



THE WELFARE ASSOCIATION FOR THE DEVELOPMENT OF AFGHANISTAN (WADAN)

Warmth and Relief: Empowering Vulnerable Families in Badakhshan Province through Winter Assistance.

REQUEST FOR QUOTATION

Provision Of Rental Vehicle Service

RFQ Number	WDN/AHF-Winterization-2023-01
Issue Date	November 13, 2023
Deadline	November 24, 2023 – 4:00 PM Kabul Time

Introduction:

Established in August 2002, WADAN is an indigenous, government-registered NGO. We undertake community and institutional development, civic education, education, drug control, human rights, anti-corruption, and child protection initiatives. WADAN is headquartered in the capital, Kabul, and has offices in the provinces that provide national coverage.

Tender Summary:

WADAN, a leading humanitarian organization, is currently undertaking a critical winterization support project in the challenging region of Badakhshan, Afghanistan. The extreme temperatures, high displacement rates, and widespread poverty in the region make it imperative to provide sustainable and cost-effective winterization assistance to vulnerable households. Under the auspices of the AHF funding project, WADAN aims to address the pressing need for seasonal support in a strategic manner. The proposed project will focus on the districts of Shaki, Yawan, Khwahan, Kohistan, and Raghistan, renowned for their harsh climatic conditions, significant snowfall, and vulnerable populations.

As part of the project implementation, WADAN is currently in the process of selecting a qualified vendor/company to provide rental services integral to the success of the initiative.

INTRODUCTION:

The Welfare Association for the Development of Afghanistan (WADAN) is a non-governmental, non-political, not-for-profit, and independent organization. Working in the field of Health Education and community development.

MINIMUM ELIGIBILITY REQUIREMENTS FOR VENDORS FOR BID OPENING:

To qualify for this RFQ, the vendor must:

- Hold a valid business license (Transportation and logistics).
- Bank Statements on vendor Name.
- Accept all WADAN terms and conditions and provide all information as requested in Annex 1 of this RFQ.
- Be the direct provider of vehicle rental services Agree to provide the **FIX PRICE** for 6 months

TAXES:

Withholding Tax on Subcontractor:

- Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009.
- WADAN is required to withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, WADAN shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, WADAN shall withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

DISCLAIMERS AND PROTECTION CLAUSES:

- WADAN may cancel the solicitation and not award and may reject any or all responses received.
- Insurance of solicitation does not constitute award commitment by WADAN.
- WADAN reserves the right to disqualify any offer based on the offeror's failure to follow solicitation instructions.
- WADAN will not compensate offerors for responses to solicitation and reserves the right to issue awards based on the initial evaluation of offers without further discussion.
- WADAN reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- WADAN will be contacting offerors to confirm the contact person and address and that bid was submitted from the solicitation

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- a) The offeror certifies that--
 - The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor before bid opening or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

- No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- b) Each signature on the offer is considered to be a certification by the signatory that the signatory-
 - Is the person in the offeror's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - I. Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
 - II. As an authorized agent does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) Above; and as an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- c) Offeror understands and agrees that --
 - Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - Discovery of any violation after award to the offeror will result in the termination of the award for default.

ANNEX 1 – VENDOR OFFER AND BUSINESS DETAIL INFORMATION:

1. VENDOR INFORMATION:

Vendor Name Per Business License	
Contact Person & Phone Number	
Vendor Email Address	
Vendor Address	

2. ITEMS SPECIFICATIONS AND PRICE:

S No	Description of Items/Services	Unit	Quantity	Unit Price Per Car Per Month in AFN	Total Cost in AFN (All 5 Cars for 6 Months)
1	<p>Badakhshan districts: Shaki, Yawan, Khwahan, Kohistan, Raghistan:</p> <p>Rental Car for the period of 6 months with the following specifications:</p> <ul style="list-style-type: none"> • 4 Runner/Model 2000 & above • Four Wheel Drive. • Legal Private Number Plate • Active AC and Heating System • Brand New Tires • Automatic or Manual • Afghanistan Hand Steering • Legal Vehicle Registrations documents with no pending taxes from the government <p>The vehicle must come with the following:</p> <ul style="list-style-type: none"> • Rope, Tool Kit, folding shovel, one spare litter of oil, and hydraulic. • Fuel, driver, maintenance services, and other lubricants will be the responsibility of the vendor. 	6 Months	5		

Scoring for Evaluations:

S No	Description/Question	Score/ Marks
<u>1</u>	For Lowest price	60 score/ Marks
<u>2</u>	For Past experience	40 score/ Marks
Total score/ Marks		100 score/ Marks

Business Name: _____

Authorized Representative Name (print)

Authorized Representative Title (print)

Authorized Representative Signature

Date

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TERMS AND CONDITIONS

1. Accidents

In the event of any accident or damages to or involving the leased vehicles during the period of the lease, the vendor will be responsible for all damages stemming from the accident. In case of hijacking of the leased vehicles, the vendor shall report the matter to the proper authorities (police/military) and to WADAN.

2. Vehicle Condition

The vendor will provide and maintain vehicles in good condition. The condition of the vehicles will be checked by WADAN in accordance with the vehicle Inspection Checklist.

4. Routine Vehicles Checks

It is the responsibility of the Vendor to ensure that the oil, water, other fluid levels, blasts, and tire pressure are regularly checked as stated in the owner's/manufacture's handbooks. Costs incurred in this respect will be borne by the Vendor. The Vehicles will be regularly cleaned inside and outside on a weekly or more frequent basis, depending on the usage and conditions.

5. Vehicles Tires

The replacement of tires will depend on normal wear and tear. The requirements for tire replacement, such as impact damage, and running flat, will be charged to the Vendor. Repair of punctures and leaking valves will be the Vendor's responsibility.

6. Vehicles Usage

WADAN undertakes that the leased vehicles will not be used for:

- Any purpose other than that for which the leased vehicles have been designed, including not exceeding its designed load capacity.
- Racing or any other kind of competitive sport.
- Carrying for hire any paying passenger, goods, or animals.
- The transportation of any hazardous, explosive, or inflammable material or any goods or items that are likely to damage the vehicle's interiors, exteriors, or mechanicals.

7. Vehicles Maintenance

The monthly lease includes the following services which the Vendor is responsible for:

- Routine servicing: the preventive maintenance services will take place every 1,500 kilometers or one month logged by the vehicle, whichever comes first.
- Repairs and/or additional servicing that are required as a result of vehicle functionality failure.
- While the leased vehicles are in service, the Vendor must provide WADAN with fully operational Sedan type of vehicles at no additional cost.
- It is the Vendor's responsibility to advise WADAN's focal point of the requirement to service the leased vehicle at the appropriate break. At a minimum, a 24-hour notice is to be provided prior to the return of the leased vehicle for servicing. If the service period is to exceed two days, the Vendor is responsible for providing a replacement vehicle.

8. Fuel Costs

The vendor will be responsible for all fuel-related costs on the leased vehicles.

10. Traffic Violations

All costs incurred as a result of fines and other penalties (imposed by the police or any other authorities for traffic violations) that take place during the term of the Lease Agreement, will be the responsibility of the Vendor and will be recovered accordingly.

13. Premature Termination

In the event that AHF terminates its funding for the project or the project faces any other unforeseeable changes, WADAN reserves the right to cancel or modify this lease without penalty.

Both Vendor and WADAN can terminate or modify this agreement by providing a three-day written notice.

14. Vehicle Documentation

All vehicles should pass the check-up test (see the Vehicle Check List attached) in order to be accepted by WADAN.

All vehicle licensing and registration documentation will be handed over to the Lessee. The Lessor will be responsible for the safe handling of said documents and will return all documentation to the Lessor at the end of the contract term and/or at the time of handing over the leased vehicles.

15. Legislation

The Lease Agreement shall in all respects be governed by and be in accordance with the laws of Afghanistan. Any fee, cost, or charge levied against the Vendor by the Afghanistan Government or any municipality or other authority within Afghanistan in respect of leased vehicles, will be re-charged to the Vendor. Road toll fees will also be shouldered by the Vendor during the lease period.

16. Notices

All notices and official communications between the Vendor and WADAN shall be in writing and are to be delivered and acknowledged by both parties to this agreement.

17. Lease Payment and Terms

The total value of the Lease Agreement must not exceed the amount reflected in the Purchase Order.

The vendor will be paid on a monthly basis upon submission of the original invoice. Invoices are to be submitted by the Vendor within 10 days of the following month. WADAN will withhold the required taxes from the cost and remit the payments directly to the Afghanistan tax authority.

WADAN will pay the Vendor in accordance with the named above payment scheduled in local currency (Afghani, AFN).

The monthly rate shall not increase during the term of this Lease Agreement.

Authorized Representative Name (print)

Authorized Representative Signature

Authorized Representative Title (print)

Date

Submission Guideline:

All interested bidders should read the whole RFQ and submit their quotation accordingly. Interested bidders should electronically submit their quotation in accordance with the requirements detailed above through email: bids@wadan.org

The deadline for submission of quotations is November 22, 2023 – at 4:00 PM Kabul Time. Companies who do not submit their quotation by this deadline will not be considered.

The deadline for questions is November 20, 2023. Interested bidders can send their questions to the above email address or call **+93772863115**.

Interested bidders are required to provide us with the below documents to be eligible for the initial bidding process.

- A Valid Business license (Transportation/Logistics).
- Bank Account on Company Name.
- Copies of at least two similar contracts.
- Annex 1. Filled, Signed and Stamped
- Annex 2. Signed and stamped.