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AFGHAN BUREAU COLLABORATION OFFICE

اداره همکارۍ بیرونی افغان

30/Oct./2024

REQUEST FOR QUOTATION (RFQ)

Title : Provision of rental vehicles in Badghis Province
RFQ no. : 2024/BDGS/ABCO/019

Please carefully read all attached files and terms of this RFQ before submission.

Attachments of this RFQ are:

- ANNEX 1: Bill of Quantities (BoQ)
- ANNEX 2: Bidding Form



RFQ Data Sheet_2024/BDGS/ABCO/019

1) Summary

RFQ Number	2024/BDGS/ABCO/019
Announcement Type	Request for Quotation (RFQ)
Tender Title	Provision of rental vehicles in Badghis Province
Issue Date	30/Oct./2024
Deadline for Bid Submission	08/Nov./2024

2) Introduction to Organization

Afghan Bureau Collaboration Office (ABCO), established in 1993, is a national NGO headquartered in Kabul province. Our primary operations and major initiatives extend across all regions of Afghanistan

ABCO is dedicated to advancing sustainable development and providing humanitarian assistance in Afghanistan. Our overarching vision is to enhance the well-being of Afghan communities by delivering essential services, and empowering vulnerable populations. Throughout the years, our efforts have been channelled into a variety of projects, encompassing resilience initiatives, community development, education, agriculture, and livelihood improvement programs.

3) Tender Purpose and Expected Results

Afghan Bureau Collaboration Office (ABCO) is seeking for an experienced company for provision of rental vehicles in Ghormach and Ak-kamari districts of Badghis province, as and when required on daily and/or monthly basis.

In order to participate and be eligible, you will need to complete the attached **ANNEX-1** and **ANNEX-2** and submit them accordingly. Please note the deadline for the bid submission. Incomplete submissions will automatically be rejected.

4) Mandatory Documents Comprising for the Quotation

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

- ANNEX 1: Bill of Quantities (BoQ)
- ANNEX 2: Bidding Form (Copy of your company AISA registration certificates)

5) Schedule of Requirement / Scope of Work

- Ten rental vehicles are required. Contracts may be arranged on either a daily or monthly basis, depending on operational needs. Please provide both daily and monthly rates in ANNEX 1: Bill of Quantities (BoQ).
- Prices should include all associated costs, including fuel, driver, and maintenance.
- All rental vehicles must be fully operational.
- Vehicle Type: Toyota Saracha.
- The vehicles will support the ABCO team during site visits, traveling to villages in the Ghormach and Ak-Kamari districts of Badghis province.
- The **daily travel distance** may vary, so we request flexible arrangements based on site-specific travel requirements.

6) Payment Terms

- All duties, taxes and other payable will be paid by the contractor under the contract, shall
 - o be included in the total bid price submitted by the bidder.
- ABCO will deduct the applicable tax (2% of the total payable) as required by Afghanistan tax Law and will make the direct deposit to the Da Afghanistan Bank and make a clearance with the Ministry of Finance at the end of the year.
- Payment will be made within 15 days of the supplier's invoice submission in cash.

7) Currencies of Bid and Payment

- Afghani

8) Submission:

All bid must be submitted online to the address below:

bids-mzr@afghanbureau.org

no later than Date: **08/Nov./2024**, Time: **5:30 pm** Afghanistan Kabul Time.

Subject of Your email must be: **2024/BDGS/ABCO/019 _ (your company name)**

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

9) Bid Award

- **Lowest bid will be awarded the contract.**

10) Duration of Requirement

- The contract will be for a one-year period, with services to be requested on an as-needed basis, either monthly or daily.

Annex 1: Bill of Quantities (BoQ)

- Please complete the **Bill of Quantities (BoQ)** with your rates for each item, specifying both daily and monthly rental rates for a single vehicle.
- The total requirement is currently 10 rental vehicles, though this may vary based on operational needs. The rates provided in the BoQ should remain applicable regardless of the number of vehicles requested.

Vehicle Type	Qty	Daily rate (AFN)
Toyota Saracha (2-wheel drive) تویوتا ساراچا (بیدون کمک)	1	

Vehicle Type	Qty	Daily rate (AFN)
Toyota Saracha (4-wheel drive) تویوتا ساراچا (کمک دار)	1	

Vehicle Type	Qty	Monthly rate (AFN)
Toyota Saracha (2-wheel drive) تویوتا ساراچا (بیدون کمک)	1	

Vehicle Type	Qty	Monthly rate (AFN)
Toyota Saracha (4-wheel drive) تویوتا ساراچا (کمک دار)	1	

***please sign and stamp this page of BOQ.

ANNEX 2: Bidding Form

Bidder’s General Details:

a) General information:

Name of company	
Address	
Telephone	
Email	
Authorized Officer name and Title	
Submission Date	
Signature and Stamp	

b) Company License:

Please attached Copy of your company AISA registration certificates (it is mandatory)

Confirmation of Bidder’s Compliance:

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and will not be subject to revision or variation.

I, also confirm that I agree to all the terms and conditions specified in this bid. And also understand that these terms and conditions will apply to any subsequent contract that our company/firm will be signing in the event our bid is successful.

I understand that ABCO is not obligated to accept any offer or enter into any contract as a result of this RFQ. I confirm that ABCO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory:

Title of signatory:

Signature:

Date of signing: