

People's Action for Change Organization(PACo)

Invitation for bid(ITB) for Rental Vehicle

ITB No:PAC_ITB#001-COP-2024

Duty Station Location: Balkh, Jawzjan, Faryab, Sar-e- Pul, Samangan, Kunduz, Takhar, Badakhshan, Baghlan.

City: Marzar , Sheberghan, Maimana, Sar-e- pul, Aybak, Kunduz, Talqan, Faizabad, Pulkhumry.

Number of vehicle for rent: 9

Contract period: 01-Feb till 31- December-2024 (11 Months)

Org. Brief Introduction:

People's Action for change Organization is a not for profit, non-governmental organization with a mission to work with the poor, excluded and marginalized sections of the society by empowering them to lead a life with dignity. PACo planned to expend its operation to Norther and Northeast regions covering 9 provinces.

Description of responsibility:

1. The Service provide accept the number of vehicle increase of decrease as per need of organization at any time during contract period
2. Each rented vehicle will be traveling around one province and its relevant districts in regular base with frequent travel to neighboring province whenever needed.
3. The vehicle will be based for People's Action for Change mentioned provincial offices. The service provider should be able to relocate the vehicle from one location to other as per the need of the organization.
4. The service provider hereby commits to maintain the vehicle in good condition to be used by People's Action for Change within PACo intervention area.
5. The vehicle will be in the custody of People's Action for Change Organization. the service provider has no right for his/her personal and other use while being in contract with People's Action for Change Organization.
6. The service provider should maintain the vehicle in good condition and always ready for travel in order to avoided hampering the planned activities and organization's work.
7. The Service provider should be introduced vehicle diver holds valid driving valid license, should have good behavior, companionable, honest and committed to organization values, principles and discipline.
8. The vehicle driver should be aware of context, have knowledge of field security situation, understood and respect the community culture ,costume and be respect full to all including community member while communicating and contacting
9. The driver should have good health condition, with no any chronic illness and or addiction

10. The driver should respect and follow organization norms, culture, and practices as well as traffic roles and regulations of the country.
11. The driver should obey organization security policy, procedure and travel protocols.
12. The service provider is responsible for driver and vehicle related any small or major miss use or any action that lead to violation of country law.

Require documents for bid:

- The vender should have a valid company license with at least two years similar experience.
- Bid should be prepare in a company letterhead sign and stamped by the high authority of company.
- The price should be quote in a monthly bas per unit.
- The Format of BoQ should be used for quoting the price.

No:	Description	unit	Quantity	Month	Unit Price AFN	Total Price AFN
1	Vehicle rent for (Balkh, Jawzjan, Faryab, Sar-e-Pul, Samangan, Kunduz, Takhar, Badakhshan, Baghlan)	Car	9	11		

- Type of Vehicle should be Corolla, model 1994 and above.
- Vehicle shouldn't be changed (steering from company must be as per the Afghanistan traffic low, steering change is not acceptable).
- The vehicle should be in very good condition (good machine, tier, heater, air-condition, good body and color condition).
- The vehicle should have valid and update registration document.
- The driver of vehicle should have valid driving license.
- The driver should have 3-5 years of relevant work experience of driving with NGO's and other company.
- The driver should have technical and good driving skill.
- The driver should be in a good health condition.

Guide for Quoting price and submission.

- a. The interested vendors are invited to submit their bid considering the bellow guiding points.
- b. The vender must read the announcement and should understand all set condition and. requirements in this announcement.
- c. The price for rent should be quoted in AFN and in round figure in monthly base comprised of all expense related to vehicle including, driver remuneration and all expense, fuel, repairing. and etc.
- d. The price should be included government tax.

- e. The bid documents should be submitted in hard copy.
- f. The document should be submitted in sealed and Sign/stamped envelope, to PACo, head office, Beside Sangkashan Masjeed, House #35, st #5 Silo , PD#3 Kabul.
- g. If the bid documents submitted unsealed and unsigned/unstamped the bid will be disqualified from the review.
- h. The bid should include the vender contact number and or email address.
- i. Bid should be submitted no later than 25th –January-2024, 4:00 PM. Submission after the given deadline and time is not acceptable.
- j. For any query and cleafication you can seek the response through dropping email to rfp-paco@pac.org.af no latter then 20th Jan 2024