



**Organization for Coordination of Humanitarian Relief-OCHR**

**REQUEST FOR QUOTATION**

**Rental Vehicle and Driver Services for OCHR**

**Paktia and Logar provincial Office**

**Ref#: RV/OCHR/23/2024**

**Issue Date: 28 August 2024**

**Closing Date: 2 September 2024, 03:00 pm**

**Subjected to Donor Fund**

**only transportation company are eligible to apply for this project**

**Contact details**

**At OCHR Head Office - Kabul:**

|            |                         |
|------------|-------------------------|
| Name:      | Procurement unit        |
| Title:     | Procurement manager     |
| Telephone: |                         |
| E-mail:    | procurement@ochr.org.af |

**Physical Address:**

|            |   |
|------------|---|
| House #:   | 37  |
| Street #:  | 3   |
| District#: | 5   |
| Locality:  | Adjacent to Dawat University, Khushal Khan Area, Kabul Afghanistan. |

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### **1. About OCHR:**

Organization for Coordination of Humanitarian Relief (OCHR) is a national non-governmental organization established in Afghanistan in 2015 to play a vital role in humanitarian and development settings and to contribute towards peacebuilding in the country where the people can live in amity and harmony.

In humanitarian situations emerging from conflict or natural disasters, the response encompasses the provision of tools and resources to reduce the suffering and increase self-sufficiency.

Our approach includes sustainable development, focusing on ultra-poor communities of Afghanistan. The endeavours focus on the social and economic development of the people dwelling in remotes parts of the country.

Through peacebuilding efforts, we envision Afghanistan as a socially inclusive society where peace and prosperity remains a fate for every individual living in this territory. Promote the social cohesion, curtailing extremism in all forms, inclusiveness of peace processes where children, women, and marginalized groups have a voice.

### **2. Description:**

OCHR through this RFQ is requesting eligible bidder (Transportation company) to provide four rental vehicle and driver service Toyota Filder for around 4 months good condition preferably above 2000 two for Paktia and two Logar province.

The vehicles are subjected to transport OCHR staff from of OCHR Logar provincial offices to (Pul-e-Alam, Azar, Baraki, Kharwar, Mohammad Agha) and form OCHR Paktia provincial office to (Gardez, Shwak,Sayed Karam,Garda Seray, Zurmat and Jani Khail District) and other Districts with regular travel to specific locations as approved authorized OCHR staff (i.e., where project beneficiaries are located).

### **3. Scope of Work:**

OCHR is implementing Area-Based Approach to Development Emergency Initiatives in Paktia and Logar province for around 5 months.

The vehicles will be used for beneficiary identification, Rehabilitation of two Sport stadium, Capacity development (through training) of the CDC members, Provision of Legal Aid Support and other Task as according to the project scope and Meetings with Donor, Provincial Directorate, and other relevant stakeholders which requires the project staff to travel on daily basis.

### **4. Project Duration:**

The projected duration is around 4 months after award of contract.

### **5. Cost of Providing Offers:**

The bidder shall bear all costs associated with the preparation and submission of bid in response to this solicitation/RFQ.

### **6. Closing date:**

Quotation must be received by the Contracting Authority as specified in the RFQ not later than the closing date, any quotations received after that will not be considered / or not allowed to put it in the bid box.

### **7. Cancellation for convenience:**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

#### 8. Vehicle Specification:

- The bidder shall provide the OCHR programs 4 rental vehicle and driver service Toyota Filder good condition preferably above 2000 for Paktia and Logar province.
- 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 (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.

#### 9. The driver(s) shall be:

- Properly trained in the operation and maintenance of the vehicle.
- Sufficiently experienced, with at least 1 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 no prior accident records.
- In possession of a mobile phone with an active number provided by the supplier.
- During the period of operation for OCHR the driver shall receive instructions solely from the OCHR 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 organization interests, and without interruption of organization's purposes for the trip.

#### 10. Special Conditions:

- The vehicle and driver shall be made available on request normally during working days from Saturday to Thursday. A weekly schedule will be provided in advance 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 OCHR, the vehicle shall carry passengers or goods authorized by OCHR.
- The Supplier 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 there to, and shall ensure that the vehicle operates properly during the term of this Contract. Except in the case of emergencies, the Supplier shall ensure that service and repair does not take place during the hours that OCHR requires the vehicle, or at any other time that will interfere with OCHR's 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 above, the Supplier will provide another vehicle with the same specifications within (2-4) hours of the incident which caused the vehicle to be unavailable.
- 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.

- The Supplier 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.
- The Supplier is responsible for any items left in the vehicle by OCHR passengers. Such items shall be returned to OCHR promptly upon discovery.
- The Supplier is responsible for the vehicle safety, OCHR will bear no responsibility in case of theft and hijacked etc.
- OCHR 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. OCHR shall have no responsibility vis-à-vis the driver.
- OCHR 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 OCHR opts to inspect the vehicle, such inspection shall be carried out in the presence of the Supplier or the Supplier'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 supplier shall promptly have such work done, at its costs and expense, failing which, OCHR reserves the right to terminate the Contract for cause.
- OCHR 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 OCHR request, the Driver shall be replaced with another meeting the above conditions within 24 hours after receiving written notification from OCHR.

#### 11. Working Hours and Approved Route:

- The vehicle shall be available on request Saturday to Thursday 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 OCHR, the vehicle shall carry passengers or goods authorized by OCHR.
- Vehicle rental service to include only geographic transportation coverage for Provinces Center and all districts.

#### 12. Offer Documents:

##### 12.1. Clarification of Solicitation Documents:

The bidder requiring any clarification on the Request for Quotation may notify OCHR in a written form. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for questions. Clarification may be sought in writing through authorized representative email: [procurement@ochr.org.af](mailto:procurement@ochr.org.af) for clarifications only no later than 2 days before close in date of RFQ, no bids are to be submitted through this or any other emails. For submittal of bids please see the instructions set forth.

##### 12.2. Amendments of Request for Quotation:

Prior to the Deadline for Submission of Offers, OCHR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may amend this Request for Quotation. In order to afford prospective bidder reasonable time in which to take the amendments into account in preparing their offers, OCHR may, at its discretion, extend the Deadline for the Submission of Offers. Any amendments will be published in the same manner as the present RFQ for which the bidders are required to keep an eye on the advertised RFQ till its deadline, for any amendment made there.

### 13. Contract Modality:

OCHR is soliciting quotations for the establishment of a Singal Purchase Agreement SPA. Quotations must be submitted by using the **Returnable Bidding Forms** contained in the RFQ document. The overall objective of this solicitation is to establish a SPA to facilitate and expedite the process by which OCHR will contract the supply of once there are specific requirements, following the signature of the SPA.

OCHR will enter into an agreement with one supplier selected as a result of this procurement process, as per evaluation methodology and criteria specified herein. The SPA shall be considered by OCHR as non-exclusive and OCHR will not be committed to purchase any minimum quantity.

Call-Off Mechanism and prices – Once the SPA is signed, if there is a specific requirement for subject services, OCHR appointed focal person shall issue a release Purchase Order (PO) to the supplier. The pricing will be based on prices in the SPA contract as quoted in this RFQ.

Contract Management/Service Level Agreement – OCHR will regularly monitor the performance of supplier, based on the following Key Performance Indicators (KPIs):

- On-time delivery, Supplier shall deliver within maximum 2 working days after receipt of the PO.
- Completeness of the order, Supplier shall deliver goods /services as per specification/description/model included in the order and at the right quantity.
- Price Compliance Supplier shall supply goods/service as per unit prices identified in the RFQ 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 OCHR's 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 Contract.**

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Prior to the Deadline for Submission of Offers, OCHR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may amend this Request for Quotation. In order to afford prospective bidder reasonable time in which to take the amendments into account in preparing their offers, OCHR may, at its discretion, extend the Deadline for the Submission of Offers. Any amendments will be published in the same manner as the present RFQ for which the bidders are required to keep an eye on the advertised RFQ till its deadline, for any amendment made there.

### 15. Clarification of Solicitation Documents:

The bidder requiring any clarification on the Request for Quotation may notify OCHR in a written form. The response will be made in writing to any request for clarification of the RFQ that received by the cited deadline for questions. Clarification may be sought in writing through authorized representative email: [procurement@ochr.org.af](mailto:procurement@ochr.org.af) for clarifications only no later than two days before close in date of the project, no bids are to be submitted through this or any other emails. For submittal of bids please see the instructions set forth.

### 16. Preparation of Offers:

#### 16.1. Language of the Offer:

The Offer prepared by the bidder and all correspondence and documents relating to the Offer exchanged by the company and OCHR shall be in English Language only.

### **16.2. Offer Currencies/Offer Prices:**

Prices shall be Offered in /USD.

### **16.3. Period of Validity of Offers:**

The Offer shall remain valid for 60 days after the closing date prescribed by OCHR. An Offer valid for a shorter period may be rejected as non-responsive.

## **17. Opening and Evaluation Criteria:**

To assist in the examination, evaluation, and comparison of Offers, OCHR may at its discretion ask the bidder for clarification of their Offers. The following criteria will be applied for the evaluation and scoring of bids.

### **17.1. Bid Security:**

As per the organization's procurement policy and procedures, the bidder is required to submit a bid security of **\$300 (Three hundred USD, or equal in AFN)** to OCHR along with the offer. The bid security can be submitted through bank form from the bidder's specified account with a clear indication of the **Rental Vehicle and Driver Services for OCHR Paktia and Logar provincial Office Ref#: RV/OCHR/23/2024** subject to OCHR name on it. (No specific marking, as **bid security comprises an essential part of the offer, supplier's offers lacking the bid security will essentially be counted as non-responsive and offer will be considered rejected by the procurement committee.**

### **17.2. Cost-Effectiveness (90 points):**

OCHR's procurement department and the technical committee for evaluation of the offers shall have the right to take the decision on Cost-Effectiveness for the shortlisted bids as per and according to OCHR, Donor and international standards allocated for the specified items with cost-effectiveness. Although the lowest price is technically acceptable, however, the price should be realistic meeting the very current market price analysis, lowest price in no means is the main factor for contract award, the bids should meet at least the identified standards for items as per technical specification. Within the contractual period any changes of the price will not be allowed and any approaches from the supplier requesting for a price increase or expertise unavailability will be considered as non-performance and thus the contract will be void, with 10% of the total contract penalty applied

### **17.3. Relevant Experience (10 points):**

According to organization policy, bidders should have the capacity and experience of at least one contracts implemented in past 5 years. Copies of the contracts should be part of the offer and will receive score

## **18. Preliminary Examination:**

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Offer will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

An offer determined as not substantially responsive will be rejected by OCHR and may not subsequently be made responsive by the bidder by correction of the non-conformity.

## **19. Evaluation of Offer:**

Determination of compliance with the RFQ is based on the content of the Offer itself without recourse to extrinsic evidence. The offer will be evaluated based on the documents/information requested, any missing documents from the offer due to administrative purposes will not be requested and the bidder is required to take care the completeness of the offer.

## 20. Evaluation and Basis for Award:

A contract will be executed with the bidder whose quotation is determined to be responsive to this RFQ document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to the organization.

That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated below.

- Cost-Effectiveness
- Relevant Experience

OCHR reserves the right to reject any and all bids at its sole discretion for any reason whatsoever. The quantity requested in this RFQ does not create liability for OCHR and that OCHR may determine to reduce or increase the quantity cited in this RFQ at the order stage.

## 21. Negotiations:

It is anticipated that a 'Contract' will be awarded solely on the basis of the original offers received. However, OCHR reserves the right to negotiate the price and the terms and conditions offered by the bidder by requesting clarifications prior to award or proposing adjustments to the quotation. Furthermore, OCHR reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated quotations. At the sole discretion of OCHR bidders may be requested to conduct oral presentation.

## 22. Certifications and Compliance:

Bidders shall be expected to comply with the following policies and regulations. The bidder must be registered as per the local law and hold a valid license. As per the Afghanistan government tax law, OCHR withholds 4% tax from the total value contract where the supplier is registered with the government of Afghanistan, OCHR releases the tax to the account of MoF and provides confirmation to the respective bidder. This tax is a sole responsibility of OCHR and therefore, it should be included in the final price that will be Offered to OCHR in response to this solicitation.

## 23. Pertinent Information:

- The OCHR shall have the right to reject the offer if it does not conform to requirements of the RFQ.
- The OCHR reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to organization.
- Please be informed that the actual required work may differ (increase or decrease) from the depending on operational needs and hence the OCHR should not be held responsible for any such changes.
- Failure to comply with the OCHR requirement will justify rejection of your offer.
- Within the contractual period any changes of the price will not be allowed and any approaches from the contractor requesting for price increase or expertise unavailability will be considered as non-performance and thus the contract will be void.
- If not clear in any specification, please communicate and confirm before submitting the offer.

## 24. Offer Documents:

**Your offer package should include following essential documents.**

- Signed and stamped copy of this RFQ document
- Bid security.
- Returnable Bid Forms



- Legal business registration/certificates;
- Copy of the bank statement where the name of the firm/company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
- Past performance evidence (list of previous contracts, name and contact details of clients).

**In addition, your offer should be submitted with information as following.**

- Your offer should be submitted in Sealed Envelope and submitted in the bids box at the OCHR Head Office Reception; Offers submitted in other places will not be considered.
- Mark the envelope **Rental Vehicle and Driver Services for OCHR Paktia and Logar provincial Office Ref#: RV/OCHR/22/2024**, Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.
- 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 RFF 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 AFN.
- Your offer should be duly signed and stamped.
- Complete bank details, as all payments will be made only through bank transfer.

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

## **25. Payment Terms:**

OCHR's preferred payment term is only through bank form in a minimum of 45 days net. The supplier shall receive the amount through a specified bank account which will be transferred within a minimum of 45 days after the service delivery as per project circumstance. The service provide may request a different payment term, though it remains an evaluation factor.

Payment will be made in 4 installments in the end of each calendar month or as per project circumstance, after service delivers is verified by the organization's provincial assigned team.

Payment will be made to the Supplier within 45 days once the invoice is received, and work is attested by the organization provincial staff, considering the banking regulations i.e., no liabilities will be incurred to the organization if the banking system restricts the payments due to unforeseen circumstances including delay in payment by the donor and the 45 days period exceeds. The payment is subjected to tax as per Afghan Tax Law, which will be deducted from the payment to the Supplier.

Note: the payment proceed only through AIB bank, if the contractor/Supplier/Service provider don't; have an active account in AIB bank, the bank transfer charges will be deducted from contractor/Supplier/Service invoices

## **26. Offer Submission Guidelines: (Open Bidding not held):**

With reference to the information provided in the 'Offer Documents' section above, sealed envelopes are expected to be delivered at the address. Your offer should be submitted in Sealed Envelope and

submitted in the bids box the OCHR Head Office Reception; Offers submitted in other places will not be considered. Bids received later than mentioned date and time will not be accepted.

**OCHR Head Office:** House#37, Street#3, District 5, adjacent to Dawat University, Khushal Area, Kabul Afghanistan.

**27. Performance Security:**

As per the organization’s policy and procedures, awarded firm/Contractor required to submit a performance security of **(5) % total contract value** to OCHR after award of contract. The performance security can be submitted through bank form the contractor specified account with a clear indication of the **Rental Vehicle and Driver Services for OCHR Paktia and Logar provincial Office Ref#: RV/OCHR/23/2024** and subject to OCHR name on it.

**28. Returnable Bid Forms:**

This BoQ contains statements required in the Offer documents and shall be signed by a duly authorized person. Any addition to, deletion or alteration in the BoQ may result in rejection of the Offer.

| Primary Services/Description  | Duration Measure Unit | Number of Vehicle | Unit Price (USD) include 4% Tax | Total Price (USD) |
|---|-----------------------|-------------------|---------------------------------|-------------------|
| Rental Vehicle and Driver Services<br>Toyota Filder good condition preferably above 2000 Model mileage<br>3000Km/month for Paktia | 4 Months              | 2                 |                                 |                   |
| Rental Vehicle and Driver Services<br>Toyota Filder good condition preferably above 2000 Model mileage<br>3000Km/month for Logar  | 4 Months              | 2                 |                                 |                   |
| <b>Total Amount in USD</b>  |                       |                   |                                 |                   |

**29. Bidder information:**

Persons authorized to sign bids, offers and contracts

| Name | Title | Email | Telephone |
|------|-------|-------|-----------|
|      |       |       |           |
|      |       |       |           |
|      |       |       |           |

**Banking Information:**

Payment shall be made only through bidder’s specified bank account, please provide your banking information as requested below. Considering the banking restrictions, no other than AIB account in the supplier’s name is the OCHR able to make payment to the supplier. This in good faith the supplier is required to comply with, failure to meet with this specific requirement will justify the rejection of your offer by OCHR, however, **if currently holding no account at AIB the bidder may commit to open the account in case of contract award.**

Bank Name: \_\_\_\_\_ (Essentially AIB) \_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ SWIFT Code: \_\_\_\_\_

**Sign and Stamp of the Bidder Firm**