**RFX-2024-0000873 –** **Service Provider for Ambulances (Vehicles) for emergency patients/medical referrals in Uruzgan Province (4 Ambulances needed for 4 months).**

Medair within its humanitarian programs implemented in Afghanistan wishes to invite qualified Service Providers to submit quotations for the rental of Medical Ambulance Vehicles (Toyota Landcruisers-Hardtop or Hiaces). Medair requires these Ambulances for its Health Project in Uruzgan Province. Ambulances are required for a period of **4 months** and suitable service providers will be identified through a competitive and transparent procurement process.

**Eligibility Criteria: Quotations received from Service Providers without a copy of VALID Transport License/Certificate/Letter of Authorization issued by Afghanistan Ministry of Transport and Civil Aviation will NOT be considered for evaluation!**

Considerations will be given to Service Providers with extensive experience (over 2 years) of providing similar services in Kabul City, Kandahar and any other Province in Afghanistan. However, Service Providers with a good understanding of villages, districts in Uruzgan Province will be considered most.

Interested Service Providers should submit detailed quotations, including required documentation, no later than **17th Dec 2024**, by email, with the subject heading; **“RFX-2024-000873 - Request for Quotation for Medical Ambulance Vehicle rentals for Medair’s Humanitarian Project activities in Uruzgan Province**” to: [tenders-afg@medair.org](mailto:tenders-afg@medair.org)

For any inquiries related to this quotation, please send an email to [tenders-afg@medair.org](mailto:tenders-afg@medair.org) , before 16th Dec 2024.

**Medair plans to sign a Service Rental Agreement with selected Service Providers in Jan 2025.**

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| **\*\*\*\*\*MEDAIR ETHICAL AND BUSINESS CONDUCT STATEMENT \*\*\*\*\*** |

* Medair is committed to integrity in procurement, and only selects suppliers/service providers/contractors/consultants based on objective business criteria such as price and technical merit. Medair expects vendors to comply with our Standards of Business Conduct, available at <https://www.medair.org/accountability/>.
* Medair does not tolerate fraud, collusion among bidders, or falsified proposals or bids. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities. In addition, Medair will inform its donors of any bidder offers of money, commissions, or gifts to obtain business/contracts.
* Employees and agents of Medair are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, or object of value from current or potential vendors or suppliers in exchange for or as a reward for business.
* Bidders responding to this RFQ must disclose and include the following information as part of the quotation submission: Close, familial, or financial relationships with Medair or project staff. For example, if a bidder’s cousin is employed by Medair, the bidder must state this.
* The Bidder certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other bidders or competitor or sought help from Medair employees for the purpose of restricting competition or gaining advantage over other bidders.
* Please contact tenders-afg@medair.org with any questions or concerns regarding the above information or to report any potential violations.
* **For any potential violations and suspected or confirmed incidences of Fraudulent practices, please report directly to Medair General Headquarters (GSO), based in Lausanne, Switzerland by sending an email to** [**notify@medair.org**](mailto:notify@medair.org)**. Your communication/complaints or evidence will be handled/treated with uttermost confidentiality.**
* **برای هرگونه تخلف احتمالی وواقعات مشکوک ویا تاید شده لطفآ نمود مستقیماً به دفترعمومی میدایرGSO)) واقع در لوزان سویس به ایمل آدرس ذکر شده** [**notify@medair.org**](mailto:notify@medair.org) **گزارش دهید‌ ارتباطات/شکایت ها یا شواهد شما با نهایت محرمیت برخو رد و رسیدگی/ خواهد شد.**

**Specific Rules and Conditions for this RFQ**

* Any participating Bidder must be legally licensed and registered in Afghanistan !
* Any quotation submitted after the deadline will not be considered !
* This is not a tender, hence no open tender meeting will be held. Medair will contact only short-listed Bidders !
* Medair reserves the right to choose a Service Provider based on specific factors including but not limited to ; best price, quality, reliability and past experience among others.
* **For this RFQ, the bid analysis will be processed in 2 Phases ;**
* **The 1st Phase will involve Pre-Bid evaluation where all bids received will be subjected to a screening process based a 10 point criteria.**
* **Any bidder scoring 70% and above will be considered for 2nd Phase bid valuation to determine a winner(s). Under the Second Phase, the main selection criteria will be based on the following factors : Validity and Authenticity of Vehicle and Company Registration documents, Unit Price, Quality of Vehicles (vehicle inspection will be undertaken by Medair), Company Registration by Ministry of Transport and Aviation, Evidence of Physical presence in Kabul City, Over 2 Years experience providing similar services to other NGOs in Kabul Province and evidence showing good understanding of districts within Kabul City and completeness of Ambulance accessories/equipment based on the attached technical specification sheet, among other factors.**
* According to requirements Medair reserves the right to accept or reject any quotation or cancel the process without any obligation to inform the affected or interested Service Providers without giving reasons for acceptance, rejection or cancellation.
* Medair reserves the right to split the offer in to different lots and to award contracts to multiple qualified Service Providers.
* All Medair and its Donor terms, conditions and policies must be accepted by the Service Providers.
* Medair will not cover any cost related to the creation and submission of the Quotation, regardless of the result.
* Medair expects Service Provider(s) with whom it partners with to follow ethical business practices and be socially accountable.  Those expectations are set out in Medair’s Code of Ethics, which, along with the associated policies are available on Medair’s website at <https://www.medair.org/accountability/> , and are subject to periodic updates.
* The Service Agreement to be established with qualified Service Providers will incorporate the component service needs based on monthly or daily basis.

**The selected Service Provider should be willing** to provide service based on this requirement.

* Afghanistan Government regulations require Medair to upload all relevant information, including copies of signed contracts, to the government database known as TAIS. The Service Provider should be in agreement with this requirement.
* The quote shall be minimum valid for 90 days after submission date.
* Monthly payment 30 days after submitting Invoice to Medair office.
* Payment by cash or bank payment, bank payment is preferred (for cash payment Medair will deduct 4% commission fee from the payable amount)
* Medair is obliged by the Government of Afghanistan to pay Withholding Tax on behalf of supplier if a single invoice exceeds 50,000 AFA or if the total amount spent with one Contract within one calendar year will extend 50,000 AFA.

For all registered Service Providers with a TIN & Business License, Medair will submit on their behalf 2% tax to the Government.

For all non-registered Service Provider & don’t have TIN or business license, Medair will submit their behalf 7% tax to the Government.

*How the TAX is calculated:*

1. *Invoice amount 100% - 2% withholding tax = 98% payable to Supplier (in case TIN and business license are available)*
2. *Invoice amount 100%* - 7% withholding tax = 93% payable to Supplier (*in case TIN and business license are not available)*

**Service Provider Details**

1. Company Name
2. Company Owner Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Company Authorized Representative Name
4. Tazkira number \_\_\_\_
5. Company Registration No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Company Specialization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Contact Numbers Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. E-mail Address \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I have read and understood the Medair’s Specific Rules & Condition above and Medair Code of Ethics.

I further certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please fill in the information in the table below: OPTION: A**

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| **N˚** | **Item Description** | **Qty** | **Unit** | **Unit Price (Price inc. 2% tax) (AFA)**  ***(This is the total cost of hiring 4 cars each month)*** | **Unit Price (after 2% tax deduction)**  ***(This is the total cost of hiring 4 cars each month)*** | **Total Value (Incl. 2% WHT) This is the total cost of hiring 4 cars for 4 months)** |
|  |
| 1 | Hire of **4 (Four) Medical equipped Ambulances (vehicles)** for referrals of critical patients from Basic Health Centres to Referral Health facilities located in Uruzgan Province. The Ambulances are needed for 4 Months (Jan – April 2025). Specifications **(Toyota Landcruiser, Hardtop 2010-2015 model Left-Hand Drive) The Ambulance must** include: qualified driver, fuel, and maintenance every 2,000 km. Driving in Tarin Kot Town and the Districts! The Ambulance can be parked in Medair Tarin Kot Office or designated Health Facilities depending on the needs. The assigned Driver will use the Ambulances strictly for official purposes during day, nights or weekends (Fridays and Saturdays) whenever there are emergency referrals. **For more specifications, please refer to attached; Ambulance Technical Specification Sheet.** | **4** | **Month** |  |  |  |  |

**Please fill in the information in the table below: OPTION: B**

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| **N˚** | **Item Description** | **Qty** | **Unit** | **Unit Price (Price incl. 2% tax) (AFA)**  ***(This is the total cost of hiring 4 cars each month)*** | **Unit Price (after 2% tax deduction)**  ***(This is the total cost of hiring 4 cars each month)*** | **Total Value (Incl. 2% WHT) This is the total cost of hiring 4 cars for 4 months)** |
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| **2** | Hire of **4 (Four) Medical equipped Ambulances (vehicles)** for referral of critical patients from Basic Health Centres to Referral Health facilities located in Uruzgan Province. **The Ambulances are needed for 4 Months** (Jan – April 2025). Specifications **(Toyota Hiace, Hardbody 2012-2020 model, Left-Hand Drive). The Ambulance must** include: qualified driver, fuel, and maintenance every 2,000 km. Driving in Tarin Kot Town and the Districts! The Ambulance can be parked in Medair Tarin Kot Office or designated Health Facilities depending on the needs. The assigned Driver will use the Ambulances strictly for official purposes during day, nights or weekends (Fridays and Saturdays) whenever there are emergency referrals. **For more specifications, please refer to attached; Ambulance Technical Specification Sheet.** | 4 | Month |  |  |  |  |
| **Delivery Leadtime (days needed to deliver the 4 vehicles to Medair after signing the contract)** | | | | | | |  |

**Medical Ambulances hired to Medair during the 4-month period must fulfill the following Requirements:**

* The Ambulances must be in a safe and sound condition according to the requirements of the traffic laws of Afghanistan,
* The Ambulances must have functioning seatbelts for all passengers.
* The Ambulances must be officially registered and bearing number plates issued by the Government of Afghanistan
* The Ambulances must have tyres in good condition, suitable for all seasons, and have spare tires.
* The Ambulances must be equipped with valid fire extinguisher.
* Each Ambulance Vehicle must have a complete Toolbox with all the essential tools.
* The Ambulances must be owned and registered in the name of the Service Provider or should have legal ownership documents.
* **The Service Provider/Company must be registered by the Ministry of Transport and Civil Aviation and in possession of a certificate to be considered eligible for bidding. This is a government requirement and NOT Medair’s.**
* The Service Provide must supply the Ambulances with qualified Drivers trained to drive medical emergency referral Ambulances. Proof of qualification will be required. Drivers should be in possession of valid driving licenses issued by the Government of Afghanistan, be of minimum age 21 years, good record of driving, knowledge of roads and locations in Uruzgan or Kandahar Province!

**The following Documents must be submitted for consideration:**

* Duly completed, Signed and stamped RFQ document (**this document**),
* **Vetting information documents duly completed for all company owner, senior management and the representative (Service Provider not submitting the filled vetting form will be excluded from the procurement process),**
* Medair Supplier Registration Form duly completed, signed, and stamped,
* Copy of Valid Business License for operation in Afghanistan,
* Copy of Tax Identification Number (TIN) Certificate / Tax card,
* Personnel national ID document (Tazkira) of the company owner,
* Company profile,
* A document containing Names, addresses, and telephone numbers of three organizations the Service Provider has worked with in Kabul, Uruzgan, Kandahar or other Provinces providing similar services,
* 2 copies of Contracts/Agreements/Work Orders or Purchase Orders as evidence of providing similar vehicle hire services to other NGOs in Kabul, Uruzgan, Kandahar or other Provinces providing similar services,
* Copy of Valid License/Certificate/Letter of Authorization issued by Ministry of Transport and Civil Aviation, authorizing Service Provider to provide transport services to INGOs **(otherwise, without this License, your bid will not be considered eligible!)**
* Copies of Vehicle License for each of the Ambulance models listed above. The Logbooks should bear the Names of the Company/Service Provider submitting the bid,
* 4 Copies of Valid Driver’s Licenses,
* Copies of Vehicles maintenance Records/logbooks – showing regular mechanical checkups and maintenance, every 2,000 km,
* **The Service Provider must commit to pay the driver provided to Medair a minimum monthly salary of 200 USD or the equivalent amount in Afghani. The driver salaries should be included in the unit cost/price above.**

**Service Provider’s Remarks**

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**Service Provider’s Terms and Conditions**

1. Validity of the offer (3 month minimum) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Number of days needed to deliver the vehicles once Agreement is signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Payment mode (Cheque, Bank transfer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_