

## Terms of References (TOR)

### 1. Purpose

The purpose to rent vehicle is to transport project field staff to the desire project locations. For more information please refer to the financial proposal section.

#### Vehicle condition:

The vehicle should be Non accidental with Good Roadworthy condition with diesel/petrol engine as well as with complete registration documents from MOI and as per Afghanistan law provisions. Vehicle should have Air Conditioned, Standard Interior Condition: Provide vehicles at a flat rate (inclusive of all taxes, fees, insurance, etc.) Rental fees remain stable throughout the whole rental agreement period.

#### VEHICLE REQUIREMENT:

- The vehicle Type: Please refer to the financial proposal
- The vehicle shall be in good and safe condition.
- The vehicle should be with Diesel/Petrol engine.
- The fielder vehicle should have official document authorization of MOI.
- Maintenance of the vehicle is supplier responsibility
- MPO will be authorized to check the condition of the vehicle on a regular basis.
- The provider shall be responsible to ensure the availability of a replacement vehicle in the event of any vehicle breakdown, accident and during the time vehicle is being sent for servicing.
- MPO shall not be responsible to repair or to put the vehicle back in its original condition at the end of contract, or be responsible for normal wear and tear.
- MPO will not pay for any incident or damage. Insurance of the vehicle is provider responsibility
- The Vehicle should be equipped with both summer and winter tyre, as needed by provider.

2. Replacement of Vehicle in Case of Breakdown: The vehicle rental company or contractor or firm will be responsible to ensure that the vehicles provided to MPO are fully maintained and are physically in absolute perfect condition for travelling. However, in an event that a vehicle breaks down, the vehicle rental company/Contractor/Supplier will arrange for its immediate replacement without any delay. In case of remote site/area, reasonable travel time (not more than 8 hours) will be allowed to the vehicle rental company to send the replacement failure to which may lead to imposition of liquidated damages.

3. Repair & Maintenance: The all types of repairs and maintenance will be responsibility of firm/owner.

4. The Model of vehicles must be minimum 2003 or above, MPO will not accept the vehicles with lower than mentioned model.

5. Taxes: The bidders must be registered with tax authorities. The company/Supplier/Contractor must attach a copy of active TIN and GST registration. 2% tax will be deducted from those having official license if failed to provide 7% tax will be deducted from total amount.

6. Drivers & Fuel: Owner/ company/ supplier will provide both driver as well as fuel.

7. Areas of Service: Refer to financial proposal.

8. Payment: Payment shall be made monthly on submission of an Invoice at the end of the service delivery by provider/frim or company. Payment shall be made within 10 working days from day of receipt of Invoice.

9. Length of Contract: The rental periods is 11 months and are according to the project duration from UNICEF, the contract extension will be subject to extension of the project from donor.

10. Termination of Contract: The service agreement may be terminated earlier by either party giving a 30-day written notice.

### Sign and stamp: