**Annex F**

**Terms of Reference for the Desired Vehicle Rentals**

1. **Vehicle Travel Routes and Destinations**

The vehicles will travel to and from the destinations listed in the table below:

|  |  |  |
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| LOT Number/ Location | From | To |
| LOT 1 (Kabul) | Kabul | 1-All Kabul districts  2-To Maidan Wardak and districts  3-To Parwan and all districts  4-To Kapisa and all districts  5-To Logar and all districts  6-To Panjshir and all districts  7-To Paktiya and all districts |
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| LOT 2  (Ghazni) | Ghazni | Ghazni and all districts |
| Paktika and all districts |
| Logar ad all districts |
| Maidan wardak and all districts |
| LOT 3 (Herat) | Herat | All districts |
| All districts |
| LOT4 (Farah) | All districts |
| All districts |
| LOT 5 (Badghis) | Badghis | All districts |
| All districts |
| LOT 6 (Kandahar) | Kandahar | All Districts of Kandahar and Occasional Travel to Zabul, Helmand and Nimroz. |
| All Districts of Kandahar and Occasional Travel to Zabul, Helmand and Nimroz. |
| All Districts of Kandahar and Occasional Travel to Zabul, Helmand and Nimroz. |
| LOT 7 (Zabul) | Zabul | All Districts of Zabul and Occasional Travel to Kandahar, Helmand and Nimroz. |
| All Districts of Zabul and Occasional Travel to Kandahar, Helmand and Nimroz. |
| All Districts of Zabul and Occasional Travel to Kandahar, Helmand and Nimroz. |
| LOT 8 (Helmand) | Helmand | All Districts of Helmand and Occasional Travel to Zabul, Kandahar and Nimroz. |
| All Districts of Helmand and Occasional Travel to Zabul, Kandahar and Nimroz. |
| All Districts of Helmand and Occasional Travel to Zabul, Kandahar and Nimroz. |
| LOT 9 (Nimroz) | Nimroz | All Districts of Nimroz and Occasional Travel to Helmand, Kandahar and Zabul. |
| All Districts of Nimroz and Occasional Travel to Helmand, Kandahar and Zabul. |
| All Districts of Nimroz and Occasional Travel to Helmand, Kandahar and Zabul. |

1. **Vehicle Rental Specifications**

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| --- | --- | --- |
| S/N | Type of vehicle | Specs of the vehicle |
| 1 | Car Rental 2x4, 4 passengers.  Similar to Toyota corolla | * Sedan body type * Minimum engine capacity: 1.8L * Fuel type: Petrol * Transmission: Automatic * Seating capacity: Minimum of 4 passengers * Air conditioning: Yes * Safety features: ABS, airbags |
| 2 | Monthly Car Rental 2x4, 4 passengers.  Similar to Toyota Fielder | * Station wagon body type * Minimum engine capacity: 1.8L * Fuel type: Petrol * Transmission: Manual * Seating capacity: Minimum of 4 passengers * Air conditioning: Yes * Safety features: ABS, airbags |
| 3 | Car Rental 4x4, 4 passengers similar to Toyota 4 runner | * SUV body type * Minimum engine capacity: 3.6L * Fuel type: Petrol * Transmission: Automatic * 4WD capability * Seating capacity: Minimum of 4 passengers * Air conditioning: Yes * Safety features: ABS, airbags |
| 4 | Car Rental 4x4, 4 passengers similar to Hilux Pick-up/Soft skin | * Pick-up body type * Minimum engine capacity: 2.4L * Fuel type: Diesel * Transmission: Manual * 4WD capability * Air conditioning: Yes * Safety features: ABS, airbags |
| 5 | Car Rental 4x4, 4 passengers similar to Toyota Surf | * SUV body type * Minimum engine capacity: 3.0L * Fuel type: Petrol * Transmission: Automatic * 4WD capability * Seating capacity: Minimum of 4 passengers * Air conditioning: Yes * Safety features: Airbags, ABS |
| 6 | Car Rental 2x4, 4 passengers.  Similar to Toyota Wagon (Saracha) | * Wagon body type * Minimum engine capacity: 1.8L * Fuel type: Petrol * Transmission: Manual * Seating capacity: Minimum of 4 passengers * Air conditioning: Yes * Safety features: Airbags, ABS |

Note to Bidders: Please provide your bid according to the specifications listed above for each vehicle type. The examples given (e.g., Toyota Corolla, Toyota Fielder) are indicative models; equivalent models with similar specifications are acceptable.

1. **Operational and Maintenance Guidelines for Vehicle Rental Services**

* The monthly mileage coverage limit is 2,000 miles or 3,200 kilometers per vehicle.
* Vehicles will travel to all locations listed in the tender package, with a maximum of 2,000 miles or 3,200 kilometers per month. Excess mileage will be compensated by reduced mileage in subsequent months.
* Daily rental vehicles will travel to all locations listed in the tender package, with a maximum of 160 kilometers per day. Excess kilometers will be compensated in the next Purchase Order (PO).
* DRC will use the vehicles from Sunday to Thursday, from 7:00 AM to 5:00 PM.
* Vehicles must be in good and safe condition, with active airbags, new tires, seat belts, and well-maintained interiors and exteriors.
* Vehicles with gas systems will not be accepted.
* DRC reserves the right to regularly inspect the condition of the vehicles.
* The owner must ensure the availability of a replacement vehicle in case of breakdowns, accidents, or servicing.
* DRC is not responsible for repairs or restoring the vehicle to its original condition at the end of the contract, nor for normal wear and tear.
* The supplier is responsible for equipping the vehicle with a fire extinguisher, other necessary tools, and items, and shall replace seasonal tires as needed.
* All seatbelts and central locking systems must be functional.
* DRC's insurance company will not be responsible for any damage or accidents that occur to the vehicle during the contract period.
* Repair and Maintenance Services
* The service provider is responsible for all regular maintenance and repairs to ensure the vehicles remain in optimal condition.
* A detailed maintenance schedule must be provided, and adherence to this schedule is mandatory.
* In case of breakdowns or accidents, the service provider must ensure prompt and efficient repair services.
* The supplier is responsible for the following maintenance tasks:
  + Change engine oil and oil filter every 3,000 Km or after 650 liters of fuel consumption, whichever comes first.
  + Grease all greasing points, check oil/fluid levels and for leaks, clean the air filter, check the brake system, battery & electric system, suspension system, and tires & spare wheel.
  + At 20,000 Km intervals, change the air filter, fuel filter and pre-filter, transfer, gearbox & differential oil, check wheel alignment, and free play in knuckle, hub & wheel bearing, and conduct a road test of the vehicle.

1. **Replacement of Vehicle in Case of Breakdown**

The service provider must provide a replacement vehicle in a timely manner to avoid disruptions in service.

1. **Payment**

* Payments will be made on a monthly basis upon submission of an invoice at the end of the service delivery by the provider/firm or company. Payments will be processed within 30 working days from the receipt of the invoice.

1. **Driver**

* The supplier is fully responsible for the operation of the vehicle and ensuring that the driver operates it in accordance with applicable laws and safe driving requirements.
* The supplier is responsible for the driver's salary, benefits, and any incurred fees, including traffic violation fines. DRC is not liable for the driver's actions, omissions, negligence, or misconduct, nor for any associated costs or claims.
* Drivers must be properly trained, experienced (with at least three years of driving experience), licensed, familiar with local routes, and appropriately attired. They must observe courtesy, have no prior accident records, and possess a mobile phone with an active number provided by the supplier.
* The supplier should not frequently change drivers; a driver assigned to DRC should remain for at least three months. DRC reserves the right to review the driver's qualifications and request a replacement if necessary.
* During operations for DRC, the driver will receive instructions solely from authorized DRC passengers and travel the most efficient, safe, and secure routes.

1. **Working Hours**

* The vehicle will be available upon DRC's request and operate according to the working hours set by DRC's Program. In exceptional cases, requests may be made for operation outside normal hours without incurring extra charges.

1. **Vehicle Equipment**

* All vehicles must be furnished with the following equipment: fire extinguisher, first aid kit, heavy-duty jack, basic tools, reflective hazard triangle, jumper cables, spare wheel, and pulling cable.