**Afghan Community and Health Rehabilitation Organization (ACHRO) - Afghanistan**

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| **REQUEST FOR PROPOSAL (RFP)** | |
| **RFP REFERENCE #: RFP-ACHRO-UNHCR/WESTERN** | **ISSUE DATE: July 17, 2024** |
| **REQUISITION REQUEST (RR) #: RR-ACHRO-UNHCR/WESTERN-2024-01** | **SUBMISSION TIME/DATE: 01:00 PM on**  **July 27, 2024** |
| **Submit guideline: All proposals should be submitting in Hard along with company profile. Not later than the specified date and time.** | |

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| **TERMS AND CONDITIONS**  **VERY IMPORTANT**  THIS CONTRACT/PURCHASE ORDERS MUST BE SIGNED BY BOTH PARTIES IN ORDER TO BE CONSIDERED VALID AND IN FORCE.  ALL COSTS ASSOCIATED WITH, BUT NOT LIMITED TO, PRODUCTION, PREPARATION AND/OR DELIVERY OF GOODS OR SERVICES, INCLUDING DELIVERIES, ACCEPTED BY ACHRO STAFF, WITHOUT A FULLY EXECUTED (SIGNED BY BOTH PARTIES) CONTRACT/PURCHASE ORDER, ARE AT THE VENDOR’S RISK ONLY. ACHRO SHALL NOT PAY FOR ANY COSTS, WITHOUT LIMITATION, ASSOCIATED WITH PRODUCTION, PREPARARTION OR DELIVERY OF GOODS AND/OR SERVICES UNDER THIS OR ANY OTHER CONTRACT/PURCHASE ORDER, WHICH HAS NOT BEEN SIGNED BY BOTH PARTIES.” | |
| **Project Title:** | **“Community-based Protection and Solutions Programme Response (Co-PROSPER)” in Western Region (Herat, Badghis and Farah Provinces.** |
| **Statement of Work**  **(SOW)** | **Rental of Vehicles for UNHCR/WESTERN (Co-PROSPER) Project.** |
| **Period of performance** | In Aforementioned Five Provinces, the operating will be from 7:30 AM to 4:30 PM |
| **Price Proposal/Quote**  **Instructions** | The Proposal should include cost/price of goods/services specified in the following price table. OFFER DOCUMENTS placed on vendors’ letterhead and signed by authorized person must be delivered to the Submission Location in the Sealed envelope(s) prior to the submission time. Sealed envelope must have the following identification data on it: RFP reference #, sender and addressee contact Info. |
| It is ACHRO Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and ACHRO personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any ACHRO procurement and may result in disciplinary actions against ACHRO personnel involved in such discovered transactions. | |

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| **Special conditions or**  **circumstances** | Offer will not be taken to consideration if copies of ALL Original below listed  OFFER DOCUMENTS with correspondent translations to English language are   1. Organization profile having related experience 2. Proof of vendor’s legitimacy (copy of registration certificate) 3. Bank Account Details (in Local Currency) AFN |
| **Methodology of**  **evaluation, including**  **score points for technical**  **compliance and price** | ACHRO reserves the right to accept or reject any bid, to annul the bidding process, and reject all bids at any time prior to award of a contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action. Following criteria will be considering for selection of the vendor for provision of rental vehicles   1. Relevant experience Points: 40 2. Valid registration certificate Points: 10 3. Lowest Price: Points: 50   Total Points for selection of vendor are 100. |
| **Payment**  **Terms** | DDU - Delivery Duty Unpaid. 10 days after detailed ORIGINAL invoice submission.  ACHRO will withhold contract withholding tax according to Afghan Tax Law  (2% or 7% based on vendor registration status). |
| **Validity of Proposal** | 60 days from due date. |
| **RFP Clarifications** | **E-mail:** [procurement@achro.org](mailto:procurement@achro.org%20)    A prospective supplier requiring any clarification of the RFP may notify the  Purchaser prior to the submittal date of the Proposal in Hard copies to referencing the RFP number. The Purchaser will respond to all written requests for clarification received. Copies of the responses, including a description of the  Questions will be forwarded to all the prospective suppliers. NO PHONE CALLS  OR VISITS WILL BE ALLOWED IN REFRENCE TO THIS RFP! |

**Financial Proposal:**

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|  | **Item Description** | **Province** | **Quantity** | **Months** | **Unit Price (AFN)** | **Total Price (AFN)** |
| **1** | Rental of Vehicle (Toyota Corolla 2.OD/Toyota Fielder Model 2000-2015 including Driver, Fuel and Maintenance) the Vehicle will operate in mentioned Province. | Herat, Badghis and Farah | 10 | 05 |  |  |
| **Grand Total** | | |  |  |  |  |

**Note: The number of vehicles will be increase or decrease subject to availability of donor funds.**

**Submission Guideline:**

**Department: Procurement Unit (ACHRO)**

**Organization Name: Afghan Community and Health Rehabilitation Organization (ACHRO)**

**Official address: House No. 1, Aman Eye Hospital Street, Khushal Khan Maina, District # 5, Kabul, Afghanistan.**

**Contact telephone: 93 (0) 785296700 only for office address.**

**Deadline for Submission of RFP: July 27, 2024 1:00 PM Afghanistan Time.**