



Watan's Social & Technical Services Association (WSTA)
مؤسسه خدمات اجتماعی و فنیکی وطن (وستا)

Invitation To Bid (ITB)

Term of Reference (TOR) for Obtaining Quotation(s)

ITB No: ITB-WSTA-UNHCR-25-001	Issue Date: 16-01-2025
ITB Title: Supply of Transportation Services (Rental Vehicles) in Central/Southeast, Central Highland and Western Regions	Point of Contact: Name: Dawood Zalmi Email: sr.procurement@wsta.ngo Phone: +93704714961
Deadline for Submission of ITB: 23-01-2025 up till 14:00	Type of Order: Annual Contract
Manner of Submission: Quotation to be submitted only through hard copy in a sealed envelope to the address mentioned herein and handed over to WSTA's verified staff members	Address: House No. 25, Street No. 6, Taimani Sabeqa, Kabul, Afghanistan

IMPORTANT:

Offers transmitted in any other manner than those indicated above will not be considered. Please note that if you are sending offers through courier services companies, then it shall be submitted in a timely manner to be received before closing time, otherwise it will be not considered.

Introduction

Watan's Social and Technical Service Association (WSTA) is a humanitarian organization, established in 1992 for the purpose of humanitarian assistance to Afghans in Pakistan and Afghanistan. WSTA has been registered with the Ministry Economy and is permitted to operate all over the country. Our vision is that all people in Afghanistan will have access to basic needs such as emergency food, water, shelter, education, health facilities and job opportunities. WSTA is committed to enhance the empowerment of communities through: restoration of obliterated public welfare systems, irrigation systems, forming animal raising farms, improvement of handicraft and smaller local industries, women empowerment activities, protection of IDPs & returnees and struggle with gender inequality.

Scope of Work

The purpose of this SOW is to provide premium, secure and timely transportation services to support the project activities, with specific attention to the challenging and often unstable conditions of Afghanistan's infrastructure. The contractor will be responsible for the transportation of various materials, supplies, equipment and personnel to project sites in high-risk, remote or difficult-to-access areas across the country. The project is highly sensitive due to the nature of the services and locations, requiring vigilant planning and execution.

Objectives

To ensure the safe, timely and secure delivery of all project-related materials and personnel.

- To meet high operational standards with regard to safety, security and sustainability.
- To adhere to rigid schedules and provide comprehensive communication regarding status, delays and any security incidents or risks.
- To provide full logistical support, including emergency response and rapid adjustment to changing conditions.

Services

The transportation services will include (Transportation of Goods/Materials and Personnel), but are not limited to, the following:

- **Remote Destinations:** The contractor is required to transport project materials, equipment and other bulk goods to multiple, often remote, locations across Afghanistan, many of which may involve difficult terrain and security risks.

- **Multiple Deliveries:** The contractor will be responsible for making frequent and often urgent deliveries to multiple sites, requiring the ability to adapt to dynamic schedules, urgent requests and route changes.
- **Project Staff:** The contractor will be responsible for transporting project staff that involve high-security zones and areas with limited infrastructure, requiring specialized vehicles and expertise.
- **Security Escort and Protection:** In some areas, armed security escorts (hired separately or coordinated by the contractor) may be required. The contractor must liaise with security services and ensure safe passage for all personnel.

Vehicle Requirements

- The contractor must provide a diverse fleet of vehicles capable of operating in extreme conditions, including: Off-road vehicles for areas with poor infrastructure.
- The contractor must ensure that all vehicles are regularly maintained, insured against damage, loss or theft and equipped with emergency response capabilities.

Timeliness and Scheduling

- **Strict Adherence to Timelines:** The contractor must meet exact delivery schedules, often under tight timelines. Delays due to weather, road conditions or other factors must be proactively communicated to WSTA within 24 hours and contingency plans must be in place.
- **Emergency Re-routing:** In cases of road closures, blockades or security threats, the contractor must be able to identify and implement re-routing solutions immediately. Additional costs incurred due to emergency rerouting will be covered by the contractor unless otherwise agreed.

Safety and Compliance

The contractor must adhere to international safety standards, including those set by UNHCR, WSTA, and local authorities. This includes:

- Ensuring all vehicles are inspected and certified for roadworthiness and safety.
- Providing vehicles equipped with first aid kits, fire extinguishers and emergency safety equipment.
- Ensuring all drivers and staff are trained in basic first aid and emergency response procedures.
- Compliance with Afghanistan's security protocols, including no-go zones, curfews and limited access areas.
- The contractor must provide nighttime security measures for cargo and personnel, including surveillance, secure storage and safe parking arrangements.

Routing and Logistics Planning

The contractor must develop highly detailed logistical plans, including the following:

- Complex, multi-stop routing are factors in security conditions, road conditions, fuel access points and other local risks.
- Coordination with WSTA and local authorities for approvals and permits for access to specific sites.
- Incorporation of alternative routes and contingency plans in case of unforeseen circumstances (e.g., road closures, security incidents, etc.).
- The contractor must ensure the availability of 24/7 logistics support to handle unforeseen issues, including unexpected route changes, breakdowns or incidents.

Emergency and Contingency Planning

The contractor must have a robust contingency plan in place, which includes:

- Backup vehicles and personnel to handle emergencies, such as vehicle breakdowns, accidents or security incidents.
- On-call emergency support including tow trucks, security escorts and medical assistance.
- Rapid response capabilities to address last-minute transportation needs, especially in case of humanitarian crisis or urgent material deliveries.
- Crisis communication systems, ensuring that WSTA is informed promptly of any issues that may affect the transportation services.

Documentation and Reporting

The contractor must provide real-time reports on vehicle status, deliveries, delays, security incidents and any other relevant updates. Detailed monthly performance reports outlining each trip, including vehicle usage, fuel consumption, maintenance schedules and any incidents.

The contractor must submit detailed incident reports for any delays, accidents, security breaches or damages, including a root cause analysis and proposed corrective actions.

Deliverables

- Timely delivery of project materials, equipment and personnel.
- Real-time tracking of shipments and personnel, with regular status updates.
- Detailed weekly or monthly progress reports that include breakdowns of logistics operations, challenges faced and resolution strategies.
- Incident reports and documentation related to delays, accidents or security concerns.

Duration of Services

- The transportation services will commence on 1 February 2025 and will continue until 31 December 2025, with potential extensions based on project needs and performance evaluations.

Key Performance Indicators (KPIs)

- **Delivery timeliness** (target: 98% on-time delivery rate).
- **Safety compliance** (target: 100% adherence to safety protocols).
- **Security incidents** (target: zero security breaches or accidents).
- **Customer satisfaction** from WSTA and UNHCR.

Payment Terms

- Payments will be made on a monthly basis with the submission of invoices.
- Penalty clauses will be included for delays, damage to goods, non-compliance or safety violations, with payments reduced based on the severity of incidents.

Please see the below tables in Annex-“B” for specifications and details.

Kindly Provide your quoted prices in the same Annex-“B”.

General Instruction to Bidders

- Bidders shall have the required, below mentioned resources serviceable and deliver them to the mentioned location at the date and time provided by WSTA.
- Quotation's cover letter must be signed by the entity's authorized person. Using the template available in Annex-“A”.
- Bidders shall fill the attached Bill of Quantity in Annex-“B” to submit the quotes, all prices shall only be quoted in Afghan Afghani (AFN). ITB received in any currency other than Afghan Afghani (AFN) will not be considered.
- Bidders shall have relevant experience of providing similar services to other clients and organizations, whereas they will need to provide this evidence in the form of contracts, purchase orders or any other recognizable document.
- Bidders shall provide both financial and technical documents through sealed and stamped envelopes.
- In case of price incongruity among unit price, total price, subtotal price and grand total price, the grand total price shall prevail to further stages.
- The rates quoted shall be for complete resources, inclusive of all taxes and all charges for the services contingent to the work.
- All transportation and installation (supply and delivery) costs shall be related to the supplier, WSTA will not be responsible for delivery, loading/unloading costs.

- WSTA has the rights to increase/decrease the quantities mentioned in this ITB as needed in compliance with the project requirements through formal communications/negotiations.
- WSTA reserves the right to award the deal to one or several entities, or none of them at all, depending upon the needs of the project.
- Bidders shall provide the laboratory tests for their materials and equipment complying with the required quality of items.
- Bidders shall have the valid business license to operate in Afghanistan.
- WSTA reserves the right to accept the whole or part of your offer.
- Incomplete offers or offers which do not comply with our tender conditions will not be considered.
- The supplier must stamp each page of this ITB.

Government Contract Withholding Tax

In accordance to "Article 72" of the "Afghanistan Tax Law" effective since May 2010, WSTA is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit contractors/providers. In accordance with this requirement, WSTA shall withhold two percent (2%) tax from all gross invoices of the contractors/providers with active AISA or Ministry of Commerce license. For sources without an active AISA or Ministry of Commerce license, WSTA shall withhold seven percent (7%) taxes as per current "Afghanistan Tax Law".

The prospected contractor shall provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number), along with submitting this ITB. Amounts deducted from the invoices will be forwarded to the Revenue Department of the Ministry of Finance credited to the firm's TIN. Records of payments to the Ministry of Finance shall be maintained on file with WSTA.

Termination of Agreement

WSTA reserves the right to at any point terminate the agreement with the contractor subsequent to be granted the contract following this ITB, through a written notice to the authorized person. Whenever the contractor does not perform and deliver in accordance with the contract or is not acceptable to WSTA non-operational reasons, the management of WSTA has the authority to terminate the contract.

Conflict of Interest Declaration

The following steps outlines WSTA's selection process and should be understood by all bidders to ensure transparency of awards and avoid conflict of interest:

- Once the quotations are received, offerings' prices are evaluated for reasonableness, accuracy and completeness.
- The best value offer is selected based on a combination of the technical score and the cost both.
- No activity can be started until vetting and other formalities are completed and both WSTA and the awardee have signed a formal contract.
- At no time is it appropriate or legal for contractors or beneficiaries to offer any WSTA staff member commissions, softeners or inducements of any kind. If a WSTA employee is found taking commissions, softeners or inducements of any kind or engaging in fraud of any kind, their employment contract with WSTA will be immediately terminated and their actions will be reported to the donor and the offer of the bidder will be rejected as well.
- The supplier may report unethical, illegal and corrupt practices of any kind to WSTA's directorate.

Payment

- Payment will be made to the supplier through cash or cheque and if possible, through bank transfer after the delivery of the mentioned services.
- WSTA will not be responsible for any bank service or transfer charges.
- WSTA does not undertake to pay by letter of credit or in advance of delivery.

ANNEX – “A” COVER LETTER

[On bidder company’s Letterhead]

To: WSTA Procurement Department

From:

We, the undersigned, provide the attached quotes in accordance to
ITB No: ITB-WSTA-UNHCR-25-001.

I certify a validity period of sixty (60) days for the prices provided in the attached BOQ. Our proposal shall be binding upon us subject to the modifications. We confirm the availability of required goods/services, and that unit prices are inclusive of final service delivery to WSTA. We further agree to payment terms upon submission and acceptance of an invoice by the delivery of construction materials.

We understand that WSTA is not bound to accept any quotes it receives.

Best Regards,

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Authorized Person’s Signature:

Company Stamp:

ANNEX – “B”

Please Sign and Stamp the Following Bills of Quantities (BOQs)

No.	Description of Vehicles	Number of Vehicles	Travel Destinations	Working Hours	Duration of Services	Monthly Unit Price	Total Annual Price
1	Light Duty Vehicles	10	Herat, Farah, Badghis and Ghor (throughout all districts and localities)	From 06:00 to 19:00 (Underestimation)	11 Months		
2	Light Duty Vehicles	3	Bamyan and Daykundi (throughout all districts and localities)	From 06:00 to 19:00 (Underestimation)	11 Months		
3	Light Duty Vehicles	12	Kabul, Parwan, Maidan Wardak, Kapisa, Panjsher, Logar, Khost, Paktika, Paktia and Ghazni (throughout all districts and localities)	From 06:00 to 19:00 (Underestimation)	11 Months		
Total							

NOTE:

The above-mentioned quantities are subject to increase/decrease throughout the year based on project needs and activities.