##

Rural Rehabilitation

Association for Afghanistan

(RRAA)

**REQUEST FOR QUOTATION**

TO:

|  |  |  |  |
| --- | --- | --- | --- |
| **All interested Transport Companies.**  |  | **Date of issue:**  | 25-Febuary 2024 |
|  | **File no.:** | RRAA-CRO- VR-FAO-Logar-003-2024 |
|  | **Contract title:** | Vehicles for rent to (Pul-e-Alam, Mohammad Agha, Kharwar, Azra, and Barak e Barak) districts of Logar province |
|  | **Closing date:** | 03/March/2024 Time 03:00 PM |
|  | **For further information, please contact the Contracting Authority:** | All quotations must be submitted to the RRAA main office located at House # 10, Dehburi, opposite to Imam Azam Masjed, 2 end Street, District 3, Kabul, Afghanistan. Contact person: Hamed Wasil.Tel: 0093(0)772630093Email: hamed.wasil@rraa.org.afFor Technical information Mohammad Kabir Yaqubi Tel: +93702020718 Email: Kabir.Yaqubi@rraa.org.af |
|  |  | **Please note that the Quotations may be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company.** **On Date: March 3,2024, from 02:00PM to 03:00PM.** |

RURAL REHEBILATATION ASSOCIATION OF AFGHANISTAN (RRAA) INVITES TRANSPORTATION COMPANIES TO SUBMIT A QUOTATION FOR - RENTAL OF VEHICLES FOR (VEHICLES FOR RENT TO (CAPITAL OF LOGAR PUL-E-ALAM, AND MOHAMMAD AGHA, KHARWAR, AZRA, AND BARAK BARAK) DISTRICTS OF LOGAR PROVINCE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Items** | **Description** | **Unit** | **QTY** |
| 1 | Toyota Hilux | Model 2000- or above:• With great conditions (Active Air condition, Standard sets, set belt).• Clear traffic documents.• With driver.• Fuel and Maintenance (Fuel and Maintenance is the responsibility of the company).• The car should have the fire extinguisher and First Aid kit.• Cable for connection and tow rope is need for urgent uses. Travel Location: The mentioned vehicle is needed for Logar province (Pul-e-Alam, and Mohammad Agha, Kharwar, Azra, and Barak Barak) of logar province.• The contract is concluded based on the duration of the project and its payment is made monthly. | Vehicle | 4 |

## Instructions

1. **Acknowledgement**

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

1. **General**
* The vehicle to be rented are for use by the Contracting Authority in PID (LOA # 003-2024) in five districts (Pul-e-Alam, and Mohammad Agha, Kharwar, Azra, and Barak Barak) of Logar province Afghanistan, an intervention supported by UNFAO.

* The duration of the contract is ten months, it may be changed based on the conditions of the project.
* Only the Transportation company can submit a quotation for all required Vehicles, that the companies have a permanent presence in Logar province.
1. **Cost of quotation**

The transportation companies 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.

1. **Eligibility and qualification requirements**

Transportation companies are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Transport company shall also be requested to certify that they comply with article 13. “Child Labour and Forced Labour” and article 14 “Mines” of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

1. Transport companies must be registered in the name of the transport company.
2. Vehicles in a safe and sound condition according to the requirements of the traffic laws of Afghanistan, seatbelts for all passengers,
3. Registered and with a number plate of the Government of Afghanistan, spare wheel, and tools.
4. The vehicles should be owned and registered in the name of the transport company (Recommended).
5. Regular physical/mechanical check-ups,
6. Driver with a valid driving license issued from the Government of Afghanistan, minimum age 21 years, good record of driving,
7. Knowledge of roads and locations in targeted Province,
8. **Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

1. are subject to conflict of interest:
2. 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.
3. **Documents comprising the Request for Quotation**

The Service provider shall complete and submit the following document to be eligible for this procurement process.

1. Signed, stamp and complete the Quotation Submission Form.
2. Accept RRAA General Terms and Conditions and Code of Conduct.
3. Supplier/Service provider registration Form duly completed, signed, and stamped.
4. Copy of Valid Business License for operation in Afghanistan’s
5. Personnel national ID document of the Contractor/company representative.
6. Company profile.
7. 3 Past experiences with reference contacts. (Please fill out attached Annex A form)
8. 3 similar completion project documents during the last 2 years.
9. Bid security in the form of a bank guarantees 5% of the total bid value.
10. **Price**

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

 Price shall be quoted in AFN.

**Tax**

RRAA is obliged by the Government of Afghanistan to pay income TAX on behalf of supplier/Service provider if a single invoice exceeds 500 000 AFN or if the total amount spend with one Contractor within one calendar year will extend 500 000 AFN. For all Supplier who are registered and have a TIN and business license, RRAA will submit on the Supplier’s behalf 2% tax to the Government.

For all Supplier who aren’t registered and don’t have a TIN and business license, RRAA will submit on the Supplier’s behalf 7% tax to the Government.

1. **Validity**

Quotations shall remain valid and open for acceptance for 8 days till the closing date. 03/March/2024 time 03:00 PM

1. **Closing date**

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

1. **Award of Contract and Criteria**

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

1. **Signature and entry in to force of the Contract.**

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 2 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, to the Contracting Authority. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

### Special conditions

1. **Scope of services**

The subject of the contract is Rental of 4 Vehicles Service in (Capital of Logar Pul-e-Alam, and Mohammad Agha, Kharwar, Azra, and Barak Barak) districts of Logar Province and completely described in the quotation submission form and technical data form.

 **B.2: Preparation and Submission of Quotations**

The language of the quotations must be **English** and All quotations should be submitted in sealed envelope along with all the required documents and must be properly labelled with the RFQ reference.

 **B.3: special condition for contract**: • The contract is concluded based on the duration of the project and its payment is made monthly.

**B.4: Payment**

Payment will be made at the end date of each month through bank transfer or cheque. and exceptional case will be made in cash.

**QUOTATION SUBMISSION FORM**

**Price schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items** | **Description** | **Unit** | **QTY** | **Monthly rent/AFN** | **Remarks** |
| 1 | Toyota Hilux | Model 2000- or above:• With great conditions (Active Air condition, Standard sets, set belt).• Clear traffic documents.• With driver.• Fuel and Maintenance (Fuel and Maintenance is the responsibility of the company).• The car should have the fire extinguisher and First Aid kit.• Cable for connection and tow rope is need for urgent uses. Travel Location: The mentioned vehicle is needed for Logar province (Pul-e-Alam, and Mohammad Agha, Kharwar, Azra, and Barak Barak) of Logar province.• The contract is concluded based on the duration of the project and its payment is made monthly. | Vehicle | 4 |  |  |
| **Total with Tax ( %)/AFN** |  |  |
| **Total Tax( %)** |  |  |
| **Total without tax** |  |  |

**Service provider detail.**

|  |  |
| --- | --- |
|  | **Information to be entered by supplier/Service Provider in the below columns**  |
| Company Name: |  |
| Company Authorized Representative Name: |  |
| Tazkera number: |  |
| Please state full contact details of the contractor. |  |
| Company Registration No: |  |
| Company Specialization: |  |
| Official Mobile No |  |
| Email Address |  |
| BusinessAddress:  |  |
| A reference list is attached (shall only be submitted if supplier has not delivered to the Contracting Authority before) |  |
|  |  |
| **CSR information** |  |
| Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies. |  |
| Is your company e.g., **ISO** 26000/50001/14000 certified or SA8000 certified? Please state which.  |  |
| Does your company have a Code of Conduct? |  |

the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Contractor** |  |
| Name of the company |  |
| Address  |  |
| Telephone no.  |  |
| E-mail: |  |
| Name of contact person |  |
| Date:  |  |

**Announcement Reference:** **RRAA-CRO- VR-FAO-Logar-003-2024**

**Appendix A – Summary of Relevant Work Experience**

**Vender Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Client Name, Agent, Contact Information (Email & Telephone) | Description of Goods and/or Services Delivered/Performed. | Value of contracts in AFN | Duration of Contracts | Location | Remarks |
| Start date | End Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Sign and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Code of conduct for contractors**

 **Ethical principles and standard**

**By this Code of Conduct**, the Contracting Authority applies ethics to procurement. We expect our contractors to act socially and environmentally responsible and actively work for the implementation of the standards and principles in this Code of Conduct. The Code of Conduct is applicable for all our contractors who supply goods, services and works to our operations and projects.

This Code of Conduct and its related principles and standards are based on recommendations from the Norwegian Initiative for Ethical Trade (IEH)[[1]](#footnote-2), the UN Global Compact principles[[2]](#footnote-3) and ECHO’s Humanitarian Aid Guidelines for Procurement 2011[[3]](#footnote-4).

**General Conditions**

The Code of Conduct defines the ethical requirements and standards for our contractors, whom we expect to sign and respect the Code of Conduct, and work actively towards the implementation hereof. By signing the Code of Conduct contractors agree to place ethics central to their business activities.

The provision of the ethical standards constitutes minimum rather than maximum standards. International and national laws shall be complied with, and where the provisions of law and the Contracting Authority’s standards address the same subject, the highest standard shall apply.

It is the responsibility of the contractor to assure that their contractors and subcontractors comply with the ethical requirements and standards set forth in this Code of Conduct.

The Contracting Authority acknowledge that implementing ethical standards and ensuring ethical behaviour in our supply chain is a continuous process and a long-term commitment for which we also have a responsibility. In order to achieve high ethical standards for procurement we are willing to engage in dialogue and collaboration with our contractors. In addition, we expect our contractors to be open and willing to engage in dialogue with us to implement ethical standards for their businesses.

Unwillingness to co-operate or serious violations of the Code of Conduct will lead to termination of contracts.

**Human Rights and Labour Rights**

Contractors must at all times protect and promote human- and labour rights and work actively to address issues of concern. As a minimum they are obliged to comply with the following ethical standards:

* *Respect for Human Rights* (UN Universal Declaration of Human Rights)

The basic principles of the Universal Human Rights are that all human beings are born free and equal in dignity and in rights, and everyone has the right to life, liberty and security of the person. Contractors must not flaunt their responsibility to uphold and promote the Human Rights toward employees and the community in which they operate.

* *Non exploitation of Child Labour* (UN Child Convention on the Rights of the Child, and ILO Convention C138 & C182)

Contractors must not engage in the exploitation of child labour*[[4]](#footnote-5)* and contractors must take the necessary steps to prevent the employment of child labour. A child is defined as a person under the age of 18 and children shall not be engaged in labour that compromise their health, safety, mental and social development, and schooling. Children under the age of 15 (in developing countries 14) may not be engaged in regular work, but children above the age of 13 (in developing countries 12) can be engaged in light work if it does not interfere with compulsory schooling and is not harmful to their health and development.

* *Employment is freely chosen* (ILO Convention C29 & C105)

Contractors must not make use of forced or bonded labour and must respect workers freedom to leave their employer.

* *Freedom of association and the right to collective bargaining* (ILO Convention C87 & C98)

Contractors must recognise workers right to join or form trade unions and bargain collectively and should adopt an open attitude towards the activities of trade unions (even if this is restricted under national law).

* *Living wages are paid* (ILO convention C131)

As a minimum, national minimum wage standards or ILO wage standards must be met by contractors. Additionally, a living wage must be provided. A living wage is contextual, but must always meet basic needs such as food, shelter, clothing, health care and schooling and provide a discretionary income[[5]](#footnote-6) - which is not always the case with a formal minimum wage.

* *No discrimination in employment* (ILO Convention C100 & C111 and the UN Convention on Discrimination against Women)

Contractors must not practice discrimination in hiring, salaries, job termination, retiring, and access to training or promotion - based on race, national origin, caste, gender, sexual orientation, political affiliation, disability, marital status, or HIV/AIDS status.

* *No harsh or inhumane treatment of employees*

The use of physical abuse, disciplinary punishment, sexual abuse, the threat of sexual and physical abuse, and other forms of intimidation may never be practiced by contractors.

* *Working conditions are safe and hygienic* (ILO Convention C155)

Contractors must take adequate steps to provide safe and hygienic working environments. Additionally workers safety must be a priority and adequate steps must be taken to prevent accidents and injury to health associated with or occurring in the course of work.

* *Working hours are not excessive* (ILO Convention C1 & C14)

Contractors must ensure that working hours comply with national law and international standards. A working week of 7 days should not exceed 48 hours and employees must have one day off per week. Overtime shall be compensated, limited and voluntary.

* *Regular employment is provided* (ILO Convention C143)

All Work performed must be on the basis of a recognised employment relationship established through international conventions and national law. Contractors must protect vulnerable group’s regular employment under these laws and conventions and must provide workers with a written contract.

* *Condition outside the workplace*

 *Property rights and traditional use of resources*

 In case of conflicts with local societies about the use of land or

 other natural resources, the parties, must through negotiations

 secure respect for individual and collective rights to areas and

 resources based on custom/practice. This also applies to cases

 where the rights are not formalised.

 *Marginalized groups*

 The production and sourcing of raw materials for production

 must not contribute to harm the livelihood of marginalized

 groups, e.g. by occupying large land areas or other natural

 resources the groups in question are dependent on.

**International Humanitarian Law**

Contractors linked to armed conflicts or operating in armed conflict settings shall respect civilian’s rights under International Humanitarian Law and not be engaged in activities which directly or indirectly initiate, sustain, and/or exacerbate armed conflicts and violations of International Humanitarian Law[[6]](#footnote-7). Contractors are expected to take a ‘do no harm’ approach to people affected by armed conflict.

Additionally, Contractors shall not be engaged in any other illegal activity.

**Involvement in Weapon Activities**

The Contracting Authority advocates for the Ottawa Convention against landmines and the Convention on Cluster Munitions against cluster bombs. Contractors shall not engage in any development, sale, or manufacturing of anti-personnel mines, cluster bombs or components, or any other weapon which feed into violations of International Humanitarian Law or is covered by the Geneva Conventions and Protocols.

**Protection of the Environment**

The Contracting Authority wishes to minimise the environmental damages applied to nature via our procurement activities and we expect our suppliers and contractors to act in an environmentally responsible manner. This involves respecting applicable national and international environmental legislation and acting in accordance with the Rio Declaration.

As a minimum contractors should address issues related to proper waste management, ensuring recycling, conservation of scarce resources, and efficient energy use.

**Anti-Corruption**

Corruption is by the Contracting Authority defined as the misuse of entrusted power for private gain and it includes bribery, fraud, embezzlement and extortion. The Contracting Authority holds a great responsibility to avoid corruption and ensure high standards of integrity, accountability, fairness and professional conduct in our business relations. Contractors are expected to have the same approach by undertaking good and fair business ethics and practices, take action to prevent and fight corruption, and abide by international conventions as well as international and national laws. To fight corruption and promote transparency, contractors who are confronted with corrupt practices are advised to file a complaint in the RRAA Complaint Mechanism[[7]](#footnote-8).

A contractor’s involvement in any form of corrupt practice during any stage of a selection process, in relation to the performance of a contract or in any other business context is unacceptable and will lead to the rejection of bids or termination of contracts.

**Sexual Exploitation and Abuse**

Contractors, their staff, sub-contractors and any other personnel engaged by the contractor, must not:

1. Sexually exploit or sexually abuse any individual.
2. Engage in any sexual activity with a child or children regardless of the age of majority or age of consent locally. A child is defined as being below 18 years of age. Mistaken belief in the age of a child is not a defence.
3. Act in ways that may place a child at risk of abuse, including not giving due consideration to assessing and reducing potential risks to children as a result of implementing activities. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, exposing a child to pornography including on-line grooming and trafficking. Whenever possible avoid being alone with a child.
4. Consume, purchase, sell, possess and distribute any forms of child pornography.
5. Exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the buying of or profiting from sexual services as well as exchange of assistance that is due to right holders for sexual favours.
6. Exploit the vulnerability of any target group in the context of development, humanitarian and advocacy work, especially women and children, or allow any person/s to be put into compromising situations. Never abuse a position to withhold development or humanitarian assistance, or give preferential treatment; in order to solicit sexual favours, gifts, payments of any kind, or advantage.
7. Engage in sexual relationships with members of crisis-affected populations given their increased vulnerability and since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of aid work.

**List of International Conventions and Treaties covered by this Code of Conduct for Contractors**

* + UN Universal Declaration of Human Rights, 1948; *http://www.un.org/en/documents/udhr/index.shtml*
	+ Un Guiding Principles on Business and Human Rights, 2011;

http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR\_EN.pdf

* + Geneva Conventions I-IV, 1949 and additional Protocols;

http://www.icrc.org/eng/war-and-law/treaties-customary-law/geneva-conventions/index.jsp

* + ILO Declaration on Fundamental Principles and Rights at Work, 1998; *http://www.ilo.org/declaration/lang--en/index.htm* and *http://www.ilo.org/wcmsp5/groups/public/---ed\_norm/---declaration/documents/publication/wcms\_095898.pdf*
	+ UN Child Convention on the Rights of the Child, 1990; *http://www2.ohchr.org/english/law/crc.htm*
	+ C182, Worst Forms of Child Labour Convention, 1999; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C182*
	+ C138, Minimum Age Convention, 1973; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C138*
	+ C87, Freedom of Association and Protection of the Right to Organise Convention, 1948; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C087*
	+ C98, Right to Organise and Collective Bargaining Convention, 1949; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C098*
	+ C29, Forced Labour Convention, 1930; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C029*
	+ C105, Abolition of Forced Labour Convention, 1957; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C105*
	+ C131, Minimum Wage Fixing Convention, 1970; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C131*
	+ C100, Equal Remuneration Convention, 1951; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C100*
	+ C111, Discrimination (Employment and Occupation) Convention, 1958; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C111*
	+ The UN Convention on the Elimination on All Forms of Discrimination against Women 1979; *http://www.un.org/womenwatch/daw/cedaw/text/econvention.htm*
	+ C1, Hours of Work (Industry) Convention, 1919; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C001*
	+ C14, Weekly Rest (Industry) Convention, 1921; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C014*
	+ C143, Migrant Workers (Supplementary Provisions) convention, 1975; http://www.ilo.org/ilolex/cgi-lex/convde.pl?C143
	+ C155, Occupational Safety and Health Convention, 1981; *http://www.ilo.org/ilolex/cgi-lex/convde.pl?C155*
	+ The Rio Declaration on Environment and Development, 1992; *http://www.unep.org/Documents.Multilingual/Default.asp?DocumentID=78&ArticleID=1163&l=en*
	+ The Ottawa Convention, 1997; *http://www.apminebanconvention.org/fileadmin/pdf/mbc/text\_status/Ottawa\_Convention\_English.pdf*
	+ The Convention on Cluster Munitions, 2007; *http://www.clusterconvention.org/files/2011/01/Convention-ENG1.pdf*
1. 1.http://etiskhandel.no/noop/search.php?l=no&query=Guidelines+for+procurement [↑](#footnote-ref-2)
2. 2.http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/

index.html [↑](#footnote-ref-3)
3. 3. http://ec.europa.eu/echo/partners/humanitarian\_aid/procurement\_guidelines\_en.htm [↑](#footnote-ref-4)
4. 4. The definition of Child Labour can be found at: http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle5.html and http://www.ilo.org/ilolex/cgi-lex/convde.pl?C138 [↑](#footnote-ref-5)
5. 5. Discretionary income is the amount of an individual's income that is left for spending, investing, or saving after taxes and personal necessities (such as food, shelter, and clothing) have been paid. [↑](#footnote-ref-6)
6. 6.This includes pillage/looting which is the unlawful taking of private property for personal or private gain based on force, threats, intimidation, pressure and through a position of power accomplished due to the surrounding conflict. [↑](#footnote-ref-7)
7. 7. http://www.kirkensnodhjelp.no/en/About-NCA/About-NCA/Accountability-Commitments/ncas-complaints-handling-system/ [↑](#footnote-ref-8)