



# ISLAMIC RELIEF

Islamic Relief in Afghanistan is registered with the ministry of economics (under Registration No. 184)

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*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Tender Pack

**TENDER NO: IRW/0011/2023**

**PROPOSAL FOR: Rental Vehicle Service for 1 Year in Kabul Province**

**ADVERTISEMENT DATE: 15 November 2023**

**DEADLINE FOR SUBMISSION: 23 November 2023 by 11:00 AM Kabul Time**



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## 1. CONFIDENTIAL QUESTIONNAIRE

### Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (Please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This includes Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (Copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

### Business Information

Question	Response
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<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products	
List of Major Clients	
<p>Details of your company's experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none"><li>i. Name of company/INGOs</li><li>ii. Contract Value</li><li>iii. References</li></ul> <p>(POs/ agreements copy must be attached)</p> <p>Audit report and all other requested documents</p>	

## Banker's Detail:

Question	Response
Bank Name, Account Title, branch, and total turnover in USD of last three years (attach the bank statement) as per request.	



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**Trade Reference (only for Vehicle Service:**

	1	2	3	4	5
<b>Name of Organization</b>					
<b>Contact name and phone number.</b>					
<b>Description of items/services delivered.</b>					
<b>Quantity</b>					
<b>Date contract awarded.</b>					
<b>Date contract Completed.</b>					
<b>Value of Contract in AFN/USD</b>					



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## 2. Pricing (RFQ)

M/s \_\_\_\_\_

Date: \_\_\_\_\_

Ref. # \_\_\_\_\_

Islamic Relief worldwide (IRW) is an International Non-Governmental Humanitarian Organization providing humanitarian aid during emergencies and working for long-term development of the world's poorest people. Islamic Relief (Afghanistan) takes this opportunity to request you to quote the prices for the Rental Vehicle Service for 1 year for Kabul Province, Afghanistan as per following details:

Rental Vehicle Service for 1 year for Kabul Province - Afghanistan							
S/N	Item Name	Specification	Unit	Brand	Quantity	Unit Price	Total Price
1	Corolla Fielder	Toyota Corolla Fielder, 2002-2007 or above 1. Engine type 4 cylinder 2. Fuel Type: Petrol 3. Assisting Systems: ABS 4. Functional AC/Heated System 5. Good running condition 6. Equip with tire chains to travel in snow and mud areas. 7. Cleared Documents	Monthly		1		
2	Corolla	Toyota Corolla, 2005-2007 or above 1. Engine type 4 cylinder 2. Fuel Type: Petrol 3. Assisting Systems: ABS 4. Functional AC/Heated System 5. Good running condition 6. Equip with tire chains to travel in snow and mud areas.	monthly		1		



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		7. Cleared Documents					
3	4-Runner	2004 or Above 1. 4x4 (کومکدار) 2. Engine type 6 cylinder 3. Fuel Type: Petrol 4. Assisting Systems: ABS 5. Functional AC/Heated system 6. Good running condition 7. Equip with tire chains to travel in snow and mud areas. 8. Cleared Documents	monthly		1		
4	Mercedes (Istana)	2002 or Above 1. Mercedes SsangYong Istana 2. Engine type "any" cylinder 3. Fuel Type: any 4. Functional AC/Heated System 5. Good running condition 6. Equip with tire chains to travel in snow and mud areas. 7. Cleared Documents	monthly		1		
5	Corolla	Toyota Corolla, 2005-2007 or above 1. Engine type 4 cylinder 2. Fuel Type: Petrol 3. Assisting Systems: ABS	Daily		1		



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		4. Functional AC/Heated System 5. Good running condition 6. Equip with tire chains to travel in snow and mud areas. 7. Cleared Documents					
6	Corolla Fielder	Toyota Corolla Fielder, 2002-2007 or above 1. Engine type 4 cylinder 2. Fuel Type: Petrol 3. Assisting Systems: ABS 4. Functional AC/Heated System 5. Good running condition 6. Equip with tire chains to travel in snow and mud areas. 7. Cleared Documents	Daily		1		
<b>Total Amount inclusive of loading, unloading, Transportation cost and all taxes to distribution point</b>							

Note: IR will have the right to conduct verification to evaluate the conditions and the consignment if selected.

## **IMPORTANT NOTES: (Please Read All Carefully)**

1. Before filling out the tender, it is mandatory that the supplier study the specifications well, survey the market for availability of all items.
2. Supplier is responsible to supply the items as per specifications provided, no change in specification will be acceptable of any item once tender awarded to any supplier.

Delivery Time	The maximum contract period is 15 days after signing the contract. (If a vender can deliver goods sooner, then please write down here)
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## **3. General Terms & Conditions**

1. Quoted prices for the above items shall be inclusive of all kinds of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation, Distribution, loading unloading and custom clearance (if any)
2. All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.
3. Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations.
4. Any damage, loss, theft, and demurrages outside the premises of Islamic Relief (Afghanistan) shall be the responsibility of supplier / agent.
5. Withholding tax as per government prevailing rates shall be deducted at the time of payment.
6. Payment will be made to the contractor within 15-21 days upon submission of an invoice and completed IRW Log sheets.
7. of delivery and subsequent acceptance of the invoice to the Islamic Relief (Afghanistan).
8. Islamic Relief shall have the right to award the contract as whole to one supplier.
9. Islamic Relief reserves the right to reject any or all bids without assigning any reason thereof.
10. The expected delivery time must be mentioned in your proposal incomplete bids/documents shall not be entertained.
11. All tender pages to be signed and stamped by supplier.
12. Vehicles in a safe and sound condition according to the requirements of the traffic laws of Afghanistan, seatbelts for all passenger seats, registered and with a number plate of the Government of Afghanistan, spare wheel, and tools, basic first aid kit,
13. All vehicles shall be left hand drive,
14. The ownership and registration of the vehicles must be in the Service Provider name,
15. Regular physical/mechanical check-ups of the vehicles,
16. Periodic maintenance after 1500 km and needed repairs of the vehicles,
17. Provision of immediate (latest in 1 day) replacement vehicle when a vehicle has a breakdown, accident or gets detained,
18. The driver must have a valid driving license issued from the Government of Afghanistan, minimum age 18 years, good record of driving, knowledge of roads and locations in Afghanistan,
19. Working conditions for drivers according to Afghanistan Labor law!
20. Contract between Service provider and Driver, Salary for Drivers is upon the vehicle provider company.
21. The contract unit prices are fixed. No compensation will be paid for fuel or materials price rises/changes.
22. The vehicle and driver must be available for exclusive use by IRW and in accordance with IRW procedures from 08:00am till 06:00 pm Saturday till Thursday. IRW has the right to use the vehicles if any need be all weekend.
23. Company not allowed to rent cars from drivers.



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24. The organization reserves the right to request a change the driver based on driver behavior, staff feedback, driving style and experience.
25. No Per diem cost or accommodation for driver during travel and per night if staying in a location overnight.
26. Through requesting the quotation, IRW will select one or multiple service providers with whom a framework agreement, valid for **12 months** and starting on the **01 January 2024**.
27. Necessary legal documentation for vehicles must be verified by the government.
28. Drivers must possess valid and up-to-date licenses and be in good mental and physical health.
29. Legal issues related to the vehicle are the contractor's responsibility.
30. The contractor is responsible for fuel, repairs, maintenance, and other vehicle-related costs.
31. Prompt replacement of inoperable vehicles is the contractor's responsibility.
32. The contractor is liable for covering repair costs in case of accidents.
33. IRW is not responsible for theft, commandeering, or hijacking of the vehicle.
34. Drivers are supervised by IRW staff during working hours and journeys.
35. Carrying weapons or illegal equipment in vehicles is strictly prohibited.
36. The contractor is responsible for any traffic rule violations or fines.
37. Relevant Experience: Demonstrated experience collaborating with local and international organizations, displaying proficiency in meeting diverse operational requirements.
38. Operational Commitment: The rented vehicles and drivers must be available for weekend duties and fieldwork, which may involve overnight stays without additional compensation. Bidders must incorporate this into their pricing structure.
39. Trip Notification: The supplier will be informed of upcoming trips within 24 hours and must confirm the availability of the vehicle and driver no later than 5 hours before the scheduled trip.

### **3.1. Bid Submission Requirements:**

- Updated Company Profile with all registration certificates.
- Experience of supplying and completion a similar project in last 3 years. (On the basis of provided documents).
- Quoted Price
- Sealed Quotations addressed to "Procurement Committee" should be drop in quotation box address at House 17, Street 5, Qala-e-Fethullah, District 10 Kabul, Afghanistan latest by 11:00 AM Kabul time on or before 23 November 2023.

### **3.2. Validity of Price**

Prices shall remain valid for at least 60 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.



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## 4. Supplier Screening Form

Company Information: -

Company Name (as appeared on Registration Document):

Company Address:

Country:

Telephone:

Website:

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g., passport copy or ID card)

Has the organization been convicted of any criminal offence?

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom

How did you hear about IR's service request

Please note it is compulsory for the following to be provided to us:

1. Company Registration
2. Photocopy of NID/Passport of Directors

### Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of –Afghanistan or under the International Laws Community or what may be termed a 'terrorist activity.'

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name

Position

Sign & Official stamp

Date

*We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.*



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Internal Use

Received by (local office): Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Information sent to (HQ): Name \_\_\_\_\_ Date \_\_\_\_\_

## 5. Complaints..... please write us.

If you see any violation of rights or any incident of corruption, please contact us at:

[complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, and our beneficiary communities.

## 6. Queries..... please write us.

If you have any query on tender document than please write to [procurement.afg@islamic-relief.org.af](mailto:procurement.afg@islamic-relief.org.af)

## 7. Supplier Code of Conduct

### 1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

### 2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children.
- 2.3 Goods/services produced and manufactured have the least impact on the environment.
- 2.4 Goods and services are produced and delivered under conditions where:
  - 2.4.1 Employment is freely chosen.
  - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
  - 2.4.3 Living wages are paid.
  - 2.4.4 There is no exploitation of children.
  - 2.4.5 Working conditions are safe and hygienic.
  - 2.4.6 Working hours are not excessive.
  - 2.4.7 No discrimination is practiced.



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2.4.8 Regular employment is provided.

2.4.9 No harsh or inhumane treatment of staff is allowed.

## 2.5 Environmental Standards:

Service providers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

2.5.1 Waste Management

2.5.2 Packaging and Paper

2.5.3 Conservation

2.5.4 Energy Use

2.5.5 Sustainability

## 3 Business Behavior:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable timeframe.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

## Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.