



MOVE AGAINST POVERTY OF WOMEN ORGANIZATION-MAPWO

RFQ#: RFQ-MAPWO-2024-004

Subject: Rental Vehicles Services

Location: Maidan Wardak and Paktika Province with Related Districts

SUMMARY:

RFQ Number	RFQ-MAPWO-2024-004
RFQ Title	Provision of Rental Vehicles Services for Maidan Wardak and Paktika Province with Related Districts
Issue date	January 22-2024
Submission date	January 28-2024
Submission method	Hard Copy (Sealed Version)
Quotation Validity	60 days

About MAPWO:

Move Against Poverty of Women Organization (MAPWO) is a not-for-profit, non-political, and non-governmental humanitarian organization. MAPWO was established in 2016 to work alongside other national and international partners for provision of education, health, and other social services aiming to reach the most unreached and highly underserved pockets of the society and women empowerment focusing on alleviating the sufferings of the most vulnerable groups of the society in different community structures such as rural, urban, IDPs, returnees, etc. Since its establishment, MAPWO has worked hard to implement projects that ensure people's access to quality and equitable education and health and other basic life services with focus on vulnerable group of society (women and girls).

INSTRUCTIONS AND RESPONSIBILITIES:

Purpose: Rental Vehicles Services for Maidan Wardak and Paktika Province with related Districts.

Requirement: Please refer to the table of schedule of requirement.

1. **Delivery Method:** All the required rental vehicles services must be provided and delivered by service provider to targeted locations in Paktika and Maidan Wardak provinces which will be specified by MAPWO.
2. **Cost of Quotation:** The supplier shall bear all costs associated with the preparation and submission of his quotation and the contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure
3. **Payment:** Payment will be made within 30 days of from day of submission of invoice with supporting documentation based on monthly services.
4. **Bid Currency:** Afghani.
5. **Target of Districts:** The vehicle will operate in Paktika province (Yahyakhel, Jani Khel, Omna, Sorobi, Matakhan) Maidan Wardak (Said Abad, Chak, Nerkh, Jalrez, Hesa Awal Behsod)
6. **Service Timing:** The vehicles will operate from 7:30 AM to 5:00PM Six Days a Week from Saturday to Thursday. If required the vehicle maybe used beyond the mentioned time without any further compensation.
7. **Contract Duration:** The Long-Term Agreement (LTA) is valid for the period of Eight Months with the possibility of extension based on satisfactory performance and fund availability. MAPWO reserves the right to cancel the contract any time with one-week prior notice. If the contract between MAPWO and the Donor is not extended, this contract will automatically be terminated.
8. **Taxation:** 2% of tax will be deducted from the total amount of invoice if the vendor is registered and have the valid registration documents, from license issuing authorities of Afghanistan Government, if the company is not registered then 7% of tax will be deducted based on Afghanistan Taxation Law, provided that the contract of goods or services to be rendered to MAPWO is equal to or exceeding aggregating AFs. 500,000 in a tax year.
9. **Equipment Conditions:** The services shall be performed in quality value. Offering low quality services will be rejected by MAPWO and the contract will be terminated.
10. **Delivery Method:** N/A
11. **Vehicles Inspection:** MAPWO will conduct a thorough inspection of the vehicles before award of the contract.
12. **Bid Submission:** Qualified and interested suppliers should submit the sealed Quotation to MAPWO Main Office at House# 51, 6th University Road Koti-e- Sangi Kabul- Afghanistan by no later than January 28 -2024 4:00 PM Afghanistan Local Time. If you have any

technical questions and needs further clarification, please send your inquiry to procurement@mapwo.ngo . Point of contact only for Office Address: +93 (0) 793092634

13. **RFQ cancellation:** MAPWO reserve the right to cancel this RFQ at any stage.
14. **Change in quantity:** MAPWO reserve the right to reduce or increase the quantity of vehicles in contract offer. If needed during the period of performance, MAPWO may request for extra vehicles in LTA contract under a separate purchase order in same province.
15. **Packing:** N/A
16. **Purchase order:** MAPWO reserves the right to issue multiple Purchase orders under one LTA contract on mutual consent with supplier.
17. **Documents comprising the Request for Quotation:**
 - The attached Quotation Submission Form should be signed and stamped version.
 - Valid Business License Should be Attached
 - Previous experiences in the similar field. At least 2 similar contracts with minimum duration of one year should be attached.
 - Tax clearance certificate for 1401.
18. **Exclusion from award of contracts:** Contracts may not be awarded to Candidates who, during this procedure:
 - Are subject to conflict of interest.
 - Are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information
 - Supplies is caught guilty by breaching code of conduct, PSEA or any other policy.

Bill of Quantity (BoQ's) Paktika

S No	Descriptions	Qty	Monthly Price per Vehicle	Total Price
1	Toyota Corolla or similar Vehicle Model Between 2002-2012. With Good Condition and Active Air Conditioner System.	2		
AFN Total Price Inclusive Taxes				

Bill of Quantity (BoQ's) Maidan Wardak

S No	Descriptions	Qty	Monthly Price per Vehicle	Total Price
1	Toyota Corolla or similar Vehicle Model Between 2002-2012. With Good Condition and Active Air Conditioner System.	2		
AFN Total Price Inclusive Taxes				

IMPORTANCE NOTES:

1. Essential maintenance, engine oil/filters and repairs cost inclusive vehicle technical parts due to time deprecation should be covered by the service provider/company
2. All the vehicles' conditions must be new, and the models should be in according to BoQ specification.
3. The vehicles should have legal documents (Valid Green Book, and Driver License)
4. The vehicles costs are inclusive of Drivers, fuel, maintenance, applicable government taxes.
5. The vehicles shall be required to work six days in a week (Saturday till Thursday) from 7:30 AM through 5:00 PM or beyond the specified time.
6. In case of mechanical or technical failure, the contractor shall replace the vehicle within 2-3 hours.
7. On rare occasions the vehicle might stay in field overnight or come late, the supplier will not be paid over time or any expenses for the driver's accommodation.

8. The contractor shall not misuse the logo or name of MAPWO under any circumstances.
9. If any changes or extension are due to happen, MAPWO will notify the contractor in advance.
10. MAPWO will not bear any lose for the damage to the supplier vehicles (property) during its possession with MAPWO.
11. In case of non-justified late arrival, a penalty of 0.1 percent of the transportation cost per day will be deducted.
12. All of the vehicles shall be equipped with proper air conditions, first aid kit, jumper cable, cable tie and basic tool kit.
13. The vehicles windows must not be tinted.
14. Copies of all registration documents for the proposed vehicles, shall be available.
15. The supplier should provide the requested vehicles within two days of the contract award.
16. MAPWO does not carry responsibility for natural disasters.
17. If during or after its service hours with MAPWO, the vehicle is stolen, damaged or any other natural incident happens, MAPWO will not bear any lose for the damage.
18. In case of replace of vehicle by service provider, it is mandatory that service provider shall inform MAPWO at least two days in advance and make sure the new vehicle is available in time to change exist vehicle. The replaces must be of matching specification.

CONFIRMATION AND ACCEPTANCE BY SERVICE PROVIDER:

After having read this Request for quotation (RFQ-MAPWO-2024-004) on behalf of my company/business, I hereby:

- i. Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- ii. Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- iii. Accept the penalties applied from MAPWO if we don't comply with the terms and conditions we agreed upon.
- iv. Certify and attest that we meet the eligibility criteria stated in the Instructions.
- v. Certify and attest compliance with the Code of Conduct, PSEA policy and all other MAPWO policies and procedures for Contractors.
- vi. Our tender is valid for a period of 60 days after the closing date in accordance with instructions to tenders.
- vii. This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Supplier Name:
Supplier Address:
Email Address:
Telephone Number:
Authorized representative name:
Authorized representative position:
Delivery time offered
Sign and Stamp