**Request for Quotation (RFQ)**

**Community Development and Environmental Protection Organization**

**(CDEPO)**

**CDEPO-UNDP-RFQ- 0001-Rental Vehicles-Ghazni Province**

|  |  |
| --- | --- |
| **1. RFQ No.** | CDEPO-UNDP-RFQ- 0001-Rental Vehicles-Ghazni Province |
| **2. Issue Date** | 11-03-2024 |
| **3. Deadline for Receipt of Quotes.** | Before COB of 14th of March 2024 |
| **4. Type of Service** | 1. Rental Vehicle Corolla - Model 1997 - 2005 |
| **5.Number of Vehicles** | * 1 Corolla |
| **6. Targeted Provinces** | Ghazni Province |
| **7. Average of KM/month** | 25,00 Km – 3,000 Km/month |
| **8. Submissions Address** | All submissions must be done electronically. Please submit your quotation by email to: [info@cdepo.org.af](mailto:info@cdepo.org.af). Subject should be: “Bidder Company Name – CDEPO-UNDP-RFQ- 0001-Rental Vehicles-Ghazni Province” Before COB of 14th of March 2024  Sending to other e-mail addresses may lead to disqualification of your bid. |
| 1. **Contract**   **Duration** | 4 Months (Four Months), 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 RFQ and is most advantageous to CDEPO, considering price or/and other factors included in the RFQ. 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: 50 %  * All bids should be sent Through email with Tender No: **CDEPO-UNDP-RFQ- 0001-Rental Vehicles-Ghazni Province** with the type of required services as mentioned above. * Final bids due date and time is before COB of 14th Mar 2024 Kabul time * include a statement that the vendor fully understands. * The bid is valid for a period of ninety (60) 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. * CDEPO 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/individual 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 CDEPO’s Ghazni 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 Ghazni, 1 or 2 districts and other required destinations within Ghazni province,   * Income Taxes and any governmental penalties will be withheld by “CDEPO” 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 CDEPO staff is considered to be at risk, CDEPO qualified staff may drive the Vehicle. * The contractor is responsible to satisfy “CDEPO” for the documentations/license of the proposed driver, in accordance to the rules and regulations of CDEPO 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 * CDEPO 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. * CDEPO 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 CDEPO 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 CDEPO materials/goods, or other items authorized by CDEPO 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 CDEPO terminating this contract, without notice. * Only CDEPO personal authorized by CDEPO staff may be carried in the Vehicle. * All violation of traffic rules or regulation will be the responsibility of the contractor. * CDEPO 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 CDEPO 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/individual NID * 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 copies of driver. * Any other document as may be required by the contracting authority.   **Payment and invoicing:**   * Payment will be done in USD only and will be transferred by bank into the supplier’s bank account or via cheque at the end of the month by providing vehicle log sheet for the payment. |

**Attachment A: Cover Letter**

**To:** (CDEPO)

**From: Date:**

**Subject:** Cover Letter for the CDEPO-UNDP-RFQ- 0001-Rental Vehicles-Ghazni Province

Dear Sir/Madam.

I provide the attached quotes in accordance to the CDEPO-UNDP-RFQ- 0001-Rental Vehicles-Ghazni Province required specifications.

I certify a validity period of ninety (60) 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 CDEPO. 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 USD*)** as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

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

**Company Authorized Persons:**

Name:

Position

Signature:

Stamp:

Phone Numbers:

Email Address:

**Attachment B: Price List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items Name** | **Unit** | **Quantity** | **Month/ Duration** | **Unit Price USD/Month** | **Total Price USD** |
| 1 | Rental Vehicle Corolla - Model 1997 - 2005 | Car | 1 | 4 |  |  |
|  | **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: 60 days **Total Amount without Tax** | | | | |  |

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

**Company Authorized Person:**

Name:

Position:

Signature:

Stamp:

Date:

**Attachment C: Vehicle Photos**

|  |  |
| --- | --- |
|  |  |
|  |  |