

**H**umanitarian **A**ssistance and **D**evelopment **A**ssociation for **A**fghanistan

**(HADAAF)**

**Request for Invitation to Bid (ITB)**

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| **1. ITB No.** | HADAAF-Kabul-ITB-LSHNACP-0001-Rental Vehicles-Balkh |
| **2. Issue Date** | 28-Feb-2024 |
| **3. Deadline for Receipt of Quotes.** | Before COB of 13th of March 2024 |
| **4. Type of Service** | 1. Rental Vehicle Toyota - Fielder Model 2002 - 2005 2. Rental Vehicle Toyota - 4Runner Model 2005 - 2010 |
| **5.Number of Vehicles** | * 1 Toyota Fielder * 1 Toyota 4Runner |
| **6. Targeted Provinces** | Balkh Province |
| **7. Average of KM/month** | 25,00 Km – 3,000 Km/month |
| **8. Address** | **HADAAF Country Office: House #50, Street# 4 Noorin TV Street Behind Khalid Bin Walid Masjid**  **Contact Person:** for any clarifications and technical questions contact to the below emails and cell No;   |  |  | | --- | --- | | **Operational contact details:**  Name: Shershah Wahedy  Cell No: 0798116660  E-Mail: [shershah.wahedy@gmail.com](mailto:shershah.wahedy@gmail.com) | **Technical contact details:**    Name: Dr. Sayed Jamaluddin Saddat  Cell No: 0799484899  E-Mail: dr\_jamal2009@yahoo.com | |
| 1. **Contract**   **Duration** | 12 Months (One-year), and possibility of contract extension. |
| 1. **Anticipated**   **Award Type** | Firm Fixed Price Agreement |
| 1. **Basis for**   **Award**   1. **General**   **Instruction to bidders** | An Award will be made for the bidder whose bid is responsive to the terms of the ITB and is most advantageous to HADAAF, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirement and criteria of the required services.  **Selection Criteria with Percentage Consideration:**   1. Price: 50 % 2. Condition of Vehicle: 30 % 3. Company legal Valid documents: 10 % 4. Company Relevant Experiences 10 %  * All bids should be sent in a sealed envelope with the Tender No: **HADAAF-Kabul-ITB-LSHNACP-0001-Rental Vehicles-Balkh** with the type of required services as mentioned above. * Final bids due date and time is before COB of 13th Mar 2024 Kabul time * include a statement that the vendor fully understands. * The bid is valid for a period of ninety (90) days * Bidders should sign and date their bids and other required documents * Bidders should complete attachment A (Price list template) properly * The payment will be made upon submission and acceptance of invoice at the end of each month through bank payment. * HADAAF has the rights to cancel or terminate the agreement if the company is not able to provide the satisfactory services. |
| 1. **Technical**   **Specifications and requirements for technical acceptability and terms of condition** | **A-Quality**   * The vehicle should be in top running conditions, mechanical sound and the body frame, tires and mirrors is in perfect condition. * The vehicle must have the First-Aid kits with all its required items * Vehicle should be with an update registration with department of traffic, with no ambiguity with government. * Vehicle should be with appropriate legal documents, as verification by the government. * The contractor should ensure that the vehicle is equipped with vehicle technical tools, including jack, wheel spanner, toolbox, snow chain and at least two functional spare tires.   **B-General Specifications/Conditions:**  The bidders shall provide the vehicle to HADAAF’s Balkh provincial office in a good working order and shall be responsible for ensuring the vehicle are able to perform its core functions throughout the Terms.  Availability of the vehicle at the following desired locations of Balkh 5 remote districts and other required destinations within Balkh province,   * Income Taxes and any governmental penalties will be withheld by “HADAAF” as per Afghanistan tax law and paid to Afghanistan Tax department * The Contractor is responsible for the any legal issue raised against the vehicle * The contractor will bear the cost of driver, who will drive the vehicle. Only under exceptional circumstances, where the security of HADAAF staff is considered to be at risk, HADAAF qualified staff may drive the Vehicle. * The contractor is responsible to satisfy “HADAAF” for the documentations/license of the proposed driver, in accordance to the rules and regulations of HADAAF for position of driver * The contractor has the responsibility of fuel cost, vehicle repairing/maintenance costs and all other required costs related to the vehicle and driver * HADAAF should have unrestricted use of the vehicle, 24 hours if needs per day, for all of the period stated above * In the case of mechanical problem in the vehicle that will not working, the contractor should replace the vehicle with another one. * In case of accident, the repairing cost is belonging to the contractor. * HADAAF bears no responsibility for any thief, commandeering or hijacking of the vehicle, or any part of it, during and after working hours. * The vehicle driver will be managed in his day-to-day activities by HADAAF security officer, logistics focal point and project manager. This will include setting working conditions and hours of duty and controlling all journeys that the Vehicle makes. * Only HADAAF materials/goods, or other items authorized by HADAAF may be transported in the vehicle. * No weapon/illegal equipment’s should be carried in the vehicle * The contractor will be responsible to provide first aid kit, fire extinguisher, and starting connection cable in the vehicle. * Transport of contraband or prohibited items is strictly prohibited. Any contravention of this regulation will be result in HADAAF terminating this contract, without notice. * Only HADAAF personal authorized by HADAAF staff may be carried in the Vehicle. * All violation of traffic rules or regulation will be the responsibility of the contractor. * HADAAF will not be responsible for any payments of fines resulting from traffic offences. * The contractor/company should have security clearance certificate. * The vehicle should be park in contractor own parking during the night the contractor will not use the vehicle for his personal work through the contract. If the Vehicle is working on field duties and cannot return to base, the most senior HADAAF staff member present will decide on suitable parking arrangements for the vehicle in the field. * The contract can be terminated by either party before expiry of the period by providing one-month prior written notice.   **Required Documents for Bidding:**   * Company valid license * Afghanistan Investment Support Agency (AISA) from the Ministry of Commerce of Afghanistan. * Bank account detail. * Identifications documents proving ownership and copy of national ID of the owner. * Registration traffic document of vehicle to explain of vehicle, Model, color, engine number and plate * Valid License copy of driver. * Any other document as may be required by the contracting authority.   **Payment and invoicing:**   * Payment will be done in AFN only and will be transferred by bank TT-Form into the supplier’s bank account or via cheeque at the end of the month by providing vehicle log sheet for the payment. |

**Attachment A: Cover Letter**

**To:** Humanitarian Assistance and Developments Association for Afghanistan (HADAAF)

**From: Date:**

**Subject:** Cover Letter for the HADAAF-Kabul-ITB-LSHNACP-0001-Rental Vehicles-Balkh

Dear Sir/Madam.

I provide the attached quotes in accordance to the ITB, HADAAF-Kabul-ITB-LSHNACP-0001-Rental Vehicles-Balkh required specifications.

I certify a validity period of ninety (90) days for the prices provided in the attached Price list/Bill of Quantities. Our quote shall be biding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to HADAAF. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of **(*Please insert the requested cost per month in AFN*)** as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that HADAAF is not bound to accept any quotes it receives.

**Company Authorized Persons:**

Name:

Position

Signature:

Stamp:

Phone Numbers:

Email Address:

**Attachment B: Price List**

Offers should provide a quotes for services required in the price list that the offer is able to Deliver/Supply.

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| **No** | **Items Name** | **Unit** | **Quantity** | **Month/ Duration** | **Unit Price AFN/Month** | **Total Price AFN** |
| 1 | Rental Vehicle Toyota - Fielder Model 2002 – 2005 | Car | 1 | 12 |  |  |
| 2 | Rental Vehicle Toyota - 4Runner Model 2005 - 2010 | Car | 1 | 12 |  |  |
|  | **Total amount with Tax** | | | | |  |
|  | **Deductible Tax:**   * **2% in the case of registration document is updated** * **7% in the case of registration documents is expired** | | | | |  |
|  | Bid validity price: 90 days **Total Amount without Tax** | | | | |  |

**Company Authorized Person:**

Name:

Position:

Signature:

Stamp:

Date: