**OHW: INVITATION TO BID (ITB-OHW-NGR-ITB-24-01)**

Open Tender No. ITB-OHW-NGR-ITB-24-01

Issue Date: 29-June-2024

Deadline for Receipt: 11-July-2024

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**Request for Invitation to Bid**

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| **1. ITB No.** | ITB-OHW-NGR-ITB-24-01 |
| **2. Issue Date** | 29-June-2024 |
| **3. Goods** | Rental Vehicles corolla & Saracha |
| **4. Project Number** | DRA-AFJR |
| **5. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Kabul Project office before the closing date. The address is as follows:  **OHW-Kabul main Office:** House # 08 ,street #07 ,Taimani , Kabul Afghanistan  **OHW-Nangarhar Office:** House # 4, Garnizon Square, In-front of Al-Shafa hospital, Jalalabad / Afghanistan.  **Contact Email:** For any kind of information.  **Email Address:** [**logistics.kbl@ohw.org.af**](mailto:logistics.kbl@ohw.org.af)  **Phone:** 0728530105 |
| **5.** **ESSENTIAL CRITERIA** | Bidders are required to complete all sections of the below table.   |  |  |  |  | | --- | --- | --- | --- | | S/N | Question | Bidder Response | | | 1 | Supplier accepts OHW Terms and Conditions of contract. | Yes / No | Comments / Attachments | |  |  | | 2 | Sexual Exploitation (PSEA).  The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle OHW to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. | Yes / No | Comments | |  |  | | 3 | The Service provider and its staff (and any sub-contractors used) agree to comply with OHW and the IAPG’s policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Conditions of Tendering | Yes / No | Comments | |  |  | | 4 | OHW will request the number of vehicles needed on a monthly basis. The service provider must provide the requested number of vehicles accordingly. | Yes / No | Comments | |  |  | |
| **6.** CAPABILITY & SUSTAINABILITY QUESTIONS | Instructions – Bidders are required to complete all sections of the below table.   |  |  |  |  | | --- | --- | --- | --- | | S/N | Score | Question | Bidder Response | | 1 | 10 | **Relevant experiences**  Ensure 2 contracts copies provided which shows working in the similar/relevant area with UN, NGO/INGOs for the last five years.  Each Contract will get 5 marks |  | | 2 | 10 | **Vehicle Inspection**  The vehicle should be in top running conditions, mechanical sound and the body frame including seats, tires and mirrors is in perfect conditions. It must be fitted with seat-belts and first aid equipment which must be fully equipped,  10 marks for high quality corolla and Saracha ,  5 marks for medium quality corolla and Saracha  and zero for low quality or not providing corolla or Saracha  Only Qualified Shortlisted Bidders will be requested to |  | | 3 | 10 | **Legal valid document**  10 marks for providing legal document and zero for not existent**.** |  | | 4 | 10 | **Financial Capability**  The vendor can provide written confirmation of its financial stability and ensure drivers' wages are paid even if OHW does not pay for one to three months and tax clearance certificates for the last 3 years.  **7.5 marks for confirmation financial stability and 2.5 marks for tax clearance.** |  | |
| **7- SUSTAIBILITY QUESTIONS** | ***Instructions – Bidders are required to complete all sections of the below table.***   |  |  |  |  | | --- | --- | --- | --- | | S/N | **valuation Criteria** | **Sustainability Criteria Description** | **Bidder Response Question No** | | 1 | 5 | Price for all of Rental Vehicles corolla and Saracha should be valid for a minimum of 45 days, please clearly indicate price validity in your offer in case validity is not specified, prices shall be considered to be valid for 45 days.  The supplier could provide confirmation letter gets 5 marks. |  | |
| **8-COMMERCIAL QUESTIONS** | **COMMERIAL CRITERIA (55)**  Criteria are used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria. |
| **9. Anticipated Award Type** | Frame Work Agreement |
| **10. Basis for Award** | An award will be made to the responsible bidder whose bid is  Responsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”.  The contract will be awarded on the basis of best value for money, according to the principles and objectives of humanitarian aid. This means that not only the rental cost of vehicles will be taken in account but also other factors such as the condition of the vehicle, the quality of first Aid Equipment and experience of the driver and clear records from governmental/donor authorities. |
| **10. General Instructions to**  **Bidders** | * Final Bids due by 04:00 PM local time Kabul, 11-July-2024 * The quoted prices must cover all the expenses including driver’s Wages /Salary , Vehicle maintenance , repairing , fuel expenses , fuel and oil change , legal compliances and other expenditures attributed to the vehicle . * Bid currency is Afghani, all price should be provide in AFN. * Incomplete offers and offers that arrive later than deadline will be excluded. * All offers must meet the terms and conditions specified in the ITB document. * Shortlisted bidders must delivery their vehicle for inspection before signing the contract. * The time of services will be any time within (7:30 to 5:00) from Saturday till Thursday (six days a week) as determined by the OHW. Number of Kilometers will be determined by the OHW and the service Provider is obligated to provide the service accordingly. * Fridays, and other public holidays as announced by the government will be off. * The OHW shall not be responsible price fluctuation of fuel and other cost components. * The service provider or driver affiliate thereto can only introduce the driver only if the OHW informed and Re-inspection the vehicle so. In such a case, the service provider should officially seek Re-inspection of the vehicle by the OHW before replacing the driver * All bids must be abide by the Government of Afghanistan Tax regulation. Offered prices are inclusive of all relevant taxes and duties and other clearances. * Organization of Human Welfare (OHW) reserves the rights to cancel or terminate the Agreement if the company is not able to provide the satisfactory services. |
| **11. Technical Specifications and requirements for Technical Acceptability And terms of condition** | **Bidders**  The Bidders shall provide the vehicles to the Organization of Human Welfare (OHW) Nangarhar in a good working order and shall be responsible for ensuring the vehicles are able to perform its core functions throughout the terms.   1. Availability of the vehicles according to OHW working hours and operating surroundings of Jalalabad City and Muhmad Dara, Lulpor ,Achin,Nazyan and Spinghar districts of Nangarhar province based on project movement plan. 2. Vehicles should be with an update registration with department of Traffic, with no ambiguity with Government. 3. Vehicles should be with appropriate legal documents, as verified by the government. 4. Income Taxes and any governmental penalties will be withheld by “OHW” as per Afghanistan tax law and paid to Afghanistan Tax department. 5. The Contractor will be responsible for the any legal issue raised against the vehicle. 6. The contractor is responsible to satisfy “OHW” for the documentations of the proposed driver, in accordance to the rules and regulations of OHW for position of driver. 7. In the event of the Vehicle breaking down, the contractor shall make necessary arrangements for a replacement vehicle to be used by OHW while the leased vehicle is being repaired, if not so vehicle will be absent on OHW record and if this continuously happen OHW has the right for contract cancellation. 8. In case of accident, the cost of repair, replacement of damaged parts, and any associated costs will be borne by the Contractor. The Contractor will also be solely responsible for any injuries, loss or damage sustained by third parties resulting from the operation of the Vehicle while on contract to OHW. 9. The Contractor will ensure that the Vehicle is equipped with emergency tools, including a jack, a wheel spanner, toolbox and at least two functional spare tires , Fire Extinguishers, snow Chain , First Aid Kit, Jumping Cables, Air Pressure Machine, if not so will fail in inspection checklist by OHW committee team. 10. OHW bears no responsibility for any theft, commandeering or hijacking of the above Vehicle, or any part of it, during and after working hours. 11. The Vehicle driver will be managed in his day-to-day activities by the OHW Security officer, Logistics coordinator and Project manager if one is present. This will include setting working conditions and hours of duty and controlling all journeys that the Vehicle makes. 12. Only OHW material/goods, or other items authorized by OHW may be transported in the Vehicle. 13. No weapons/ illegal equipment’s will be carried in the Vehicle at any time. 14. Transport of contraband or prohibited items is strictly prohibited. Any contravention of this regulation will result in OHW terminating this contract, without notice. 15. Only OHW personnel authorized by OHW staff may be carried in the Vehicle. 16. Any traffic regulations in force will be observed. Any violation of traffic rules or regulations will be the sole responsibility of the contractor and driver. OHW will not be responsible for any payments or fines resulting from traffic offences. 17. The contractor will has relevant experiences with proof documents. 18. The contractor will not use the vehicle for his personal work through the contract. If the Vehicle is working on field duties and cannot return to base, the most senior OHW staff member present will decide on suitable parking arrangements for the Vehicle. 19. The contract can be terminated by either party before expiry of the period by providing 30 days’ notice in written form. 20. Contract will automatically cease all mentioned conditions in case OHW face with the reasons beyond its controls. 21. Monthly rent will be mention in the Price Schedule. 22. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this agreement, incl. tendering, award or execution of contracts. Any such practice will be grounds for the immediate cancellation of this agreement/contract and for such additional action, civil and/or criminal, as may be appropriate. 23. Duration of contract will be differing on the basis of financial resources.   **Documents should provide with bids:** The successful bidder will need to provide the following documents.   1. Company valid license. 2. Bank account detail. 3. Identifications documents proving ownership and copy of national ID of the owner. 4. Registration traffic document of vehicle to explain of vehicle, Model, color, engine number and plate 5. Valid License copy of driver. 6. Any other document as may be required by the contracting authority.   **Payment and invoicing:**   1. Payment will be done in AFN and will be transfer by Bank TT-Form into the supplier’s bank account or Cheque at the end of per month by the providing vehicle log sheet for the payment. 2. 2% tax will be deduct from suppliers with valid registered update license and 7 % tax will be deduct from suppliers with valid registered not up to date license. |
| **12. Determination of**  **Responsibility** | OHW will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing an vendor’s responsibility, the following factors are taken into consideration:  **1**. Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan.  2. Ability to comply with required or proposed delivery or performance schedules. |

**Attachment A: Cover Letter**

To: Organization of Human Welfare

From:

Subject: Cover Letter for the Announce ITB-OHW-NGR-ITB-24-01

We, the undersigned, provide the attached quote in accordance to the ITB-OHW-NGR-ITB-24-01 specification.

I certify a validity period of ninety (45) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the per month amount of services in AFN** ) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Price Schedule**

Offers should provide a quote for services required in the price schedule that the Offer is able to Deliver/Supply.

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items Name** | **Location** | **Unit** | **Quantity** | **Unit Price -**  **AFN** | **Total Price AFN** |
| 1 | Rental Vehicle Model TOYOTA ( 2 Saracha Four wheel Drive (Komakdar) and 2 Corolla ) from 1998 Up to 2009 for (Per month rent) | Jalalabad City and Muhmad Dara, Lulpor ,Achin,Nazyan and Spinghar districts of Nangarhar province | Per month | 4 |  |  |
| **Total amount with Tax** | | | | | |  |
| **Deductible Tax (%)** | | | | | |  |
| **Total Amount without Tax** | | | | | |  |

Name: Company Name:

Position: Stamp

Signature:

Date:

**Annex B: Safety Equipment’s**

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicles Safety Equipment’s List | | | |
| No | Equipment’s | Pictures | Remark |
| 1 | First Aid Kit |  |  |
| 2 | Mechanic Tool Box |  |  |
| 3 | Snow Chain |  |  |
| 4 | Jumping Cable |  |  |
| 5 | Pulling Cable |  |  |
| 6 | Fire Extinguisher |  |  |
| 7 | Spare Tire |  |  |
| 8 | Jack and Handle |  |  |
| 9 | Air Pressure Machine |  |  |