##

Rural Rehabilitation

Association for Afghanistan

(RRAA)

**REQUEST FOR QUOTATION**

TO:

|  |  |  |  |
| --- | --- | --- | --- |
| **All interested Transport Companies.** |  | **Date of issue:**  | 30-June-2024  |
|  | **File no.:** | RRAA-WRO-ITB-WEWORLD-022 |
|  | **Contract title:** | RENTAL OF VEHICLES FOR HERAT PROVINCE WITH DAILY TRAVEL TO KUSHK RABAT SANGI VILLAGES AND OTHER DISTRICTS OF HERAT PROVINCE IF REQUIRED |
|  | **Closing date:** | 07-July-2024 |
|  | **For further information, please contact the Contracting Authority:** | All quotations must be submitted to the RRAA Regional Office, located in Nahia # 15, Ferqa Street (Behind MarMar Wedding Hall)Contact person: Sayed Mohammad Emran Muniri Logistic Assistant.Tel: 0093(0)781419675Email: Emran.Muniri@rraa.org.af |
|  |  | **Please note that the Quotations may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above File Number and the name of the submitting company On Date: July,08,2023 Till 04:00 PM** **Bid Opening date and time: July,09.2024 at 10:00 AM** |

## Request For Provision of Transportation Services-Rental Vehicle for RRAA in Herat Province:

## Rural Rehabilitation Association for Afghanistan (RRAA) **Invites All Interested Transportation Companies To Submit A Quotation For** Rental Of Vehicles For Herat Province With Daily Travel To Kushk Rabat Sangi Villages And Other Districts Of Herat Province Base On Need

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Items** | **Description** | **Unit** | **QTY** |
| 1 | Toyota Surf | **Toyota Surf 2000 or above:**• With great Physical conditions.• Updated traffic documents.•Updated Driver License.• With driver.• Fuel and Maintenance (Fuel and Maintenance is the responsibility of the transportation company).•Active AC / Heating System• The car should have the fire extinguisher and First Aid kit.• Jumper cable and tow rope is need for urgent uses. •Basic Tools, Spare tire, Jack and Small spare parts kits, a small amount of fluid (Gear oil, Engine oil)•Travel Location: Daily Travel to Kushk Rabat Sangi villages, inside the city and other districts of Herat province if required.•Staff transportation form Home to Office and in return (Morning and Evening)•Official working days: 26 Days / Month | Vehicle | 2 |
| 2 | Corolla LE  | **Toyota Corolla LE 2004 or above:**• With great Physical conditions.• Updated traffic documents.•Updated Driver License.• With driver.• Fuel and Maintenance (Fuel and Maintenance is the responsibility of the transportation company).•Active AC / Heating System• The car should have the fire extinguisher and First Aid kit.• Jumper cable and tow rope is need for urgent uses. •Basic Tools, Spare tire, Jack and Small spare parts kits, a small amount of fluid (Gear oil, Engine oil)•Travel Location: Daily Travel to Kushk Rabat Sangi villages, inside the city and other districts of Herat province if required.•Staff transportation form Home to Office and in return (Morning and Evening)•Official working days: 26 Days / Month | Vehicle | 1 |

## Instructions

1. **Acknowledgement**

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

1. **General**
* The vehicle to be rented are for use by the Contracting Authority in Herat Province with travel to all villages of Kushk Rabat Sangi district of Herat province of Afghanistan and travel to other districts of Herat province based on need.

* The duration of the contract is one year, it may be changed based on the conditions of the project.
* Transportation companies can submit a quotation for all required Vehicles.
1. **Cost of quotation**

The transportation companies shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

1. **Eligibility and qualification requirements**

The companies are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Transport company shall also be requested to certify that they comply with article 13. “Child Labour and Forced Labour” and article 14 “Mines” of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

1. The transportation companies should be registered and must have a permanent representative in targeted province.
2. Vehicles in a safe and sound condition according to the requirements of the traffic laws of Afghanistan, seatbelts for all passengers,
3. Registered and with a number plate of the Government of Afghanistan, spare wheel, and tools.
4. Regular physical/mechanical check-ups,
5. Driver with a valid driving license issued from the Government of Afghanistan, minimum age 21 years, good record of driving,
6. Knowledge of roads and locations in targeted Province,
7. **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 Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.
3. **Documents comprising the Request for Quotation**

The Service provider shall complete and submit the following document to be eligible for this procurement process.

1. Signed, stamp and complete the Quotation Submission Form.
2. Accept RRAA General Terms and Conditions and Code of Conduct.
3. Supplier/Service provider registration Form duly completed, signed, and stamped.
4. Copy of Valid Business License for operation in Afghanistan
5. Copy of Tax Identification Number (TIN) Certificate/ Tax card.
6. Personnel national ID document of the Contractor/company representative.
7. Company profile including staff list.
8. 3 Past experiences with reference contacts. Please fill out attached Annex A form.
9. **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.

**Tax**

RRAA is obliged by the Government of Afghanistan to pay income TAX on behalf of supplier/Sevice provider if a single invoice exceeds 500 000 AFA or if the total amount spend with one Contractor within one calendar year will extend 500 000 AFA. For all Supplier who are registered and have a TIN and business license, RRAA 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, RRAA will submit on the Supplier’s behalf 7% tax to the Government.

1. **Validity**

Quotations shall remain valid and open for acceptance for7 days still the closing date.07/July/2024 time 04:00 PM

1. **Closing date**

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

1. **Award of Contract and Criteria**

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

1. **Signature and entry in to force of the Contract.**

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 2 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, to the Contracting Authority. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

### Special conditions

1. **Scope of services**

The subject of the contract is (Rental of vehicle for Herat province with daily travel to Kushk Rabat Sangi villages and other districts of Herat province based on need) and completely described in the quotation submission form and technical data form.

 **B.2: Preparation and Submission of Quotations**

The language of the quotations must be **English** and All quotations should be submitted in sealed envelope along with all the required documents and must be properly labelled with the RFQ reference.

 **B.3: Special condition for contract**:

**B.4: Payment**

Payment will be made at the end date of each month through bank transfer or cheque. and exceptional case will be paid in cash.

**QUOTATION SUBMISSION FORM**

**Price schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items** | **Description** | **Unit** | **QTY** | **Unit Cost/Month** | **Total Cost**  |
| 1 | Toyota Surf | **Toyota Surf 2000 or above:**• With great Physical conditions.• Updated traffic documents.•Updated Driver License.• With driver.• Fuel and Maintenance (Fuel and Maintenance is the responsibility of the transportation company).•Active AC / Heating System• The car should have the fire extinguisher and First Aid kit.• Jumper cable and tow rope is need for urgent uses. •Basic Tools, Spare tire, Jack and Small spare parts kits, a small amount of fluid (Gear oil, Engine oil)•Travel Location: Daily Travel to Kushk Rabat Sangi villages, inside the city and other districts of Herat province if required.•Staff transportation form Home to Office and in return (Morning and Evening) •Official working days: 26 Days / Month | Vehicle | 2 |  |  |
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| **Total with (2%) tax** |  |
| **Total Tax** |  |
| **Total after tax deduction:** |  |

***Service provider detail.***

|  |  |
| --- | --- |
|  | **Information to be entered by supplier/Service Provider in the below columns**  |
| Company Name: |  |
| Company Authorized Representative Name: |  |
| Tazkera number: |  |
| Please state full contact details of the contractor. |  |
| Company Registration No: |  |
| Company Specialization: |  |
| Official Mobile No |  |
| Email Address |  |
| BusinessAddress:  |  |
| A reference list is attached (shall only be submitted if supplier has not delivered to the Contracting Authority before) |  |
|  |  |
| **CSR information** |  |
| Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies. |  |
| Is your company e.g. **ISO** 26000/50001/14000 certified or SA8000 certified? Please state which.  |  |
| Does your company have a Code of Conduct? |  |

the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

|  |  |
| --- | --- |
| **The Contractor** |  |
| Name of the company |  |
| Address  |  |
| Telephone no.  |  |
| E-mail: |  |
| Name of contact person |  |
| Date:  |  |

**Announcement Reference:**

**Appendix A – Summary of Relevant Work Experience**

**Vender Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Name, Agent, Contact Information (Email & Telephone) | Description of Goods and/or Services Delivered/Performed. | LocationStart and End DatesValue of Works in AFN/USD | Was contract or purchase order completed successfully? | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Sign and stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_