3		
6	<p><b>Child Protection - Small Vehicles:</b></p> <ul style="list-style-type: none"> <li>• Legal Number Plate</li> <li>• Active AC and Heating System</li> <li>• Brand New Tires</li> <li>• Afghanistan Hand Staring</li> <li>• Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> <li>• Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul> <p><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></p>	11 Months	2		
7	<p><b>Livelihood - Small Vehicles:</b></p> <ul style="list-style-type: none"> <li>• Legal Number Plate</li> <li>• Active AC and Heating System</li> <li>• Brand New Tires</li> <li>• Afghanistan Hand Staring</li> <li>• Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p>	2 Months	3		

	<ul style="list-style-type: none"> <li>Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul> <p><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></p>				
8	<p><b>Livelihood – Hilux or 4x4 Vehicle:</b></p> <ul style="list-style-type: none"> <li>Legal Number Plate</li> <li>Active AC and Heating System</li> <li>Brand New Tires</li> <li>Afghanistan Hand Staring</li> <li>Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> <li>Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul> <p><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></p>	2 Months	1		
	<p><b>Volunteerism - Small Vehicle:</b></p> <ul style="list-style-type: none"> <li>Legal Number Plate</li> <li>Active AC and Heating System</li> <li>Brand New Tires</li> <li>Afghanistan Hand Staring</li> <li>Legal Vehicle Registrations documents with no pending taxes from the government</li> </ul> <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> <li>Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic.</li> </ul> <p><b>Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.</b></p>	11 Months	1		

Business Name: \_\_\_\_\_

\_\_\_\_\_

Authorized Representative Name (print)

\_\_\_\_\_

Authorized Representative Title (print)

\_\_\_\_\_

Authorized Representative Signature

\_\_\_\_\_

Date

## ANNEX C – TERMS AND CONDITIONS OF THE LEASE AGREEMENT

### TERMS AND CONDITIONS

1. **Accidents**

In the event of any accident or damages to or involving the leased vehicles during the period of the lease, the vendor will be responsible for all damages stemming from the accident. In case of hijacking of the leased vehicles, the vendor shall report the matter to the proper authorities (police/military) and to WADAN.

2. **Vehicle Condition**

The vendor will provide and maintain vehicles in good condition. The condition of the vehicles will be checked by WADAN in accordance with the vehicle Inspection Checklist.

4. **Routine Vehicles Checks**

It is the responsibility of the Vendor to ensure that the oil, water, other fluid levels, blasts, and tire pressure are regularly checked as stated in the owner's/manufacture's handbooks. Costs incurred in this respect will be borne by the Vendor. The Vehicles will be regularly cleaned inside and outside on a weekly or more frequent basis, depending on the usage and conditions.

5. **Vehicles Tires**

The replacement of tires will depend on normal wear and tear. The requirements for tire replacement, such as impact damage, and running flat, will be charged to the Vendor. Repair of punctures and leaking valves will be the Vendor's responsibility.

6. **Vehicles Usage**

WADAN undertakes that the leased vehicles will not be used for:

- Any purpose other than that for which the leased vehicles have been designed, including not exceeding its designed load capacity.
- Racing or any other kind of competitive sport.
- Carrying for hire any paying passenger, goods, or animals.
- The transportation of any hazardous, explosive, or inflammable material or any goods or items that are likely to damage the vehicle's interiors, exteriors, or mechanicals.

7. **Vehicles Maintenance**

The monthly lease includes the following services which the Vendor is responsible for:

- Routine servicing: the preventive maintenance services will take place every 1,500 kilometers or one month logged by the vehicle, whichever comes first.
- Repairs and/or additional servicing that are required as a result of vehicle functionality failure.
- While the leased vehicles are in service, the Vendor must provide WADAN with fully operational Sedan type of vehicles at no additional cost.

- It is the Vendor's responsibility to advise WADAN's focal point of the requirement to service the leased vehicle at the appropriate break. At a minimum, a 24-hour notice is to be provided prior to the return of the leased vehicle for servicing. If the service period is to exceed two days, the Vendor is responsible for providing a replacement vehicle.

**8. Fuel Costs**

The vendor will be responsible for all fuel-related costs on the leased vehicles.

**10. Traffic Violations**

All costs incurred as a result of fines and other penalties (imposed by the police or any other authorities for traffic violations) that take place during the term of the Lease Agreement, will be the responsibility of the Vendor and will be recovered accordingly.

**13. Premature Termination**

In the event that the Donor terminates its funding for the project or the project faces any other unforeseeable changes, WADAN reserves the right to cancel or modify this lease without penalty.

Both Vendor and WADAN can terminate or modify this agreement by providing a three-day written notice.

**14. Vehicle Documentation**

All vehicles should pass the check-up test (see the Vehicle Check List attached) in order to be accepted by WADAN.

All vehicle licensing and registration documentation will be handed over to the Lessee. The Lessor will be responsible for the safe handling of said documents and will return all documentation to the Lessor at the end of the contract term and/or at the time of handing over the leased vehicles.

**15. Legislation**

The Lease Agreement shall in all respects be governed by and be in accordance with the laws of Afghanistan. Any fee, cost, or charge levied against the Vendor by the Afghanistan Government or any municipality or other authority within Afghanistan in respect of leased vehicles, will be re-charged to the Vendor. Road toll fees will also be shouldered by the Vendor during the lease period.

**16. Notices**

All notices and official communications between the Vendor and WADAN shall be in writing and are to be delivered and acknowledged by both parties to this agreement.

**17. Lease Payment and Terms**

The total value of the Lease Agreement must not exceed the amount reflected in the Purchase Order.

The vendor will be paid on a monthly basis upon submission of the original invoice. Invoices are to be submitted by the Vendor within 10 days of the following month. WADAN will withhold the required taxes from the cost and remit the payments directly to the Afghanistan tax authority.

WADAN will pay the Vendor in accordance with the named above payment scheduled in local currency (Afghani, AFN).

The monthly rate shall not increase during the term of this Lease Agreement.