



Request for Quotation (RFQ)

For

Renting of Vehicles for RRSWO Daikundi and Ghor Provincial Offices

Client	:	Rah-e-Rahnaward Social Welfare Organization(RRSWO)
Funded By	:	UNICEF, CRS , UN Women, AKF

Date of RFQ: 14th January 2025

Issued by:

Rah-e-Rahnaward Social Welfare Organization (RRSWO)

Traffic Square, 4th District Municipality office street, road # 3

Kabul - Afghanistan

INTRODUCTION :

The Rah-e-Rahnaward Social Welfare Organization (RRSWO) (hereinafter referred to as the Client) is seeking quotations for the rental of vehicles for our operations in Daikundi and Ghor provinces. The details of our requirements are outlined below. Please note that the exact number of vehicles required and the duration of the contract period will depend on operational needs, which will be communicated in advance.

The Vehicles should be in good working condition, with Afghanistan Road Condition and with having registration document, plate number, one spare wheel, Basic repair tools, wheel replacement equipment in case of break down, all the vehicles expenses, Deriver's wages, Fuel, Oil, Maintenance, repair and other necessary requirement will be the responsibility of Contractor, the vehicles will be used within Daikundi and GHOR provinces and districts for staff pick and drop and field operations, the required average Kilometer per month is 1500 Km for each vehicle.

1. Scope of Requirements

We require quotations for the rental of the following vehicle types:

2. Geographic Coverage

The vehicles will be required in the following provinces:

Daikundi and Ghor Provinces

3. Duration of Rental

The rental duration of the contract period may vary and will depend on project schedules. We request monthly rate options for flexibility.

4. Quotation Requirements

Kindly provide the following information in your quotation:

1. Vehicle types and models available.
2. Pricing structure (monthly and Daily rates).
3. Terms and conditions, including cancellation or modification policies.
4. Availability of vehicles in each specified province.

DETAILS OF VEHICLES, PROVINCE AND DISTRICTS

LOT.1

S.No	Province	Districts	Vehicle Type	Model	Estimated Km Usage per month/Day	Monthly Rental Cost	Daily Rental Cost
1	Daikundi	Nili , Patoo , Kitti , Miramoor , Ashtarlay ,Khider , Kejran ,Now-mesh , Shahristan , Sang Takhat	Flying Coach	2000 or above	1500 Km / month 80 Km/day		
	Daikundi	Nili , Patoo , Kitti , Miramoor , Ashtarlay ,Khider , Kejran ,Now-mesh , Shahristan , Sang Takhat	Four Runner	2000 or above	1500 Km / month 80 Km/day		
	Daikundi	Nili , Patoo , Kitti , Miramoor , Ashtarlay ,Khider , Kejran ,Now-mesh , Shahristan , Sang Takhat	Hilux	2000 or above	1500 Km / month 80 Km/day		

LOT.2

S.No	Province	Districts	Vehicle Type	Model	Estimated Km Usage per month	Monthly Rental Cost	Daily Rental Cost
1	Ghor	Charsada , Murghab , Dawlatyar , Firozkoh , Dolaina	Flying Coach	2000 or above	1500 Km / month 80 Km/day		
	Ghor	Charsada , Murghab , Dawlatyar , Firozkoh , Dolaina	Four Runner	2000 or above	1500 Km / month 80 Km/day		
	Ghor	Charsada , Murghab , Dawlatyar , Firozkoh , Dolaina	Hilux	2000 or above	1500 Km / month 80 Km/day		

General Terms and Conditions

1. **Only Transportation Companies can apply and submit their quotations, the quotations from logistics services companies are not accepted and will be rejected before opening the bids.**
2. The rental duration, number and Type of required vehicles may vary and will depend on project schedules. We request monthly and daily rates options for flexibility. The required vehicles will be used on monthly or daily base as per requirement of the field offices.
3. The vehicles **model should be 2000 or above.**
4. All vehicles must be in good working condition with one spare wheel, basic repair tools, and wheel replacement equipment in case of break down.
5. The Rented Vehicles will be made available by the Contractor to the Client for twelve hours per day and Six (6) days per week for the duration of the Contract to provide transport services for the Client

(RRSWO) for staff pick and drop and field operations. Depending on the requirement the vehicle may be provided on the 7th day of the week, for which the billing will be on daily price basis for that actual day.

6. The Rented Vehicles shall be parked in main office and Field Offices parking compound, Six days per week (during working hours as defined above).
7. The Contractor will carry out and pay all the costs of the servicing of the Rented Vehicles according to the factory maintenance manual where servicing includes regular replacement of engine oil, replacement of air and fuel filters, checking and servicing of brakes, and all other servicing and maintenance works to ensure that the Rented Vehicle is in good working order. The Contractor shall also be responsible to bear all costs for all Services including all expenses and Drivers wages, break down services and replacement of spare parts, if any.
8. In case of absence of any vehicle for each day the contractor will be responsible for the re-imbusement to the client.
9. The average mileage for a month is **(1500) Km** (extra KM will not be paid)
10. Vehicle documents should be cleared.
11. the Driver should have valid driving license, be familiar with office environment and driver/vehicle should not be changed during this contract.
12. the company should provide guarantee for his drivers, if the vehicle absent for one day then 3 days rent will deducted from their monthly payment or if the vehicle absent for consequence 3 days then the contract will be terminated and RRSWO will not pay for the days of the month.
13. The payment will be done at end of each month.
14. Tax will be deducted as per the Taxation Law of Afghanistan.
15. In case of any field missions all the expenses of the drivers will be the responsibility of Contractor.
16. The drivers should have a valid driving license.
17. The Drivers should not have any criminal cases, drivers are required to have two years' experience with at least 6 months experience with an official organization and the driver should have good personality.
18. The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of any direct beneficiary of the RRSWO projects or programs receiving the goods or services provided under the Contract, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Contractor to perform any services under the Contract.
19. Guarantee form should be provided by company for drivers and approved by company.
20. The Contractor will be entirely responsible for any and all damages and losses incurred due to road accident, theft, or act of war or terrorism of the Rented Vehicle while the Rented Vehicle is used by the Client.
21. The Contractor will Invoice the Client on a monthly basis.
22. The client has reserved the right to include or exclude vehicles base on official letter within one week.
23. The contract duration may extend as per the agreement by both parties with the same condition of the contract.
24. In case of change or replacing vehicles or drivers, the company should inform RRSWO one week in advance.

Documentation Required with the Submission of the Quotation:

The Supplier shall attach the following documents to its quotation

- 1- Hard Copy Update Business license
- 2- Hard Copy price list with Stamp.
- 3- Similar contracts in the past with NGOs and other organizations.
- 4- Official bank account and Bank Detail of the company.
- 5- Further conditions will be mentioned in the agreement with the successful bidder.

The timeline of the RFQ is as follows:

Request for Quotation Issuance Date: 14th January 2025

Last Date of Submission of RFQ: 24th January 2025

Award of Contract:

The Client shall award the Contract to the Bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated price based on LPTA criteria, and meets the required standards of technical and qualification requirements. Notwithstanding the above, the Client reserves the right to accept or reject any quotations and to cancel the bidding process.

The terms of the accepted offer shall be incorporated in the purchase order.

Submission Guideline:

Only Transportation Companies can apply and submit their quotations with the required documents, the quotations from logistics services companies are not accepted for further process. Interested suppliers must submit the quotations in sealed envelopes to the address prior to the deadline, no late quotations will be considered.

Submission Address:

Kabul Office:

House No.14, Traffic Square, 4th District Municipality office street,, road # 3 – **Kabul**

Contact telephone: +93 (0) 780 033 063/ **Email add:** fareedrahimi2004@gmail.com