



د افغانستان لپاره د بیا ودانولو او پرمختیا اداره  
اداره انکشاف و بازسازی برای افغانستان  
Agency for Rehabilitation Assistance & Development  
of Afghanistan (ARADA)

## Request for Quotation (RFQ)

**To:** Eligible Vendors/ Supply Companies  
**Project:** Provision of Transportation Services-Rental Vehicle for ARADA in P a k i t k a Province  
**Submission Email:** [procurement@arada-af.org](mailto:procurement@arada-af.org)  
**Ref No:** AR-KBL-24-04  
**Date:** 25-07-2024

Agency for Rehabilitation Assistance & Development of Afghanistan (ARADA) is a Non-Governmental Organization, Starting their activities since 1992.

Through this RFQ, ARADA invites interested and eligible vendors/suppliers to Kindly submit their quotations for the **Provision of Transportation Services-Rental Vehicle for ARADA in Paktika Province**.

| No. | Item Description  | Unit | Quantity |
|-----|---|------|----------|
| 1   | Transportation Service (Rental Vehicle) for Pakitka Province inside the city and travel to Districts Vehicle type (Toyota Corolla – Model 1995/1997 or equivalent), with proper physical condition, updated registration documents, updated driver license, and equipped with Fire Extinguisher, First Aid Kit, Spare Tire, Jack, Basic Tools, Jumper Cable, Small spare parts kits, a small amount of fluid (Gear oil, Engine oil), Functional Air Condition/Heating System. | EA   | 1        |

This RFQ includes all the instructions to the suppliers, that they will need to follow to meet the requirements and find themselves eligible and prepare to submit their Quotations.

ARADA reserves the right to accept or reject any Quotation, and also to cancel any Quotation and the procurement process at any time. In addition, ARADA can reject all the Quotations/ cancel the Purchase Order (PO) or Contract.

Yours Truly,

ARADA Procurement Staff



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### GENERAL INSTRUCTION TO SUPPLIERS (GIS)

#### Description of Goods

ARADA request prospective suppliers to submit Quotation for the **Provision of Transportation Services-Rental Vehicle for ARADA in Pakitka Province.**

#### Corrupt, Fraudulent, and Coercive Practices

ARADA requires that all ARADA staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. ARADA shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, ARADA defines for purposes of this paragraph the terms

#### Set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

#### Conflict of Interest

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

- A Supplier has controlling shareholders in common with another Supplier.
- A Supplier receives or has received any direct or indirect subsidy from another Supplier.
- A Supplier has the same representative as that of another Supplier for purposes of this quotation.
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Quotation of another or influence the decisions of the Procuring/Contracting Entity regarding this quotation process.
- A Supplier submits more than one Quotation in this Quotation process.



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- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this quotation process.

### Eligible Suppliers

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard ARADA Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Quotation.

### Cost of Preparing the Quotation

The Supplier shall bear all costs associated with the preparation and submission of his Quotation and ARADA will not in any case be responsible and liable for the costs incurred.

### Errors, omissions, inaccuracies and clarifications

The documents and forms requested for soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents.

Suppliers requiring any clarifications on the content of this document may notify the ARADA in writing at the following address.

ARADA will respond to any request for clarification received before [\(01-08-2024\)](#). Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

### Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of ARADA. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

### ARADA's Right to Accept any Quotation and to Reject any and all Quotations.

ARADA reserves the right to accept or reject any Quotation, and to cancel the procurement process and reject all Quotations, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for ARADA's action.



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## TECHNICAL SPECIFICATIONS

The Suppliers are required to indicate their compliance and comments in the below table for the technical specifications of the assignment and vehicles;

| Specification(s)  | Compliance               | Comments |
|---|--------------------------|----------|
| The transportation service (rental vehicle) price defined herein is inclusive of all costs, including driver, fuel, routine maintenance, repair, taxes, legal fees and insurance. ARADA is not financially responsible for the normal wear and tear of the vehicle, nor any other costs of repair associated with the vehicle.  | <input type="checkbox"/> |          |
| The services specified herein require that the vehicles be at the disposal of ARADA six (6) days per week. Drivers will generally work 8-9 hours shift Saturday through Thursday from 7:30 a.m. to 5:00 p.m. with one hour for lunch. The vehicle will not be parked at ARADA site. Drivers may not generally work on holidays declared by the Government of Afghanistan. On rare occasions, drivers may be required to work overnight with ARADA staff within the specified site/office assigned by ARADA.   | <input type="checkbox"/> |          |
| The Vendor shall invoice ARADA on a monthly basis in the first week of the following month. The invoice presented by the Vendor must list the number of days each vehicle has been in service and the beginning odometer reading and the ending odometer reading for each vehicle. Payment shall be made after ARADA reviews and verifies the invoice. The payment will be paid to the selected vendor in local currency.   | <input type="checkbox"/> |          |
| The Vendor shall ensure that all necessary documents for vehicles(s) specified herein and driver identification and licensing documents are valid and present in the vehicles and on the person of the driver at all times while operating the vehicle in the service of ARADA, and shall ensure emergency equipment noted in paragraph (f) below is present.   | <input type="checkbox"/> |          |
| The Vendor shall ensure that vehicles are properly maintained and functional at all times. Any necessary repairs must be immediately carried out. ARADA will not provide engine oil or fuel of any kind for the upkeep of the vehicle. The Vendor is responsible for providing sufficient fuel in a timely manner for the needs of ARADA activities.  | <input type="checkbox"/> |          |
| The Vendor shall provide fully functional vehicle in good working condition with good tires including one spare tire and equipment inside the vehicle to change the tire in the event of a flat tire. At a minimum, the vehicle must be equipped with the following: <ul style="list-style-type: none"> <li>• Jack and handle</li> <li>• All mirrors Wheel Brace</li> <li>• Functional electrical systems, including lights</li> <li>• One spare tire in good condition</li> <li>• Working windshield wipers</li> <li>• Tool kit</li> <li>• Very good brakes</li> </ul> | <input type="checkbox"/> |          |



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|  |                          |  |
|--|--------------------------|--|
| <ul style="list-style-type: none"> <li>• Jumper cables</li> <li>• Windows and doors intact and operable</li> <li>• Loud horn</li> <li>• Fire extinguisher</li> <li>• AC must be in working condition</li> <li>• First aid kit</li> </ul>   |                          |  |
| The Vendor shall be liable for any and all damage or any claims whatsoever (personal or damage to the vehicle) following an accident, including claims for transported goods, caused by the driver of the vehicle or brought about as a result of the technical state of the vehicle. Any and all related costs are at the Vendor's expense.   | <input type="checkbox"/> |  |
| The Vendor shall subscribe to and pay for comprehensive insurance coverage for the vehicle(s). This insurance should cover all liabilities. ARADA accepts no liability under any circumstances for the vehicle or the vehicle staff/driver.  | <input type="checkbox"/> |  |
| The vehicle if lost in natural disaster, burn, stolen and suicide attack ARADA will not be responsible and ARADA will not be responsible for the bodily injury or death of vehicle staff/driver while in service or when out of the service to ARADA. All related negotiations and compensation are the sole responsibility of the Vendor/Service Provider. ARADA shall not pay compensation to pedestrians or any other person involved in an accident of the vehicle(s) either when on or off duty from ARADA assignments. | <input type="checkbox"/> |  |

### Documents to be submitted:

#### Acknowledging the Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

| No. | Documents  | Score      |
|-----|--|------------|
| 1   | Legal Valid Business License   | 10         |
| 2   | Company Profile, Along with TIN  | 15         |
| 3   | List of previous similar performed projects completed in last 3 years <ul style="list-style-type: none"> <li>- Award notice/contractual agreement/completion certificate of the assignment undertaken by the supplier in last 3 years.</li> <li>- Experience with INGOs and UN will be considered as an advantage</li> </ul> | 35         |
| 4   | Financial Capability <ul style="list-style-type: none"> <li>- Audited Financial Statement for last three years (2020, 2021, 2022)</li> <li>- Recent one year Bank statement</li> </ul>   | 20         |
| 5   | Compliance with the technical specifications   | 20         |
|     | <b>Total Score</b>   | <b>100</b> |





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## General Terms and Conditions

Purchase Order Standard Terms & Conditions

### 1. Agreement

This Purchase Order (PO) becomes the exclusive agreement between ARADA and Supplier for the goods, subject to the Standard Terms and Conditions contained herein. Any of the following shall constitute Supplier 's unqualified acceptance of this PO: (a) acknowledgement of this PO; (b) furnishing of any goods under this PO; or (c) acceptance of any payment. Additional or different terms and conditions proposed by Supplier shall be void and of no effect unless accepted in writing by ARADA. Until so accepted, ARADA reserves the right to return goods, at Supplier's expense. In the event of a conflict between the Supplier's terms of acceptance and the PO Terms and Conditions, the PO Terms and Conditions shall govern unless ARADA agrees in writing to the Supplier's proposed terms. In the event of a conflict between the terms of Annex(es) to the PO and the PO Terms and Conditions, the PO Terms and Conditions shall prevail.

### 2. PO Identification

The PO number must appear on all invoices, bills of lading, packing slips, cartons, and correspondence.

### 3. Delivery

Delivery must be completed within the delivery schedule stated on this PO. Otherwise, ARADA reserves the right to (a) cancel this PO without liability and to charge

Supplier with any loss incurred as a result of Supplier's failure to make the delivery within the delivery schedule specified; or (b) charge a penalty of [0.1%] of the total price for every day of breach of the delivery schedule by the Supplier.

### 4. Payment

Supplier shall invoice ARADA upon delivery of the goods and payment shall be made within the stated period after receipt of the invoice. Payment shall be made to the Supplier as stated in the "Terms of Payment" of the Purchase Order.

### 5. Adjustments

ARADA reserves the right to change at any time the quantity, packaging, unit size, place and/or time of delivery. Supplier agrees to proceed with this PO in accordance with any such change(s) and to submit a claim request for an equitable adjustment in the PO price or delivery term caused by such change(s). ARADA may deem any claim by Supplier for equitable adjustments under this clause waived unless asserted in writing within 10 days from receipt by Supplier of ARADA's change(s). No change in, modification of, or revision to this PO shall be valid unless in writing and signed by an authorized representative of ARADA.

### 5. Packaging

Supplier must provide proper and adequate packaging in accordance with best commercial practice, to ensure that the material being shipped to ARADA will be free of damage. Packaging must be

adequate to allow for rough handling during transit, exposure to extreme temperatures, salt and precipitation during transit and open storage, with consideration for the type of Goods and transportation mode. ARADA reserves the right to reject any shipment that is deemed not to have been packaged adequately.

### 5. Inspection and Acceptance

- a) ARADA or its representative shall have the right to inspect and/or test the goods at no extra cost to ARADA at the premises of the Supplier, at the point of delivery or at the final destination. The Supplier shall facilitate such inspections and provide required assistance.
- b) ARADA shall have 30 calendar days after proper receipt of the goods purchased to inspect them and either accept or reject them as non-conforming with this PO. Based on an inspection of a valid sample, ARADA may reject the entire delivery. ARADA may also charge the cost of inspecting rejected goods to Supplier. All rejected goods will be returned to Supplier, transportation charges

collect, or held by ARADA for disposition at Supplier's risk and expense. Supplier agrees that ARADA's payment under this PO shall not be deemed acceptance of any goods delivered hereunder. ARADA's right to reject the Goods shall not be limited or waived by the Goods having been previously inspected or tested by ARADA prior to delivery.



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- c) The Supplier agrees that any acceptance by ARADA does not release the Supplier from any warranty or other obligations under this Contract.
- d) Title to the goods shall pass when they are delivered and accepted by ARADA. Risk of loss, injury, or destruction of the goods shall be borne by Supplier until title passes to ARADA.

### 6. Warranties

1.1 Supplier represents and warrants that:

- (a) The goods are conforming to the specifications, drawings, samples, or other descriptions furnished or specified by ARADA and are free from defect in material and workmanship. This warranty shall remain valid for twelve (12) months after the Goods have been delivered to and accepted at the final destination. ARADA's continued use of such goods after notifying Supplier of their defect or failure to conform will not be considered a waiver of Supplier's warranty.
- (b) It has full title to the goods and is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to carry out fully and satisfactorily, within the stipulated completion period, the delivery of the goods in accordance with this PO;
- (c) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this PO;
- (d) In all circumstances it shall act in the best interests of ARADA;
- (e) No official of ARADA or any third party has received or will be offered by the Supplier any direct or indirect benefit arising from the PO or award thereof;

- (f) It has not misrepresented or concealed any material facts in the procuring of this PO;
- (g) The Supplier, its staff or shareholders have not previously been declared by ARADA ineligible to be awarded contracts by the ARADA;
- (H) It will abide by the highest ethical standards in the performance of this Contract, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child;
- (I) The prices established hereunder shall not exceed those offered for similar goods to Supplier's other customers;
- (J) The remuneration of the Supplier under this PO shall constitute the sole remuneration in connection with this PO. The Supplier shall not accept for its own benefit any trade commission,

discount or similar payment in connection with activities pursuant to this PO or the discharge of its obligations thereunder. The Supplier shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.

1.2 The Supplier further warrants that:

- (a) It shall take all appropriate measures to prevent actual, attempted or threatened sexual exploitation or abuse (SEA) by its employees or any other persons engaged and controlled by it to 21 perform any activities under this Agreement. In addition, it shall take all appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money,

goods, or services at their disposal under this Agreement, for sexual favors or activities.

- (b) It shall strongly discourage sexual relationships between its employees and ARADA beneficiaries, and between any other person engaged and controlled by it to perform activities under this Agreement and ARADA beneficiaries.
- (c) It shall take all appropriate measures to ensure that its employees or any other persons engaged and controlled by it to perform any activities under this Agreement do not engage in sexual activity with children (persons under the age of 18) regardless of the age of majority or age