

Request for Quotation
Provision of Rental Vehicles
RFQ Reference no: AFKAB.2024. Aug.002
Date: Aug 19, 2024

From: ActionAid

Subject: Provision of Rental Vehicles

Project location: Kabul, Ghor, Herat, Bamiyan, Kunduz, Samangan, Khost, Paktika, Jawzjan, Nengarhar, Balkh, Laghman, Paktia, Sare-e pul, Faryab and Farah provinces.

Deadline for Submission: 12:00 PM (noon) local time, Aug 28, 2024.

Bid submission Address: ActionAid Afghanistan, House no. 11, Street no. 11, Old Toumani, District 10, Kabul, Afghanistan.

1. Background:

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 7 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Bamiyan, Balkh, Jawzjan, Jalalabad, Samangan, Ghor and Herat Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country.

2. Sub project objective:

ActionAid is looking for eligible Logistic and Transport companies who can provide rental vehicles services with the required details of this RFQ.

ActionAid intends to rent the vehicles below for the listed provinces and related districts (clause no. 11 of this RFQ) and is hereby requesting a quotation from your company to provide required rental vehicles.

Below table is only for the monthly rental vehicles.

The written quantity is only for the pricing purpose while the required quantity of rental vehicles will be as per need of the ActionAid.

S/no.	Types of Vehicles	UOM	QTY	Unit Price (AFN)	Total Price (AFN)
1	4runner, Model 2000 or higher	Each	1		
2	Corolla/Saracha Model 1995 or higher	Each	1		

Company name:

Sign and stamp:

Below table is only for the daily rental vehicles.

The written quantity is only for the pricing purpose while the required quantity of rental vehicles will be as per need of the ActionAid.

S/no.	Types of Vehicles	UOM	QTY	Unit Price (AFN)	Total Price (AFN)
1	4runner, Model 2000 or higher	Each	1		
2	Corolla/ Saracha Model 1995 or higher	Each	1		
Company name: Sign and stamp:					

3. The scope of Work:

3.1 Vendor Tasks and Responsibilities:

- 3.1.1 The rental vehicles shall include vehicles with all required fuel, maintenance, and an experienced licensed driver to drive passengers throughout mentioned locations.
- 3.1.2 The vendor is responsible for providing only fuel vehicles and ActionAid will not accept gas vehicles.
- 3.1.3 In addition, the vehicles shall have comprehensive liability, collision, and first aid kit.
- 3.1.4 The vendor shall be solely responsible for any vehicle damages, personal injuries to passengers, other vehicle occupants, liabilities and accidents involving all personal, other vehicle and property damages caused by the vehicle accident and or collision regardless of fault.
- 3.1.5 ActionAid will not provide any independent or separate insurance coverage for the rental vehicles. In case of any dispute between the driver and traffic police, the contractor shall take full responsibility to settle the dispute.
- 3.1.6 The vendor shall have a regular maintenance schedule to ensure the vehicles are operating correctly daily and are mechanically sound.
- 3.1.7 The vendor must offer one backup driver in case first driver is not available at any given time.
- 3.1.8 ActionAid reserves the right to request the rental vehicle driver to be replaced at any time at their discretion.

3.2 Drivers Responsibilities:

- 3.2.1 All drivers must have a valid driving license.
- 3.2.2 The driver should not keep any illegal items that are banned by the government in the vehicle.
- 3.2.3 Obey Afghan traffic rules, traffic police and security services requests and directions.
- 3.2.4 Keep the office secrecy confidential.
- 3.2.5 The driver is not allowed to pick up any other passengers rather than ActionAid stuff or without ActionAid permission during the duty.
- 3.2.6 All designated rental vehicles drivers must maintain professional, respectful behavior and communication skills with all passengers being transported.
- 3.2.7 All designated rental vehicle drivers must maintain personal hygiene and clean clothing daily.
- 3.2.8 All rental vehicle drivers shall be vetted prior to driving for ActionAid related driving assignments.

- 3.2.9 There is zero tolerance to driver's misconduct, misbehaviors and or incidents with and towards the passengers.
- 3.2.10 Apply professional vehicle handling techniques for safe and smooth control of the vehicle relative to weather conditions, quality of road surface and vehicle load.
- 3.2.11 The designated rental vehicle drivers are responsible to keep all required vehicle documents i.e., valid driving license and insurance documents on their person always.
- 3.2.12 The vendor must keep logbook of all passengers to and from locations on every movement.
- 3.2.13 All designated rental vehicles drivers shall maintain an internal logbook of all movements and have each passenger sign the logbook at each drop off point.
- 3.2.14 The original hard copy of driver-passenger logbook must be submitted to ActionAid on monthly bases.
- 3.2.15 The logbook must clearly identify the driver's name, vehicle license plate and all destinations shall be clearly printed on every line.
- 3.2.16 The driver's logbook may need to be modified until reviewed and accepted by ActionAid representatives.
- 3.2.17 The designated rental vehicles driver must always keep the vehicle clean and dust free.
- 3.2.18 The designated rental vehicles drivers must have always charged cell phone for emergency calls.
- 3.2.19 The designated rental vehicles driver shall be available for transportation use daily. ActionAid office working hours operate from 7:30 AM to 5:00 PM, but service shall be provided for the complete month.

4. The Vehicle shall be supplied with:

- 4.1 All the vehicles must be in good condition.
- 4.2 Furnished with 4 new tires.
- 4.3 Furnished with 1 new spare tire.
- 4.4 Furnished with a hydraulic jack and or vehicle jack with long bar and jack wrench to repair flat tires.
- 4.5 Furnished with winterization during the winter season.
- 4.6 Furnished with good mechanical working condition.
- 4.7 The vehicles must be left hand (as per Afghanistan law).
- 4.8 Vehicle acceptance inspection, physical and visual inspection must be performed daily by the designated rental vehicle driver before placing them in service.
- 4.9 Any vehicle discrepancies identified by the inspection must be fixed before putting the vehicle in service, if using the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.
- 4.10 The awarded vendor must have a replacement vehicle ready in the event first rental vehicle's become unusable for use by ActionAid.

5. General Terms:

- 5.1 The winning vendor must physically place the vehicle after receiving the purchase order OR based on the ActionAid Afghanistan's procurement team's email and coordinate with user department/ regional manager head of the time.
- 5.2 ActionAid Afghanistan is committed in providing the best services to the communities and strictly

following standards of the project/deliverables or services. In case of poor quality of work and/or services, the ActionAid team reserves the right to reject the vehicle or driver and request a better one if the vendor fails to fulfill the requirement(s). ActionAid also reserves the right to cancel the contract at any time / stage with no compensation to the vendor at all for that specific purchase order.

- 5.3 ActionAid reserves the right to inspect and verify the quality of services and/or vehicle condition.
- 5.4 Any modifications in specifications and quality of the services by the vendor are not acceptable.
- 5.5 More than one proposal by a single vendor will lead to rejection of both/all proposals.
- 5.6 Only ActionAid has the right to amend the services specifications or the services completion date.
- 5.7 ActionAid will not pay any extra amount for any miscellaneous charges rather than what is in the purchase order.

6. Vendor Selection Criteria:

- 6.1 The ActionAid `s Internal Procurement Committee (IPC) will be in charge of evaluation of bids and selection of the winning proposal.
- 6.2 Preference will be given to highly competitive bid that meets the services requirements.

7. Eligibility of Applicants:

7.1 Eligible vendors

- 7.1.1 The vendors must have a valid and updated license from AISA or the Ministry of Commerce.
- 7.1.2 Only logistic and transportation companies are eligible to bid other than will not be considered for the evaluation.
- 7.1.3 Bids must be signed, stamped, dated, and sealed otherwise may lead to disqualification of the bid.
- 7.1.4 Companies with similar experience might be preferred.

7.2 Applicants cannot apply for this proposal if they:

- 7.2.1 Are not registered companies of the Afghan Government or local authorities in Afghanistan?
- 7.2.2 Are bankrupt or in the process of going bankrupt?
- 7.2.3 Have been convicted for an offense concerning professional conduct.
- 7.2.4 have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- 7.2.5 Are guilty of serious misinterpretation in supplying information.
- 7.2.6 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.
- 7.2.7 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

8. Prices:

- 8.1 Vendors must provide the most competitive price in Afghani currency there is no compromise on the quality or materials and work, any bid in a currency other than Afghani will be disqualified.

- 8.2 All quotations must abide the Government of Afghanistan Tax regulations. Offered prices must be inclusive of all relevant taxes and duties and other clearance costs.
- 8.3 Prices should be valid for 30 days. Please clearly indicate price validity in your offer. In case of validity is not specified, prices are considered valid for 30 days.
- 8.4 It will be a fixed price services and no changes in price will be acceptable once both parties have signed the contract.
- 8.5 We have two different types of purchase order for the rental vehicles:
 - 8.5.1 Monthly purchase orders that will be paid fully.
 - 8.5.2 Daily purchased orders will be calculated as per that specific month's calendar days.

9. Duration:

The contract will be in force for the duration of six months once it has been signed by both parties.

10. Tax

The prices should be inclusive of taxes, 2% or 7% (based on nature of registration) tax will be withheld from the total price at source as per law of the land. There is no negotiation on this at any stage.

11. Delivery Address(s):

AAA requires these vehicles for the below locations:

Kabul, Ghor, Herat, Bamiyan, Kunduz, Samangan, Khost, Paktika, Jawzjan, Nengarhar, Balkh, Laghman and Farah provinces in their related districts.

In case of adding any new province, ActionAid will inform the vendor and prepare a separate agreement for that.

12. Conflict of Interest / Non-Collusion:

Any bidder is required to confirm in writing....

- 12.1 That none of the directors or senior managers of the company are related to any of the directors and staff of Action Aid Afghanistan which may affect the outcome of the selection process. If there are such connections the bidder is required to disclose all the details along with the bid document.
- 12.2 That it has not communicated to anyone other than Action Aid Afghanistan the amount or approximate amount of the tender.
- 12.3 That it has not and will not offer to pay or give any sum of money commission, gift, inducement, or another financial benefit directly or indirectly to any person for doing or omitting to do any act about the tender process. Any such attempt will result in the company being blacklisted by ActionAid Afghanistan.

13. Documents:

- 13.1 The following documents must be submitted together with the bid:
 - 13.1.1 Copy of valid business license
 - 13.1.2 Copies of company president and vice president Tazkira (NID)
 - 13.1.3 Letter of reference for the authorized person for further contacts or negotiation if required.

13.1.4 Any vendor with similar experience might be preferred.

13.1.5 Provision bank statement with minimum of 5 million Afghani is must.

13.2 The following documents will be requested from the vendor after the issuance of the purchase order and/or contract:

13.2.1 Vendors' bank account details

13.2.2 Original Commercial Invoice

13.2.3 Any other supporting documents if requested by ActionAid.

13.3 Please do not submit any extra document(s) until and unless requested.

14. Payment Conditions:

14.1 There will be no advance or instalment payment to the vendor.

14.2 Payment will be made to the company through bank or cheque within 15 working days.

14.3 The payment will be made once the services has been completed 100% and the proper logbooks and original invoice reached to Kabul office.

14.4 For daily rental vehicles payment if the services duration is less than 10 days ActionAid will pay as per the vendor quoted daily price other than if the services duration is exceeded then 10 days the daily rate will be counted as per the formula (monthly rental price/ month days).

14.5 In case of any emergency with ActionAid that causes delay to the vendor payment, the vendor shall pay salaries of his assigned drivers on time.

15. Penalties:

15.1 In case where vendor delay to provide / place the vehicles to the requested location(s) other than by force majeure the client is entitled to impose a contractual penalty of 2% will be charge for each day of daily up to a maximum of 8% from the sum of purchase order/contract price. At the meantime AAA reserve the right to cancel the contract with zero compensation for works, services or the deliverable made by the vendor.

15.2 If the vendor does not work based on the quality for which the rate has been contracted, ActionAid reserves the right not to pay any amount, blacklist the vendor or make a deduction from the final payment based on its best judgment/market price of the quality delivered.

16. Force Majeure:

Force majeure is defined as a natural disaster, earthquake, landslide, flood, war, armed conflict, and pandemic. In the event of force majeure, the vendor shall inform the client within 24 hours. Action Aid Afghanistan and the vendor shall amicably decide further action after force majeure. Force majeure shall have an official declaration by the government.

17. Termination of Contract:

- The client may terminate the contract in whole or in part at any time and for any reason whatsoever by giving the vendor at least 5 days' written notice.

- The client may terminate the contract with immediate effect by giving written notice to the vendor and claim any losses (including all associated costs, liabilities, and expenses including legal costs) back from the vendor at any time if the vendor:
- Becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- In case vendor is willing to terminate the contract must notify the client a month in advance, otherwise ActionAid has the right to keep the pending amounts as the penalty.

18. Late Tenders:

Tenders received via email, scan copy or after the closing date and time will not be considered.

In case ActionAid does not receive an adequate number of tenders for a competitive bid, it reserves the right to go for a negotiated process or re-announce the package.

19. Submission of Bids:

ActionAid reserves the right to choose either one or multiple vendors to ensure value for money.

The sealed bids must be submitted in original hard copies to Country Office at the following address: ActionAid, House no. 11, Street no. 11, Old Taimani, District 10, Kabul, Afghanistan. All Bids must be signed and stamped. The ActionAid IPC reserves the right to cancel any proposal that is incomplete in any manner.

Deadline for the submission of the bids before 12:00 pm, Afghanistan times, Aug 28, 2024. You can share your queries or concerns 24 hours before the closing date to procurement.kabul@actionaid.org with consideration of off days.

Only shortlisted vendors will be contacted for further negotiation, and any bidder who has not been awarded a contract will not be notified.

Note: Please sign and stamp all pages.

Vendor details:

Company name:

Name of signatory:

Title:

Contact Number (s):

Email Address(s):

Date:

Sign and stamp: