



RFQ No: AREP -P-0200

Request for Quotations (RFQ)

**Rental Vehicles on Monthly Base for (Sar-e-Pol
Province)**

Project: “UNICEF” (Sar-e-Pol)

Issue on: 19 November 2024

Closing on: 04/ December 2024



Introduction:

Afghanistan Rehabilitation and Educational Program (AREP) was established in 1994 as an independent non-governmental, non-profit organization, AREP's learning experience as a development organization comes from its working association with communities in different areas of Afghanistan. More importantly, the development and growth of the organization have been through an evolutionary process, AREP registered with the Ministry of Economy and member of Education international, ACBER, ANCB and DUKE OF EDINBURGH'S (The International Award for Young People).

AREP is working for women, youths, children where disability is the top priority among the AREP three targeted groups in three main AREP core competencies/ technical expertise, a): EDUCATION (Formal and Informal education, b): CAPACITY BUILDING, Vocational Education Skills Trainings, Awareness Initiatives (Civic Education, Human Rights, Anti-Corruptions, Access to Justice, Peace Building & Conflict Resolution) and other trainings for aforementioned target groups] & c): COMMUNITY DEVELOPMENT providing them assistance in multi-cultural program, government and community dialog, peace building and Rehabilitation & Small Infrastructure) throughout Afghanistan.



Specifications:

A: Rental Vehicles

B:

#	Description	Unit	Quantity
1	Support Utility Fielder (Fielder Komakdar) Model 2000 to 2008 Model Good Condition	Vehicle	2

Targeted Location in Kabul:

S#	Province	District
1	Sar-e-Pol	Balkhab District, Center District, Sang Charak District, Sozma Qala District, Khomdan District and Kohistanat District
		-

Activities/ Task:

Only Transportation or Logistic Companies are eligible to provide Quotations for the Rental Vehicles on monthly base as below.

Eligibility, Evaluation and Requests for Information

Only those companies that: (1) possess a valid business license; (2) Can work in both secure and ensure areas in Sar-e-Pol province’s districts are eligible to bid for the mentioned Service. In order for their bids to be considered “responsive” and be evaluated for award, qualified Offers must:

1. Submit all information required above on or before the time/date mentioned.
2. Have a satisfactory record of Past Performance.
3. Be familiar with targeted areas and have full update information from the targeted areas.

C: Content and Format of your Proposal

In order for AREP to conduct the most efficient analysis of proposals received, please format your response as follows:

1. A letter of transmittal confirming:
 - a) Your company’s status as a licensed firm with Ministry of Commerce or Kabul Municipality;
 - b) Your company’s commitment to providing good quality of service mentioned



above to the address mentioned below.

- c) The validity of your proposal/Quotes for a minimum of thirty (30) calendar days. The letter must be signed by a person authorized to bind your company and negotiate on your company's behalf.
2. A discussion of your approach to providing the required services. You must respond to ALL of the requirements.
 3. A description of your company's capabilities to provide the required services, including evidence of financial responsibility and other Governmental Regulatory licenses.
 4. A completed Price Proposal, the successful Offered will receive a Fixed Price Contract for the period stipulated in this RFQ. The fixed prices will remain in effect for the entire Period of Performance unless modified in writing by AREP.

D: Service / Product delivery and payment Terms:

- **Payment method:** The supplier will be paid through bank Account/Check or Cash after satisfactory Service of the rental vehicles in Kabul province.

E: Terms and condition

This section provides an indicative scope of work for the firm. It shall, however, be the responsibility of the firm to carry out all the tasks for smooth dispatch services of the AREP

- Vehicle should take AREP's staff on 8:00 am to targeted area.
- Drivers should have driven license.
- Log book should be signed on daily basis, when they go for site visit.
- In case, if a vehicle can't present for a day or longer for any reason, a day early notice should be provided to AREP management and the company should provide a replacement car.
- Vehicle model should be from 2000 to 2008 Model Toyota Support Utility Fielder (Fielder Komakdar).
- Vehicle should be with AREP's staff during all the day within the targeted areas.
- During the period of operation for AREP, the vehicle shall carry AREP authorized staff only.
- The vehicle shall be fully cleaned and disinfected regularly with disinfection materials during the service for AREP.



- The vehicle shall be Road-worthy and in good condition.
- The vehicle shall be equipped with necessary safety items, including a fire extinguisher, first aid kit, seat-belt restraints, spare tire, mechanical jack, and basic hand tools
- The vehicle shall be equipped with a properly functioning air conditioner & Heater
- The vehicle shall be compliant with applicable insurance, safety, or other motor vehicle requirements
- The vehicle shall be registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by Afghanistan traffic law
- Service providers shall be fully responsible for the operation of the vehicle and ensure that the driver operates the vehicle under applicable law.
- Service providers shall be fully responsible for refueling the rented vehicle.
- Service providers shall be fully responsible for any maintenance, servicing, and repair needs of the vehicle during the term of this contract, and all costs related thereto and shall ensure that the vehicle operates properly during the term of this Contract. Except in the case of emergencies, service providers shall ensure that service and repair do not take place during the hours that AREP requires the vehicle, or at any other time that will interfere with AREP's purposes for the use of the vehicle.
- Provider shall promptly have such work done, at its costs and expense, failing which AREP reserves the right to terminate the contract for cause.
- The service provider is responsible for any items left in the vehicle by AREP Staff. Such items shall be returned to AREP promptly upon discovery.
- If a service provider has to change drivers, they should keep inform AREP and send us all relevant supporting documents of new drivers.
- If the rental vehicle was not ready (present any day during the contractual period) due to any reason (maintenance, engine broken etc.) a replacement vehicle must be provided to AREP by the supplier at the same date and time to fulfill the job.
- If during any incident or accident any damage happened to the car, or any injury or death to driver AREP is not responsible.
- Vehicles should not display images of political or religious icons that can be deemed inappropriate or inflammatory.
- Routes and collection points must be approved by AREP staff and no deviation permitted without AREP approval.



Prices and Terms of Contract:

Vendors (locally registered) must quote price in USD/AFs.

The Liaison Office shall deduct the applicable tax (currently 2%) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if supplier cannot provide the registration certificate or the registered certificate are against to their business. If still awarded for the contract in this case (7% tax) will be deducted from the total amount of contract and will be deposit to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance designated account.

As the tax withholding entity, supply companies is required to remit the income tax amount withheld directly to the Ministry of Finance designated account by the 10th day of the month following the transaction.

Supply companies will issue an income tax withholding certificate to the contractor/vendor listing the gross payment, the amount of income tax withheld and the net contract payment along with a copy of the payment form and deposit receipt for transfer made to the designated Ministry of Finance account. More detailed information on Afghanistan contract tax withholdings can be obtained at the website of the Ministry of Finance Afghanistan,

1. Copy of business license along with TIN number or registration certificate from Authorized governmental agencies are needs to be submitted along with the quotation.
2. Your quotation will be accepted and payment will be proceeding as per your legal business title.
3. Supply companies will pay crossed cheque in favor of valid bank account of the organization/individual with whom contract is executed. Any other bank account is not acceptable.
4. Penalty is applicable to the selected company in case of late delivery.
5. You should have Bank account according to your legal business title.
6. Your quotation should be signed and stamped.
7. Supply companies will disburse payment(s) of the allocated budget based on the time line in the contract. No Advance Payment will be made.
8. Supply companies reserves the right to cancel this process without further notice to the vendors.

Delivery time:

Preferable delivery time with all the required items is maximum seven (7) working days after signed purchase order for all items. In case you cannot comply with this, please indicate your timeframe for supply and delivery.

Delivery location:

Please refer to the below final delivery location.
- The exact address will be shared to the winning bidder.



Submission of Your Quotation:

Quotation shall be submitted by courier (hand delivery) before **04 November 2024, 4:00 PM**. Late Quotations will not be accepted.

Quotation must be submitted based on the requirements specified. Vendors must provide all requisite information under this RFQ and clearly and concisely respond to all points set out in this RFQ. Any proposal, which does not fully and comprehensively address this RFQ, may be rejected. However, unnecessary elaboration as well as brochures or other presentations to accompany the quote and beyond the requirements is not encouraged.

It is mandatory to submit quotes by courier (hand delivery) in sealed envelope which should be stamped and signed by the company authorized person and name mentioned below in block letters, listing the RFQ number and name. Quotation submitted by courier must be in a sealed envelope shall be addressed to:

AREP Kabul Main Office, House # 10, Gul Sorkh Square, Beside Salam University– District 4th, Kabul, Afghanistan

Documents should be submitted along with Quotation:

- Signed/Stamped RFQ
- Valid Business License
- Company Profile

Contract/Purchase Order:

For the selected best quotation, contractual obligations between AREP and selected vendor will be set up by means of Purchase Order using AREP standard terms and conditions.

Contacts:

All inquiries regarding this RFQ may be directed to AREP's Procurement Department at bashir@arep.org.af

Please Mark:

- a) I/We certify that I/We have provided quote and am/are agreed with your payment terms and conditions.**



Signature and or stamp:

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.....

Name: _____

Company Name: _____

E-mail address: _____

Mobile Phone: _____

Address: _____

