

**H**umanitarian **A**ssistance and **D**evelopment **A**ssociation for **A**fghanistan

**(HADAAF)**

**Request for Invitation to Bid (ITB)**

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| **1. ITB No** | HADAAF-Kabul-ITB-23-05-WHO-BMGF-PHC-KDR & HEL |
| **2. Issue Date** | 28-September-2023 |
| **3. Deadline for Receipt of Quotes.** | Before COB of 07th October 2023 Kabul Time |
| **4.Type of Service** | Rental Vehicles Toyota- Flying Coach, Model 1995-2000  Rental Vehicle Toyota-Hilux, 4X4, Model 2005-2011  Rental Vehicle Toyota Fielder Model: 2005-2010 |
| **5.Number of Vehicles** | 17 Flying Coach (9 will be hired for Kandahar & 8 other will be hired for Helmand) 2 Hilux and 2 Fielder Car will be hired for both provinces. (For each province one Hilux and one Fielder Car) |
| **6. Targeted Province** | Kandahar and Helmand |
| **7. Targeted Districts** | **District of Kandahar**  1. GHORAK  2. KHAKREZ  3. MARUF  4. MAYWAND  5. MIYANSHIN  6. SHAHWALIKOT  7. SPINBOLDAK  8. Ragistan  9. Dand  **District of Helmand**  1. BAGHRAN  2. GARMSER  3. KAJAKI  4. NAWZAD  5. WASHER |
| **8. Address** | HADAAF Country Office: House #3, Street# 4 Noorin TV Street Behind Khalid Bin Walid Masjid  **Contact Person:** for any clarifications and technical questions contact to the below emails and cell No;   |  |  | | --- | --- | | **Technical contact details:**    Name: Dr. Said Jamal Uddin Sadat  Cell No: 0799484899  E-Mail: dr\_jamal2009@yahoo.com | **Operational contact details:**  Name: Naqibullah Akbari  Cell No: 0780444441  E-Mail: [naqibullah.2010@gmail.com](mailto:naqibullah.2010@gmail.com) | |
| **9. Contract Duration** | 8 to 9 Month |
| **10. Anticipated Award Type** | Firm Fixed Price Agreement |
| **11. Basis for Award** | An award will be made to the bidder whose bid is rresponsive to the terms of the ITB and is most advantageous to HADAAF, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements and criteria of the required services.  **Selection Criteria:**   1. Price: 50 % 2. Condition of Vehicle: 30 % 3. Company legal valid documents: 10 % 4. Company Relevant experiences 10 % |
| **12. General Instructions to**  **Bidders** | * All bids should send in a sealed envelope in the Tender No, HADAAF-Kabul-ITB-23-05-WHO-BMGF-PHC-KDR & HEL with types of required services as mentioned above * Final Bids due date and time is, before COB of 07the October 2023 Kabul Time * Include a statement that the vendor fully understands * The bid is valid for a period of ninety (90) days * Bidders should sign and date their Bids and other required documents * Bidders should complete Attachment B (Price list template) properly * The payment will be made upon submission and acceptance of an invoice at the end of per month through bank payment * HADAAF has the rights to cancel or terminate the agreement if the company is not able to provide the satisfactory services. |
| **13. Technical specifications and requirements for technical acceptability and terms of condition** | **A- Quality**   * The vehicle should be in top running conditions, mechanical sound and the body frame, tires and mirrors is in perfect conditions. * The vehicle must have the First-Aid kits with all its required items * Vehicles should be with an update registration with department of Traffic, with no ambiguity with Government. * Vehicles should be with appropriate legal documents, as verified by the government. * The contractor should ensure that the Vehicle is equipped with vehicle technical tools, including jack, wheel spanner, toolbox, snow chain and at least two functional spare tires   **B- General Specifications/Condition:**  The Bidders shall provide the vehicles to the Organization of (HADAAF) Kandahar and Helmand Offices in a good working order and shall be responsible for ensuring the vehicles are able to perform its core functions throughout the Terms.  Availability of the vehicles at the desired locations of Kandahar; GHORAK, KHAKREZ,MARUF,MAYWAND,MIYANSHIN,SHAHWALIKOT,SPINBOLDAK,Ragistan, Dand and Helmand; BAGHRAN,GARMSER,KAJAKI,NAWZAD, WASHER*) districts*   * Income Taxes and any governmental penalties will be withheld by “HADAAF” as per Afghanistan tax law and paid to Afghanistan Tax department * The Contractor is responsible for the any legal issue raised against the vehicle * The contractor will bear the cost of driver, who will be driving the vehicle. Only under exceptional circumstances, where the security of HADAAF staff is considered to be at risk, HADAAF qualified staff may drive the Vehicle. * The contractor is responsible to satisfy “HADAAF” for the documentations/license of the proposed driver, in accordance to the rules and regulations of HADAAF for position of driver * The contractor has the responsibility of fuel cost, vehicle repairing/ maintenance costs and all other required costs related to the vehicle and driver * HADAAF should have unrestricted use of the vehicle, 24 hours if needs per day, for all of the period stated above * In the case of mechanical problems in the vehicle that will not working, the contractor should replace with another vehicle. * In case of accident, the repairing cost is belonging to the contractor. * HADAAF bears no responsibility for any theft, commandeering or hijacking of the vehicle, or any part of it, during and after working hours. * The vehicle driver will be managed in his day-to-day activities by the HADAAF security officer, logistics focal point and project manage. This will include setting working conditions and hours of duty and controlling all journeys that the Vehicle makes. * Only HADAAF material/goods, or other items authorized by HADAAF may be transported in the vehicle. * No weapons/ illegal equipment’s should be carried in the vehicle * The contractor will be responsible to provide first aid kit, fire extinguisher, and starting connection cable in the vehicle. * Transport of contraband or prohibited items is strictly prohibited. Any contravention of this regulation will result in HADAAF terminating this contract, without notice. * Only HADAAF personnel authorized by HADAAF staff may be carried in the Vehicle. * All violation of traffic rules or regulations will be the responsibility of the contractor. HADAAF will not be responsible for any payments or fines resulting from traffic offences. * The contractor/company should have security clearance certificate. * The vehicle should be park in contractor own parking during the night the contractor will not use the vehicle for his personal work through the contract. If the Vehicle is working on field duties and cannot return to base, the most senior HADAAF staff member present will decide on suitable parking arrangements for the vehicle in the field. * The contract can be terminated by either party before expiry of the period by providing one-month prior written notice.   **Required Documents for Bidding:**   * Company valid license * Afghanistan Investment Support Agency (AISA) from the Ministry of Commerce of Afghanistan. * Bank account detail. * Identifications documents proving ownership and copy of national ID of the owner. * Registration traffic document of vehicle to explain of vehicle, Model, color, engine number and plate * Valid License copy of driver. * Any other document as may be required by the contracting authority.   **Payment and invoicing:**   * Payment will be done in AFN and will be transfer by Bank TT-Form into the supplier’s bank account or Cheque at the end of month by the providing vehicle log sheet for the payment. |

**Attachment A: Cover Letter**

**To:** Humanitarian Assistance and Development Association for Afghanistan **(HADAAF)**

**From: Date:**

**Subject:** Cover Letter for the ITB, HADAAF-Kabul-ITB-23-05-WHO-BMGF-PHC-KDR & HEL

Dear Sir/Madam.

I provide the attached quote in accordance to the ITB, HADAAF-Kabul-ITB-23-05-WHO-BMGF-PHC-KDR & HEL required specifications.

I certify a validity period of ninety (90) days for the prices provided in the attached Price list/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to HADAAF. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of **(Please insert the requested cost per month in**

**AFN)** as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

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

**Company Authorized Persons**:

Name:

Position:

Signature:

Stamp:

Phone Numbers:

Email Address:

**Attachment B: Price List- For Kandahar and Helmand**

Offers should provide a quote for services required in the price list that the Offer is able to Deliver/Supply.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items Name** | **Unit** | **Quantity** | **Month/Duration** | **Unit Price**  **AF/Month** | | **Total Price AFN** | |
| 1 | Rental Vehicles Toyota- Flying Coach, Model 1995-2000 | Van | 17 | 8 |  | |  | |
| 2 | Rental Vehicle Toyota-Hilux, 4X4, Model 2005-2011 | Car | 2 | 9 |  | |  | |
| 3 | Rental Vehicle Toyota Fielder Model: 2005-2011 | Car | 2 | 9 |  | |  | |
|  | **Total amount with Tax** | | | | |  | |
|  | **Deductible Tax:**   * **2% in the case registration document is updated** * **7% in the case registration document is expired** | | | | |  | |
|  | **Total Amount without Tax** | | | | |  | |

**Company Authorized Persons**:

Name:

Position:

Signature:

Stamp:

Date: