



## Muslim Hands International Afghanistan

### Request for Quotation (RFQ)

#### Rental Vehicle

Issue Date: August- 29- 2023

RFQ# RFQ-2023-MHI-014

Closing Date: September -06- 2023

#### 1. Introduction

Muslim Hands International – MHI is an International Relief and Development NGO, established in the United Kingdom in 1993 with the objective of providing relief and emergency services and long term sustainable development projects in a cultural, ethical, effective, efficient and transparent manner. Muslim Hands works both directly and with partners in over 50 countries worldwide carrying out short and long-term projects in Emergency Relief, Health, WASH, Education, Protection, Shelter, Safe Water, and TVET programming and a particular intervention of Advocacy and Peace in Afghanistan only. Muslim Hands International has been awarded Investor in People (2000, 2004 & 2007) and also been accredited with Quality Management Systems Standard ISO 9001:2000. The organization is also a signatory to the International Federation of the Red Cross and Red Crescent Movement, and various NGOs in Disaster Relief and the main sources of funding of the organization are individual donors, trusts, institutions and DFID.

Muslim Hands International obtained formal registration from the Ministry of Economy in Afghanistan with registration No. 141 in 2005, and is now firmly established with its Headquarters in Kabul, and is fully engaged in relief and development activities in different parts of the country. The work of Muslim Hands in Afghanistan involves; improving the lives of poor and vulnerable through the provision of education, health, WASH, Protection, Livelihood, advocacy, Agriculture and other specialized projects e.g. rehabilitation of the disabled, water purification and sanitation schemes, orphan sponsorship scheme, income generation activities and emergency aid / relief activities in Afghanistan. The Afghanistan head office operates in 21 provinces through head office in Kabul and regional and provincial offices in the respective regions and province of Afghanistan. MUSLIM HANDS INTERNATIONAL wishes to commission the team member to render services in the aforementioned fields due to the knowledge and experience of the Project.

MHI is implementing **Several Projects** funded by Muslim Hands UK/France,

House #11-1, Street second, Qali Fatullah, District 10, Kabul AFG.PH +93 786 250 533

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### 2. Scope and Terms & Conditions:

#### 1. Purpose:

The purpose of this scope of service is to outline the requirements and expectations for rental vehicle services.

**The rental vehicles will be used for transportation purposes by our organization's personnel.**

#### 2. Operating Locations:

The vehicle will be traveling to the following specific province/district once a week from our main office in Kabul and will stay there for 3 or 4 days in the selected province/district.

**Kabul, Logar (Khoshi-District), Bamiyan (Sayghan- District), Kapisa (Alasay-District), Wardak (Chak-District), Ghazni (Arbaban), and Kunar (Nurgal-District) provinces.**

#### 3. Duration:

**The rental vehicle service is required for a period of 4 months.**

#### 4. Vehicle Requirements:

- The rental vehicles Toyota Corolla models from the years 2004 to 2008.
- The rental vehicles must be in good condition and well-maintained.
- The vehicles should be equipped with air conditioning and functional seatbelts.
- The vehicle must have updated vehicle registration documents.
- Kilometer reading meter of the vehicle shall be in healthy condition.
- Preference will be given for those suppliers offer right hand command - شترنگ دست افغانستان - vehicles as per Afghanistan traffic rules.
- The color of vehicles must not be similar to the color of the vehicles used by military.

#### 5. Driver Services:

- The driver/s deployed must have the valid driving license and have at least three years driving experience. Driver/s employed should not be under the influence of liquor or intoxicated during the duty hours.
- The drivers should have a valid driver's license, knowledge of local road conditions, and familiarity with the area of operation.
- The drivers should be professional, punctual, and capable of providing a safe and comfortable transportation experience.
- Official working days are from **Sunday to Thursday** and if required, the vehicle will also provide service during the weekends.
- The vehicle must be maintained clean both inside & outside on a daily basis.

#### 6. Maintenance and Support:

- The rental vehicle supplier will be responsible for all expenditures related to the rental vehicles, including driver salary, fuel, engine oil, and maintenance costs, damage due to accident. Road tax or any other renewals, etc. shall have to be met by the owner of vehicles/supplier.
- The rental vehicle provider should be responsible for regular maintenance and servicing of the vehicles to ensure their optimal performance.
- In case of any breakdown or mechanical issues, the rental vehicle provider should offer prompt assistance and provide a replacement vehicle if necessary. If the alternative arrangement is continued beyond one week, MHI reserves the right to terminate the contract.

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### Rental Vehicle Specification:

S. No	Item name and Specification	Unit	Quantity	Unit Cost AFN	Total Cost AFN	Duration
1	<p><b>Rental vehicles TOYOTA Corolla 2004-2008</b></p> <p>All expenditures including, (Drivers Salary, fuel, oil, maintenance) belong to supplier. Company shall provide update license and relevant experience to MHI Head Office in Kabul Province.</p> <p><b>The vehicle will be traveling to the following specific province/district once a week from our main office in Kabul and will stay there for 3 or 4 days in the selected province/district.</b></p> <p><b>Kabul, Logar (Khoshi-District), Bamiyan (Sayghan- District), Kapisa (Alasay-District), Wardak (Chak-District), Ghazni (Araban), and Kunar (Nurgal-District) provinces.</b></p>	Vehicle	2			<b>4 Months</b>
<b>Total Price in AFN:</b>						

### 3. Short listing and evaluation

In evaluating RFQ submitted, consideration will be given only on the basis of lowest price and good quality Internet provider having essential registration and quality control documents.

### 4. Conflict of Interest

1. MHI requires **every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to MHI if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
2. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of MHI staff involved in the procurement functions and/or the



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3. Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.
4. The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to MHI's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.

### **5. Form of proposal – information to be provided.**

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

#### **5.1. The RFQ will be evaluated using the following technical criteria. RFQ should address each question.**

1. Does the supplier have a valid license? If yes, please provide us the scan copies.
2. Does the supplier have a quality control documents to help ensure adherence to high professional standards? N/A
3. Does the RFQ fully respond to the needs of MHI about this procurement of laptops?
4. Will the supplier be able to meet MHI's deadline? Does the number of days or the time period indicated by the supplier to complete the related tasks?
5. Does the supplier have the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
6. Does the RFQ adequately describe in a clear concise, and understandable manner the work to be performed including **sampling** techniques and analytical procedures to be used?

#### **5.2. Information about your company:**

- a. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group. N/A

#### **5.3. Experience:**

Details of your firm's experience of providing similar Goods supplied contract, and in particular experience of working with similar organization's funded projects in Afghanistan is preferred.

#### **5.4. Costs:**

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, [www.mof.af](http://www.mof.af), TA/DA.

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- b. The quotation price must be given in AFN currency and will be valid for at least 90 days.

### 5.5. Payment:

- i. Once the contract is signed with a supplier all the payment will be processed through **Bank transfer/Checks on monthly basis**, the supplier is not supposed to request MHI for cash payment.
- ii. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

### 6. Question and Clarification:

- A. The Interested supplier/bidder can direct their queries to the operation unit of MHI via [Nawazsharif.safi@afmhworldwide.org](mailto:Nawazsharif.safi@afmhworldwide.org)
- B. Contact No: +93 786 250 533

### 7. Submission Procedure

- a. The Interested supplier should submit the hard sealed stamped RFQ through a official authorized representative in order to attend the bid opening event at MHI Office, House# 11-1, Street second of Qali Fatullah, Kabul, Afghanistan by **01:30 PM, 06 September 2023**.
- b. Bid Opening Time/Date & Venue: **01:45 PM, 06 September 2023, MHI Meeting Room**.
- c. The bids received after the RFQ closure will be rejected except if the delay is determine by MHI to have been due to a valid reason.
- d. The bids will be not open and will be rejected if the formal authorized representative is not present in bid opening process.

### 8. Disclaimer

MHI is not bound contractually or in any other way to any Proponent to this request for RFQ/bid. The organization is not liable for any costs or compensation in relation to the

consideration of this Request for submission of proposal/bids by the Proponents whether the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for RFQ/bids.

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The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

### 9. SUPPLIER QUESTIONNAIRE

The information provided in response to this questionnaire will be held confidential by MHI for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Mobile number	
5. Email address	
6. Company registration number	
7. Year of company registration	
8. Please attach company registration documentation	
9. Name of bank	
10. Bank details	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with MHI. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to MHI in writing immediately.

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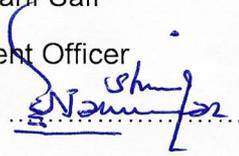
Muslim Hands International  
Afghanistan

**Authorized Signature**

**Prepared by:**

Nawaz Sharif Safi

Procurement Officer

Signature: 

**Verified by:**

Mr. Mashal Kanwal

Head of Operation

Signature: 

**Approved by:**

Mr. Mohd. Hashmat Hijran Qasimzadah

Country Director

Signature: 

