



NATIONAL SHOPPING - REQUEST FOR QUOTATION (RFQ)

HELPING HANDS FOR WOMEN ORGANIZATION

HHWO House # 76, 3 str Taimani (Old) PD# 10, Kabul Afghanistan

Request for Quotation
Provision of Rental Vehicles
RFQ Reference no: HHWO-003-2024
Date 26-February-2024

From: Helping Hands for Women Organization

Subject: Provision of Rental Vehicles

Project location: Kabul, and Badakhshan provinces.

Deadline for Submission: 2:00 PM (noon) local time, March 05, 2024.

Bid submission Address: House # -76, Street #-3, Taimani (Old), PD #-10- Kabul Afghanistan.

1. Background:

HHWO – Helping Hands for Women Organization, is a humanitarian non-profit, non-governmental, non-political, and non-partisan, national organization founded by its ardent founders in 2014. HHWO is registered in the Ministry of Economy (MOEC) with registration number (#3291) dated 28-09-2014.

At HHWO, we seek to build a future in which all Afghans - regardless of their gender, age, race, ethnicity, or religion - experience a life of dignity and comfort, free from hunger, poverty, ignorance, illiteracy, violence, and backwardness.

Our overall mission is to eliminate hunger, reduce poverty, provide and promote access to health care, and education, provide access to clean water, sanitation, and hygiene (WASH), promote gender equality, and provide child protection services to vulnerable and underprivileged children by emphasizing their education, nutrition, health, and participation in sports. We also put a lot of effort into developing the skills of both men and women, increasing their social and legal awareness, assisting them in becoming equal partners, active citizens, and key decision-makers, allowing them to assume leadership positions, addressing women's needs, and advocating for local issues through which the vulnerable groups can assert their dignity and pursue human rights and peace.

2. Sub project objective:

HHWO is looking for eligible logistics and Transport companies who can provide rental vehicle services with the required details of this RFQ.

HHWO intends to rent the vehicles below for the listed provinces and related districts (clause no. 11 of this RFQ) and is hereby requesting a quotation from your company to provide the required rental vehicles.

The below table is only for the monthly rental vehicles.

The written quantity is only for the pricing purpose while the required quantity of rental vehicles will be as per need of the HHWO.

S/no.	Types of Vehicles	UOM	QTY	Unit Price (AFN)	Total Price (AFN)
1	Corolla Saracha, Model 1995 or higher for Wakhan Office	Each	1		
2	Corolla, Model 2006 or higher for Kabul Office	Each	1		
Total					

3. The scope of Work:

3.1 Vendor Tasks and Responsibilities:

- 3.1.1 The rental vehicles shall include vehicles with all required fuel, maintenance, and an experienced licensed driver to drive passengers throughout the mentioned locations.
- 3.1.2 The vendor is responsible for providing only fuel vehicles and HHWO will not accept gas vehicles.
- 3.1.3 In addition, the vehicles shall have comprehensive liability, collision, and first aid kit.
- 3.1.4 The vendor shall be solely responsible for any vehicle damages, personal injuries to passengers, other vehicle occupants, liabilities and accidents involving all personal, other vehicle and property damages caused by the vehicle accident and or collision regardless of fault.

- 3.1.5 HHWO will not provide any independent or separate insurance coverage for the rental vehicles. In case of any dispute between the driver and traffic police, the contractor shall take full responsibility to settle the dispute.
- 3.1.6 The vendor shall have a regular maintenance schedule to ensure the vehicles are operating correctly daily and are mechanically sound.
- 3.1.7 The vendor must offer one backup driver in case first driver is not available at any given time.
- 3.1.8 HHWO reserves the right to request the rental vehicle driver to be replaced at any time at their discretion.

3.2 Drivers Responsibilities:

- 3.2.1 All drivers must have a valid driving license.
- 3.2.2 The driver should not keep any illegal items that are banned by the government in the vehicle.
- 3.2.3 Obey Afghan traffic rules, traffic police, and security services requests and directions.
- 3.2.4 Keep the office secrecy confidential.
- 3.2.5 The driver is not allowed to pick up any other passengers other than HHWO staff or without HHWO permission during duty.
- 3.2.6 All designated rental vehicle drivers must maintain professional, respectful behavior and communication skills with all passengers being transported.
- 3.2.7 All designated rental vehicle drivers must maintain personal hygiene and clean clothing daily.
- 3.2.8 All rental vehicle drivers shall be vetted before driving for HHWO's related driving assignments.
- 3.2.9 There is zero tolerance for driver's misconduct, misbehaviors, and or incidents with and towards the passengers.
- 3.2.10 Apply professional vehicle handling techniques for safe and smooth control of the vehicle relative to weather conditions, quality of road surface, and vehicle load.
- 3.2.11 The designated rental vehicle drivers are responsible for keeping all required vehicle documents i.e., valid driving license and insurance documents on their person.
- 3.2.12 The vendor must keep a logbook of all passengers to and from locations on every movement.
- 3.2.13 All designated rental vehicle drivers shall maintain an internal logbook of all movements and have each passenger sign the logbook at each drop-off point.
- 3.2.14 The original hard copy of the driver-passenger logbook must be submitted to HHWO every month.
- 3.2.15 The logbook must identify the driver's name, and vehicle license plate and all destinations shall be printed on every line.
- 3.2.16 The driver's logbook may need to be modified until reviewed and accepted by HHWO representatives.
- 3.2.17 The designated rental vehicles driver must always keep the vehicle clean and dust-free.
- 3.2.18 The designated rental vehicles drivers must have always charged cell phones for emergency calls.
- 3.2.19 The designated rental vehicles driver shall be available for transportation use daily. HHWO office working hours operate from 8:00 AM to 4:00 PM, but service shall be provided for the complete month.

4. The Vehicle shall be supplied with:

- 4.1 All the vehicles must be in good condition.
- 4.2 Furnished with 4 new tires.
- 4.3 Furnished with 1 new spare tire.
- 4.4 Furnished with a hydraulic jack and or vehicle jack with a long bar and jack wrench to repair flat tires.
- 4.5 Furnished with winterization during the winter season.
- 4.6 Furnished with good mechanical working condition.
- 4.7 The vehicles must be left-hand (as per Afghanistan law).
- 4.8 Vehicle acceptance inspection, physical and visual inspection must be performed daily by the designated rental vehicle driver before placing them in service.

- 4.9 Any vehicle discrepancies identified by the inspection must be fixed before putting the vehicle in service, if using the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.
- 4.10 The awarded vendor must have a replacement vehicle ready in the event the first rental vehicle becomes unusable for use by ActionAid.

5. General Terms:

- 5.1 The winning vendor must physically place the vehicle after receiving the purchase order OR based on the HHWO's procurement team's email coordinate with the user department/ regional manager head of the time.
- 5.2 HHWO is committed to providing the best services to the communities and strictly following the standards of the project/deliverables or services. In case of poor quality of work and/or services, the HHWO team reserves the right to reject the vehicle or driver and request a better one if the vendor fails to fulfill the requirement(s). HHWO also reserves the right to cancel the contract at any time/stage with no compensation to the vendor at all for that specific purchase order.
- 5.3 HHWO reserves the right to inspect and verify the quality of services and/or vehicle condition.
- 5.4 Any modifications in specifications and quality of the services by the vendor are not acceptable.
- 5.5 More than one proposal by a single vendor will lead to rejection of both/all proposals.
- 5.6 Only HHWO has the right to amend the services specifications or the services completion date.
- 5.7 HHWO will not pay any extra amount for any miscellaneous charges other than what is in the purchase order.

6. Vendor Selection Criteria:

- 6.1 The HHWO's Internal Procurement Committee (IPC) will be in charge of the evaluation of bids and selection of the winning proposal.
- 6.2 Preference will be given to highly competitive bid that meets the service requirements.

7. Eligibility of Applicants:

7.1 Eligible vendors

- 7.1.1 The vendors must have a valid and updated license from AISA or the Ministry of Commerce.
- 7.1.2 Only logistic and transportation companies are eligible to bid other than will not be considered for the evaluation.
- 7.1.3 Bids must be signed, stamped, dated, and sealed otherwise may lead to disqualification of the bid.
- 7.1.4 Companies with similar experience might be preferred.

7.2 Applicants cannot apply for this proposal if they:

- 7.2.1 Are not registered companies of the Afghan Government or local authorities in Afghanistan?
- 7.2.2 Are bankrupt or in the process of going bankrupt?
- 7.2.3 Have been convicted for an offense concerning professional conduct.
- 7.2.4 have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- 7.2.5 Are guilty of serious misinterpretation in supplying information.
- 7.2.6 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.
- 7.2.7 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

8. Prices:

- 8.1 Vendors must provide the most competitive price in Afghani currency there is no compromise on the quality of materials and work, any bid in a currency other than Afghani will be disqualified.

- 8.2 All quotations must abide by the Government of Afghanistan Tax regulations. Offered prices must be inclusive of all relevant tax duties and other clearance costs.
- 8.3 Prices should be valid for 30 days. Please clearly indicate price validity in your offer. In case of validity is not specified, prices are considered valid for 30 days.
- 8.4 It will be a fixed-price service and no changes in price will be acceptable once both parties have signed the contract.
- 8.5 We have one type of purchase order for the rental vehicles:
- 8.5.1 Monthly purchase orders that will be paid after the completion of the month.

9. Duration:

The contract will be in force for 3 month and 15 days once it has been signed by both parties.

10. Tax

The prices should be inclusive of taxes, 2% or 7% (based on the nature of registration) tax will be withheld from the total price at source as per the law of the land. There is no negotiation on this at any stage.

11. Delivery Address(s):

HHWO requires these vehicles for the following locations:

Kabul provinces and in their related districts (Wakhan District of Badakhshan Province)..

12. Conflict of Interest / Non-Collusion:

Any bidder is required to confirm in writing....

12.1 That none of the directors or senior managers of the company are related to any of the directors and staff of HHWO which may affect the outcome of the selection process. If there are such connections the bidder is required to disclose all the details along with the bid document.

12.2 That it has not communicated to anyone other than HHWO the amount or approximate amount of the tender.

12.3 That it has not and will not offer to pay or give any sum of money commission, gift, inducement, or another financial benefit directly or indirectly to any person for doing or omitting to do any act about the tender process. Any such attempt will result in the company being blacklisted by HHWO

13. Documents:

13.1 The following documents must be submitted together with the bid:

13.1.1 Copy of valid business license

13.1.2 Copies of company president and vice president Tazkira (NID)

13.1.3 Letter of reference for the authorized person for further contacts or negotiation if required.

13.1.4 Any vendor with similar experience might be preferred.

13.1.5 Provision bank statement with a minimum of 1 million Afghani is must.

13.2 The following documents will be requested from the vendor after the issuance of the purchase order and/or contract:

13.2.1 Vendors' bank account details

13.2.2 Original Commercial Invoice

13.2.3 Any other supporting documents if requested by HHWO.

13.3 Please do not submit any extra document(s) until and unless requested.

14. Payment Conditions:

14.1 There will be no advance or instalment payment to the vendor.

- 14.2 Payment will be made to the company through bank or cheque within 15 working days.
- 14.3 The payment will be made once the services has been completed 100% and the proper logbooks and original invoice reached to Kabul office.
- 14.4 For daily rental vehicles payment if the services duration is less than 10 days HHWO will pay as per the vendor quoted daily price other than if the services duration is exceeded then 10 days the daily rate will be counted as per the formula (monthly rental price/ month days).
- 14.5 In case of any emergency with HHWO that causes delay to the vendor payment, the vendor shall pay salaries of his assigned drivers on time.

15. Penalties:

- 15.1 In case where vendor delays in providing / placing the vehicles to the requested location(s) other than by force majeure the client is entitled to impose a contractual penalty of 2% will be charged for each day daily up to a maximum of 8% from the sum of purchase order/contract price. In the meantime, HHWO reserve the right to cancel the contract with zero compensation for works, services, or deliverables made by the vendor.
- 15.2 If the vendor does not work based on the quality for which the rate has been contracted, HHWO reserves the right not to pay any amount, blacklist the vendor or make a deduction from the final payment based on its best judgment/market price of the quality delivered.

16. Force Majeure:

Force majeure is defined as a natural disaster, earthquake, landslide, flood, war, armed conflict, and pandemic. In the event of force majeure, the vendor shall inform the client within 24 hours. HHWO and the vendor shall amicably decide further action after force majeure. Force majeure shall have an official declaration by the government.

17. Termination of Contract:

- The client may terminate the contract in whole or in part at any time and for any reason whatsoever by giving the vendor at least 5 days written notice.
- The client may terminate the contract with immediate effect by giving written notice to the vendor and claim any losses (including all associated costs, liabilities, and expenses including legal costs) back from the vendor at any time if the vendor:
 - Becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- In case the vendor is willing to terminate the contract must notify the client a month in advance, otherwise, HHWO has the right to keep the pending amounts as the penalty.

18. Late Tenders:

Tenders received after the Closing Date and time will not be considered.

19. Submission of Bids:

HHWO reserves the right to choose either one or multiple vendors to ensure value for money. The sealed bids must be submitted in hard copies to House # -76, Street #-3, Taimani (Old), PD #-10- Kabul Afghanistan. Deadline for the submission of the bids before 2:00 PM local time, March 5, 2024. You can share your queries or concerns to procurement@hhwo.org. **Only shortlisted vendors will be contacted for further negotiation**, and any bidder who has not been awarded a contract will not be notified.

Note: Please sign and stamp all pages.

Vendor details:

Company name:

Name of signatory:

Title:

Contact Number (s):

Email Address(s):

Date:

Sign and stamp: