



موسسه انکشاف ملی شهر و دهات افغانستان
Afghanistan National Urban & Rural Development Organization

AFGHANISTAN NATIONAL URBAN AND RURAL DEVELOPMENT ORGANIZATION (ANURDO)

Request for Quotation (RFQ)

Bidder Name:

Address:

Date of issue:	April 25, 2024
RFQ No.:	ANURDO-KBL-24-002
Contract title:	Provision of four (4x4) Rental Vehicles for Daikundy Province
Closing date:	May 1, 2024
Contracting authority:	ANURDO Address: House No.38, Street No.10, Karte See, District # 6, Kabul Afghanistan. Contact person: Basir Ahmad Ahmadi Mobile #: +93 (0) 7800 20 579 Email: procurement@anurdo.org
Please note that the Proposals may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above RFQ Number and the name of the submitting company.	

Please ensure to sign the registration sheet at the ANURDO office while submitting the sealed Bid!

About ANURDO:

ANURDO is a non-governmental, non-profit, non-political, and non-sectarian organization whose primary purpose is to encourage the repatriation of refugees and internally displaced persons and the re-establishment of Afghan society and economy by engaging in infrastructure rehabilitation, sustainable development, and local community capacity-building activities. ANURDO is registered with the Ministry of Economy, Afghanistan Government in 2017.

The primary objective arising from this mission is to encourage repatriation by rehabilitating and constructing rural infrastructure as well as enhancing agricultural production and food availability in the target areas.

The complementary objective is to build capacity for locally directed community development by encouraging the establishment of social structures capable of identifying, evaluating, planning, and implementing solutions to perceived concerns.

For further information on ANURDO, its mandate, and operations please see <http://www.anurdo.org>

Request for Quotation:

The AFGHANISTAN NATIONAL URBAN AND RURAL DEVELOPMENT ORGANIZATION

(ANURDO) is an implementing partner of the United Nations International Children's Emergency Fund (UNICEF) for the Construction of schools in the Daidundy province of Afghanistan.

Requirements

ANURDO, invites qualified Companies, duly registered with the Ministry of Industry and Commerce government of Afghanistan, to submit their sealed bids for the afore-mentioned project "Provision of the 4 each four-wheel Rental Vehicles with drivers as per attached BoQ of Annex-5

It is recommended that this (ITB) and its mandatory all annexes be read and filled in thoroughly. Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

Request for clarification

Offerors requesting clarification of any of the items, technical requirements, or conditions stipulated in this RFQ shall communicate in writing with the ANURDO office to procurement@anurdo.org stating the RFQ reference number: ANURDO/KBL/2024/002

All the inquiries should be made two days prior to the deadline. Any delay in ANURDO's response shall be not used as a reason for extending the deadline for submission unless ANURDO determines that such an extension is necessary and communicates a new deadline to the offerors.

Eligible Bidders:

- 1-This Invitation for Bids is open to all interested companies who have registered with the government of Afghanistan and have a valid license.
- 2- The company, organization, or individual is not listed in the sanction and embargo list of the UN Security Council.
- 3- The company, organization, or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
- 4- The company, organization, or individual will not be contracted for considerable portions of the contract is an enterprise economically intertwined with persons conducting the tender.
- 5- The bidder shall be an Afghan company registered with the government of Afghanistan.

Annexes to this RFQ

- Annex- 1: Vendor Registration Form
- Annex- 2: Summary of Relevant Work Experience with evidence document
- Annex- 3: Bid Form
- Annex-5: General Terms and Conditions
- Annex- 6: Form for Submission of Quotation including the BOQ

Prices must be quoted for all items in the Bill of Quantities.

The bidders are expected to examine carefully the contents of all the above documents.

Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

Language of RFQ

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

Request for Quotation shall include the following:

- 1- Business Licenses: copy of valid business license.
- 2- Experience: List and value of similar projects performed in the past, plus client's contact details who may be contacted for further information on those contracts and a minimum number of similar 1-2 contracts implemented in the past. Copies of contracts are to be provided.
- 3- Time schedule and the timeframe that the contractor should be preparing and providing the required rental vehicle in compliance with the required timeframe (5) calendar days. The proposed schedule shall be prepared in calendar days including all the necessary main activities
- 4- Company profile.
- 5- Bid Form under Annex - 3.

Financial proposal

The Financial Proposal shall be presented as an amount in <AFN> in the Bill of Quantity in Annex 5. The remuneration of the Contractor under the Contract will be on a global basis. The financial proposal must be presented as a global price and be submitted using the table in the Bill of Quantity.

The amounts entered in the Bill of Quantities will be used for calculating payments and interim payments and for valuing variations.

The Candidate will be deemed to have taken full account of all requirements and obligations, whether expressed or implied, covered by all parts of this Request for Proposal and to have priced the items in the Bill of Quantities accordingly. The amount must therefore include for all incidental and contingent expenses and risks of every kind necessary to construct, complete and maintain the whole of the Works in accordance with the Contract. Unless separate items are provided in the Bill of Quantities, rates, and sums include all costs involved in the various items in the Bill of Quantities. The item descriptions given in the Bill of Quantities will in no way limit the Contractor's obligations under the Contract to provide all the works described elsewhere. Notwithstanding any limits that may be implied by the wording of individual items, the amounts entered will be

deemed to be works that are complete in every respect

Evaluation method to be used in selecting the most responsive Bid:

Lowest priced offer of technically qualified/responsive quotation.

Evaluation.

The Technical bid documents will be evaluated by using the following two stages criteria:

1. Eligibility Criteria (Non-Complaint or fail will be disqualified) as per the following Table:

#	Eligibility Criteria (Pass & Fail)	Max Points Obtainable	
		Pass	Fail
1 - First Stage Evaluation: PASS / FAIL Criteria			
1	Submission of a valid business license, registered with the Ministry of Commerce.		
2	Bid properly sealed (technical and financial bids submitted in separate sealed envelopes).		
3	Accepts proposal validity of 30 calendar days from the closing date of this ITB.		
4	Submits of all bid documents with annexes are to be properly completed, signed, and stamped.		

2. Technical Evaluation Criteria (Non-compliant / fail bidder will not be considered for technical & financial evaluation.

2 - Second Stage Evaluation:		Scoring Criteria
1.	Valid business license registered with the Ministry of Commerce	30
2	Past Performance or Experience / Similar Experience: List of ongoing and completed projects with provable evidence documents e.g. copy of the contract, purchase order, etc. a minimum number of similar 1-2 contracts implemented in the past. Copies of contracts are to be provided.	40
3	Bidder's proposed time schedule and the timeframe for the provision of the required rental vehicles.	10
4	Updated Bank Statements: Submission of bidder's updated bank statement should be in the last three months.	20
Total		100

In order to proceed to further stages of the evaluation process, the submitted technical proposal must obtain at least 60 points or above of the total technical obtainable score, 100 points.

Notification of Award

Prior to the expiration of the period of bid validity, the Employer will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted.

Bid Security:

N/A

1. Payment Schedule

All services included in this ITB and the subsequent contract will be paid on the monthly basis.

All payments will be made in the currency of offer (and PO) and in accordance with the ANURDO General Conditions for the Purchase of Services.

Payment will be made as per donor interaction through crossed cheque/Cash tax at source will be deducted from all payments made to bidder/supplier as per government rules and regulations unless a valid exemption certificate is provided by the bidder/supplier. Partial payment will be released in a similar manner.

Furthermore, the supplier has to present full documents to the buyer of successful provision of equipment to the center to claim the amount. No advance payment shall be made.

Annex-1

VENDOR REGISTRATION FORM

Company Details and General Information

The information provided in response to this questionnaire will be held confidential by ORD for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent. Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Name of bank	
12. Bank details	
13. What warranties/repair services do you offer?	

Annex - 2

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE, AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (ITB) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past five years may be taken into consideration at the discretion of the evaluation panel.

No.	Project Title and Description of Activities	Location Province/District	Client Name/ Email/Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed Schedule (Yes/No)	Subcontract or or Prime Contractor?
1								
2								
3								
4								
5								
6								

Bidder may attach their summary of relevant experience list as computerized that received goods and/or services of a nature similar to the requirements of this IT

Annex- 3

Bid FORM

Project Name: Provision of rental vehicles in Daykundi province of Afghanistan

Company Name: _____

To: ANURDO office

Dear Sir / Madam,

1. Having examined the Conditions of Contract, and Bill of Quantities, and all other documents received with the Invitation to Bid for the execution of the Works in connection with the above named Project, we, the undersigned offer to execute and complete such Works and remedy any faults and defects therein in conformity with the conditions spelled out in the aforementioned documents for the sum of as mentioned in Price Proposal.

Or such other sums as may be ascertained in accordance with the said conditions.

2. We undertake, if our Tender is accepted, to commence the Works within the time required in the contract conditions, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Conditions.
3. We agree to abide by this Bid for the period of 30 from the submission/opening date stated in the Invitation to Bid and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. Unless and until a Contract Agreement is signed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between.
5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Name:

Position:

Signature:

Dated : / /

Annex-4

GENERAL TERMS and Conditions

SECTION: 1

Type of vehicle: upper Model 2000, White, Silver, or Golden with the driver. The model should not be older than 2000.

Payment terms: Payment will be made on monthly basis from ANURDO office within two weeks from the date of receipt of the invoice along with logbook entries as certified by ANURDO field staff.

All payments shall be made in Afghani (AFN) either through bank transfer, cheque or cash, depending on the donor requirement and availability of the fund in the name of the bidder's/supplier's established business account with a scheduled bank

Tax deduction:

ANURDO will be deduced from supplier monthly invoices at the rate of 2% from the firm's individual vehicle suppliers will be deducted at 7%.

Subcontract: The contractor shall not sublet any portion of the contract without the written permission of ANURDO's representative.

Validity: The offer submitted by the contractor shall remain valid for acceptance for a period of 30 days from the date set for the opening of the tender.

Contract Duration:

For the first time contract will be for 6 months with the possibility of an extension

SECTION 2: SCOPE OF WORK AND ACCEPTANCE

Scope of work and acceptance of Terms and conditions: The contractor shall himself obtain all the necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by ANURDO, which is based on the lack of such dear information or its effect on the cost of the works to the contractor.

Firm price: The rate quoted shall be firm throughout the tenure of the contract and shall be inclusive of all applicable taxes

Validity and termination of the contract: The contract shall be valid initially for a period of 6 months from the date of the award which can be extended further on the same terms and conditions based on on-site requirements. The contract may be terminated by both party's supplier and ANURDO by giving a notice of one-month advance notice and no compensation shall be paid

for the remaining period of the contract period.

Maintenance of vehicle: The supplier will be responsible for all vehicle maintenance. In such a case the contractor shall arrange an alternate vehicle with the same condition.

Scope and Terms & conditions.

1. Travelling in different districts of different neighboring Provinces when it is required
2. Trip to other provinces when it is required.

3. The vehicle will normally be deployed for 12 hrs. a day from 6-30 AM in the morning to 6:30 PM in the evening as per the requirement.
4. The vehicle must have updated vehicle registration documents
5. Workday from Saturday up to Thursday with service Friday
6. The vehicle will be used for transporting staff and Goods.
7. The vehicle deployed should have standard tools, first aid kit. The vehicle will be maintained clean both inside & outside on a daily basis.
8. Active cooling and heating system
9. The kilometer reading meter of the vehicle shall be in healthy condition.
10. In case of non-availability of the vehicle for minor/major breakdown an alternative vehicle shall be arranged. If the alternative arrangement is continued beyond one week, ANURDO reserves the right to terminate the contract.
11. All expenses towards the salary of driver/s. repair & maintenance, engine oil, damages due to accident, or third-party comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner of the vehicle.
12. The driver/s so deployed must have a valid driving license and have at least five years of driving experience. Driver/s so employed should not be under the influence of liquor or intoxicated during duty hours.
2. In case of miss behavior by the driver/s. the contractor has to take immediate action and the decision of ANURDO's representative in this regard will be final and binding.
14. Should the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the contractor, driver/s cleaner of the vehicle shall be entertained by the ANURDO.
15. The invoice along with the logbook/trip sheet and any other document/s as required by ANURDO's representative will be submitted to ANURDO on completion of each month.

**AFGHANISTAN NATIONAL URBAN AND RURAL DEVELOPMENT ORGANIZATION
(ANURDO)**

Bill of Quantity

Task: Provision of the 4 four Wheel Rental Vehicles

Location: Daikundi Province, Afghanistan.

Date: April 29, 2024

No.	Description	Unit	Quantity	Unit Price/month (AFN)	Amount
1	Provision of 4 (four-wheel) rental vehicles for UNICEF Project in Daikundi Province	Vehicle	4		-
2					-
3					-
4					-
5					-
6					-
	Total amount for provision of 4 vehicles per month	Vehicle	4	AFN.	
	The total amount for the provision of 4 vehicles for 8 months	Month	8		
Total Price in words:					
Company Name:					
Date:					
Mobile No:					
Address of Company:					
Signature (Name / Position):					
Stamp / Seal:					