**Statement of Work**

Provision of three rental vehicles for UNDP for projects in Herat, Kandahar, and Paktia Provinces

**4. Subproject objective:**

Afghan Women’s Educational Center (hereinafter, mentioned as AWEC) shall issue a Purchase Order to a Nation Afghan rental vehicle company to Provide 3 Toyota Corolla Vehicles for Herat, Kandahar, and Paktia provinces.

**Deliverable Schedule**

**Note:**

1. **AWEC Turnkey definition is complete and ready to be used with all required items complete.**

**5. The scope of Work:**

1. **Vendor Tasks and Responsibilities:**
2. The Bidder Provides 3 Toyota Corolla Vehicles for Herat, Kandahar, and Paktia provinces with an experienced licensed driver to transport (pick up/drop off) AWEC staff personnel as required and instructed by AWEC representatives.
3. The turnkey rental vehicles shall include vehicles with all required fuel, maintenance, and an experienced licensed driver to drive passengers throughout the Mentioned cities.
4. In addition, the vehicles shall have comprehensive, liability, collision, and Personal Injury Protection insurance.
5. The vendor shall be solely responsible for any vehicle damages, personal injuries to passengers, other vehicle occupants, liabilities, and accidents involving all personal, other vehicles, and property damages caused by the vehicle accident and or collision regardless of fault.
6. AWEC and or its contractor shall not provide any independent or separate insurance coverage for the rental vehicles. In case of any dispute between the driver and traffic police, the subcontractor shall take full responsibility to settle the dispute.
7. The vendor shall have a regular maintenance schedule to ensure the vehicles are operating correctly daily and are mechanically sound.
8. All drivers shall have validated a driving license and be insurable.
9. The vendor shall provide a police clearance and have a clear background search for all proposed rental company drivers within three days after the award.
10. All designated rental vehicle drivers shall have 5-6 years of driving experience in well-known organizations in Afghanistan and be familiar with and know all driving areas of Herat, Kandahar, and Paktia provinces, Afghanistan.
11. All designated rental vehicle drivers shall maintain professional, respectful behavior with all passengers being transported.
12. All designated rental vehicle drivers shall have good communication skills.
13. All designated rental vehicle drivers shall speak fluently, read, and understand in Pashto, and Dari.
14. All designated rental vehicle drivers shall maintain personal hygiene and clean clothing daily.
15. The vendor shall propose one backup driver in case one or both drivers are not available at any given time.
16. All rental vehicle drivers shall be vetted before driving for AWEC-related driving assignments.
17. The vendor shall introduce the driver who has a good working background with other donor organizations in Pakita province, Afghanistan.
18. AWEC reserves the right to request the rental vehicle driver to be replaced at any time at their discretion.
19. Any driver misconduct, misbehaviors, and or incidents with and towards the passengers shall not be tolerated and shall be reported to the Afghan police department immediately.
20. The designated rental vehicle drivers shall be responsible for ensuring the safety of all passengers.
21. The designated rental vehicle drivers shall be responsible for keeping all required vehicle documents a valid driving license and insurance documents on their person at all times.
22. All designated rental vehicle drivers shall immediately report any misbehaviors, incidents, or injuries, to the rental company.
23. The designated rental company shall report to AWEC any misbehaviors, incidents, or injuries, immediately.
24. The designated rental company shall report all pickups and drop-offs every time to all destinations.
25. The rental company shall keep a log of all passengers to and from locations on every movement.
26. All designated rental vehicle drivers shall maintain an internal log of all movements and have each passenger sign the log at each drop-off point.
27. The driver-passenger log shall be submitted daily to AWEC electronically and the original hard copy signed passenger logs shall be submitted to AWEC weekly.
28. The log shall identify the driver's name and vehicle license plate, and all destinations shall be printed on every line.
29. The awarded vendor shall submit a sample of the driver’s passenger log within 2 days after the award.
30. The driver’s log may need to be modified until reviewed and accepted by AWEC representatives.
31. The designated rental vehicle driver shall keep the vehicle clean and dust-free at all times.
32. The designated rental vehicle drivers shall have charged cell phones at all times for emergency calls.
33. The designated rental vehicle driver shall be available for transportation use daily. Hours of operations within Herat, Kandahar, and Paktia provinces.
34. The Vehicle shall be supplied with:

* Furnished with 4 new tires.
* Furnished with 1 new spare tire.
* Furnished with a hydraulic jack and or vehicle jack with a long bar and jack wrench to repair flat tires.
* Furnished with emergency road kit that contains, road flares, 4 reflective signs and or triangles, heavy-duty jumping cables, flashlight, extra flashlight batteries, multi-tool and miscellaneous hand tools, large first aid kit, fire extinguisher ABC rated, heavy-duty tire gauge, foam tire sealant, leather gloves, rags, duct tape, tow strap and or tow rope rated for rental vehicle weight, drinking water.
* Furnished with airbags for driver and passengers
* Furnished with seat belts for front and rear seats
* Furnished with power doors and glasses
* Furnished with winterization during the winter season
* Furnished with interior heating and cooling system
* Furnished with good mechanical working condition
* The vehicle shall have a validated road permit document

1. Vehicle acceptance inspection, physical and visual inspection shall be performed daily by the designated rental vehicle driver before placing them in service.
2. Any vehicle discrepancies identified by the inspection shall be fixed before putting the vehicle in service, if using the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.
3. **The awarded rental vehicle vendor shall have a replacement vehicle ready in the event one or both of the rental vehicles become unusable for use by AWEC.**
4. **DISCLAIMER –Please note that any references to the brand make, model, trademark, etc. are solely present for specifications purposes. We are not requesting that you quote the item listed; rather we are requesting that you quote an item that meets or exceeds the same technical specifications equal or greater quality for the item listed.**

Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Confirmation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_