



LP-KBL-24-035 Request for Quotation

LP-KBL-24-035 Rental Vehicle Service in Daikundi Province

Medair within its programs implemented in Afghanistan invites service providers to submit a quotation for LP-KBL-23-093 - Rental Vehicle Service in Daikundi Province (Kiti & Kijran).

The service provider shall send their quotation and additional documents no later than

30- June 2024 by email with the subject “LP-KBL-24-035 - Rental Vehicle Service in Daikundi Province (Kiti & Kijran)” to

tenders-afg@medair.org

or in a sealed envelope to the Medair Kabul Office (Share Naw ,PD#10 , Street #3 , Behind Share Naw Hotel , Infront of Ahmad Shah Masoud High School, House#6 right side)

For any query send an email to tenders-afg@medair.org before 30 June 2024.

The car rental is intended to start on 14 July 2024!

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Specific rules and Conditions for this procurement:

- Any participating Service Provider must be legally licensed and registered in Afghanistan !
- Any quotation submitted after the dead line will not be considered!
- This is not a tender and no open tender meeting will be held. Medair will contact only short-listed contractor
- Medair will reserve its right to choose a Service Provider not depending only the lowest price, the quality and reliability will be considered too.
- For this procurement « best value for money » is the main selection criteria
- According to requirements Medair reserves the right to accept or reject any or quotation or cancel the process without any obligation to inform the affected interested Service Provider about reasoning for acceptance, rejection or cancellation.
- Medair reserves the right to split the offer into different lots and to award contracts to multiple Service Provider.
- All Medair and its Donor terms, conditions and policies must be accepted by the Service Provider.
- Medair will not cover any cost related to the creation and submission of the Quotation, regardless the result.
- Medair expects Service provider with whom it partners to follow ethical business practices and be socially accountable. Those expectations are set out in Medair's Code of Ethics, which, along with the associated policies available on Medair's website at <https://www.medair.org/accountability/> , and are subject to periodic updates.
- The quote shall be minimum valid for 90 days after submission date
- Monthly payment 30 days after Invoice
- Payment by cash or bank payment, bank payment is preferred (for cash payment Medair will deduct 4% commission fee from the payable amount)
- Medair is obliged by the Government of Afghanistan to pay income TAX on behalf of supplier if a single invoice exceeds 50 000 AFA or if the total amount spend with one Contractor within one calendar year will extend 50 000 AFA.
For all Supplier who are registered and have a TIN and business license, Medair will submit on the Supplier's behalf 2% tax to the Government.
For all Supplier who aren't registered and don't have a TIN and business license, Medair will submit on the Supplier's behalf 7% tax to the Government.
How the TAX is calculated:
 - a. Invoice amount 100% - 2% withholding tax = 98% payable to Supplier (in case TIN and business license are available)
 - b. Invoice amount 100% - 7% withholding tax = 93% payable to Supplier (in case TIN and business license are not available)

Please read the general Terms and Conditions document for more requirements and information!



Service Provider Details

1. Company Name _____
2. Company Authorized Representative Name _____
3. Tazkera number _____
4. Company Registration No _____
5. Company Specialization _____
6. Business Address _____

7. Phone Numbers _____
8. E-mail Address _____

I certify that I have read and understood the Medair Terms & Condition and the Medair Code of Ethics. I further certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Name: _____

Date: _____

Signature and Stamp: _____

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Documents to submit.

- Signed and stamped Complete RFQ document,
- Signed and stamped terms and condition document
- Supplier Registration Form duly completed, signed, and stamped.
- Copy of Valid Business License for operation in Afghanistan
- Copy of Tax Identification Number (TIN) Certificate/ Tax card
- Evidence of Tax payments in 2023
- Personnel national ID document of the company owner/company representative
- Company profile including staff.
- 3 past experiences with reference contacts

Please fill in the information and tables below

N°	Items / Description توضیحات	Qty تعداد	Unit واحد	Price/Unit in AFN قیمت تخمینی	Total cost in AFN مجموع	Offered brand and Model
1	Rent of 2 toyota hiace with driver, fuel and maintenance performed after every 2000km included, to be used in Kiti district for (HN team and maharams) with trips to Nili town if needed.	6	Month			
2	Rent of 1 toyota hiace used as ambulance with driver, fuel and maintenance performed after every 2000km included, to be used in Kiti district with trips to Nili town if needed.	6	Month			

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3	Rent of 2 toyota hiace with driver, fuel and maintenance performed after every 2000km included, to be used in Kijran district for (HN team and maharams) with trips to Nili town if needed.	6	Month			
4	Rent of 1 toyota hiace used as ambulance with driver, fuel and maintenance performed after every 2000km included, to be used in Kiti district with trips to Nili town if needed.	6	Month			
Total cost in AFN						
Business with Tax number and registration withholding tax -2%						
Business without Tax number and registration withholding tax -7%						
Payable total in AFN						

The quotation must include:

- Vehicles in a safe and sound condition according to the requirements of the traffic laws of Afghanistan, seatbelts for all passengers, registered and with a number plate of the Government of Afghanistan, spare wheel, and tools,
- The vehicles must be owned and registered in the name of the Service Provider
- regular physical/mechanical check-ups
- periodic maintenance every 5000 km
- provision of unlimited fuel
- driver with a valid driving license issued from the Government of Afghanistan, minimum age 21 years, good record of driving, knowledge of roads and locations in DKN Province's Districts.
- All vehicles shall be left hand drive,
- Working conditions for drivers according to Afghanistan Labor law!
- Minimum salary for drivers 200 USD or equivalent in AFN per month,
- Medair and Service Provider will adhere to Afghanistan Labor law,
- If anything happens to our operation Medair has the right to cancel the contract the same day with consideration that the salary of the driver must be paid full for the full month. Payment for the car will be according to daily rate for the actual working days,
- The contract unit prices are fixed. No compensation will be paid for fuel or materials price rises/changes,



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- The vehicle and driver must be available for exclusive use by Medair and in accordance with Medair procedures from 08:00am till 05:00 pm Sunday till Thursday. Medair has the right to use the cars if any needs all week,
- The driver should have 6/6 vision (with or without glasses), Should not be color blind, and should not suffer from night blindness,
- Company not allowed to rent cars from drivers,
- Payment will be made to the contractor within one month upon submission of an invoice and completed Medair Log sheets,
- The organization reserves the right to request to change the driver based on driver behavior, staff feedback, driving style and experience,
- No Per diem cost or accommodation for driver during travel and per night if staying in a location over night
- **The driver of vehicle must be local to the Medair base, have own accommodation or depending on housing availability, Medair will accommodate the drivers.**
- **Vehicles may have to stay overnight at project locations**
- **Every Service Provider submitting a quotation must have a permanent representative in Daikundi!**

Company Representative Details (if different from above)

Representative Name:

Representative address and mobile number:

Service Providers Remarks

Service Providers Terms and Conditions

1. Validity of the offer (3 month minimum) _____
2. Terms of delivery _____
3. Number of days to deliver vehicle once contract signed _____
4. Mode of payment (bank transfer, cheque, cash) _____

Note! If payment term is cash payment, Medair will deduct 4% commission charges of the payable amounts!