



REQUEST FOR QUOTATION

After the evaluation and final approval, award is made to the lowest priced acceptable offer.

Subject:	Rental vehicles in three district of Laghman province
Offer to:	Human Rights Watch and Media Organization (HRWMO)
Reference:	RFQ-2-HR-2024
Issue Date:	May 14, 2024
Deadline for Submission:	May 23, 2023, at 4:00 PM
Contact Person Details:	Mr. Hayatullah Rahimi Tel: +93 (0) 202561042 E-mail: hrwmo@hrwmo.org Address: House No. 27, Sarak Tasadi Milli Bus, second ally left, (A) Part of Khoshal Khan Mena, District 5, Kabul, Afghanistan.
Please be aware that the quotes must be sent to the Human Rights Watch and Media Organization at the address provided in this document, either in a sealed envelope or via email. The envelope should be labeled with the Reference Number and the name of the submitting company.	
Human Rights Watch and a Media Organization invite you to submit a quotation for the following: Note: HRWMO requires rental vehicles in three different districts, and one location will cover all three targeted districts.	
Procurement Specifications:	
Lot 1. Lakan District	

Items	Description	Quantity	Contract Date
Rental Vehicle Model (1997 or above)	<ol style="list-style-type: none"> 1) Model Corolla (Model: 1997 or Above 2000). 2) Any color. 3) The vehicle must meet the following specifications: 4) The machine must work properly and have an active AC system, ABS/brake system, and new tires and wheel-caps. 5) The vehicle should be equipped with a chain, a fire extinguisher, and balloons when needed. 6) The vehicle's traffic document must be valid throughout the contract period. 7) The vehicle's driver must have a valid driving license. 8) The vehicle owner shall cover the vehicle's expenses, including fuel, engine oil, driver salary, and other relevant expenses under this contract. 9) The vehicle will be used daily within the Lakan district of Khost province and will also cover Maton City. 10) Wages shall be paid on a monthly basis. 11) The contract shall not include any insurance. 12) The contract duration shall be until the end of 2023 with a possible extension. 13) The vehicle shall be equipped with all other necessary equipment, including a toolbox (wrench, etc.). 	1	

	14)The driver shall be responsible for the vehicle's security during and after the daily project mission.		
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Acknowledgement

Upon receipt of this Request for Quotation, please notify the Human Rights Watch and Media Organization to acknowledge receipt and contact the authorized person mentioned above to submit your quotation.

Cost of Quotation

The supplier is responsible for all costs associated with preparing and submitting their quotation. The Human Rights Watch and Media Organization will not be responsible or liable for these costs, regardless of the outcome of the negotiation.

Eligibility and Qualification Requirements

Suppliers in the situations listed in article 14 of the General Terms and Conditions for Supply Contracts are not eligible.

In the Quotation Submission form, suppliers must confirm that they meet the eligibility criteria mentioned above. If requested by the Human Rights Watch and Media Organization, the supplier whose quotation is accepted must provide satisfactory evidence of its eligibility through competent authorities in its country of establishment or operation. If such documents are not available, the suppliers must reject them.

Suppliers must also certify that they comply with Human Rights Watch and Media Organization's Child Protection Policy”, as stated in the end.

Suppliers must provide the information and documents requested by Human Rights Watch and the Media Organization to demonstrate their capability and adequate resources.

Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

1. Are subject to conflict of interest:
2. Are guilty of misrepresentation in supplying the information required by the Human Rights Watch and Media Organization as a condition of participation in the Contract procedure or fail to supply this information.

Documents Comprising the Request for Quotation

The Supplier shall complete and submit the following document with his quotation:

1. The attached Quotation Submission Form

2. Copies of vehicles documents by competent authorities.
3. National Identity Card
4. Valid License
5. Relevant past experience documents
6. Any other documents required by Human Rights Watch and Media Organization.

Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

- **Price shall be quoted in AFN**
- **A 7% tax applies to a non-business license and a 2% tax to a business license, which will be clarified in the contract.**

a) Validity

Quotations shall remain valid and open for acceptance for 30 days after the closing date.

b) Closing date

Quotation must be received by the Human Rights Watch and Media Organization as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

c) Award of Contract and Criteria

The Human Rights Watch and Media Organization will award the contract to the supplier whose quotation is deemed to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price. Additionally, the supplier must have the capability and resources to effectively carry out the contract and provide after-sales service.

The Human Rights Watch and Media Organization reserve the right to accept all or part of your quotation, whichever is in its best financial interest.

d) Signature and Entry into force of the Contract

Before the quotation validity period expires, the Human Rights Watch and Media Organization will notify the successful supplier in writing.

Upon receipt of the unsigned Contract within 2 days, the successful supplier must sign and date it and return it to the Contracting Authority. Once signed by the Contracting Authority, the Contract will come into effect, and the successful supplier will become the Contractor.

If the successful supplier fails to sign and return the Contract within the specified timeframe, the Human Rights Watch and Media Organization may consider the acceptance of the quotation to be canceled. This would not prejudice the Contracting Authority's right to claim compensation or pursue any other remedy for such failure, and the successful supplier will have no claim against the Contracting Authority.

e) Cancellation for Convenience

The Human Rights Watch and Media Organization may for its own convenience and without charge or liability cancel the RFQ at any stage.

Special conditions

Payment

Payment will be made upon receipt of the following documents and within 15 days after goods receipt or services has been delivered:

- 1) Invoice
- 2) Proof of Delivery Goods Received Note
- 3) Any other Documents
- 4) Payment will be made through Cash

For your Kind Attention:

While submitted your Quotation, please clearly write the RFQ Number on your sealed bid. Additionally mention the lot number (if there were lots) for which you are bidding.

QUOTATION SUBMISSION FORM

Lot **1**: Laghman Province

No	Item(s)	Unit	Quantity	Cost (AFN)	Total Cost (AFN)
1	Corrolla Model (1997 or above)	Vehicle	1		
	Total				

I hereby accept all the provisions in the Request for Quotation, including the General Terms and Conditions for Supply Contracts with annexes, without restrictions.

- Upon issuance of a contract by the Human Rights Watch and Media Organization, we commit to providing any or all items at the offered price and delivering them to the designated points within the specified delivery time.
- I certify and attest that we meet the eligibility criteria stated in the Instructions, and that we comply with the Code of Conduct for Contractors attached with this Request for Quotation (RFQ).
- This declaration will be confirmed in the Contract, and misrepresentation will be considered grounds for termination.

Signature and stamp:

Signed by:

The Supplier

Address

Mobile No

Name of Contact
Person

Date: