**War Child UK Afghanistan**

**Request for Quotation**

**Rental of 12 vehicles for official missions between Islam Qala Zero Point border to Herat City Gozargah Transit Center (GTC)**

PD No: WCUK-HRT-23–000501

ISSUANCE DATE: 24/Aug/2023

Closing Date/Time: 02:00 PM, 3/Sep/2023

# About WCUK: War Child, the charity for children affected by war. We work with children who, as a result of conflict, live with a combination of poverty, exclusion, and insecurity. These children include street children, child-headed households, children associated with armed forces and into armed groups (CAFAAG), children in conflict with laws, and other children at heighten risk.  Our mission is to protect, educate and stand up for the rights of children caught up in war, in some of the worse conflict-affected places. We look forward to a world in which the lives of children are no longer torn apart by war. This is a vision that can only be realized through the collective actions of children themselves, communities and their leaders, organizations like War Child, governments, and key decision-makers.

# DETAIL OF SERVICES: We are looking to find a potential Transportation Company only through competitive process for providing Rental of 3 Fielder Model 2000-2005, 3 Corolla Model 1997-2000, 3 Saracha Toyota Model 1994-1997, and 3 Luxel Model 2000-2005 vehicles for official missions between Islam Qala Zero Point border to Herat City Gozargah Transit Center (GTC) on one way trip basis. Further details are in Terms of Reference is attached as Annex “C”.

# 'اجاره 12 موترکه به تعداد 3 موترنوع فیلدر مدل 2000 -2005 به تعداد 3 موترنوع کرولا مدل 1997 -2000 به تعداد 3 موتر نوع سراچه تویوتا و به تعداد 3 موتر نوع لکسل، مدل 2000-2005، رانندگی دست چپ، برای ماموریت های رسمی بین اسلام قلعه نقطه صفری مرز برای حمل و نقل اطفال تا به کمپ انصار کازرگاه (GTC) به صورت سفر یکطرفه، معلومات بیشتر درضمیمه A و ضمیمه C

**The vehicles will be used based on need, our IQ representative will call when and which vehicle is required to be available in Islam Qala on daily basis.**

Note: Please keep in mind that the applicable tax will be deducted from the total amount of the contract at the end of each payment, and will be paid to MoF/DoF as per the income tax law.

ELIGIBILITY CRITERIA: WCUK will evaluate quotations based on the following criteria and scores:

|  |  |
| --- | --- |
| Criteria | Possible Score to Obtain |
| The Supplier/vendor must be registered with the Ministry of Commerce and Industries and provide copies of the following documents  1. Valid business license  2. Copies of NID or Passport of the president and vice president | \*Provided All copies = 5%  \*One document = 2.5%  \*No document = 0% |
| The company must demonstrate previous experience in similar services and provide at least three copies of contracts/POs of the same nature from different International/National organizations/NGOs.  **Note**: WCUK will not accept more than 1 contract from an organization. | \*3 Contracts = 35%,  \*2 contracts = 23.666%,  \*1 contract = 11.333%,  \*No contract = 0% |
| WCUK requires checking the references of the Supplier/vendor and therefore the Supplier/vendor to provide official email IDs as their references to verify past performance. | \*3 References = 10%  \*2 References = 6.66%  \*1 Reference = 3.33%  \*No Reference = 0% |
| Financial Proposal will be evaluated using below formula:  Lowest percentage x 50% score/offeror’s percentage. | \*50% |

The quotation is to have the following documents attached to it:

* Copy of company valid registration license
* Copy of company owners’ NIDs/Passports
* Bank account details form (registered in the name of the company)
* Copies of previous contracts (at least 3 contracts)
* 3 official references to be provided
* Quotation as per WCUK RFQ format
* Should signed and stamped the RFQ form

Period of Validity of Quotes: The quote shall remain valid for 30 days after the closing date.

Suppliers to fill in the following form and attach this bid notice with their quotation:

|  |  |
| --- | --- |
| Supplier Information | |
| Company Name: | Stamp and sign |
| Name of Signatory: |
| Designation: |
| Date: |
| Phone#: |
| Email: |
| RFQ #: |

Note: Following will have to be considered by Suppliers:

* Registration sheet for quote should be signed upon submission of the quotation by suppliers.
* All Pages of this Bid Notice, WCUK RFQ Format, will have to be signed/stamped by vendors; otherwise, their proposals will be disqualified during the evaluation stage.

Submission Guideline:

War Child only accepts sealed, stamped envelopes in its Kabul and Herat offices mentioned below:

1. WCUK Herat Office address: Walayat Main Road, Khoja Ali Mowafaq 4, Gul Froshi Alley. Contact Number: 0728029502
2. WCUK Kabul Office Address: House # 14, Street # 3rd, Taimani Sabeqa, Kabul, Afghanistan- Contract numbers: 0728 895 242 | 0729 111 505.