**INSTRUCTIONS TO COMPANY**

**Contracting authority:** Terre des Hommes Foundation, (Tdh) Afghanistan

**Type of market: Provision of Rental Vehicles for Tdh Nangarhar and Kabul provinces.**

**RFQ reference:** AFG\_KBL\_RFQ\_006\_2024\_Provision of Rental Vehicles

# General instructions

1. These Instructions to Applicants set out the rules for the submission, selection and implementation of actions under this Call for Quotations.
2. The Transport Company will bear all costs related to the preparation and submission of its tender (visits, on-site inspection, etc.). The contracting authority will not be responsible or liable for any costs incurred by the tenderer, regardless of the progress or outcome of the procedure.
3. The evaluation committee reserves the right to reject any file deemed insufficiently complete at the time of the evaluation of the offers.

# Goods to be supplied

* 1. The purpose of this call for Quotation is to solicit competitive bids for the hiring of **Rental Vehicles services.**
  2. The type of Rental vehicles is
* **Van ASTANA Mercedes 2002 model, meet AFG Trafic system. For the details of requsation you can see RFQ form.** 
  1. The call for Quotation will lead to the signature of a framework contract valid for **one year and may renewable** with **one or more suppliers** selected following this call for Quotation.
  2. The Vehicles will be used for TDH project(s) at the following addresses of **NGR province:**

|  |  |
| --- | --- |
| **Nangarhar Province** | |
| **Kot district** | **Villages:** All |
| **Koz Kunar district** | **Villages :** All |
| **Dara-e-Noor District** | **Villages :** All |
| **Rodat District** | **Villages :** All |

And coordination office is :

* **AFG delegation , Taimani Watt, Street 8, Behind Setaraye Azizi Tower, Opp Haji Ghulam Farooq Mosque, H.No 80, PD 4, Kabul.**
  1. You will find a detailed description of the services requested in **Annex 1 of this file - "*List of service needed*"**.
  2. Companies may, if they wish, propose several items if they comply with the technical specifications mentioned in Annex 1.
  3. The quantities mentioned in Annex 1 are for 1 unit (either vehicle or month…).
  4. Each delivery will be triggered by the issue of a written Purchase Order by TdH and will be subject to the conditions (quality, deadlines, price, etc...) which will be detailed in the contract signed with the successful company.
  5. The Service Provider undertakes to maintain the prices offered for the entire duration of the contract (**10 MONTHS**). The prices may be renegotiated at the end of the Framework Contract, if TdH and the Service Provider wish to extend the contract.

# Samples & Quality check

* 1. Tdh reserve the right to request for samples and to visit supplier’s premises in order to perform for a quality check.
  2. The Vehicles will be delivered at the supplier's expense to the TDH-Kabul and TDH-Jalal Abad offices for physical verification/check.
  3. Suppliers will have to submit samples/vehicles physical verification. In absence of samples Tdh reserve the right to reject the companies offers.
  4. Samples/vehicles physical verification belonging to unsuccessful Suppliers may be retrieved at their own expense after the contract has been awarded.
  5. You will find below the list of samples expected for each Lot. These must be delivered to Tdh at the time of submission, together with a delivery note with a detailed description of the items delivered.

# Delivery:

* 1. Vehicles ordered must be delivered to the specific locations that instructed by Tdh-incharged team within 72 hours after the order. In the event of failure to comply with the delivery time, Tdh can terminate the contract or impose other types of sanctions provided for in the contract.

# Methods of payment:

# The payment will be done 100% of Each 100% services to the agreed office/site after 3-5 days of each month. To be mentioned, the 2% Tax will be automaticaly deducted during the payment by Tdh office

# Planning of the Request for Quotation:

|  |  |
| --- | --- |
| **Steps** | **Dates\*** |
| Publication of the Call for Quotation | 13/08/2024 |
| Deadline for requesting clarification from Tdh | 18/08/2024 to 2pm |
| Last day when Tdh gives clarifications | 19/08/2024 to 11am |
| Deadline date and time for receipt of Qoutation | 20/08/2024 to 10 am |
| Offer opening | Between 21/08/2024 and 22/08/2024 |
| Cars Physical Verification of the pre-selected supplier(s) | Between 25/08/2024 and 26/08/2024 |
| Notification of award to the successful supplier | 28/08/2024 |
| Signature of the contract | 29/08/2024 |

\*Tentative dates / All times are in the time zone of the country of the contracting authority.

This schedule is subject to change by Tdh according to the constraints encountered.

# Presentation of the offer:

* 1. Quotation, associated documents and correspondence between the supplier and Tdh must be written in the language of the procedure, which is English.
  2. The financial offer must cover all the goods / services described in **Appendix 1** and must be expressed **all taxes included in Afghani (AFN).**
  3. Offers must be received by **20/08/2024 to 02:00pm**. Late offer will be rejected and will not be evaluated. Nevertheless, all offer received after the submission deadline will be retained by the contracting authority.
  4. All interested companies must be submitted in the original version in **a sealed envelope**, either by registered letter or private courier service with acknowledgement of receipt, or by hand in return for a signed receipt to the following address**:**
* **Terres des Hommes Office, Kabul Main office, Taimani Watt, Street 8, Opp Haji Ghulam Farooq Mosque, H.No 80, PD 4, Kabul, Afghanistan**
  1. **Tender dossiers send by email will not be considered.**

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* 1. The envelope should be marked as follows:

1. Call for Quotation N° AFG\_KBL\_RFQ\_006\_2024 Provision of Rental Vehicles.
   1. All deletions, modifications or changes must be initialled by the signatory of the offer. All bids must be signed by an authorized representative of the bidder.

Annex 3

Supplier Profile & Questionnaire

**From: Terre des hommes Foundation (Tdh), Delegation Afghanistan**

**Submitted by:**

|  |  |  |
| --- | --- | --- |
|  | **names of tenderers** | **nationality** |
| **Contractor** |  |  |
| **partner 1** |  |  |
| **partner 2** |  |  |

\* Add/delete additional lines for partners where appropriate. note that a subcontractor is not considered a partner for the purposes of this tender procedure. if this tender is submitted by an individual tenderer, the name of the tenderer must be entered as "Contractor" (and the other lines must be deleted).

**Contact person**

|  |  |
| --- | --- |
| **name** |  |
| **address** |  |
| **telephone** |  |
| **e-mail** |  |

We, the undersigned, declare that:

1. We have examined and accept in its entirety the contents of the RFQ documents. We accept its provisions in full, without reservation or restriction.

**2** we comply to carry out, in accordance with the terms of the tender documents, the conditions (general and special), the technical specifications and the time limits set, without reservation or restriction, the following work mentioned in:

AFG\_KBL\_RFQ\_006\_2024\_ Provision of Rental Vehicles

**3** we make this request in our own right and for this bid. We confirm that we are not bidding for the same contract in any other form.

**4** we note that the contracting authority is not obliged to pursue this invitation to quotation and reserves the right to award only part of the contract. It does not incur any liability towards us.

Legal Representative, name and surname **………………………..**

Date: **……………………**