

Tender Notice

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| Contract title: | 4wd Transportation Services for PIN |
| Project code: | shared |
| Tender number: | AFGC000350 |
| Procedure: | Negotiated |
| Location: | Kabul, Mazar, Wardak, Ghazni |
| Contracting Authority: | Člověk v tísni, o.p.s. (People in Need, hereinafter PIN) entered in the Register of Non-profit Organizations administered by the Municipal Court in Prague, Volume O, File 119 With its registered office at: Šafaříkova 635/24, 120 00 Prague 2 ID: 257 55 277 Local Office Address District 4, Kolola pushta, Shar-e-now Road, next to Blossom Hospital, House# 38, Kabul, Afghanistan Represented by Nasr Muflahi based on the power of attorney granted by the director |

Part 1: Instructions to tenderers

I. SCOPE OF TENDER

Qualified tender offers (bids) are sought from competent suppliers for:

- **Daily Base (On Call Driver with duties according to ToR)**
- **Monthly Base Drivers**

1. The Scope of Services:

- Providing transportation services for the movement of PIN staff according to PIN instructions.
- The services include transportation of persons as well as their luggage and /or transportation of goods if the vehicle is technically suitable considering the nature and size of things.

c. The services shall be provided:

1. For Daily Base (on-call drivers): during all days (including weekends and national holidays), during business hours from 07:00 to 18:00. The driver might be occasionally asked to drive outside of business hours, depending on the needs.
2. For monthly base drivers, there are 22 days per month, including weekends and national holidays. The remaining days are so-called maintenance days, where the owner of the car shall ensure all necessary maintenance and repairs.

The services shall be inclusive of vehicle fuel/liquid, vehicle maintenance, vehicle spare parts, accident insurance, driver salary, driver per diem, food/beverages, phone calls, safety tools, maintenance tools, and any other conditions/expenses related to vehicle and/or driver.

d. The services by the vehicle with the designated driver will be exclusively provided only to PIN and not to any other person during the working day(s) with PIN.

e. Carrying out any delivery or collection duties as may be necessary (documentation delivery, minor procurements, etc.).

2. The engagement place of duty is Samangan, Wardak, Ghazni PIN Office.

3. The minimum specification and type of vehicle:

a. The vehicle shall be in good condition and shall meet the minimum specifications mentioned below:

- **The year of manufacturing - not older than 2003 (not army color)**
- Minimum number of seats – 5 (including driver's seat)
- Good condition (Vehicle interior & exterior, tires, machine & gearbox)
- 4wd Vehicle
- Air condition
- Front electric windows with auto-down
- Hydraulic power-assisted steering
- Vehicle shall be with any color except military color.

b. The vehicle shall be equipped with necessary safety items, including the following:

- Fire extinguisher
- First aid kit
- Seat-belt restraints
- Spare tire
- Mechanical jack
- Basic hand tools
- Cellphone and headset

4. The driver shall have good experience in driving and shall meet the below minimum requirements:

- a. The driver shall have a minimum 3-year experience in driving.
- b. The driver shall be able to communicate in English with basic sentences and words.

- c. The driver shall know how to use an electronic/paper logbook
- d. The driver, who has experience with NGOs is preferable.
- e. The driver shall be approved by the country authority to engage in work, shall have no criminal record, and shall complete or be postponed or exempted from military service (will be checked by PIN).
- f. The driver shall have experience and general knowledge of the mentioned area(s) and be able to understand and speak the local language.

5. Remuneration for the services:

| Location | Monthly Base | Daily Base |
|---------------|---------------|--|
| Samangan | 750 - 800 USD | Based on situation (Time, area & Km travelled) |
| Maidan Wardak | 750 - 800 USD | Based on situation (Time, area & Km travelled) |
| Ghazni | 800 - 900 USD | Based on situation (Time, area & Km travelled) |

6. Contracts with the winners will be signed for a duration of one year.

II. TENDERING

1. Tender documentation with detailed instructions for tenderers and forms to be filled by the tenderers can be obtained from PIN Offices between 08:00 a.m. 04:00 p.m. Afghanistan time during working days before 22/07/2024 or upon request via email procurement.afg@peopleinneed.net Tender forms and instructions included in tender documentation must be strictly followed otherwise the tender offer might be excluded.
2. If any of the Tenderers **requires any clarification relating to the tender**, such question should be sent to PIN by e-mail to the following e-mail address: procurement.afg@peopleinneed.net If PIN answers the question, **all other Tenderers will be copied the answer. Communication will be held through e-mail.**

To ensure that PIN could copy the answer to all tenderers, all Tenderers are advised to send their e-mail contacts to the above-specified PIN e-mail address, or otherwise ensure that PIN knows their contact details.

In case the Tenderer does not inform PIN about the corresponding e-mail address PIN will send a copy of the answer to any e-mail address available to PIN from public sources and then the Tenderer cannot claim that they/it did not know the same information as other Tenderers.

Questions could be answered only until 18/07/2024 PIN does not guarantee that all questions will be answered.

Tender offers should not be dispatched before the expiry of the period for questions under the preceding point II. 1. of this notice - if the Tenderer dispatches the tender offer before the expiry of that period they/it cannot claim that they/it did not know all information as other Tenderers.

3. Tender **offer must remain valid** for the period of 60 days from the date of closing unless withdrawn in writing before the close of tenders.
4. The contract is concluded with the winning tenderers. Should the winning tenderer fail to provide PIN the necessary cooperation to conclude the contract within the period of 30 days upon the tender results notice, PIN can further negotiate with the second-best tenderer that shall be considered the winning tenderer. Should they fail to conclude the contract with the second-best tenderer within 15 days following the notice, PIN is allowed to cancel the tender. Notice of results shall be deemed the third day following the day of dispatch of the tender results notice. In addition, PIN reserves the right to select more than 1 bidder, depending on the needs of PIN.
5. Bids have to be submitted to PIN or sent by registered post to reach the PIN office **before the closing date and time: 24/07/2024, by 14:00**. Afghani time to the following addresses:

PIN Office: District 4, Kolola pushta-shar-e-now road, next to Blossom Hospital, House# 38, Kabul, Afghanistan or to email address secure.bid@peopleinneed.cz

Bids received after the closing date & time will not be considered.

6. Bids be marked with the following text:
“**Transportation Services for PIN**
“**DO NOT OPEN BEFORE 24/07/2024, 14:01 Afghanistan time**”.
7. Envelope opening session will be held on **25/07/2024** Afghanistan time at the PIN office.
8. An interview and tests with drivers and a security check will be conducted with all drivers and all drivers shall provide their vehicles for a technical check upon request to PIN during the evaluation.

III. CRITERIA

1. To accept or reject the tender is the responsibility of the **Tender Committee**, the decision of which shall be final.

Each tenderer must meet and properly prove the following **qualification criteria** with relevant documentation:

Only individuals can apply for this tender, offers from logistic Companies will be automatically disqualified.

- ❖ Copy of vehicle registration (Jawaz sair).
 - ❖ Copy of owner’s NID Card. (Tazkira)
 - ❖ Copy of driver’s driving license
 - ❖ Filled, signed, and stamped Sworn Eligibility Statement (Annex V).
 - ❖ CV of driver
2. The tender evaluation committee will evaluate and award the contract on the basis of the following **evaluation criteria**

3.1. Driver's evaluation:

- ❖ Driving skills test (30 points)
- ❖ Driving experience in years (15)
- ❖ Experience with NGO (15)
- ❖ Experience with PIN(10)
- ❖ Mechanical skills (20)
- ❖ Knowledge of local roads (10)
- ❖ English skills (10)

3.2. Vehicle evaluation:

- ❖ Year of manufacturing (12 points)
- ❖ Presence and condition of at least 8 seats and their set belts (10)
- ❖ Condition of tires (10)
- ❖ Condition of AC (10)
- ❖ External condition of the vehicle (10)
- ❖ Internal condition of the vehicle (6)
- ❖ Condition of windows and mirrors (10)
- ❖ Front electrical windows (10)
- ❖ Condition of lights (10)
- ❖ General condition (15)

3. The tender evaluation committee will evaluate and award the contract on the basis of the following **selection criteria**

- ❖ **Vehicle Condition 50%** (shall meet the minimum requirement)
- ❖ **Driver Experience 50%** (shall meet the minimum requirement). Driver experience will be assessed based on the information obtained during the interview.

4. **Selection method** (selection criteria evaluation):

A. **Vehicle Condition (Criteria weight: 50%)**

PIN expert evaluation committee will assign points for the best condition of the vehicle, based on the grades and benchmarks below.

The evaluation result of this criterion equals the following formula: $\text{Points B} / \text{Points A} \times \text{criteria weight}$. Points A = highest points score from all; Points B = actual points score received from the committee.

| No | Criteria | Requirement | Score | Maximum Score |
|----|----------|-------------|-------|---------------|
| 1 | | 2003-2005 | 3 | 12 |

| | | | | |
|---|---------------------|---|----|----|
| | Year of manufacture | 2006-2008 | 6 | |
| | | 2010 above | 12 | |
| 2 | Seats | all 5 (including the driver's seat) seats are in good condition | 5 | 10 |
| | | 1 or 2 seats need to be fixed or installed | 3 | |
| | | 3 or more seats need to be fixed or installed | 0 | |
| | Seat belts | all 5 seat belts are in good working condition | 5 | |
| | | 1 or 2 seat belts need to be fixed or installed | 3 | |
| | | 3 or more seat belts need to be fixed or installed | 0 | |
| 3 | Tires | all 4 tires have at least 1mm tread | 10 | 10 |
| | | 1 or more tires have less than 1mm tread | 0 | |
| 4 | IAC | AC is working | 10 | 10 |
| | | AC is not working | 0 | |
| 5 | External condition | There are no dents on a car body | 3 | 10 |
| | | There are 1 or 2 small dints | 1 | |
| | | There are 3 or more small or 1 and more bid dints | 0 | |
| | | There are no other damages | 5 | |
| | | There are other damages | 0 | |
| | | The vehicle is clean from outside | 2 | |
| | | The vehicle is not clean from the outside | 0 | |
| 6 | Internal condition | There are no damages inside | 4 | 6 |
| | | There are other damages | 0 | |

| | | | | |
|----|------------------|--|----|----|
| | | The vehicle is clean inside | 2 | |
| | | The vehicle is not clean inside | 0 | |
| 7 | Windows | All windows are whole | 5 | 10 |
| | | 1 or 2 windows are damaged | 2 | |
| | | 3 or more windows are damaged | 0 | |
| | Mirrors | All mirrors are whole, installed properly, and can be adjusted | 5 | |
| | | 1 mirror has a crack or not installed properly or cannot be adjusted | 2 | |
| | | 2 or 3 mirrors have cracks or not installed properly or cannot be adjusted | 0 | |
| 8 | Electric windows | Both windows working properly | 10 | 10 |
| | | 1 window is not working | 5 | |
| | | 2 windows are not working | 0 | |
| 9 | Lights | Both dipped headlights are working | 2 | 10 |
| | | One or both dipped headlights are not working or blinking | 0 | |
| | | Both main beam headlights are working | 2 | |
| | | One or both main beam headlights are not working or blinking | 0 | |
| | | All direction indicators are working | 2 | |
| | | One or more direction indicators are not working | 0 | |
| | | Both brake lights are working | 2 | |
| | | One or both brake lights are not working | 0 | |
| | | All hazard warning signals are working | 2 | |
| | | One or more hazard warning signals are not working | 0 | |
| 10 | | The engine is in good working condition | 5 | 15 |

| | | |
|-------------------|---|---|
| General condition | The engine is in acceptable condition | 2 |
| | The engine is in not acceptable condition | 0 |
| | Steering is in good working condition | 5 |
| | Steering is in acceptable condition | 2 |
| | Steering is in not acceptable condition | 0 |
| | The chassis are in good working condition | 5 |
| | The chassis are in acceptable condition | 2 |
| | Chassis are in not acceptable condition | 0 |

B. Driver Experience (criteria weight: 50%)

PIN expert evaluation committee will assign points for the experience of the driver, based on the interview and safety & security driving test that will be conducted with the driver.

The evaluation result of this criterion equals the following formula: Points B/Points A * criteria weight. Points A = highest points score from all; Points B = actual points score received from the committee.

| No | Criteria | Requirement | Score | Maximum Score |
|----|---------------------|--|-------|---------------|
| 1 | Driving skills | Driver is using seat belt | 5 | 30 |
| | | Driving is smooth and safe | 5 | |
| | | Driver is using mirrors every 30 seconds while driving | 5 | |
| | | Reverse driving performed confidently and carefully | 5 | |
| | | Driver is using turning indicators while driving | 5 | |
| | | Driver performs "parallel parking" | 5 | |
| 2 | Driving experience | 9 and more years | 15 | 15 |
| | | 6-8 years | 10 | |
| | | 3-5 years | 5 | |
| 3 | Experience with NGO | 3 and more years | 15 | 15 |
| | | 1-2 years of experience | 10 | |
| | | 0.5-1 year experience | 5 | |
| | | No experience with NGO | 0 | |
| 4 | Experience with PIN | 1-3 years of experience | 10 | 10 |
| | | Less than 1 year | 5 | |
| | | No experience with PIN | 0 | |

| | | | | |
|---|---------------------------------|--|----|----|
| 5 | Mechanical skills (test) | Every correct answer of test brings 1 point | 20 | 20 |
| 6 | Knowledge of local roads (test) | Every correct answer of test brings 2 points | 10 | 10 |
| 7 | English skills | Driver can fluently communicate | 10 | 10 |
| | | Driver can communicate on a basic level | 5 | |
| | | Driver can not communicate | 0 | |

In case of equal scoring vehicle will be sent to the detailed technical diagnostics and the winner will be the one who would get a higher score.

IV. OTHER PROVISIONS

Further negotiations with a tenderer about price and conditions are allowed if the negotiation is directed at making the bid more favorable for the PIN.

In justified cases after receiving offers and/or during the negotiation (especially if it becomes apparent, that none of the tenderers can execute the contract to its full extent) is PIN entitled to split the contract between two or more suppliers so, that each of them will supply part of the contract. This decision must be announced to all bidders so, that they have a chance to modify their bids.

In case additional services would prove to be necessary for the finalization of the activity for which this tender is published, PIN reserves the right to procure them from the winner of this tender under a negotiated procedure on the basis of a single tender if the potential extension of the contract for a value and duration wouldn't exceed the value and the duration of the initial contract awarded under this tender.

Tenderers will be notified about the results of the tender via email within 15 working days after the termination of the tender.

V. SUMMARY OF REQUIREMENTS ON TENDER OFFER

The tender offer (bid submitted by the tenderer) **shall consist of the following documents:**

- ❖ Copy of vehicle registration (Jawaz sair).
- ❖ Copy of owner's NID Card. (Tazkira)
- ❖ Copy of driver's driving license
- ❖ Filled, signed, and stamped Sworn Eligibility Statement (Annex V).
- ❖ CV of driver

Part 2: Terms and conditions

I. EXCLUSION AND DISQUALIFICATION

1. PIN shall **exclude from the tender any bid of a tenderer** falling into any of the following cases:

- a) They are **bankrupt** or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They or persons having powers of representation, decision-making, or control over them have been **convicted of an offense** concerning their **professional conduct** by a judgment that has the force of res judicata;
- c) They have been **guilty of grave professional misconduct** proven by any means that the contracting authority can justify.
- d) They have **not fulfilled obligations relating to the payment of social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or those of the Czech Republic or those of the country where the contract is to be performed;
- e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment that has the force of res judicata **for fraud, corruption, involvement in a criminal organization, money laundering, or any other illegal activity**;
- f) They do **engage in the employment of children**, disrespect basic social rights and working conditions based on international labor standards;
- g) They have **engaged in the trafficking of persons** and have **provided any support** (direct or indirect) of **terrorism**, including the financing of terrorism, or transactions with persons connected with terrorism;
- h) They are currently subject to an **administrative penalty** imposed by the donor or have been listed by the donor as **ineligible** for participation in award procedures financed by the donor's money;
- i) Candidate might be excluded on the basis of another procurement procedure or grant award procedure financed by PIN or donor of the project, under which they have been **declared to be in serious breach of contract** for failure to comply with their contractual obligations;
- j) They or any of their employees, associates, or other persons related to them provided technical assistance to PIN under that same procurement procedure.

Points (a) to (d) do not apply to the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Tenderers shall declare they are in none of the situations listed above by the signature of the **Sworn eligibility statement** form.

2. Bids of tenderers shall be **disqualified** from the tender who, during the procurement procedure:
- a) tenderer is subject to a **conflict of interest**;
 - b) tenderer has **not stated true facts** or has misinterpreted information required by PIN, or fails to provide timely such information or to provide required documents stated by PIN as a condition for participation in the tender;
 - c) **tenderer does not meet the PIN qualification criteria** or requirements stipulated in the tender documentation.
 - d) tenderer has fulfilled the exclusion condition mentioned above in the preceding article (Part 2, Article I.), points c) or i) **during the last 2 years** prior to the launch of the tender.

II. CODE OF CONDUCT FOR SUPPLIERS

In addition to the above conditions for disqualification, the Code of Conduct for Suppliers defines all areas that PIN expects all of its suppliers at minimum to respect, and operate in ways that meet fundamental responsibilities in human rights, labor, environment, and anti-corruption. The Code of Conduct is defined by the Ten principles of the UN Global Compact¹:

- Support and respect the protection of internationally proclaimed human rights;
- No involvement in human rights abuses;
- Freedom of association and recognition of the right to collective bargaining;
- Employment is freely chosen, not forced or compulsory;
- No exploitation of children and child labor;
- No discrimination in respect of employment and occupation;
- Support a precautionary approach to environmental challenges;
- Accept greater environmental responsibility promotion;
- Encourage the development and spread of environmentally friendly technologies;
- Adhering to the highest standards of ethical conduct behavior, including working against corruption and all its forms, conflict of interest disclosure, and respect to local laws.

III. CANCELLATION OF THE TENDER/NON-CONCLUSION OF THE CONTRACT WITH THE WINNING TENDERER

PIN may cancel the announced tender or not conclude a contract with the winning tenderer in the following cases:

¹ For more information, see <https://www.unglobalcompact.org/what-is-gc/mission/principles>

| | Case | Procedure |
|----|--|---|
| a) | PIN has not received any bid , or none of the bids received was qualitatively and/or financially worthwhile or all the bids received have been disqualified from the tender | PIN has the right to cancel the tender and proceed according to chapter Application of exemptions (exemption A.b or A.e) |
| b) | Major discrepancies have been found in the Tender Notice or other supporting documentation of the tender; | PIN has the right to cancel the tender and announce a new tender |
| c) | Serious circumstances occurred during the tender which prevents PIN to continue the tender | PIN has the right to cancel the tender and proceed according to chapter Application of exemptions (exemption A.a) |
| d) | Only one bid , complying with the tender conditions, has been submitted | PIN has the right to cancel the tender and proceed according to chapter Application of exemptions (exemption A.c) |
| e) | The winning tenderer refuses to sign a contract with PIN, has not stated true facts in their bid or their bid is at dum PIN price or otherwise jeopardizes free competition in the market (e.g. forbidden supplier agreements, cartels, abuse of the leading position in the market). | PIN is entitled to either accept the bid of the bidder whose bid has ended at the second or other places or cancel the tender and announce a new tender |

IV. GENERAL CONDITIONS

1. The **Tenderer shall bear all costs** associated with the **preparation and submission of the Tender**, and PIN will in no case be responsible or liable for such costs.
2. The tenderer hereby declares and warrants that has seen and understood the terms of the below-mentioned **policies** and it complies and shall comply with all applicable terms and conditions specified therein:

PIN Policy on Ethical Conduct, PIN Code of Conduct, PIN Anti-Corruption Policy, and other related policies referred to therein, which are incorporated by reference and represent an integral part of this tender notice. Electronic copies containing the complete text are available at:

www.clovekvtisni.cz/policies

3. The tenderer will immediately and without undue delay inform PIN of any event which interferes or threatens to materially interfere with this Tender notice, including suspicion of or actual fraud, corruption, bribery, theft, terrorist financing or other misuse of funds. Such information should be passed in the first instance to fraud@pinf.cz.

All information will be treated with the utmost confidentiality. Information can also be reported directly to the PIN program team where appropriate, these will be immediately passed on to the above-mentioned e-mail address. fraud@pinf.cz

4. PIN reserves the right to cancel the tender without giving any reason.

.....
On behalf of PIN

.....
Date

PIN

Annex V - Eligibility Sworn statement

We,
(IDENTIFICATION OF a PERSON / COMPANY)

.....
declare, that:

We are not **bankrupt** or have not been wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

We or persons having powers of representation, decision-making, or control over us have not been convicted of an offense concerning our professional conduct by a judgment that has the force of res judicata;

We have not been found guilty of grave professional misconduct proven by any means that the contracting authority can justify;

We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

We or persons having powers of representation, decision making or control over us have not been subject to any judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering, or any other illegal activity, where such illegal activity is detrimental to the EU's financial interests;

Following another procurement procedure or grant award procedure financed by PIN or *any other contractual agency*, we have not been declared to be in serious breach of contract for failure to comply with their contractual obligations;

We do not engage in the employment of children. We respect the basic social rights of our employees and provide them with proper working conditions;

We have not engaged in the trafficking of persons and have avoided any support (direct or indirect) of terrorism, including the financing of terrorism, or transactions with persons connected with terrorism.

We are currently not subject to any administrative penalty imposed by the donor or have been listed by the donor as ineligible for participation in award procedures financed by the donor's money.

We don't find ourselves in any situation which could give rise to a conflict of interest in what concerns the implementation of the contract.

In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome.

In on

On behalf of (*Name of the company, name of the*

person)Signature