



**New Way Social and Development Organization  
NSDO  
(TOR) for obtaining quotation for renting vehicles  
Project Title: DRC Project in Maidan Wardak and  
Ghazni in Provinces**

## **Organization Background and Project Information:**

NSDO is a development, advocacy, and humanitarian organization established in 2011 and registered with the Ministry of Economy, Government of Afghanistan. NSDO is based in Kabul, with programming hubs across the north, northeastern and other provinces of the country. NSDO strives to empower the vulnerable and marginalized communities suffering from the impacts of war, natural calamities, poverty, and injustice. Additionally, NSDO is also working on the idea of integrated development, which encompasses socio-economic, cultural and good governance. Community Empowerment is the core to NSDO's strategy to engage with grass-root groups and communities to address the root causes of poverty, inequalities and injustice.

## **Goal and Objectives of RFQ:**

The main purpose of this RFQ announcement is to increase the quality of required equipment services of rental vehicles for procuring and requirements for better running and operate NSDO projects in Maidan Wardak and Ghazni provinces as well as considering transparency while collecting quotations from several venders and proposals from different potential venders to create positive competition and provide more opportunities to find the best vender with offering appropriate quote as well as with high quality rental care services as per the mentioned details and acceptable price.

## **How to fill the Quotes Form?**

1. Initially, review the quote form and carefully fill ONLY the price per unit plus total of each item.
2. The quotations must fill properly unit price and total price, in case of any error in RFQs only the bid evaluation committee are authorizing to correct the mistakes by hand writing and sign the correction points. Without committee signature it will disqualify.
3. Company valid license must be attached with quote form.
4. Sign and stamp the filled quote and send it in sealed envelope then send to the bellow given address which detailed in submission section of this RFQ within valid period of announcement, since late submission quote will not be considered by NSDO.

## **Procedures:**

The procedure is focused on analyzing of quotations by Technical Bid Evaluation committee and will select those vendors which meet the given criteria and shortly check it out the car's quality, and price and other required related matters. The winner supplier will be called for contracting and while losers will be receiving a rejection call over the phone by NSDO's procurement department. soon after closing date of this announcement all collected RFQs will analyze by committee then within few days the winner vender will inform by NSDO for further process

## Selection Process and criteria's:

1. The company/ Service provider must have at least one year experiences in providing services to governmental and non-governmental entities.
2. NSDO has the right to use Rented vehicles full time in different areas and districts of Maidan Wardak and Ghazni provinces for official tasks.
3. Supplier/ service provider company is fully responsible for drivers, vehicle oil fuel, service etc.
4. NSDO is not responsible for rented vehicles (drivers, fuel, lost and damage etc.). Only NSDO will provide work direction and will pay monthly rent nothing more. Mean other all responsibilities will return on service provider (Contractor) company.
5. Fulfil properly the Quote form which is attached in bellow.
6. All required section and column must be clear and without any errors.
7. Vehicles must be in very good condition with valid license and doc, with low and acceptable price.
8. Providing copy of company valid license.
9. Company must have Bank account by Company name.
10. NSDO has the right to reject following offers (open envelope, envelope without stamp, no sender company name on envelope, or submitting offer after closing date.
11. Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, NSDO is required withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, so based on Afghanistan taxation law NSDO will 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 withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

## Submission:

The Interested and qualified companies should submit the hard copy of their quotes in a sealed and stamped envelope along with supportive document like copy of License to one of the below mentioned NSDO office address in Takhar or Badakhshan province. till Wednesday on February 21, 2024 03:30 PM

NOTE: don't send your quote via mail only hard copy in sealed envelope with a copy of valid company license is acceptable.

### Address:

**NSDO's Office in Kabul Province:**



New Way Social & Development Organization (NSDO) | House# 13 , Street No. 2,  
Lane No 1, Opposite of Shams London School, Kart-e Char, District 3, Kabul City, Afghanistan.

## Quotation form for renting cars

NO	Particular جنس	UNIT	Contract period	Quantity	Unit Price include tax	Total price include tax IN AFN
1	Corolla car for Maidan Wardak province	Monthly Rent of one vehicle	26 months	1 Vehicle		Total Price are = the Sum of (Unit price X number of months X Quantity)
2	Corolla car for Ghazni province	Monthly rent of one vehicle	26 months	1 Vehicle		Total Price are = the Sum of (Unit price X number of months X Quantity)
			<b>Total price include tax (total rent cost of both cars during 26 months in AFN</b>			

**Obtaining quote for renting 1 Rental vehicle for Maidan Wardak province and 1 vehicle for Ghazni province with following conditions:**

- Vehicle type: corolla and official valid documents like license and governmental stickers.
- Vehicles model must model 1995 and above, not lower than 1995 model.
- Service provider (contractor) company valid license
- Fuel and lubricants are car owner responsibility
- Repair and maintenance are car owner responsibility
- Hiring Driver: is car owner responsibility
- Driver must have valid license.
- Working time: from 07:00AM to 05:00PM
- The car must be available full month in the provincial offices, and case if it is broken the owner(contractor) has the responsibility to prepare another car as alternative to replace it. for avoiding any gap in the field operations.
- in case any changes on vehicles within the contract (contractor) must inform NSDO an introduce other vehicles

**Duty location:**

In Maidan Wardak province districts. and Ghazni province districts

**Payment:** NSDO will pay rent fee in Monthly basis

**NOTE: NSDO will sign 26- Month contract with Winner vender**

Company Name: .....Signature ...../Stamp

Company contact person Name .....

Date...../.../.....

Contact number:.....