

ATR Request for Invitation to Bid

1. Invitation to Bid No	ATR– RFQ # 001 / 2023
2. Issue Date	November 12, 2023
3. Quote Submission Deadline	November 19, 2023 at 5:00 PM Kabul Time
4. Type of Service	Transportation for monitors
5. Numbers of Vehicles	102 vehicle (3 vehicle per province)
6. Targeted Province	All 34 provinces
7. Targeted Districts	All districts in 34 provinces
8. Address	ATR, House # 6, Azadi street, Shirpoor, Kabul, Afghanistan 0730-819-562 / 0784-923-343 / 0790-041-582 Procurement@atr-consulting.com
9. Contract Duration	20 days (Extendable)
10. Anticipated Award Type	Based on price and negotiation
11. Basis for Award	<p><u>Selection Criteria:</u></p> <ul style="list-style-type: none"> 1- Price: 40 % 2- Technical Value: 40 % 3- Company legal valid documents: 10 % 4- Company Relevant experiences 10 %
12. General Instructions to Bidders	<ul style="list-style-type: none"> • Send bid to provided email (point 8). • Final bid due: November 19, 2023, 5:00 PM Kabul Time. • Confirm understanding of bid terms by signing Attachment A (Cover Letter) • Bid validity: 7 Days. • Sign and date bids and documents. • Complete Attachment B (Price Schedule). • Adhere to specified technical requirements. • Payment on weekly basis via bank or Hesab pay. • ATR can terminate agreement for unsatisfactory services.
13. Technical Compliance: Specifications and Requirements for Acceptance	<p><u>A- Quality:</u></p> <ul style="list-style-type: none"> • Vehicles must be in excellent working condition, with no mechanical issues. • Well-maintained body frame, tires, and mirrors are required. • Necessary legal documentation for vehicles must be verified by the government. • Drivers must possess valid and up-to-date licenses and be in good mental and physical health. <p><u>B- General Conditions:</u></p> <ul style="list-style-type: none"> • The contractor is responsible for ensuring vehicle availability in desired provinces. • Legal issues related to the vehicle are the contractor's responsibility. • The contractor must provide required driver documentation and licenses. • The contractor is responsible for fuel, repairs, maintenance, and other vehicle-related costs. • Prompt replacement of inoperable vehicles is the contractor's responsibility. • The contractor is liable for covering repair costs in case of accidents. • ATR is not responsible for theft, commandeering, or hijacking of the vehicle. • Drivers are supervised by ATR staff during working hours and journeys. • The vehicle is strictly limited to transporting authorized items designated by ATR. • Carrying weapons or illegal equipment in the vehicles is strictly prohibited.

	<ul style="list-style-type: none">• Transporting contraband is strictly forbidden and may lead to contract termination.• Only authorized ATR personnel may be carried in the vehicle.• Contractor is responsible for any traffic rule violations or fines.• Contract termination requires 3 days' prior written notice. <p><u>Required Documents for Bidding:</u></p> <ul style="list-style-type: none">• Valid company license• Stamp <p><u>Payment and Invoicing:</u></p> <ul style="list-style-type: none">• Payment in AFN via Bank or Hesab-pay at the end of each week based on provided vehicle log sheet.
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Attachment A: Cover Letter

To: Assess, Transform and Reach (ATR)

From:

Date: / 11/ 2023

Subject: Cover Letter for the Invitation of Bid, ATR-Kabul-RFQ-001/2023

Dear Sir/Madam.

I provide the attached quote in accordance to ATR-Kabul-ITB-001/2023 required specifications.

I certify a validity period of 20 days for the prices provided in the attached Price Schedule/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 ATR. We further agree to the payment terms; invoices should be submitted on a weekly basis, and payment will be made upon the acceptance of each invoice.

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

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

Company Authorized Persons:

Name:

Position:

Signature:

Stamp:

Phone Numbers:

Email Address:

Attachment B: Price Schedule

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

No	Province	Vehicle Model Options	Unit	Quantity	Duration	Unit Price AF/Daily	Total Price AFN
1	Kabul	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
2	Parwan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
3	Kapisa	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
4	Panjshir	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
5	Baghlan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
6	Samangan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
7	Kunduz	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
8	Takhar	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
9	Balkh	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
10	Badakhshan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
11	Nengarhar	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
12	Laghman	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
13	Kunar	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
14	Noristan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
15	Logar	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
16	Paktia	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
17	Khost	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
18	Paktika	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
19	Wardak	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		

20	Ghazni	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
21	Zabul	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
22	Kandahar	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
23	Helmand	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
24	Herat	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
25	Nimruz	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
26	Farah	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
27	Ghor	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
28	Uruzgan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
29	Bamyan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
30	Daykundi	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
31	Jawzjan	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
32	Faryab	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
33	Sari pul	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
34	Badghis	based on Areas: Corolla, Fielder, 4Runner, Land Cruiser.	each	3	Project duration: 20 days (extendable)		
		Total amount with Tax:					
		Deductible Tax: 2% in the case registration document is updated 7% in the case registration document is expired					
		Total Net Amount					

Company Authorized Persons:

Name:

Position:

Signature:

Stamp:

Date: