



Title:	Provision of Transportation Services (Rental Vehicle) for Rays of Hope Polio Awareness Project
RFQ No:	RFQ-AFG-OSDRA-20240513-02
Issue Date:	May/13/2024
Deadline for Questions:	May/18/2024
Closing Date:	May /20/2024
Date & Address of Submission for Questions:	For further clarifications and questions, kindly refer to the OSDRA Inbox: procurement@osdra.org through the timeline: May/13/2024 to May /20/2024
Quotations Submission Address:	Interested Bidder(s) are requested to submit their finest offer through the below email: procurement@osdra.org
Offer Validity:	60 Days
Submission Method:	Interested Bidder(s) are requested to submit their offer electronically through the address provided.
Type of Award:	One Time Firm Fixed Price Purchase Order

Invitation

Organization for Sustainable Development & Research of Afghanistan (OSDRA) requests quotations from eligible registered vendor, who have the required experience and capabilities for providing the required services “Provision of Transportation Services (Rental Vehicle)”.

Organization Background:

Organization for Sustainable Development & Research of Afghanistan [Hereinafter referred as “OSDRA”], is a Humanitarian, Research, Non-Profit and Non-Governmental Organization, Registered with the Ministry of Economy in 2017 [1396]. With the aim of providing easy, reliable and secure services to government institutions and development partners.

Purpose, Objectives of Obtaining Quote:

The main purpose of this quotes announced to increase the quality of required Goods/Services and transparency with collecting different proposal from different vendors and to find the best supplier

with offering best Goods/Services quote with high quality based on attached list and required specification with reasonable & acceptable prices.

Project Background:

As Part of the Rays of Hope - community engagement and demand generation for polio vaccine through Radios listening club. Which is Funded by United UNICEF, For Seven Month, the project will cover 19 provinces in Afghanistan. The “Rays of Hope” listening club will be conducted in East region (Nangarhar, Laghman, Kunar and Nuristan), Southeast (Paktia, Paktika, Ghanzi, Khost), South (Kandahar, Helmand, Zabul, Urozgan), North & northeast (Kunduz, Balkh, Baghlan, Takhar), West (Herat, Farah), Central (Kabul) within 174 districts. There will be 10 listening club in each district according to the project's execution plan, our dedicated project staff will be actively engaged in on-site activities in the above provinces. To facilitate the implementation of these activities, OSDRA is in search for a reliable and efficient transportation supplier.

This tender announcement seeks proposals from qualified suppliers who can provide superior transportation services to support our project staff in reaching the designated sites promptly and safely. The selected supplier will play a crucial role in ensuring the smooth execution of the Rays of Hope Radio Listening Clubs (Polio Awareness) Project.

OSDRA invite you to submit your proposals for the above Seven Month Project, detailing your experience, capabilities, and competitive pricing. OSDRA looks forward to establishing a productive partnership with a transportation provider that shares our commitment to humanitarian excellence.

Vender Responsibilities.

The rental vehicles shall include vehicles with all required fuel, maintenance, and an experienced licensed driver to drive passengers throughout mentioned locations.

- The vendor is responsible for providing offer only for diesel/petrol vehicles, not gas operated vehicles.
- The vendor shall be solely responsible for any road traffic accidents
- The vendor shall have a regular maintenance schedule to ensure the vehicles are operating, correctly and are mechanically sound. All cost for the vehicle be burned by the vendor.
- The vendor must offer one backup vehicle and driver in case driver or vehicle are not available at any given time.
- Remuneration of driver and other include in the offer provide by the vendor.
- Valid Vehicle and driver license.
- Vehicles will on duty six days a week.

The Vehicle shall be EQUIPED with:

- Vehicle's model is listed below for each province.
- All the vehicles must be in good condition, furnished with 4 new tires and with 1 new spare tire.
- Furnished with winterization items, hydraulic jack and or vehicle jack with long bar and jack wrench to repair flat tires.
- The vehicles must be left hand, as per Afghanistan traffic law.
- Any vehicle's discrepancies identified by the inspection committee must be fixed before putting the vehicle

Technical Evaluation Criteria:

#	Technical Evaluation Criteria	Criteria for scoring matrix		
		Max Score	Score Obtained	Evaluator comments
1	Specific experience of the Service Provider relevant to the assignment	15		
1.1	1 – 3 years of Experience	5		
1.2	3.1 – 6 years of Experience	10		
1.3	6.1years and above of experiences	15		
2	Similar previous/active Contracts with UN Agencies / International Organizations / Government Institution/Private Sector	15		
2.1	1 - 3 Contracts with UN Agencies / International Organizations / Government Institution/Private Sector	5		
2.2	3 - 6 Contracts with UN Agencies / International Organizations / Government Institution/Private Sector	10		
2.3	7 and above Contracts with UN Agencies / International Organizations / Government Institution/Private Sector	15		
3	Statement of Satisfactory Performance from at least three (3) Clients from the humanitarian or public sector	15		
3.1	1 - 2 Reference/Appreciation letters	5		
3.2	3 - 5 Reference/Appreciation letters	10		
3.3	6 and above Reference/Appreciation letters	15		
4	Financial capacity, annual turnover in the last three (3) years_(Please provide bank statement for the last 3 years) 2020 / 2021 and 2022	15		

4.1	Bank Statement with a turnover from USD 0.00 - USD 300,000	10		
4.2	Bank Statement with a turnover of USD 300, 001 and above	15		
5	Key staff (drivers) experience ready for assignment with copy of driving license: Drivers (general experience of drivers, ref: TPF 3.1)	15		
5.1	Number of drivers 1 – 10 (with copy of driving license for each driver)	10		
5.2	Number of drivers 10 and above ((with copy of driving license for each driver)	15		
6	Proposed vehicles with vehicle registration certificates	25		
6.1	Corolla/Sedan model 1999 and above – 1 to 10 vehicles	5		
6.2	Corolla/Sedan model 1999 and above – 11 and above vehicles	7.5		
6.3	4x4/SUV model 1996 and above - 1 to 10 vehicles	5		
6.4	4x4/SUV model 1996 and above - 11 and above	7.5		
	TOTAL SCORES	100		

A Proposal shall be rejected at this stage if it fails to achieve the minimum technical qualifying score which is 70%.

The below signed/stamped documents are mandatory to be submitted with Proposals, their absence will be resulted disqualification of your Proposal at the initial stage of evaluation)

Technical Eligibility Requirement	Criteria
Valid Business License	Scoring
Copies of similar Contracts	Scoring
Copies of bank statement/ financial Audit report	Scoring
Signed Stamped Technical form	Scoring

Financial Offer:

Suppliers are requested to submit their offers in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from the evaluation:

Rays of Hope Club Target Geography.						
SN	Regions	province	# of targeted district	Vehicle Type	Quantity	Monthly Price
1	East	Nangarhar	22	Toyota Corolla 2004-2008	2	
2		Laghman	6	Toyota Pickup 1996	1	
3		Kunar	15	Toyota Pickup 1996	1	
4		Nuristan	8	Toyota Pickup 1996	1	
5	Southeast	Paktia	5	Toyota Pickup 1996	1	
6		Paktika	10	Toyota Pickup 1996	1	
7		Ghazni	5	Toyota Corolla 1996	1	
8		Khost	8	Toyota Seracha 1996	1	
9	South	Kandahar	18	Toyota Corolla 1999	2	
10		Helmand	13	Toyota Pickup 1996	2	
11		Zabul	12	Toyota Pickup 1996	1	
12		Urozgan	6	Toyota Pickup 1996	1	
15	North & Northeast	Baghlan	2	Toyota Seracha 1996	1	
16		Takhar	2	Toyota Seracha 1996	1	
17		Kunduz	7	Toyota Seracha 1996	1	
22		Balkh	7	Toyota Seracha 1996	1	
23	West	Herat	10	Toyota Corolla 2004-2008	2	
24		Farah	12	Toyota Seracha 1996	2	
27	Central	Kabul	6	Toyota Pickup 2004 to 2008	1	
Total			174		24	

Grand Total

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Note: The Currency Quoted shall be: AFN

Locations:

Region	province	No: Districts	Names Of Districts	No: Villages
East Region	Jalalabaad	22	Achin	10
			Batikot	10
			Behsud	10
			Jalalabad	10
			Lalpora	10
			Momandara	10
			Shinwar	10
			Surkhrod	10
			Chaparhar	10
			DariNoor	10
			Dehbala	10
			Durbaba	10
			Goshta	10
			Hesarak	10
			Kama	10
			Khogeyani	10
			Kot	10
			Koz-Kunar (Khewa)	10
			Nazeyan	10
			Pachiragam	10
			Rodat	10
			Shirzad	10
	Laghman	6	Alishang	10
			Alingar	10
			Badpakh	10
			Dawlatshah	10
			Mehterlam	10
			Qarghaee	10
	Kunar	15	Asadabad	10
			Chapa Dara	10
Marawara			10	
Peach			10	
Shigal			10	
Dangam			10	
Watapor			10	

			Asmar / Barkunar	10
			Chawkey	10
			Khas Kunar	10
			Ghazi abad	10
			Naari	10
			Narang	10
			Noorgal	10
			Sar Kani	10
	Nuristan	8	Bargimetal	10
			Dwab	10
			Paroon	10
			Kamdish	10
			Mandol	10
			Noorgram	10
			Wama	10
Want Wayegal	10			
Southeast	Paktia	5	Gardez	10
			SAYEDKARAM	10
			AHMAD ABA	10
			Zurmat	10
			Zadran	10
	Paktika	10	Sharan	10
			Matakhan	10
			Yosufkhel	10
			Sarrawzah	10
			Zarghunshahr	10
			Yahyakhel	10
			Omna	10
			Gomal	10
			Sarobi	10
	Urgun	10		
	Ghazni	5	Jaghuri	10
			Khwajaumari	10
			Walimhammad-e- Shahid	10
			Waghaz	10
			Andar	10
Khost	8	Sabari	10	
		Musakhel	10	
		Nadirshah Kot	10	
		Mandozayi	10	
		Tani	10	
Gurbuz	10			

			Terezayi	10
			Qalandar	10
South Region	Kandahar	18	Kandahar city	10
			Arghandab	10
			Zheri	10
			Panjwaee	10
			Daman	10
			ShahWalikot	10
			Khakrez	10
			Maiwand	10
			Reg	10
			Shorawak	10
			Spinboldak	10
			Arghistan	10
			Mianeshin	10
			Ghorak	10
			Takhtapol	10
			Nesh	10
			Dand	10
			Marroof	10
	Helmand	13	Bust	10
			Nahre-Siraj	10
			Nade-Ali/Marja	10
			Nawa Barezai	10
			Sarban Qala (Sangeen)	10
			Musa Qala	10
			Kajaki	10
			Reg	10
			Baghran/Baghni	10
			Washir	10
			Deshu	10
			Nawzad	10
			Garamsir	10
	Zabul	12	Arghandab (Zabul)	10
			Atghar	10
Daychopan			10	
Kakar (Khaki Afghan)			10	
Mizan			10	
Nawbahar			10	
Qalat			10	
Shahjoy			10	
Shinkay			10	

	Urozgan	6	Seuri	10
			Shomulzay	10
			Tarnak Wa Jaldak	10
			Chora	10
			Dehrawud	10
			Khasuruzgan	10
			Shahid-e-Hassas	10
			Tirinkot	10
			Gizab	10
			North & Northeast	Baghlan
Pul e Khumri	10			
Takhar	2	Takhar City		10
		Farkhar		10
Kunduz	7	Khan Abad		10
		Imam Sahib		10
		Archi		10
		Ali Abad		10
		Qali Zal		10
		Chardara		10
		Kunduz city		10
Balkh	7	Balkh		10
		Dawlat Abad		10
		Zari		10
		Shortepa		10
		Mazari Sharif		10
		Chahi	10	
		Nahri Shahi	10	
West Region	Herat	10	Herat city	10
			Enjel	10
			Adraskan	10
			Chesht Shariff	10
			Farsi	10
			Ghurain	10
			Shindand	10
			Zanda Jan	10
			K.Rabat Sangi	10
			Karukh	10
	Farah	12	Farah City	10
			Bakwa	10
			Gulistan	10
			Khakesafied	10
			Balabolok	10

			Poshtroad	10
			Purchaman	10
			Poshta Koh/Qalika	10
			lashjoin	10
			Shebikoh	10
			Farah Road /Bala Bulook	10
			Anaar Darah	10
Central Region	Kabul	6	PD7	10
			PD8	10
			PD12	10
			PD16	10
			Bagrami	10
			Chahar Asiab	10

Supplier Information:

Company Registered Name: _____

License No: _____

Establishment Date: _____

Address: _____

Phone: _____

Email: _____

By signing below, I certify all information provided above is true and correct to the best of my knowledge: Business Name: Authorized Representative Name and Signature:

Authorized Representative Name and Sign/Signature _____ Date: _____

OSDRA reserves the right to accept or reject any Quotation, and also to cancel any Quotation and the procurement process at any time. In addition, OSDRA can reject all the Quotations/ cancel the Purchase Order (PO) or Contract.

GENERAL INSTRUCTION TO SUPPLIERS (GIS)

OSDRA After collecting quotes and analyzing by technical bid Evaluation committee, those vendors will be selected who meet the given criteria, after final review of product and quality, price and other required things which mentioned in RFQ will call to the Winner competitors and will sign contract or directly order for purchasing & receiving required goods or services from winner vendor.

Project Description:

This RFQ is developed and announced to facilitate the procurement of Service “Provision of transportation Services”, through a fair/Competitive procurement Process and OSDRA request prospective suppliers to submit Quotation.

Corrupt, Fraudulent, and Coercive Practices

OSDRA requires that all OSDRA staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. OSDRA shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined

that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, OSDRA defines for purposes of this paragraph the terms.

Set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

In the case of OSDRA personnel involved in procurement activities, this translates into an obligation to maintain an unimpeachable standard of integrity in all business relationships, both inside and outside OSDRA. The highest ethical conduct must be followed in all dealings with OSDRA partners, donors, governments, beneficiaries, and the general public. Procurement officials must never use their authority or office for personal gain and must seek to uphold and enhance the standing of OSDRA.

[Cost of Preparing the Quotation](#)

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and OSDRA will not in any case be responsible and liable for the costs incurred.

[OSDRA's Right to Accept any Quotation and to Reject all Quotations.](#)

OSDRA reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for OSDRA's action.

Documents to submit:


The following shall constitute the Quotation Documents to be submitted by the Suppliers:

- A) Valid Business License.
- B) Company Profile, Along with TIN.
- C) Relevant Work Experience.

[Purchase Order Standard Terms & Conditions](#)

1. Agreement

This Purchase Order (PO) becomes the exclusive agreement between OSDRA and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier 's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b)



furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by OSDRA. Until so accepted, OSDRA reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless OSDRA agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

2. PO Identification

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

3. Delivery

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, OSDRA reserves the right to (a) cancel this PO without liability and to charge Supplier with any loss incurred because of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.


4. Payment

Supplier shall invoice OSDRA upon delivery of the goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

5. Packaging

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to OSDRA will be free of damage. Packaging must be adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. OSDRA reserves the right to reject any shipment that is deemed not to have been packaged adequately.

5. Inspection and Acceptance

- a) OSDRA or its representative shall have the right to inspect and/or test the goods at no extra cost to OSDRA at the premises of the Supplier, at the point of delivery or at the destination. The Supplier shall facilitate such inspections and provide required assistance.
 - b) OSDRA shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, OSDRA may reject the entire delivery. OSDRA may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges collect, or held by OSDRA for disposition at Supplier's risk and expense. Supplier agrees that OSDRA's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. OSDRA's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by OSDRA prior to delivery.
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- c) The Supplier agrees that any acceptance by OSDRA does not release the Supplier from any warranty or other obligations under this Contract.
- d) Title to the goods shall pass when they are delivered and accepted by OSDRA. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to OSDRA.

I understand I am duty bound to report any concerns relating to actual or possible abuse or exploitation of a child or vulnerable adult or risk of such, and to notify relevant OSDRA personnel as described in the reporting procedures of any actual or possible breaches of this code of conduct.

On Behalf of OSDRA

Name: _____
Title: _____
Date: _____
Sign/Stamp: _____

On Behalf of Supplier

Name: _____
Title: _____
Date: _____
Sign/Stamp: _____