**PLEASE DELETE ALL GUIDANCE NOTES IN THIS DOCUMENT PRIOR TO RELEASING**

**INVITATION TO TENDER**

**Afghanistan**

**15 October 2024**

**ITT-AFG-NGR-2024-PR-115**

**Hiring of Rental Vehicles for East Region, Kabul and surobi**

**SUBMISSION DEADLINE: <<04:30PM ON 27/October/2024>>**

**PRE-SUBMISSION CLARIFICATION MEETING: Not Applicable**

**QUESTIONS / CLARIFICATIONS : <<Afg.Tenders@savethechildren.org>>**

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

# **PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development, and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work, we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Rental Vehicles for All East region, Kabul and Surobi.* |
| **Outcome of Tender**  *(Fixed Price Framework Agreement)* | ***Framework Agreement*** *(Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | *24 Months* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (45%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (45%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING ITT**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | <<15, Oct, 2024>> |
| Pre-Submission Clarification Meeting | <<NA>> |
| Deadline for questions from Bidders | <<20, Oct, 2024>> |
| Deadline for Bid Submission | <<27, Oct, 2024>> |
| Bid Clarifications | <<10, Nov 2024>> |
| Award Contact | <<15, Nov 2024>> |

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email – Not Applicable**

**Paper Submission**

* Paper copies submitted on headed paper to <<Save the Children International Behind Mia Omer high school, Angoor Bagh in front of the Public Park District#2 Nangarhar, Afghanistan >>
* Bids should be submitted in a single sealed envelope addressed to <<Save The Children Country Office Supply Chain Department>>.
* The envelope should clearly indicate the Invitation to tender reference number (<<ITT-AFG-NGR-2024-115, Rental Vehicles>>), but contain no other details relating to the bid or the bidder’s name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **<< 04:30PM, 27/ Oct/ 2024>>.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| <<SCI – AF, Supply Chain Department>> | <<Afg.tenders@savethechildren.org>> |

Please be advised local working hours are <<08:00am – 04:00PM>>. Please allow up to <<2days>> for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process. **Clarifications to questions shall be uploaded in ACBAR website 3 days prior to bid submission deadline.**

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Save the Children operate a fleet of vehicles to support the delivery of its programmes. Vehicles are used to transport goods, colleagues and beneficiaries to and from various locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles.

Save the Childrens key interests in bidders submissions will be:

* **Safety** – Save the Children require vehicles which are equipped to ensure the safety of all passengers. This includes things such as vehicle safety equipment (seatbelts etc), insurance coverage and driver qualifications / experience.
* **Reliability & Availability** – Save the Children require vehicles which will be able to perform in the challenging and unpredictable conditions in which we work. This includes ensuring vehicles are properly maintained and serviced to minimise breakdowns (and if required, replacement vehicle coverage).
* **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value. This includes achieving commercially competitive fleet rental rates.

1. **SPECIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VEHICLE TYPE** | **DESCRIPTION** | **DRIVER**  ***(Yes / No)*** | **ADDITIONAL SERVICES**  ***(e.g. Fuel, IVMS?)*** | **QTY** | **DURATION OF RENTAL** |
| **Corolla Model 2010-Or Above Original left hand** | **Model 2010 or above** | **Yes** | **All Expenses include Fuel and other Maintenance Costs are on Supplier** | **1-40, Based on Need** | **2 Years FWA** |
| **Toyota HiAce Model 2005 or above Original left hand** | **Model 2005 or above** | **Yes** | **All Expenses include Fuel and other Maintenance Costs are on Supplier** | **1-25, Based on Need** | **2 Years FWA** |
| **Toyota Hilux pickup 4x4 Model 2005 or above original left hand** | **Model 2005 or above** | **Yes** | **All Expenses include Fuel and other Maintenance Costs are on Supplier** | **1-41, Based on Need** | **2 Years FWA** |
| **Toyota 4 Runner 2 or 3 Seats Model 2007 or above** | **Model 2007 or above** | **Yes** | **All Expenses include Fuel and other Maintenance Costs are on Supplier** | **1-10, Based on Need** | **2 Years FWA** |
| **Fielder Vehicle 2004 or above original left hand** | **Model 2004 or above** | **Yes** | **All Expenses include Fuel and other Services are on Supplier** | **1- 23, Based on Need** | **2 Years FWA** |

**All vehicles and drivers must be supplied to Save the Children After signing the FWA.**

**RENTAL DURATION**

* Due to the nature of Save the Childrens work, the rental requirements may change with limited notice. Therefore, Save the Children requires the ability to increase / reduce the number of vehicles rented with limited notice and without impact on the remaining rented vehicles.
* Save the Children may request additional vehicles be supplied at the agreed rates at any time.
* Save the Children may terminate the rental of any individual vehicles by giving at least **5 days’ notice**.

**VEHICLES**

* All vehicles supplied should adhere to the following criteria:
  + Toyota Corolla Not older than Model Year **2010**.
  + Toyota HiAce Not older than model year **2005.**
  + Toyota Hilux pickup Not older than model year **2005.**
  + Toyota 4 Runner Not older than model year **2007.**
  + Fielder vehicle Not older than model year **2004**
  + Not have more than **180,000 KM mileage**.
* All vehicles supplied should be free from major defects / damage and road legal and remain so for the duration of the rental period. This includes:
  + Vehicles complying with all local laws and legislations.
  + Vehicles are taxed and have the relevant insurance required by law.
  + Vehicles are equipped with all relevant safety equipment (e.g. seatbelts, tyres have corrected tread depths etc.).

**DELIVERY & RETURNS**

* The supplier shall be responsible for delivering the vehicles to the location specified by SCI at the start of the rental period.
* The supplier shall be responsible for collecting the vehicles at the location specified by SCI at the end of the rental period.
* Save the Children does not expect to be charged for any damage / repair costs at the end of the rental period unless agreed in writing by both the Supplier and SCI when the vehicles are returned at the end of the hire period.

**FUEL**

* The supplier shall be responsible for providing fuel for the duration of the rental period.
* The supplier confirms they have established relationships with fuel suppliers, and that Save the Children will receive priority treatment in the event of a fuel shortage, or if there are any national / local fuel supply issues.

**INSURANCE & TAX**

* All vehicles supplied must include as a minimum the following insurance cover:
  + Passenger Liability
  + Third Party Liability
* It is the responsibility of the Supplier to ensure all vehicles remain insured for the duration of the rental period.
* It is the responsibility of the Supplier to ensure all vehicles remain taxed for the duration of the rental period.

For any Supplier who cannot meet the insurance requirements set out above, SCI will require, in the Service Contract, the Supplier to agree liability arrangements for any damage, loss and/or theft of the rental vehicles and/or their contents, and the injuries and/or fatalities of their rental vehicle drivers.

**Suppliers Liabilities and Responsibilities**

* Supplier (individual/ corporate) will be held responsible and/ or liable for any damage and/ or loss and/ or theft happened to their vehicles during the FWA agreement implementation, regardless of the incident time whether it occur during working with SCI or out of that.
* Supplier (individual/ corporate) will be held responsible and/ or liable for the injuries and/ or fatalities of their rental vehicle drivers during the FWA agreement implementation, regardless of the incident time whether it occur during working with SCI or out of that.
* Supplier (individual/ corporate) will be held responsible and/or liable for the third-party damage and/ or injuries and/or fatalities during the FWA agreement implementation, regardless of the incident time whether it occur during working with SCI or out of that.
* The supplier is responsible to pay all taxes required by the authorities and to maintain the rental vehicles taxes cleared during the implementation of the FWA.
* SCI will not be held responsible and/ or liable for any damage and/ or loss and/ or theft of the rental vehicles.
* SCI will not be held responsible and/ or liable for the rental vehicles’ driver injuries and/ or fatalities during the implementation of the FWA.
* SCI will not hold responsible and/ liable for the rental vehicles tax and/ or any other related costs.

**VEHICLE MAINTENANCE**

* The supplier shall be responsible for maintaining and servicing the vehicle throughout the rental period.
* The vehicles should be maintained and serviced in line with the manufacturer’s recommendation, as a minimum.
* When any repairs, servicing or maintenance is required, the Supplier shall provide Save the Children reasonable notice, and supply a vehicle of a similar specification whilst the original vehicle is being serviced / repaired / maintained.

**DRIVERS**

* All drivers supplied by the Supplier must adhere to the following criteria:
  + Hold a valid driving license for any vehicle type they may drive under the rental agreement, and the license remains valid for the duration of the rental period.
  + Driver must not have been suspended in the last 5 years.
  + Driver to have experience of Five years of driving similar vehicles.
  + Driver to adhere to all traffic laws at all times and never be under the influence of drugs or alcohol.
  + Driver to adhere to all Save the Childrens policies including the SCI Fleet policy.
  + Drivers to have passed medical / health checks (e.g. eyesight tests) to prove their suitability to drive.
  + Drivers must carry all relevant documentation (e.g. driving license, vehicle taxation) at all times when driving for Save the Children.
* The Supplier is expected to have in place some form of vetting procedure to validate the capability and qualifications of the drivers to be used.
* Drivers must be insured to drive the vehicles at all time, and have any other insurance cover required by law.
* For the avoidance of doubt, Save the Children will consider the supplier responsible for the driver throughout the rental period.

**REPORTING**

* Drivers will be responsible for maintaining all vehicle documents required law.
* Drivers will also be responsible for completing Save the Childrens vehicle log for all journeys and submitting the vehicle log to the Save the Children fleet focal point every day.

**TERMINATION**

* Should any of the supplied vehicles become in a condition meaning that they are unable to be used to serve their purpose, the Supplier will be providing a replacement vehicle within 2 days.
* Should a replacement vehicle not be supplied, Save the Children can terminate the hire of the vehicle(s) immediately.
* Reasons for a vehicle hire being terminated include, but are not limited to:
  + Expiration of insurance, tax or any other licenses required by law.
  + Irreparable damage to vehicle.
  + Lack of required safety equipment as required by law / Save the Childrens fleet policy.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| 1 | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | Yes / No | Comments/Attachments |
| 2 | The Bidder and its staff (and any sub-contractors used) agree to comply with Save the Children Supplier Sustainability Policy listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | Yes / No | Comments |
| 3 | The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Conditions of Tendering  The supplier must read sign and stamp the SCI polices. | Yes / No | Comments |
|  |  |
| **4** | The Supplier confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity. | Yes / No | Comments |
| ***5*** | The Bidder confirms that all vehicles supplied are road legal, free from major defects and safe to use for the purpose detailed in this Invitation to Tender and will remain so for the duration of the rental period. | YES | Comments/Attachments |
| ***6*** | The Bidder agrees to be audited by SCI’s donors, or their authorised auditing agencies. | YES/NO | Comments/Attachments |
| ***7*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.  The supplier must read sign and stamp the SCI polices. | Yes / No | Comments |
|  |  |
| ***8*** | The Bidder confirms that all vehicles supplied have the PMS (Periodic Maintenance Service) letter of the workshop before starting to work with SCI. | Yes / No | Comments |
| ***9*** | The Bidder confirms that all vehicles supplied include the as a minimum, the insurance levels required by the Global and Local Safety & Security Policies (detailed in this Invitation to Tender) and that the vehicles will remain insured for the duration of the rental period. **The supplier should adhere to the safety and security requirements issued by SCI SSD department. This requirement will be part of the Framework Agreement with the successful supplier.** | Yes / No | Comments |
| ***10*** | Supplier to agree liability arrangements for any damage, loss and/or theft of the rental vehicles and/or their contents, and the injuries and/or fatalities of their rental vehicle drivers. | Yes / No | Comments/Attachments |
| ***11*** | The Bidder confirms that it all of their drivers are legally qualified to drive and that all employees (including drivers and any sub-contracted labour) are vetted against sanctions lists. | Yes / No | Comments/Attachments |
| ***12*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license (**This tender is open only for the Transportation Companies).** * Corporate Bank Account Details by the name of the company. (*This should include the account number, Bank Name and currency (either Afghani or USD*).   **Note:** The supplier needs to provide a confirmation letter if the contract is awarded the supplier to provide a second bank account (either Afghani or USD) upon request. | Yes / No | Comments/Attachments |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***Bank Account Details*** |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

45% of marks allocated to Capability.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Score** | **Question** | **Bidder Response** |
| **1** | 15 % | **Experience:**  Ensure 3 contracts copies provided which shows working in the similar/relevant area with UN, NGO/INGOs/ Government authorities for the last five years. The minimum cumulative amount for all three Contracts/PO/BPA/LTA value must be- 500,000.00 USD Contracts.    The suppliers are allowed to remove the confidential parts of the Contract while they are providing the contracts copies.  Save the children would do a reference check.  Each Contract will get 5 marks. |  |
| ***1****-Name:* |  | | ***2****-Name:* |
| *Contact No* |  | | *Contact No:* |
| *Email* |  | | *Email:* |
| *Contract Value* |  | | *Contract Value:* |
| ***3****-Name:* |  | | |
| *Contact No* |  | | |
| *Email* |  | | |
| *Contract Value* |  | | |
|  |  | |  |
| **2** | 10% | ***Documents Required 10 Marks:***  Provide at least 30 drivers list with Tazkira copies and update driving license copies and at least copies of green book of 30 vehicles copies for the bellow listed vehicles:  10-Corolla Model 2010-Or Above Original left hand  10-Toyota HiAce Model 2005 or above Original left hand  2-Toyota Hilux pickup 4x4 Model 2005 or above original left hand  5-Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand  3-Fielder Vehicle 2004 or above original left hand  The vehicles original documents in physical inspection day are required. |  |
| **3** | 10% | ***Latest Maintenance Record Required -10 Marks:***  Provide the workshop confirmation letter of latest maintenance record for 30 below mentioned vehicles.  10-Corolla Model 2010-Or Above Original left hand  10-Toyota HiAce Model 2005 or above Original left hand  2-Toyota Hilux pickup 4x4 Model 2005 or above original left hand  5-Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand  3-Fielder Vehicle 2004 or above original left hand  **-Withing one-month latest maintenance record for above 30 vehicles mentioned will get 10 Marks.**  **-Within two Months latest maintenance record for above 30 vehicles will get 5 Marks.**  **-More than two months will get zero marks.**  The latest maintenance record will be considered as of the date the bid closes.  **Note: The Final Decision will be based on vehicles inspection.** |  |
| **4** | 10% | **Parking Responsibility: 10 Marks:**  Company Accepts to take care of the parking area/space for all vehicles during official hours, SCI does not have space for parking. Provide confirmation /Acceptance letter on Company letter head. |  |

**Sustainability Criteria**

10% of marks allocated to sustainability.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Evaluation Criteria** | **Sustainability Criteria Description**  **(Minimum Weighting is 10%)** | **Bidder response** |
| ***1*** | **10%** | The bidder is able to provide vehicles with low emissions (e.g., CO2):  10/10 - Bidder which supplies vehicle with the lowest average emissions.  0/10 - Bidder which supplies the vehicle with the highest average emissions.  Note: The supplier should confirm the condition of vehicles via company letter head and the letter must be attached with bid document | Confirmation Letter for Co2 emission |

## 

## **SECTION 3 – COMMERCIAL QUESTIONS**

**Table 1 – Vehicle Pricing (inclusive of Fuel, Maintenance, Servicing etc) include Drivers**

45% of marks allocated to Commercial.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Line-item no.** | **Description of Goods / Services** (add attachment for technical specification if very detailed) | **Unit** | **Quantity required** | **Currency** | **Unit Price** | **Total Price** |
| 1 | **Corolla Model 2010-Or Above Original left hand-**Nangarhar ALL DISTRICT Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 2 | **Corolla Model 2010-Or Above Original left hand-** Nangarhar City Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 3 | **Corolla Model 2010-Or Above Original left hand-** Nangarhar to Surobi and back Nangrhar office Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 4 | **Corolla Model 2010-Or Above Original left hand-** Nangarhar to Kabul and Back to Nangarhar Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 5 | **Corolla Model 2010-Or Above Original left hand-** Nangarhar to Kunar all Districts and back to Nangarhar office Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 6 | **Corolla Model 2010-Or Above Original left hand-** Nangarhar to Laghman all Districts and back to Nangarhar Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 7 | **Corolla Model 2010-Or Above Original left hand-** Asadabad to Kunar All Districts/ Kunar To NGR SCI Office Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 8 | **Corolla Model 2010-Or Above Original left hand-** Laghman City to Laghman All districts/Laghman to NGR SCI Office-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 9 | **Toyota HiAce Model 2005 or above Original left hand-** Nangarhar ALL DISTRICT Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 10 | **Toyota HiAce Model 2005 or above Original left hand-** Laghman City to Laghman All districts/Laghman to NGR SCI Office-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 11 | **Toyota HiAce Model 2005 or above Original left hand-** Nangarhar to Laghman all Districts and back to Nangarhar Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 12 | **Toyota HiAce Model 2005 or above Original left hand-** Nangarhar to Kunar all Districts and back to Nangarhar office Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 13 | **Toyota HiAce Model 2005 or above Original left hand-** Asadabad to Kunar All Districts/ Kunar To NGR SCI Office Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 14 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-** Nangarhar ALL DISTRICT Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 15 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-** Asadabad to Kunar All Districts/ Kunar to NGR SCI Office Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 16 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-** Laghman City to Laghman All districts/Laghman to NGR SCI Office-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 17 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-** Nangarhar to Laghman all Districts and back to Nangarhar Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 18 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-** Kunar Asadabad to Nuristan full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 19 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-**Kunar to Nuristan All district Ful Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 20 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-**Nuristan to kunar full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 21 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-**Paroon to Nuristan All District full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 22 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-**Nangarhar to Norgaram district of Nuristan/ Back to Nangarhar full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 23 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-**Nangarhar to Duaab District of Nuristan Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 24 | **Toyota Hilux pickup 4x4 Model 2005 or above original left hand-**Nangarhar to Mandool district of Nuristan province full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 25 | **Toyota 4 Runner 2 or 3 Seats Model 2007or above original left hand-**Nangarhar ALL DISTRICT Full day**-**The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 26 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Nangarhar City Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 27 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Nangarhar to Surobi and back Nangrhar office Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 28 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Nangarhar to Kabul and Back to Nangarhar Full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 29 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Nangarhar to kunar All Districts/ Back to NGR Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 30 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Asadabad to Kunar All Districts Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 31 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Laghman City to Laghman All districts/Laghman to NGR SCI Office Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 32 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Nangarhar province to Nuristan Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 33 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Nuristan All Districts and Back to Nuristan SCI Office full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 34 | **Toyota 4 Runner 2 or 3 Seats Model 2007 or above original left hand-**Nuristan To Nangarhar province full day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 35 | **Fielder Vehicle 2004 or above original left hand-**Nangarhar All Districts Full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 36 | **Fielder Vehicle 2004 or above original left hand -**Asadabad to kunar All District full Day-The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 37 | **Fielder Vehicle 2004 or above original left hand-**Nangarhar to kunar All Districts/ Back to NGR Full Day- The driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 38 | **Fielder Vehicle 2004 or above original left hand-**Nangarhar to Laghman all Districts and back to Nangarhar Full day-the driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |
| 39 | **Fielder Vehicle 2004 or above original left hand-**Laghman City to Laghman All districts/Laghman to NGR SCI Office Full Day- the driver accommodation, Food, fuel, Maintenance and Vehicle Park is the responsibility of the Company / Driver | Day | 1 | USD |  |  |

**For the avoidance of doubt, the pricing provided in Table 1 above should be inclusive of all charges relating to the supply of the vehicle (including deliver, returns, fuel, servicing, Food, Accommodation, Tax and etc) and Drivers all related Charges.**

**FIXED TERM PRICING**

Please confirm that the pricing provided can be fixed for a duration of Two years.

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If the pricing cannot be fixed for this duration, please indicate for what duration they could be fixed.

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**SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Business registration certificate with relevant authorities in Afghanistan. | | | |  |
| - Bank account details by the name of company.  Active Bank Account. | | | |  |
| -Legitimate Business Adress. | | | |  |
| -Tax Registration number and Certificate. | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Ensure 3 contracts copies provided which shows | | | |  |
| Provide at least 30 drivers list with Tazkira copies and update driving license copies and at least copies of green book of 30 vehicles copies for the bellow listed vehicles: | | | |  |
| Provide the workshop confirmation letter of latest maintenance record for 30 below mentioned vehicles. | | | |  |
| **Parking Responsibility: 10 Marks:**  Company Accepts to take care of the parking area/space for all vehicles during official hours, SCI does not have space for parking. Provide confirmation /Acceptance letter on Company letter head. | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | |  |
|  | | | |  |
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|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |