



## Women's Activities and Social Services Association (WASSA)

### Request for Proposal (RFP) for Provision of Toyota Surf 4X4- Announce # 007 -2024

#### Title: Provision of Vehicles

#### 1. Background

The Women's Activities and Social Services Association (WASSA) was established in 2002 as Afghanistan's first women's independent organization. WASSA aims to promote women's equal participation in socio-economic sectors of the country, is committed to seeking ways for women empowerment, and works directly with communities to bring change in the social attitude of the society in Afghanistan.

#### 2. Description

Provision of Toyota Surf 4X4 with following address:

No	Type of Vehicle Description	Numbers of Vehicles	Contract start date /End date	Province, District
1	Rental of Toyota Surf 4X4, Model-1999 for Herat.	1	01 July 2024 to 31-March-2024	Herat Province

#### 3. Offer Submission:

Interested companies shall submit their best offers **by June,25, 2024, 4:00 PM local time**. The submission can be **hard copy to WASSA** Main Office: (Panj Rah-e-Aab Bakhsh Badmorghan (Ghulha St), Next to Ferdowsi 70, House #17-19, Herat ,AFG).

RFP related to this offer can be addressed to WASSA Main office on seal Package only ((Panj Rah-e-Aab Bakhsh Badmorghan (Ghulha St), Next to Ferdowsi 70, House #17-19, Herat, AFG).

**Note: Only short-listed company will invite for the next step.**

#### 4. Selection Criteria:

Award will be made to the company whose offer achieved the highest combined administrative, technical and financial score. If the final score is equal between two companies, the score of quality will prevail.

Priority will be given for the companies that are actively present in western region. Other eligibility criteria are:

- Incomplete bids will not be considered for evaluation
- Hold a valid license/registration with Ministry of Commerce/Ministry of Economy
- Certify that proposed unit prices shall be fixed for the duration of the agreement

#### Note:

- **Afghanistan Hand Staring ONLY**
- **Legal Private Number Plate and up date**
- **Any Color – 4 Doors**
- **Active AC and Heating System**
- **Brand New Tires**
- **Automatic or Manual**
- **Legal Vehicle Registrations**
- **Documents with no pending taxes from the government**

- **The vehicle must come with the following:**
- Rope, Tool Kit, folding shovel,
- one spare litter of oil and hydraulic.
- Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor.
- Vehicles must be equipped with Fist Aid Kit.

**I. Requirement for submission:**

Following documents must be duly completed/signed/stamped by authorized person of the company:

**I. Administrative:**

1. **Company License**
2. **Factsheet/Profile**
3. **Financial Clearance documents (tax clearance proof)**
4. **Copy of Tazkara - President and Vice President of company.**
5. **Exact address of Company.**

**II. Technical:**

- I. As per required technical specification (Annex A)

**III. Financial:**

- I. Budget proposal (Annex B)

**Currency:** Budget/financial proposal should be submitted in GBP currency by supplier but payment will do in AFG currency based on Doner exchange rate each month.

Note: WASSA reserves the right to accept all or part of your proposal, whichever is in its best financial interest.

**Tax:**

Supplier shall be liable for all tax payments occurring relevant this purchase. All such taxes shall be reflected in Budget/Financial proposal. In case supplier is exempted from Tax payments, proof of such exemption shall be included with the bid documents.

**Payment**

Payment shall be made through bank transfer without restricted access to cash in AFN.

Payment will do after service (End of Month).

Payments shall be made in AFN currency by bank transfer to the following account:

**Account Number:**

**Name of bank:**

**Address of bank:**

**Account name:**

**Swift Code:**

**Disclaimers and Protection Clauses**

- WASSA may cancel solicitation and not award
- WASSA may reject any or all responses received
- WASSA confirms that issuance of solicitation does not constitute award commitment
- WASSA reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- WASSA will not compensate offerors for responses to solicitation
- WASSA reserves the right to issue award based on initial evaluation of offers without further discussion.

- WASSA may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- WASSA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition

**Scoring:**

<b>S/N</b>	<b>Descriptions</b>	<b>Score</b>
<b>1</b>	<b>Company License ( Jawaz Update , Tazkara ,and TIN #)</b>	<b>5</b>
<b>2</b>	<b>Fact sheet ( Company Profile)</b>	<b>5</b>
<b>3</b>	<b>Tax Clearance</b>	<b>5</b>
<b>4</b>	<b>Work Experience</b>	<b>10</b>
<b>5</b>	<b>Financial</b>	<b>75</b>
<b>Total score</b>		<b>100</b>

**Supplier's LETTER (in Letterhead)**

Dear Sirs/Madams:

We, the undersigned, offer to undertake **RFP-WASSA-007-2024**, in accordance with your Request for Proposal dated / / and our proposal in the sum of AFN (in words) \_\_\_\_\_ (in figures) \_\_\_\_\_.

Our proposal shall be valid for two months from the submission date.

Our proposed prices will be valid for (.....) upon contract execution.

Our proposed prices include local taxes.

Our proposed is predicated upon all the terms and conditions of the RFP.

Our company is ready to carry out the provision in WASSA and shall provide services within \_\_\_\_\_ calendar days after receipt of confirmation of contract.

By submitting this proposal, we grant WASSA and the authorized representative(s) the right to examine, at any time before award, those records, which include documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price and validity of the offer.

We understand you are not bound to accept any proposal you receive.

Sincerely yours,

Name of Company: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature/Stamp and Date: \_\_\_\_\_

**Annex A: Technical Specification Deliverables:**

<b>No</b>	<b>Description of Car</b>	<b>Model , Color ,Plate Number</b>	<b>Remarks /Compliance</b>
1			

**Annex B: Financial/Budget Proposal**

Below is the sample for budget/financial proposal submission. Please keep the main headings as in below table.

Note: Price and currency to be inserted by supplier.

No	Description	Offered Specification	Unit	Quantity	Currency GBP		Budget Narration
					Unit Cost GBP	Total Cost (GBP)	
1	Vehicles: New License plate Update License Plate (Jawaz Sair)						
<b>Delivery point:</b> DDP WASSA Main Office – House #12, PDI, Khoja Morad Bakhsh Street, Qulurdu, Herat, Afghanistan					Total price GBP:		

**Currency:** Budget/financial proposal should be submitted in GBP currency by supplier but payment will do in AFG currency based on Doner exchange rate each month.