

Request for Quotations (RFQ#3114 MZR)

Issuance Date: August 05, 2024,

Closing Date: August 18, 2024

Jhpiego is seeking qualified vendors to provide quotations for transportation and driver services (4 rental vehicles 5-seated sedan along with drivers) from Oct 2024 till Sep 2025 in Mazar-e-Sharif.

Annex A: Vendor registration form

Annex B: General Requirement

Annex C: Items specifications & price

Applicant Illegibility:

- The potential vendors must be registered with the government of Afghanistan and have a valid Business license. A Vendor's current and valid Business License must be attached with its quotation.
- The potential vendors must attach an Official Bank Account information with the same name as it is stated in Vendor's AISA or business license and must confirm acceptance of payments through bank transfer.
- The potential vendors must accept tax withholding based on Afghanistan Tax Law.
- All the cost should be stated in Local currency (AFN) any quotations submitted in other currencies will automatically be disqualified.
- The Potential vendors must submit a copy of their Tax Identification Number (TIN) letter.

Important Note: If the above-mentioned conditions are not met and the documents are not submitted along with the quotation, the quotation will be disqualified and will not be further evaluated.

Selection Criteria:

LPTA: The selection will be made based on lowest price and best quality products offered. A final determination will be made after vendor's relevant experience, capacity to deliver, and supply chain are assessed.

The selected vendor will be awarded a fixed price purchase order, resulting from this solicitation to the responsible Vendor/s whose quotation conform to this solicitation will be most advantageous to the project, price and other factors considered.

Jhpiego anticipates that this RFQ will result in a single award to a single Vendor; however, Jhpiego reserves the right to make multiple awards, if it is in the best interest of the project.

Penalty Charges: Jhpiego will add a clause to the purchase order as the result of this RFQ and may deduct a sum up to 2% of the task Order total value for each day of delay beyond the agreed delivery time until the actual goods/services are received.

Payment: Jhpiego will only make payment to the selected vendor's-maintained Bank Account after the delivery and acceptance of the required Goods/Services by Jhpiego.

Quotation Submission in Hard Copy:

Vendors are requested to submit their complete quotation to Jhpiego office in hard copy by no later than **August 18, 2024, (4:00 p.m. Mazar-e- Sharif, Afghanistan local time)**. To Jhpiego office located in Mazar-e-Sharif city Chil Metra street Guzar Qabadian beside Shahriar private School District #6 House # 86.

Note: Quotations received through email or any other means than as stated above, and after the RFQ deadline will not be considered and evaluated. (We accept only hard and sealed copy of the quotations.)

for inquires and questions only, you can reach us at: Af.procurement@jhpigo.org

Disclaimer: Issuance of this RFQ does not constitute an award commitment on the part of Jhpiego or any other organization/associated agency, nor is it commitment to pay for any cost(s)/liability (ies)/loss (es) incurred in the preparation or submission of response. The organization reserves the right to reject, with or without assigning any reason, any or all response(s), if such action is considered to be in the best interest of the project/organization.

No employee is authorized to negotiate or promise work on behalf of Jhpiego. Selected vendors will have an official Purchase Order with Jhpiego with authorized signatures.

Important Note: Two percent (2%) will be withheld if the contractor has/submits a valid business license. The withheld tax per the law will be remitted to the Tax Office in the name of company and if the Vendor's License during the life of the contract expires and the vendor fails to renew it in time, Jhpiego will withhold 7% in taxes. Business Licenses issued by municipalities with the names of individuals rather than companies with TINs in individuals names will also be subject to 7% tax withholding.

Yours Sincerely,

Jhpiego Afghanistan
Urban Health Initiative Project
COP/DCOP



Aug 01 2024

VENDOR

Company name: _____
Representative name: _____
Signature & Stamp _____
Date: _____



Aug 01 2024



Aug 01 2024

Annex (B)

General Requirement:

Vendors are expected to fully review all instructions and specifications contained in this RFQ and associated annexes. Vendors are responsible for ensuring that their quotations are prepared and submitted in accordance with the instructions stated in this RFQ. Failure to adhere to the instructions described herein may lead to disqualification of a quotation from consideration.

Quotations will be evaluated based on criteria listed on the RFQ page 1.

Period of Performance: (12 months)

Location: Mazar-e-Sharif Urban Area

Delivery Requirements: The required time for services delivery (Delivery Timeframe) is within 3 calendar days of the signing of the purchase order. The delivery of services includes submission of vehicle registration documents and drivers' security clearance forms as outlined in Annex B (Special Provisions) of this RFQ.

Jhpiego reserves the right to require Vendors to submit vehicles for physical checks during the evaluation process.

Validity Period: Quotations must remain valid for at least 30 calendar days after the RFQ deadline.

Penalty Charges: Jhpiego will add a clause to the purchase order as the result of this RFQ and may deduct a sum up to 1% of the Purchase Order total value for each day of delay beyond the agreed delivery time until the actual goods/service received.

Special Provisions for the Transportation Service (Rental Vehicle)

Vendors are requested to read and consider the following terms and conditions carefully while quoting for this RFQ:

- a. The transportation service (rental vehicle) price defined herein is inclusive of all costs, including driver, fuel, routine maintenance, repair, taxes, legal fees and insurance. Jhpiego is not financially responsible for the normal wear and tear of the vehicle, nor any other costs of repair associated with the vehicle.
- b. The services specified herein require that the vehicles be at the disposal of Jhpiego five (5) days per week. Drivers will generally work an 8-hour shift Sunday through Thursday from 7:30 a.m. to 4:30 p.m. with one hour for lunch. The vehicle will not be parked at Jhpiego 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 COVID 19 staff use inside the kabul city and health facilities.
- c. The Vendor shall invoice Jhpiego monthly 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 Jhpiego reviews and verifies the invoice. The payment will be paid to the selected vendor in local currency.
- d. The Vendor shall ensure that all necessary documents for vehicles(s) specified herein, and driver identification and licensing documents are always valid and present in the vehicles and on the person of the driver while operating the vehicle in the service of Jhpiego and shall ensure emergency equipment noted in paragraph (f) below is present.
- e. The Vendor shall ensure that vehicles are properly always maintained and functional. Any necessary repairs must be immediately carried out. Jhpiego 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 Jhpiego activities.

f. The Vendor shall provide a 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:

Jack and handle	All mirrors
Wheel Brace	Functional electrical systems, including lights
One spare tire in good condition	Working windshield wipers
Tool kit	Very good brakes
Jumper cables	Windows and doors intact and operable
Loud horn	Fire extinguisher
AC must be in working condition	First aid kit

g. The Vendor shall be liable for 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 because of the technical state of the vehicle. All related costs are at the Vendor’s expense.

h. The Vendor shall subscribe to and pay for comprehensive insurance coverage for the vehicle(s). This insurance should cover all liabilities. Jhpiego accepts no liability under any circumstances for the vehicle or the vehicle staff/driver.

i. The vehicle if lost in natural disaster, burn, stolen and suicide attack Jhpiego will not be responsible and Jhpiego will not be responsible for the bodily injury or death of vehicle staff/driver while in service or when out of the service to Jhpiego. All related negotiations and compensation are the sole responsibility of the Vendor/Service Provider. Jhpiego 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 Jhpiego assignments.

j. In the event an insurance policy is not available due to locality, the Vendor shall take full responsibility for any damages, loss, theft, or bodily injury to the vehicles, the driver and other parties. Jhpiego takes NO responsibility for any damages, loss, theft or bodily injury.

k. Jhpiego reserves the right to terminate any purchase order signed **immediately** in the following situations:

- The vehicle breaks down or is maintained in an unacceptable condition.
- The Vendor or driver of the vehicle does not follow any of the Jhpiego guidelines, or the Jhpiego security and transport policies and procedures where and when applicable, or the Vendor or Driver fails to follow the instructions of Jhpiego staff.
- Any kind of misconduct by Vendor or drivers at any time whatsoever.
- Budgetary/Funding Issues/Changes in Jhpiego project activities.
- Unilateral decision of Jhpiego at its convenience.

In such cases, the payment for service will be based on the number of days the service has been provided to Jhpiego up to the time the purchase order is terminated.

l. In case of any mechanical or technical problem with the vehicles, the vendor is responsible for replacing the vehicle immediately. Payment will be made monthly.

m. The purchase order will be automatically terminated in the case of evacuation of Jhpiego from the project area. In this case, no further claims will be accepted from the vendor, other than payment up to the date of the evacuation.

n. Vendor will provide a copy of the “green book” for each vehicle, a copy of the driver’s license for each vehicle, and the below vehicle information to Jhpiego prior to signing of the purchase order:



o. Drivers must be security cleared by Jhpiego and issued an identification badge prior to the beginning of the period of performance. The vendor shall not assign any persons other than those accepted by Jhpiego for work performed at the resulting of this RFQ, without prior written consent of Jhpiego.

p. A logbook will be maintained by the driver and kept in the vehicle. Starting and ending mileage, destination, and name of the Jhpiego authorized user will be recorded for each trip. The Jhpiego authorized user must sign the log at the conclusion of the trip. The logbook will be closed out at the end of each day the vehicle is in service and opened at the beginning of each day in service. Vehicle usage and corresponding mileage occurring outside of the official use of Jhpiego will not count against the monthly mileage quota, e.g., mileage incurred by the driver going to and from his residence.

q. Vehicles shall only be used for official Jhpiego business only.

I hereby accept all the terms and conditions as listed above in Annex B.

Company name: _____

Representative name: _____

Signature & Stamp _____

Date: _____

Annex (C)
Description and Price Schedule

Vendors shall use this Annex as a template or their organization's commercial letterhead to submit their price quotation.

No.	Description/Specifications of Items or Service	Offered model (Please write model and year)	Province	Qty	Duration	Unit Price per Month	Total Price (AFN)
1	Transportation & Driver Service (Rental Vehicle, Toyota Corolla, model should not be last than 2005)		Balkh	1	12 months		
Grand Total Price (AFN):							

No.	Description/Specifications of Items or Service	Offered model (Please write model and year)	Province	Qty	Duration	Unit Price per Month	Total Price (AFN)
2	Transportation & Driver Service (Rental Vehicle, Toyota Corolla, model should not be last than 2005)		Balkh	1	12 months		
Grand Total Price (AFN):							

No.	Description/Specifications of Items or Service	Offered model (Please write model and year)	Province	Qty	Duration	Unit Price per Month	Total Price (AFN)
3	Transportation & Driver Service (Rental Vehicle, Toyota Corolla, model should not be last than 2005)		Balkh	1	12 months		
Grand Total Price (AFN):							

No.	Description/Specifications of Items or Service	Offered model (Please write model and year)	Province	Qty	Duration	Unit Price per Month	Total Price (AFN)
4	Transportation & Driver Service (Rental Vehicle, Toyota Corolla, model should not be last than 2005)		Balkh	1	12 months		
Grand Total Price (AFN):							

Delivery time frame (how long will take you to provide the vehicles requested above) after receipt of the purchaser order: _____ Calendar Days.

Vendor's Name: _____ Date: _____ Signature and Stamp: _____



Saving lives. Improving health.
Transforming futures.

Vendor Information/Pre-qualification Form

This Pre-qualification Form is to be completed by prospective Vendors/Service Providers desirous of providing goods/services to Jhpiego. Prospective Vendors must complete this Form accurately and in its entirety. Prospective Vendors understand and accept that completion of this Form does not constitute prequalification, nor does it guarantee an award of contract.

Company Information

Company /Vendor Name:		
Please list any Affiliates, Subsidiaries, etc (if applicable):		
Office Address:		
Are you a service provider, an agent, wholesaler or manufacturer		
If service provider, agent/wholesaler: store or service location		
If manufacturer: factory location		
Name of Contact Person:		
Phone Number (s)		
Company Email Address(s)		
Website Add (if any)		

Business Profile

Year company formed	
Trade License Number/ Commercial Registration Number	
Country/ City of Registration	

PIN No		VAT No	
Name of Bank			
Bank Branch			
Bank Account Name			
Bank Account Number			
IBAN Number			
SWIFT/ BIC			

Business Activities

What are the main business activities of your company? Please include any specialized services/goods offered.

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How many staff does your company have?

What geographical location(s) you operate?

Does your company / products offered possess any international approved quality certification (ISO, EQM etc)

Do you offer delivery of goods to the buyer's designated location? (Yes/No)

Business Experience

Please provide your company's work experience relevant to provision of goods/services.(Year in business and main customers)

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Vendor Information Form

Vendors Conflict of Interest Statement

I/We,hereby certify that:
(Name of Vendor)

a) I/We will not offer, promise or provide to any Jhpiego employee or family member a bribe, favor, cash, gratuity, entertainment or anything of value to obtain favorable treatment, business or contract from Jhpiego. I/We also understand that Jhpiego employees are similarly prohibited from soliciting such favors from vendors.

Any gifts provided by vendors will be addressed to Jhpiego and benefit shared among all staff members or at the discretion of the Country Director or his designee.

b) I/We will not enter into a financial or any other relationship with a Jhpiego employee that creates any actual or potential conflict of interest for Jhpiego. I understand that a conflict of interest arises when the material personal interests of the Jhpiego employee are inconsistent with the responsibilities of his/her position with Jhpiego. All such conflicts must be disclosed and corrected.

c) I/We will declare the name of any relative or friend holding a management position such as director, officer or employee working with Jhpiego.

Name: _____ Sign:

Title: _____ Date: _____

Kindly attach copies of the Registration documents, Pin certificate, VAT certificate, Business card if any.

For finance and administrative use only

Has a sentinel check for the vendor been done: Yes No

If No give reason _____

Vendor addition requested by: _____
Sign:
Date: _____

Vendor addition approved by: _____
Sign:
Date: _____



ADDENDUM TO VENDOR INFORMATION FORM

This addendum supplements the Jhpiego Vendor Information Form

Vendors Commitment to Refund VAT Funds to Jhpiego

I/We, _____ hereby certify that:
(Name of Vendor)

I/We understand that Jhpiego will pay my/our invoice(s) inclusive of VAT and apply for a waiver of the VAT by submitting a DA1 form to the Commissioner of Value Added Tax. On receipt of the duly approved DA1 form, I/We undertake to refund the relevant VAT amount to Jhpiego and/or allow Jhpiego to offset the VAT amount against any pending invoices and/or payments due to us.

Name: _____ Sign: _____

Title: _____ Date: _____