



Islamic Relief Worldwide Afghanistan Country Program

Invitation to Tender (ITT)

(Framework agreement for Monthly, Daily, and Trip Wise Rental Vehicle Service)

(IRAF/2024/ITT/020)

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I. PROVISIONAL TIMETABLE:

Activity	Date
Issue Request for Proposal	Date: 12/11/2024
Suppliers submitting inquiries and clarifications due date	Date: 21/11/2024
Answers to Suppliers due date	Date: 25/11/2024
Tender Closure/ Bid Submission due date	Date: 28/11/2024
Tender Review/ Bid Opening and Evaluation date	Date: 05/12/2024
Bid clarifications if required / Inception meeting with shortlisted firms	Date: 10/12/2024
Supplier Visit if applicable	Date: 15/12/2024
Documentation-Internal Approval Process and Award Contract	Date: 22/12/2024
Contract Start date	Date: 01/01/2025

II. INTRODUCTION:

The **Islamic Relief Worldwide** hereinafter referred to as “the IRW”, is a non-profit, faith-inspired humanitarian Organization that provides emergency aid, food security and development projects in 32 different countries

Islamic Relief has been working in Afghanistan for more than 23 years, providing emergency relief and implementing life-changing development projects for some of the most vulnerable people in the country. Islamic Relief Worldwide is registered with the ministry of economics (under Registration No. 184)

III. PURPOSE OF THIS REQUEST OF PROPOSAL/BID:

Islamic Relief Worldwide in Afghanistan extend an invitation to all qualified and interested potential suppliers to submit their financial and technical proposal in order to provide fleet services with the condition detailed in the attached ToR or/and in the current RFP as detailed below:

- RFP Subject: (Framework agreement for vehicle Rental Services
- RFP Reference number: (IRAF/2024/ITT/020)
- Service Required: Framework agreement for Rental Vehicle.
- Location Required: Kabul, Balkh, Samangan, Nangarhar, Herat, Ghor, Kunar, Laghman, Bamiyan, and Kandahar Provinces province (More detailed locations mentioned in the following pages of this RFP/ITT).

IV. PROPOSALS/BIDS SUBMISSION:

Each page of the Tender documents including All Annexes and all attached documents should be signed and Stamped.

One major proposal envelop should include TWO separated sealed Envelops:

- Technical proposal Envelop: Include All Tender documents except bill of Quantities.
- Financial proposal Envelop: Include only **ANNEX F: IRW BID FORM – BILL OF QUANTITIES**

Each of the three Proposal envelops should be Sealed, stamped on both sides and stamped on the sealed flap. The Major proposal envelop that includes Financial & Technical sealed envelopes shall be addressed according to the below:

- To: IRW – Procurement Committee:
- From: Bidder Company Name:.....
- From: Bidder Focal person Name:.....
- Subject: Tender reference number: **IRAF/2024/ITT/020**
- Date of Submission:.....
- Bidder Area of Operations:.....

Sealed Proposals should be dropped in the quotation box placed at the Islamic Relief main office according to the below address and Date.

Bidders are eligible to submit their bidders in any location mentioned in the below table.

Province	Address	Deadline
Kabul	HOUSE # 17, Street # 5, Old Taimani, Kabul.	28/11/2024
Bamyian	Beside Jahfaria Masjid Asphalt Road behind the Airport 1th District Bamyian.	28/11/2024
Ghor	House# Salam Fars second 2# street, Behand the Telecommunication office, PD2 Ghor.	28/11/2024
Balkh	HOUSE # 27, Street # 3, In front of Zai House, Balkh.	28/11/2024
Nangarhar	HOUSE # 50, Street # PD# 3, behind Hazrat Ali House, Hazratan Street, Jalalabad city	28/11/2024
Herat	HOUSE # 7, District 7th, Jade-e- Kaj, Kocha Borj-e-Barq, Herat.	28/11/2024
Kandahar	HOUSE#369, Aino Maina, 2nd fountain east side Street V left-hand side, Kandahar.	28/11/2024

Failure to meet the closing date/time may result in the tender being void. Returned bids must remain valid for consideration for a period of not less than 180 days (6 months) from the closing date. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

V. **AWARD CRITERIA**

All tenders will be technically and financially evaluated as well as the contract award is made on the basis of 'best value for money'.

The bids will be examined by IRW to ascertain whether they are complete, free of computational errors, with the necessary sureties provided, correctly signed documents, and generally in order.

IRW has the right to split awards for this intended RFP/ITT.

Fulfilled suppliers from the opening stage who provide the mandatory requirement will be considered in the Technical and financial analysis and shortlisted process

Mandatory requirements (Bidders will be excluded if not submitting Mandatory Requirements)

- Submit a Valid Registration of the company (Proven registration and Tax ID)
- Bidders has the right to apply in one province or more **ONLY** if they have ongoing operations in the designated province. This includes their main office or branch office with full operational fleet.

Qualification Criteria:

- Bank statements for the last 6 months, with 2 million AFN turnovers minimum.
- List of minimum 3 satisfactory client NGO references i
- Company Profile (Including identifying the presence location in all of Afghanistan covering the main office, sub-office, and all related matters)
- Company Fleet volume /capacity for each province including number of vehicles available with their brand names, models, conditions and type.

Evaluation Criteria: (50% Financial – 50% Technical)

Evaluation Criteria	% Weight	Description
Technical Evaluation	10%	Supplier demonstrates operational and structural physical presence in areas of implementation.
	10%	Vehicle Capacity in each province. (Volume of Available Vehicles)
	10%	Similar Expertise and experience in NGO sector
	15%	Vehicle Models (Manufacture Date)
	10%	Financial Capacity reflected by Turnover of Bank statement
Financial Evaluation	50%	Price and Payment Terms

Note: IRW has the right to adjust the criteria after the submission of the proposal if necessary.

VI. PROPOSAL/BID LANGUAGE:

All correspondence and papers relating to the bid, as well as those exchanged between the bidders and the purchaser, must be written in English. Any printed materials provided by the bidder that are written in a language other than English must be accompanied by an English translation of the relevant sections; in such cases, the English version will be used to interpret the bid.

VII. PROPODAL/BID COST:

IRW, hereinafter referred to as "the Purchaser," shall have no liability or responsibility for any costs incurred by the Bidder associated with the preparation and submission of its bid, regardless of the manner in which the bidding process is conducted.

VIII. PROPOSAL/BID QUERY:

If you have any queries on the tender document, please write to procurement.afg@islamic-relief.org.af on or before

IX. COMPLAINT MECHANISM:

If you identify any violation of rights or any incident of corruption, please write to complaints@irworldwide.org

X. CONFLICT OF INTEREST:

During the procurement process, a bidder is required to refrain from placing itself, or to make sure that its officers, employees, advisers, agents, or subcontractors do not, in a way that could create an actual, potential, or perceived conflict of interest between IRW's interests and the bidder's interests.

In the event that a conflict of interest develops or seems likely to develop during any phase of the procurement process or the performance of any IRW contract, the bidder shall promptly notify IRW in writing, providing all pertinent information about the circumstances, including any instances in which the bidder's interests conflict with those of IRW or instances in which any IRW official, employee, or person under contract with RI may have, or appear to

XI. PAYMENT TERMS:

- Payments will be made on a monthly basis upon submission of an invoice at the end of the service delivery by the provider/firm or company. Payments will be processed within 21 working days from the receipt of the invoice and completed IRW Log sheets.
- Payment for each order will be made according to the actual value of the purchase orders only and after submitting invoices by the supplier.
- All prices must be quoted in Afghani (AFN), quotations in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.

Bank Name	
Bank Address	
Account Name	
Account Number	
IBAN Number	
SWIFT CODE	
Currency	

XII. GGeneral Conditions:

- Through requesting the quotation, IRW will select one or multiple service providers with whom a framework agreement, valid for **12 months and starts on 01 January 2025**.
- The Bidder has a right to apply in one province one or more, IRW will evaluate each province separately. Bidders has the right to apply in one province or more ONLY if they have ongoing operations in the designated province. This includes main office or branch office with full operational fleet proven through company profile. IRW will conduct physical visits to ensure the presence of the operations in the designated provinces.
- The quantities will be specified/ordered as per details mentioned on the purchase orders after signing the contract with the selected supplier as per the actual need of the organization.
- IRW has the right to rent vehicles based on its actual need
- IRW reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IRW's action.
- IRW reserves the right to split the awards in any combination as it may deem necessary or appropriate in its sole discretion in the best interest of IRW.
- The supplier should price all items according to the specs/ model mentioned in the BOQs. If the requested model/type is not available, the supplier should mention the equivalent specification.
- Any damage, loss, theft, and demurrage shall be the responsibility of supplier/agent.
- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
- Islamic Relief shall have the right to award the contract as whole to one supplier or more than one supplier
- Islamic Relief reserves the right to reject any or all bids without providing any justification
- The expected delivery time must be mentioned in your proposal incomplete bids/documents shall not be entertained.
- All tender pages to be signed and stamped by supplier.
- The ownership and registration of the vehicles must be in the Service Provider name.

- Regular physical/mechanical check-ups of the vehicles,
- Periodic maintenance after 1500 km and needed repairs of the vehicles,
- At 20,000 Km intervals, change the air filter, fuel filter and pre-filter, transfer, gearbox & differential oil, check wheel alignment, and free play in knuckle, hub & wheel bearing, and conduct a road test of the vehicle.
- Provision of immediate (at latest in 1 day) replacement vehicle when a vehicle has a breakdown, accident or gets detained,
- The contract unit prices are fixed. No compensation will be paid for fuel or materials price rises/changes.
- Company not allowed to rent cars from drivers.
- The organization reserves the right to request a change the driver based on driver behavior, staff feedback, driving style and experience.
- Necessary legal documentation for vehicles must be verified by the government.
- Drivers must possess valid and up-to-date licenses and be in good mental and physical health.
- Legal issues related to the vehicle are the contractor's responsibility.
- The contractor is responsible for fuel, repairs, maintenance, and other vehicle-related costs.
- Prompt replacement of inoperable vehicles is the contractor's responsibility.
- The contractor is liable for covering repair costs in case of accidents.
- IRW is not responsible for theft, commandeering, or hijacking of the vehicle.
- Carrying weapons or illegal equipment in vehicles is strictly prohibited.
- The contractor is responsible for any traffic rule violations or fines.
- Relevant Experience: Demonstrated experience collaborating with local and international organizations, displaying proficiency in meeting diverse operational requirements.

Driver

➤ **Working Hours**

- The vehicle will be available upon IRW's request and operate according to the working hours set by IRW's Program. In exceptional cases, requests may be made for operation outside normal hours without incurring extra charges.
- For monthly rent, the vehicle will be available to IRW any time and any day.
- The vehicle and driver must be available for exclusive use by IRW and in accordance with IRW procedures from 08:00 am till 06:00 pm Saturday till Thursday. IRW has the right to use the vehicles if any need be all weekend.
- Operational Commitment: The rented vehicles and drivers must be available for weekend duties and fieldwork, which may involve overnight stays without additional compensation. Bidders must incorporate this into their pricing structure.
- Trip Notification: The supplier will be informed of upcoming trips within 24 hours and must confirm the availability of the vehicle and driver no later than 5 hours before the scheduled trip.

Required Vehicle Specifications:

- Unlimited driving Mileage covering the province.
- In a safe and Very Good physical condition (internally and externally).
- Functional Seatbelt for front and back Seats.
- Functional Air conditioning and Heating System.
- 4 doors Vehicles minimum.

- Officially Registered with a Plate number according to Afghanistan traffic Law.
- Fully insurance against all sort of threats such as accidents, theft, environmental incidents, war incidents and any other risks.
- Accessible to all provinces without any legal issues and challenges.

Required Vehicle Equipment:

- First Aid Kit, Fire Extinguisher, First Aid Kit, Heavy-Duty Jack, Rectangle Hazard Triangle, Jumper Cables, Spare Wheels, Towing Cables.

Required Driver Services:

- Working Hours: 7:00 a.m. till 6:00 p.m.
- Working Days: 6 Working Saturday till Thursday
- Must have a valid driving License, good record, minimum age 25 and have at least three years of driving experience.
- Driver should have clear police record.
- Possess a mobile phone with active phone number and WhatsApp application.
- Driver is fully responsible for accident, Tickets,
- The supplier is fully responsible for the operation of the vehicle and ensuring that the driver operates it in accordance with applicable laws and safe driving requirements.
- The supplier is responsible for the driver's salary, benefits, and any incurred fees, including traffic violation fines. IRW is not liable for the driver's actions, omissions, negligence, or misconduct, nor for any associated costs or claims.
- Drivers must be properly trained, experienced (with at least three years of driving experience), licensed, familiar with local routes, and appropriately attired. They must observe courtesy, have no prior accident records, and possess a mobile phone with an active number provided by the supplier.
- The supplier should not frequently change drivers; a driver assigned to IRW should remain for at least three months. IRW reserves the right to review the driver's qualifications and request a replacement if necessary.
- During operations for IRW, the driver will receive instructions solely from authorized IRW passengers and travel the most efficient, safe, and secure routes.
- Drivers are supervised by IRW staff during working hours and journeys.
- Working conditions for drivers according to Afghanistan Labor law!

ANNEX A: IR BID FORM – COMPANY PROFILE

Questions	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address). Other Branches including full address.	
Full address of all warehouses.	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement. This include Cell#, Email Address	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

ANNEX B: IR BID FORM – BUSINESS INFORMATION

Questions	Answers
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products/Services</p>	
<p>List of Major Clients</p>	
<p>Details of your company's experience in the execution of similar contracts, keeping in view the following points:</p> <ul style="list-style-type: none">i. Name of company/INGOsii. Contract Valueiii. References <p>(agreements copy must be attach)</p>	
<p>Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)</p>	

ANNEX C: IR BID FORM – LIST OF MAJOR CLIENTS

	1	2	3	4
Name of Organization				
Contact name and phone number.				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN				

ANNEX D: IR BID FORM – SUPPLIER SCREENING

Company Information

Company Name (as appeared on Registration Document): _____

Company Address: _____

Country: _____ Telephone: _____ Website: _____

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Yes No

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request?

Please note that it is compulsory for the following to be provided to us:

1. Company Registration
2. Photocopy of ID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of _____ (insert Country) or under the International Laws Community or what may be termed a 'terrorist activity'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name: _____ Position: _____

Sign & Official stamp: _____ Date: ____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use (SUPPLIER DON'T FILL THE BELOW INFORMATION)

Received by (local office): Name
Information sent to (HQ): Name

Position

Date

ANNEX E – SUPPLIER CODE OF CONDUCT:

1 Islamic Relief Worldwide requires all firm to adhere to:

1.1 The Modern Slavery Act 2015

1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.
- 2.5 Environmental Standards:
 Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:
 - 2.5.1 Waste Management
 - 2.5.2 Packaging and Paper
 - 2.5.3 Conservation
 - 2.5.4 Energy Use
 - 2.5.5 Sustainability
 - 2.5.6

We,....., confirm complying and adhering to Islamic Relief Code of Conduct for each term and article mentioned here.

Company Name:	Date:
Name:	Position
Sign & Official stamp:	
A duly authorized company representative	

Islamic Relief (Afghanistan) takes this opportunity to request you quote the prices for vehicle rental and drivers services:

- **Quoted prices for the below services inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan.**
- **All prices must be quoted in Afghani (AFN),**
- **Vehicle Services: Bidder shall submit the table of Bill for each province separately (ONE ANNEX F For each Province).**
- **Bidders are requested to submit a Separate ANNEX F – BILL OF QUANTITIES for each Province.**
- **Bidder are requested to meet the requirements of vehicles and drivers as mentioned in All pages of the current RFP/ITT.**

TABLE A: Vehicle Rent (Drivers Fee NOT included).

Category & Specifications	Vehicle Models	Manufacture Date	Daily/Monthly	Rate With Fuel (AFN)	Rate Without Fuel (AFN)	Province Name
Small Sedan 2x4	Toyota Corolla or Similar models	2004 and above	Daily			
			Monthly			
		2014 and above	Daily			
			Monthly			
Large Sedan 2x4 7 Seats	Toyota Avanza or similar models	2004 and above	Daily			
			Monthly			
		2014 and above	Daily			
			Monthly			
Small 4x4)	Toyota Rav4 or Similar models	2004 and above	Daily			
			Monthly			
		2014 and above	Daily			
			Monthly			
Large 4x4 (7 Seats)	Toyota Fortuner, Prado or Similar models	2004 and above	Daily			
			Monthly			
		2014 and above	Daily			
			Monthly			
Truck 4x4	Toyota Hilux or Similar models	2004 and above	Daily			
			Monthly			
		2014 and above	Daily			
			Monthly			
Van or minibus (8 to 10 passengers)	Toyota HiAce or Similar models	2004 and above	Daily			
			Monthly			
		2014 and above	Daily			
			Monthly			
Bus (25 - 30 passengers)		2004 and above	Daily			
			Monthly			
		2014 and above	Daily			
			Monthly			
Total Costs AFN						

Driver Services: TABLE B

- Bidders shall provide the fees for hiring a driver on daily basis and Monthly basis adding driver overtime rate.

Services	Daily/Monthly	Rate /Fees AFN
Drivers hiring Services	Daily	
Driver hiring Services	Monthly	
Driver Overtime (outside the working Hours (before 7:00 AM and after 6:00 PM.))	Hourly	

Vehicles Services (Outstation Provinces). TABEL C

- Bidders shall include any additional FIXED cost for movements from the initial province to any other/Outstation province
- Fixed Cost is added once to the initial rental cost of vehicles and Drivers mentioned in Table A and B.
- Fixed Cost covers one way and two ways movement between the provinces.

Initial Province	Other Provinces	Additional Fixed Cost (AFN)
	Kabul	
	Logar	
	Paktiya	
	Khost	
	Paktika	
	Ghazni	
	Parwan	
	Wardak	
	Kapisa	
	Panjshir	
	Nuristan	
	Badakhshan	
	Uruzgan	
	Helmand	
	NIMROZ	
	Herat	
	Farah	

Initial Province	Other Provinces	Additional Fixed Cost (AFN)
	Laghman	
	Kunar	
	Nangarhar	
	Baghlan	
	Takhar	
	Kunduz	
	Balkh	
	Samangan	
	Jowzjan	
	SAR-E-PUL	
	Faryab	
	Ghor	
	Bamyan	
	Daykundi	
	Zabul	
	Kandahar	