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| Title: | Provision of Transportation Services (Rental Vehicle) |
| RFQ No: | RFQ-AFG-OSDRA-270124 |
| Issue Date: | January/27/2024 |
| Deadline for Questions: | February/03/2024 |
| Closing Date: | February /04/2024 |
| Date & Address of Submission for Questions: | For further clarifications and questions, kindly refer to the OSDRA Inbox: procurement@osdra.org through the timeline: January/27/2024 to February /03/2024 |
| Quotations Submission Address: | Interested Bidder(s) are requested to submit their finest offer through the below email: procurement@osdra.org |
| Offer Validity: | 60 Days |
| Submission Method: | Interested Bidder(s) are requested to submit their offer electronically through the address provided. |
| Type of Award: | One Time Firm Fixed Price Purchase Order |

Invitation

Organization for Sustainable Development & Research of Afghanistan (OSDRA) requests quotations from eligible registered vendor, who have the required experience and capabilities for providing the required services “Provision of Transportation Services (Rental Vehicle)”.

Organization Background:

Organization for Sustainable Development & Research of Afghanistan [Hereinafter referred as “OSDRA”], is a Humanitarian, Research, Non-Profit and Non-Governmental Organization, Registered with the Ministry of Economy in 2017 [1396]. With the aim of providing easy, reliable and secure services to government institutions and development partners.

Purpose, Objectives of Obtaining Quote:

The main purpose of this quotes announced to increase the quality of required Goods/Services and transparency with collecting different proposal from different vendors and to find the best supplier

with offering best Goods/Services quote with high quality based on attached list and required specification with reasonable & acceptable prices.

Project Background:

(OSDRA) is embarking on a vital humanitarian project, which is funded by the United Nations Development Programme (UNDP). Which will be implemented in Logar province, specifically in Kharwar District. For the duration of 6 months.

As part of the project's execution plan, our dedicated project staff will be actively engaged in on-site activities in the Kharwar District. To facilitate the implementation of these activities, OSDRA is in search of a reliable and efficient transportation supplier.

This tender announcement seeks proposals from qualified suppliers who can provide superior transportation services to support our project staff in reaching the designated sites promptly and safely. The selected supplier will play a crucial role in ensuring the smooth execution of OSDRA's humanitarian endeavors in Logar province.

OSDRA invite interested and capable suppliers to submit their proposals, detailing their experience, capabilities, and competitive pricing. OSDRA looks forward to establishing a productive partnership with a transportation provider that shares our commitment to humanitarian excellence.

Vender Responsibilities.

The rental vehicles shall include vehicles with all required fuel, maintenance, and an experienced licensed driver to drive passengers throughout mentioned locations.

- The vendor is responsible for providing offer only for diesel/petrol vehicles, not gas operated vehicles.
- The vendor shall be solely responsible for any road traffic accidents
- The vendor shall have a regular maintenance schedule to ensure the vehicles are operating, correctly and are mechanically sound. All cost for the vehicle be burned by the vendor.
- The vendor must offer one backup vehicle and driver in case driver or vehicle are not available at any given time.
- Remuneration of driver and other include in the offer provide by the vendor.
- Valid Vehicle and driver license.
- Vehicles will on duty six days a week.

The Vehicle shall be EQUIPED with:

- Vehicle's model should be between years 1997-2010.
- All the vehicles must be in good condition, furnished with 4 new tires and with 1 new spare tire.
- Furnished with winterization items, hydraulic jack and or vehicle jack with long bar and jack wrench to repair flat tires.
- The vehicles must be left hand, as per Afghanistan traffic law.
- Any vehicle's discrepancies identified by the inspection committee must be fixed before putting the vehicle

Financial Offer

Suppliers are requested to submit their offers in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from the evaluation:

| Rental Vehicle (Kabul based and visit to Logar Province -Kharwar District) | | | | |
|--|---|----------|--------------|---------|
| S: No | Description | Quantity | Monthly Cost | Remarks |
| 1 | Toyota Pickup Model: 1997 – 2010 Condition: Excellent | 1 | - | |
| Sub Total A | | | | - |
| Grand Total | | | | - |

Note: The Currency Quoted shall be USD

Supplier Information:

Company Registered Name: _____

License No: _____

Establishment Date: _____

Address: _____

Phone: _____

Email: _____

By signing below, I certify all information provided above is true and correct to the best of my knowledge: Business Name: Authorized Representative Name and Signature:

Authorized Representative Name and Sign/Signature _____ Date: _____

OSDRA reserves the right to accept or reject any Quotation, and also to cancel any Quotation and the procurement process at any time. In addition, OSDRA can reject all the Quotations/ cancel the Purchase Order (PO) or Contract.

GENERAL INSTRUCTION TO SUPPLIERS (GIS)

OSDRA After collecting quotes and analyzing by technical bid Evaluation committee, those vendors will be selected who meet the given criteria, after final review of product and quality, price and other required things which mentioned in RFQ will call to the Winner competitors and will sign contract or directly order for purchasing & receiving required goods or services from winner vender.

Project Description:

This RFQ is developed and announced to facilitate the procurement of Service “Provision of transportation Services”, through a fair/Competitive procurement Process and OSDRA request prospective suppliers to submit Quotation.

Corrupt, Fraudulent, and Coercive Practices

OSDRA requires that all OSDRA staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. OSDRA shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined

that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, OSDRA defines for purposes of this paragraph the terms.

Set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

In the case of OSDRA personnel involved in procurement activities, this translates into an obligation to maintain an unimpeachable standard of integrity in all business relationships, both inside and outside OSDRA. The highest ethical conduct must be followed in all dealings with OSDRA partners, donors, governments, beneficiaries and the general public. Procurement officials must never use their authority or office for personal gain and must seek to uphold and enhance the standing of OSDRA.

[Cost of Preparing the Quotation](#)

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and OSDRA will not in any case be responsible and liable for the costs incurred.

[OSDRA's Right to Accept any Quotation and to Reject any and all Quotations.](#)

OSDRA reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for OSDRA's action.

Documents to submit:


The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- A) Valid Business License.
- B) Company Profile, Along with TIN.
- C) Relevant Work Experience.

[Purchase Order Standard Terms & Conditions](#)

1. Agreement

This Purchase Order (PO) becomes the exclusive agreement between OSDRA and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier 's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b)



furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by OSDRA. Until so accepted, OSDRA reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless OSDRA agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

2. PO Identification

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

3. Delivery

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, OSDRA reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred as a result of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.


4. Payment

Supplier shall invoice OSDRA upon delivery of the goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

5. Packaging

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to OSDRA will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. OSDRA reserves the right to reject any shipment that is deemed not to have been packaged adequately.

5. Inspection and Acceptance

- a) OSDRA or its representative shall have the right to inspect and/or test the goods at no extra cost to OSDRA at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections and provide required assistance.
 - b) OSDRA shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, OSDRA may reject the entire delivery. OSDRA may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by OSDRA for disposition at Supplier's risk and expense. Supplier agrees that OSDRA's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. OSDRA's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by OSDRA prior to delivery.
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- c) The Supplier agrees that any acceptance by OSDRA does not release the Supplier from any warranty or other obligations under this Contract.
- d) Title to the goods shall pass when they are delivered and accepted by OSDRA. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to OSDRA.

I understand I am duty bound to report any concerns relating to actual or possible abuse or exploitation of a child or vulnerable adult or risk of such, and to notify relevant OSDRA personnel as described in the reporting procedures of any actual or possible breaches of this code of conduct.

On Behalf of OSDRA

Name: _____
Title: _____
Date: _____
Sign/Stamp: _____

On Behalf of Supplier

Name: _____
Title: _____
Date: _____
Sign/Stamp: _____