

INVITATION TO BID

The Provision of Rental Vehicle in Kandahar, and Zabul Province under WFP- Resilience and Food System (RFS) Program



This project is funded by WFP and is implemented by Human Resources Development Agency

ITB No: (HRDA/23-ZB-2225-ITB-01)
Project: Resilience and Food System Project (RFS)
City: Kandahar, Zabul
Deadline: 20 September 2023
Bid Opening: 23 September 2023

Section 1: Letter of Invitation

Subject: The Provision of Rental Vehicle in Kandahar and Zabul Provinces under WFP Resilience and Food System Project (RFS)

Human Resources Development Agency (HRDA) hereby invites you to submit a bid to this Invitation to Bid (ITB) for the above subject. The ITB includes the following documents:

- Section 1: Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: General Guidelines
- Section 4: Submission and Opening of the Bid
- Section 5: Details of the Bid
- Section 6: BoQ
- Section 7: Responsibilities of Each Party
- Section 8: Information of the Supplier

Your offer, including all the required documents, shall be submitted before the deadline mentioned in Section 5 of this ITB. The ITB shall be submitted to the following address:

HRDA's office in Kandahar,
H. No 14, Street 7, Block 6, District (Nahyia) 2, Stadium Road, Share Naw

If you require any clarification, kindly communicate with the contact person mentioned in this ITB. HRDA looks forward to receiving your bid and thanks you in advance.

Yours sincerely,

Sayed Ahmadullah

Head of Operations

Section 2: Instruction to Bidders

Definitions:

- a) “Bid” refers to the bidder’s response that shall include all the required documents.
- b) “Bidder” refers to any legal entity that may submit, or has submitted, a bid for the supply of goods and provision of related services requested by HRDA.
- c) “Contract” refers to the legal instrument that will be signed by and between HRDA and the successful Bidder, including the General Terms of Reference (ToR) and the Appendices.
- d) “Day” refers to the calendar day and not working day.
- e) “Goods” refer to any tangible product, commodity, article, material, wares, equipment, assets, or merchandise that HRDA requires under this ITB.
- f) “Services” refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by HRDA under the ITB.
- g) “Government” refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- h) “ITB” refers to the Invitation to Bid consisting of instructions and references prepared by HRDA for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- i) “Details of the Bid” refers to the part of the ITB that contains the details of the goods or services required for the specific task along with all the relevant details.

Section 3: General Guidelines

- 1. Bidders must strictly adhere to all the requirements of this ITB.
- 2. Submission of the bid shall not constitute any sort of approval, offer or acceptance of the bid. HRDA is under no obligation to award a contract to any bidder as a result of this ITB.
- 3. Any submitted document, alone or as part of this ITB, will be considered as an offer by the bidder.
- 4. Submission of the bid is deemed as an acknowledgment by the bidder that all the obligations will be met by the bidder and that the bidder has read, understood, and agreed to all the terms and conditions of this ITB.
- 5. HRDA has zero tolerance for fraud and corruption, meaning that HRDA staff members, non-staff personnel, vendors, suppliers implementing partners and responsible parties are not to involve in fraud, corruption collusion unethical or unprofessional practices. However, suppliers/vendors are required to observe the highest standard of ethics during the procurement process and contract implementation. Moreover, detailed in Fraud Prevention Manual.
- 6. All occurrences of fraud and corruption are to be reported, and will be assessed and, as appropriate, investigated in HRDA Office under rule and code of conduct developed by HRDA. Thus, it will be chased rigorously disciplinary and other actions against guilty party of fraud, including recovery of financial loss suffered by HRDA.
- 7. Bidders/Suppliers shall not allow offers of hospitality or gifts to HRDA staff those with vested interests to influence, or be perceived to influence, professional decisions.
- 8. In enactment of this policy, HRDA:
 - a. Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or deceitful practices in opposing for the contract in question.
 - b. Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent

practices in competing for, or in executing a HRDA contract.

9. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have conflict of interest shall be disqualified.
10. In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to HRDA and seek HRDA's confirmation on whether or not such conflict exists.
11. Similarly, the Bidders must disclose in their Bid their knowledge of the following:
 - a. Bidder hereby warrants that, to the best of its knowledge, no HRDA employee, officer, consultant, or other party related to HRDA has a financial interest in the Supplier's business activities.
 - b. Bidder hereby warrants that, to the best of its knowledge, no HRDA employee, officer, consultant, or other party related to HRDA has a family relationship with the supplier's owners.
12. Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future HRDA activities.
13. Supplier hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to HRDA.
14. Supplier hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.
15. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to HRDA's further evaluation and review.

Section 4: Submission and Opening of the Bid

Bidder shall submit sealed bid clearly marked **(HRDA/23-ZB-2225-ITB-01)** to the address stated in letter of invitation no later than **Sep-20-2023 12:00 PM**. The envelope's external side must:

- a. Bear the name of the Bidder.
 - b. Be addressed to HRDA as specified in the Letter to Invitation page.
 - c. Bear a warning not to open before the time and date for Bid opening.
2. If the envelope is not sealed nor labelled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labelling by the Bidder.
3. A Bidder may withdraw, substitute, or modify its bid after by sending a written signed notice. All notices must be received by HRDA prior to the deadline for submission. The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
4. All bids are to be put into the box provided for the purpose. Bids submitted after the deadline will not be accepted.
5. Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, email address, date of submission. Intend to bid form shall also be filled signed and be put along with the Sealed bids.
6. Complete bids must be received by HRDA in the manner, and no later than the date and time, specified in the Section 5. HRDA shall only recognise the actual date and time that the bid was received by HRDA.
7. HRDA will open the Bid in the presence of Procurement committee formed by HRDA.
8. The bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as HRDA may consider appropriate, will be announced at the opening. No bid shall be rejected at the opening stage, except for late submissions,

- in which case, the bid shall be returned unopened to the bidders.
9. HRDA will examine the bid to determine whether all the required documents are complete and signed.
 10. HRDA has the right to carry out a post-verification to determine the quality of the goods and services and to satisfy that the information provided by the bidder is valid.
 11. HRDA also bears the right to accept or reject any bid, reject all the bids as unresponsive.

Section 5: Details of the Bid

1. Project Title: **Resilience and Food System (RFS)**
 2. Title of Goods/Services Required the Provision of Rental Vehicles in Kandahar and Zabul Province under WFP-RFS Project.
3. Language of the Bid: English Pashto Dari
4. ITB Number: **(HRDA/23-ZB-2225-ITB-01)**
5. Pre-bid Conference held: Yes No
6. Period of bid validity: 22 days from the date of submission
7. Bid Security: Yes No
8. Acceptable form of bid security: NA Cash Bank Transfer
9. Damages:
 - a. Percentage of damage on per day delay: 1%
 - b. Maximum no of days delay = 30 days (After the maximum limit has reached, the contract will be terminated):
10. Preferred Currency of bid: USD AFN
11. Exchange rate in case of foreign currency: NA
12. Deadline of the bid: **Date:** Sep – 20 – 2023, **Time:** 12:00 PM
13. Contact Person: Mansoor Ahmad
14. Manner of submitted the bid: Mail Electronic
15. Date, time, and venue for opening the bid: Sep -23-2023 | HRDA Kandahar Office | 10:00 AM
16. Evaluation method to be used: Pass/Fail on technical assessment Lowest Price
17. Required documents: Company Profile Registration Certificate Letter of appointment as representative Statement of Warranty Bank Statements Reference Letters from 2 clients TIN Passport/IDs of business owners
18. Expected start date of contract: The Contract start date will be 01 of Oct 2023.
19. Contract Duration: 15 Months starting from 01 Oct 2023 to 31 Dec-2024
20. Scope of the contract: Please refer to Annex-A for the scope of the project.

Section 6: BoQ

Annex-A

S/ N	Items	Districts	Description	Model	Monthly Payment	Total
1	2 Vehicle	Kandahar	1. The Vehicles must be (2003 to 2010) model hassle-free. 2. The Vehicles must have Active proper Engine, Tyers, Heating and Cooling (AC) System. 3. Intended with Capable driver and Valid Driving License 4. The Vehicle must have Traffic Registration and valid documents.			
2	2 Vehicles	Zabul				
3	2 Vehicles	Zabul- Atghar District				
4	3 Vehicles	Zabul- Shinky District				
Gross Total				AFN		
Government BRT Tax				AFN		
Net Contract Amount				AFN		

Rules and Conditions

1. The vehicle contractor must have a valid business license and registration number.
2. The vehicle contractor must have a minimum of [3 years] of experience in providing vehicle services to clients.
3. The vehicle contractor must have qualified and trained drivers who have valid driver's licenses and clean driving records.
4. The vehicle contractor must comply with all applicable laws and regulations regarding vehicle safety, maintenance, inspection, registration, taxation, etc.
5. The vehicle contractor must provide regular reports and invoices to the client, detailing the vehicle usage, mileage, fuel consumption, costs, etc.
6. The vehicle contractor must agree to the terms and conditions of the contract, such as the duration, payment schedule, termination clause, dispute resolution mechanism, etc.

Section 7: Responsibilities of Each Party

1. Responsibilities of the contractor:
 - i. The contractor is responsible for Provision of the upper mentioned items with specific quality and Amount
 - ii. The contractor shall comply with all the requirement and quality of Required Materials by the Procurement department of HRDA.
 - iii. The contractor does not have the right to subcontract the project.
 - iv. The contractor must finish the project within the timeline provided by HRDA. In case of any delay,

HRDA is not responsible for extra payment and it is liability of the contractor to complete the work with all additional costs.

- v. It is the obligation of the contractor to provide with any transportation cost of machineries, food, and accommodation of its staff.
2. Responsibilities of HRDA:
- i. HRDA’s monitoring team will be present at the site to monitor the quality and quantity of the Good and service/work.
 - ii. The Quality of Materials will be determined by HRDA.
 - iii. HRDA will pay the contractor according to the fixed price in the contract.
3. Contract’s Terms and Conditions:
- i. Contract will be awarded based on the price, quality, capacity, past experience, and locality. Through evaluation of the bids submitted, HRDA will determine winner of the ITB. It is possible that One or more suppliers be selected as winners, at the same time, considering the emergency and rapid needs of the target beneficiaries.
 - ii. HRDA adheres to laws on child labour and HRDA makes sure all its contractors also comply to these laws.
 - iii. HRDA strictly applies the PSEA guidance and policy to all of its staff, daily wagers, contractors, consultants, volunteers, vendors, beneficiary, etc. All HRDA associates are advised to avoid any kind of sexual exploitation (SEA) and abuse of any kind while working together with HRDA. Involvement in any form of SEA and violation of any set guideline in relation to SEA is prohibited.
 - iv. HRDA will deduct 2% of the contract as tax from each BoQ and will submit it to Tax/Revenue Department.

Section 8: Supplier Information Form

Company Name	
Any other names company is operating under (Acronyms, Abbreviations, Aliases)	
Previous names of the company	
Address	
Website	
Phone/Fax Numbers	Phone: _____ Fax: _____
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____

Name(s) of Company Owner(s) or Board of Directors	
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Financial Information

Bank Name and Address	
Name under which company is registered at bank	
Payment Terms	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No
Specify Standard Payment Terms (Net 30)	

By signing this statement supplier acknowledges any violation of the above HRDA policies will result in immediate termination of any agreement in place and disqualification from participation in future HRDA activities.

Supplier Name:
Signature and Stamp:
Title:
Print Name:
Date:

FOR HRDA USE

Following documents have been supplied:

Business registration or license	
Articles of incorporation or similar document	
Bank statements and references	
Passport / ID cards of business owners/board of directors	
Supplier Tax Identification Number (TIN)	
Passport/ID Card of Sub Contractor if involved in the provision	