

RFQ

Rental Vehicles and Driver Services for Herat & Ghazni Provinces

RFQ# RV/Herat, Ghazni/WYFAO/022/2024

Issue Date: 14 -Aug- 2024

Closing Date and Time: 20-Aug-2024, 4:00 PM

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1) Summary

RFQ Number	RV/Herat, Ghazni/WYFAO/022/2024
Tender Title	Rental Vehicles and Driver Services for Herat & Ghazni Provinces
Issue Date	14-Aug-2024
Deadline for the project	20-Aug-2024 Time: 4:00 PM

2) Introduction to Organization

Women and Youth Future Assist (WYFAO) is a none profiting, none governmental and none political organization that is mainly involved in humanitarian and developmental activities and serve the people in need. WYFAO was found back in 2016 by a group of young Afghan professional with high spirit of helping and shaping lives in Afghanistan. WYFAO was established to play prominent role in addressing the actual need of poor people and enable all Afghan speak for their rights and have enabling environment for their development and prosperity

3) Tender Purpose and Expected Results

WYFAO is seeking for Eligible Companies, firms to provide rental vehicles and driver services in (Gulran, Kushki Kuhna and Zer koh) districts of Herat province & Ghazni Province.

In order to participate and be eligible, you will need to complete the necessary documents and attend in the bid opening process. Please note the deadline for the bid submission, bid opening and submit your quotation. Incomplete submissions will automatically be rejected.

4) Language of Bid

The bid, as well as all correspondence and documents relating to the bid shall be written in English.

Supporting documents may be in another language accompanied by an accurate translation of the relevant passages in English (if required)

5) Documents Comprising for the quotation.

The Supplier shall complete and submit the following document with quotation:

1. The attached bill of quantity with your cost.
2. Copy of your company government registration certificates

Company profile and previous experience.

List of similar projects implemented by company

List of key teams (full name, last Name, Position and contact detail)

CV of the Key Staff with documents. (Professional Drivers)

Bank Account Details.

Note:

- 1. Quotation must be completed without any changes to the format, no substitutes shall be accepted
- 2. All blank spaces shall be filled with the requested information.

- Payment Terms:** Payment would be made for each month through Bank or cheque at the end of the month.
- Currency:** unless specified otherwise, all statements of or references to amounts in this agreement are to lawful money of Afghanistan but the amount will be paid in AFN.
- i. All duties, taxes and other payable will be paid by the contractor under the contract, shall be included in the total bid price submitted by the bidder
 - ii. WYFAO will deduct the applicable tax as required by Afghanistan tax Law and will. make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year and monthly bases accordingly.
 - iii. WYFAO is not responsible for all taxes of the project. Contractor has to pay all the tax according to the rule and regulation of Afghanistan law.
 - iv. According to article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold.
 - v. 2% of contract value, if the Contractor holds a valid business license from the relevant sources.
 - vi. 7% of contract value, if the Contractor does not have valid business license or expired business, or any other tasks which the contractor aren't able to provide the business license.

Terms of Contract:

The following terms of contract must be applicable for further payment and bidder contracts:

- i. Copy of government registration certificates along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
- I. Your quotation will be accepted and payment will be proceeding as per your legal business title.
- ii. WYFAO will pay crossed cheque in favors of valid bank account of the organization/individual with whom contract is executed. Any other bank account is not acceptable.
- iii. Penalty is applicable to the selected company in case of late delivery as per of our contact policy and procedures.
- iv. Valid Bank account according to your legal business title.
- v. WYFAO reserves the right to cancel this process without further notice to the vendors.

6) Offer Documents

Your offer package should include following essential documents.

- Signed and stamped copy of this RFQ document
- Your offer should be submitted in Sealed Envelope and submitted in the bids box at the WYFA Head Office Reception; Offers submitted in other places will not be considered;
- When submitting the offer, the bidder should sign the bids submission logbook sheet;
- The envelope should be properly marked with the bidder's company name, date and time of submission and RFQ reference number
- Your offer should be clear and legible, (in English language preferable)
- Your offer should be submitted in letter head and/or duly stamped and signed;
- Your offer should state the offer issuing date;
- Your offer should be numbered;
- Your offer should be specific on the offer validity date;

- Price should be quoted in Afghani (AFN).
- Your offer should be duly signed and stamped.

The bidder firm is responsible for all costs/expertise involved in preparing the offer, and WYFAO. bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

7) Submission:

The offers must be received before the deadline specified above and in the Cover letter for tender participation file. Each offer received after the deadline will be rejected. The duly completed offers must be delivered To WYFAO Main Office.

Add: House #15 Sub- St #2, St #15, Wazir Mohammad Akbar Khan, Kabul, Afghanistan

8) Clarification of Solicitation Documents

If you have any further question or clarifications in this bid, please reach out by email to the following email id.

Faizullah Sadeed

Procurement and Logistic Department Head

Email: Procurement@Wyfao.org, Faizullah.sadeed@wyfao.org

Phone: 0747718203

9). Eligible Bidders:

Participation in tendering is open on equal terms to all companies/firms which is officially registered with the Government of Afghanistan. The bidder at the time of submission of the bid should not be:

- I. insolvent
- II. in receivership
- III. bankrupt
- IV. being wound up.

10. Inspection and late proposal:

WYFAO is obliged to ensure that its procurement decisions are clearly justified and documented, within the Donors mandatory principles. that full and on-the-spot access must be granted to representatives WYFAO, Donor, any organization or person mandated by it, to premises belonging to WYFAO or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

Tenders must be Submit by the due date and time as specified under para-10. Tenders received after the closing date will not be considered, unless in WYFAO sole opinion there are exceptional circumstances which have caused the delay. WYFAO, reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

Clear breakdown of costs related to items and services as requested in RFQ, and a detailed price list for all the services linked to the technical requirement.

The bidder will have affected by no potential conflict of interest, that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform WYFAO in written.

11. Compliance and Rejection of Tenders:

WYFAO, reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed. Therefore, the WYFAO is under no obligation to accept any tender.

12. Bid Validity:

Bids shall remain valid for the 60 days the date of the bid submission deadline date A bid valid for a shorter period shall be rejected as non-compliant.

13. Confidentiality:

- A. Bidders must treat the invitation to tender and all associated documentation supplied as confidential.
- B. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated bidder is communicated to all bidders.
- C. Any effort by a bidder to influence the WYFAO in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

14. Process of Bid:

The WYFAO shall examine the legal documentation and other information submitted by bidders to verify eligibility, and then will review and score bids according to the following criteria:

Award Criteria	Percentage (%) of scoring
Past relevant experience and similar project	20 %
Company Capacity	30 %
<ul style="list-style-type: none"> • Key personnel (Driver CVs) • List of Vehicles equipment • Company structure • Vehicle Model • Driver License • Vehicle Document Clear Date 	
On time delivery	10%
Financial Pricing	40 %
Total of scoring	100%

In order to qualify bidders should attain a minimum score of 50 % in the technical evaluation.

15. Notification and Signing of the Contract:

Upon receipt of the Letter of Acceptance, the WYFAO shall call the successful bidder to sign the Contract and returned back to the organization. copy of contract will be awarded to bidder in the same time.

16. Scope of Work

Vehicle Specification

- ☐ Clean inside and out and free from unpleasant odors, Road-worthy and in good condition
- ☐ Equipped with necessary safety items, including fire extinguisher, seat-belt restraints, spare tire, mechanical jack and basic hand tools
- ☐ Air conditioning & heating systems must be functional with cold and hot air system.
- ☐ Registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law; and

- Original vehicle registration, driver's license and other documentation should always be available in the vehicle being rented (in case of checkpoints, etc.)

Working Hours and Approved Route

- The vehicle shall be available on request Saturday to Thursday between the official business hours. but exceptional requests may be made for operation outside normal hours for which no extra charge shall be incurred for the car and driver's overtime cost.
- During the period of operation for, the vehicle shall carry passengers or goods authorized by WYFAO.
- Vehicle rental service to include only geographic transportation coverage for Herat and Ghazni provinces.
- On-time delivery. Supplier shall deliver within maximum 2 working days after receipt of the PO.
- Completeness of the order. Supplier shall deliver goods and services as per specification/description/model included in the order and at the right quantity.
- Price Compliance. Supplier shall supply goods as per unit prices identified in the Agreement during the entire Agreement duration.
- Accuracy of payment documentation. Supplier shall provide complete payment documentation including accurate invoices with correct quantities, unit price, order reference number, etc.
- If the supplier fails to meet WYFAO performance requirements detailed above, it will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result on termination of the Agreement.

17.Special Conditions

- The vehicle and driver shall be made available on request normally during working days from Saturday to Thursday but exceptional requests may be made for operation outside normal Days, for which no extra charge shall be incurred for the car and driver's overtime cost. During the period of operation for WYFAO, the vehicle shall carry passengers or goods authorized by WYFAO.
- The supplier shall be fully responsible for the operation of the vehicle and ensure that the driver operates the vehicle in accordance with applicable law. The supplier shall be fully responsible for payment of salary and other benefits to its driver as required by the governing labor laws, as well as for paying any fees incurred by the driver, including but not limited to fines for traffic violations.
- WYFAO shall not be liable for any action, omission, negligence or misconduct of such driver, nor for any costs, expenses or claims associated with any illness, injury, death or disability of such driver performing services in connection with this RFQ or subsequent Contract. WYFAO shall have no responsibility vis-à-vis the driver.

The driver(s) shall be:

- Properly trained in the operation and maintenance of the vehicle;
- Sufficiently experienced, with at least Three years of experience as a driver;
- Licensed for operating a motor vehicle, including for passenger service if available;
- Familiar with local routes and destinations;
- Properly attired during hours of operation;
- Observe at all times basic courtesy to passenger(s), fellow motorists and road authorities;
- In possession of a mobile phone with an active number provided by the Contractor
- The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. WYFAO reserves the right to review the qualifications of the driver before commencement of service, or at any other time during the term of this Contract, but shall have no obligation to do so. At WYFAO request, the Driver shall be replaced with another meeting the above conditions within 24 hours after receiving written notification from WYFAO.

During the period of operation for WYFAO, the driver shall receive instructions solely from the WYFAO authorized passenger(s) and travel the most efficient, safe and secure route to any indicated

- destination, without deviation for personal or other reasons not associated with WYFAO interests, and without interruption of WYFAO purposes for the trip.
- The Contractor shall be fully responsible for any and all maintenance, servicing and repair needs of the vehicle during the term of this Contract, and all costs related thereto, and shall ensure that the vehicle operates properly during the term of this Contract. Except in the case of emergencies, the Contractor shall ensure that service and repair does not take place during the hours that WYFAO requires the vehicle, or at any other time that will interfere with WYFAO purposes for the use of the vehicle. In the event that the vehicle is not able to be used at any of the requested times, including those specified or exceptionally requested pursuant to 3 a) above, the Contractor will provide another vehicle with the same specifications within two (2) hours of the incident which caused the vehicle to be unavailable.
- WYFAO reserves the right to inspect the vehicle before putting it into service under the terms of this Contract, or at any other time during the term of this Contract, but shall have no obligation to do so. In the event WYFAO opts to inspect the vehicle, such inspection shall be carried out in the presence of the Contractor or the Contractor's designate. If an inspection reveals that the vehicle is not in a road worthy condition, requires service or repair or does not otherwise comply with the terms of this Contract, the Contractor shall promptly have such work done, at its costs and expense, failing which, WYFAO reserves the right to terminate the Contract for cause.
- The contractor is responsible for the vehicle safety, WYFAO will bear no responsibility in case of theft and hijacked etc.

Tools and Equipment:

- D. The vehicle must be equipped with the following:
- E. • Full working vehicle fire extinguisher
 - F. • Minimum of 4 liters of reserve engine oil
 - G. • Complete standard first aid kit
 - H. • Spare tire
 - I. • Toolbox
 - J. • Insulation tape
 - K. • Pulling cable
 - L. • Battery start cables
 - M. • Jack with handle in good working condition
 - N. • Wheel nut brace/wrench
 - O. • Set of emergency repair tools

ANNEX-1 LOT A Rental Vehicles For Herat Province

ANNEX-2 LOT B Rental Vehicles For Ghazni Province

ANNEX-3 Return Bid Form