



Women and Youth Future Assist Organization (WYFAO)

REQUEST FOR QUOTATION

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Rental Vehicle and Driver Services for WYFAO Parwan Office

Ref#: MHNT/WYFAO/001/2022

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About WYFAO

Women and Youth Future Assist (WYFAO) is a none profiting ,none governmental and none political organization that is mainly involved in humanitarian and developmental activities and serve the people in need. WYFAO was found back in 2016 by a group of young afghan professional with high spirit of helping and shaping lives in Afghanistan.

WYFAO was established to play prominent role in addressing the actual need of poor people and enable all Afghan speak for their rights and have enabling environment for their development and prosperity

Facsimile Communication

WYFAO through this RFQ is requesting eligible firms, organization to provide rental vehicles and driver services in line with the requirements set forth in this document.

Scope of Work

Vehicle Specification

- ✦ The bidder shall provide the WYFAO programs in Parwan province with a 2 vehicle (Toyota Corolla 2005 or later, type and Mercedes 95 or later), model, preferably petrol or diesel and Afghanistan-hand driven.
- ✦ Clean inside and out and free from unpleasant odors, Road-worthy and in good condition
- ✦ Equipped with necessary safety items, including fire extinguisher, seat-belt restraints, spare tire, mechanical jack and basic hand tools
- ✦ Air conditioning & heating systems must be functional with cold and hot air system.
- ✦ Registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law; and
- ✦ Original vehicle registration, driver's license and other documentation should always be available in the vehicle being rented (in case of checkpoints, etc.)

Working Hours and Approved Route

- ✦ The vehicle shall be available on request Saturday to Thursday between the official business hours . but exceptional requests may be made for operation outside normal hours for which no extra charge shall be incurred for the car and driver's overtime cost.
- ✦ During the period of operation for, the vehicle shall carry passengers or goods authorized by WYFAO.
- ✦ Vehicle rental service to include only geographic transportation coverage for Parwan city and 3 districts of parwan province.

3. Contract Modality

WYFAO is soliciting quotations for the establishment of a Blanket Purchase Agreement. Quotations must be submitted by using the Returnable Bidding Forms contained in the RFQ document. The overall objective of this solicitation is to establish a Blanket Purchase Agreement (BPA) to facilitate and expedite the process by which WYFAO will contract the supply of once there are specific requirements in the 12 months following the signature of the BPA.

WYFAO will enter into a single BPA agreement with one supplier selected as a result of this procurement process, as per evaluation methodology and criteria specified herein. The BPA shall be considered by WYFAO as non-exclusive and WYFAO will not be committed to purchase any minimum quantity.

- Call-Off Mechanism and prices – Once the BPA is signed, if there is a specific requirements for subject services, WYFAO appointed focal person shall issue a release Purchase Order (PO) to the supplier. The pricing will be based on prices in the BPA contract as quoted in this RFQ.

Contract Management/Service Level Agreement – WYFAO will regularly monitor the performance of the BPA supplier, based on the following Key Performance Indicators (KPIs):

- On-time delivery. Supplier shall deliver within maximum 2 working days after receipt of the PO.
- Completeness of the order. Supplier shall deliver goods and services as per specification/description/model included in the order and at the right quantity.
- Price Compliance. Supplier shall supply goods as per unit prices identified in the BPA during the entire BPA duration.
- Accuracy of payment documentation. Supplier shall provide complete payment documentation including accurate invoices with correct quantities, unit price, order reference number, etc.
- If the supplier fails to meet WYFAO performance requirements detailed above, it will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result on termination of the BPA.

Special Conditions

- The vehicle and driver shall be made available on request normally during working days from Saturday to Thursday but exceptional requests may be made for operation outside normal Days, for which no extra charge shall be incurred for the car and driver's overtime cost. During the period of operation for WYFAO, the vehicle shall carry passengers or goods authorized by WYFAO.
- The supplier shall be fully responsible for the operation of the vehicle and ensure that the driver operates the vehicle in accordance with applicable law. The supplier shall be fully responsible for payment of salary and other benefits to its driver as required by the governing labor laws, as well as for paying any fees incurred by the driver, including but not limited to fines for traffic violations.
- WYFAO shall not be liable for any action, omission, negligence or misconduct of such driver, nor for any costs, expenses or claims associated with any illness, injury, death or disability of such driver performing services in connection with this RFQ or subsequent Contract. WYFAO shall have no responsibility vis-à-vis the driver.

The driver(s) shall be:

- Properly trained in the operation and maintenance of the vehicle;
- Sufficiently experienced, with at least Three years of experience as a driver;
- Licensed for operating a motor vehicle, including for passenger service if available;
- Familiar with local routes and destinations;
- Properly attired during hours of operation;
- Observe at all times basic courtesy to passenger(s), fellow motorists and road authorities;
- In possession of no prior accident records; and
- In possession of a mobile phone with an active number provided by the Contractor
- The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. WYFAO reserves the right to review the qualifications of the driver before commencement of service, or at any other time during the term of this Contract, but shall have no obligation to do so. At WYFAO request, the Driver shall be replaced with another meeting the above conditions within 24 hours after receiving written notification from WYFAO.
During the period of operation for WYFAO, the driver shall receive instructions solely from the WYFAO authorized passenger(s) and travel the most efficient, safe and secure route to any indicated
- destination, without deviation for personal or other reasons not associated with WYFAO interests, and without interruption of WYFAO purposes for the trip.
- The Contractor shall be fully responsible for any and all maintenance, servicing and repair needs of the vehicle during the term of this Contract, and all costs related thereto, and shall ensure that the vehicle operates properly during the term of this Contract. Except in the case of emergencies, the Contractor shall ensure that service and repair does not take place during the hours that WYFAO requires the vehicle, or at any other time that will interfere with WYFAO purposes for the use of the vehicle. In the event that the vehicle is not able to be used at any of the requested times, including those specified or exceptionally requested pursuant to 3 a) above, the Contractor will provide another vehicle with the same specifications within two (2) hours of the incident which caused the vehicle to be unavailable.
- WYFAO reserves the right to inspect the vehicle before putting it into service under the terms of this Contract, or at any other time during the term of this Contract, but shall have no obligation to do so. In the event WYFAO opts to inspect the vehicle, such inspection shall be carried out in the presence of the Contractor or the Contractor's designate. If an inspection reveals that the vehicle is not in a road worthy condition, requires service or repair or does not otherwise comply with the terms of this Contract, the Contractor shall promptly have such work done, at its costs and expense, failing which, WYFAO reserves the right to terminate the Contract for cause.
- The Contractor is responsible for any items left in the vehicle by WYFAO passengers. Such items shall be returned to WYFAO promptly upon discovery.
- The contractor is responsible for the vehicle safety, WYFAO will bear no responsibility in case of theft and hijacked etc.

Pertinent Information

- The WYFAO shall have the right to reject the offer if it do not conform to requirements of the RFQ.
- The WYFAO reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to organization.
- Please be informed that the actual required work may differ (increase or decrease) from the depending on operational needs and hence the WYFAO should not be held responsible for any such changes.
- Failure to comply with the WYFAO requirement will justify rejection of your offer.
- Within the contractual period any changes of the price will not be allowed and any approaches from the contractor requesting for price increase or expertise unavailability will be considered as non-performance and thus the contract will be void.
- If not clear in any specification, please communicate and confirm before submitting the offer.

Offer Documents

Your offer package should include following essential documents.

- Signed and stamped copy of this RFQ document
- Returnable Bid Forms
- Legal business registration/certificates;
- Copy of the bank statement where the name of the firm/company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
- Past performance evidence (list of previous contracts, name and contact details of clients). In addition, your offer should be submitted with information as following.
 - Your offer should be submitted in Sealed Envelope and submitted in the bids box at the WYFA Head Office Reception; Offers submitted in other places will not be considered;
 - . Do not send your offer by fax and/or email.
- When submitting the offer, the bidder should sign the bids submission logbook sheet;
- The envelope should be properly marked with the bidder's company name, date and time of submission and RFF reference number
- Your offer should be clear and legible, (in English language preferable)
- Your offer should be submitted in letter head and/or duly stamped and signed;
- Your offer should state the offer issuing date;
- Your offer should be numbered;
- Your offer should be specific on the offer validity date;
- Price should be quoted in Afghani (AFN).
- Your offer should be duly signed and stamped.
- Complete bank details, as all payments will be made only through bank transfer.

The bidder firm is responsible for all costs/expertise involved in preparing the offer, and WYFAO bears no responsibilities to reimburse the costs spent on preparation of the offer either the firm is qualified or disqualified.

Offer Validity

Your offer must remain valid 30 days from the date of submission of the quotation, before which a contract/order, if placed should be accepted by you.

Delivery Period

Since WYFAO requires the rental services urgently, the WYFAO would like to have the services delivered within two (02) days in whole after the Issuance of Purchase Order and/or Contract.

Contact Person/Notify Party

In the event of assistance you may seek for clarification on the RFQ, following WYFAO staff may help you to provide clarification regarding the RFQ only.

Mr. Faizullah sadeed

Procurement Department – WYFAO

Email: info@wyfao.org (for clarification on RFQ only, no bids are to be submitted through this or any other emails)

Contact: +93 (0) 778118657

Offer Submission Guidelines:

With reference to the information provided in ‘Offer Documents’ section above, sealed enveloped are expected to be delivered at the address: WYFAO Head Office

House#12, Street#15E Wazir Mohammad Akbar Khan, Kabul Afghanistan

You can contact Mr. Faizullah sadeed at +93 778118657 in case you find it difficult to locate the address.

Returnable Bid Forms

Vehicle Information and Quotation:

Primary Services/Description	Unit	Quantity	Unit Price (AFN)	Total Price (AFN)	Period of Performance	Remarks
Rental of vehicles (Corolla 2005-2015) andMercede Townace 95 or later All expenditures including, (Drivers Salary, fuel, oil, maintenance) belongs to company.	Vehicle	2			12 Months	
Total Amount in AFN						

Bidder information:

Please fill in the below table with required information

Bidder Company Information Form	
Company Name:	
License#	
Nature of primary business:	
Registration date:	
Expiry date:	
Legal statues of company:	
Contact#	
Email add:	
Company office add:	
Authorized focal point Name, Tazkira# and contact details:	

Bidder Information Form	
Full Name:	
NID/Tazkira/Passport#	
Year of birth:	
Place of birth:	
Permanent add:	
Current add:	
Contact details	

Banking Information:

Payment shall be made only through bidder's bank account , please provide your banking information as requested below.

Banking Information Form	
Bank Name:	
Account Name:	
Account Number:	
SWIFT Code:	

Company profile and previous experience:

Complete the following Company profile and **Previous Experience Form** listing the work or contracts undertaken in the last past **3 years** similar to the works required under this contract

Company Profile and Previous Experience Form							
#	Name of Project	Donor	Total value of Contract	Year	Place	Type of work	Donor Reference Email add and Phone#
1							
2							
3							
4							
5							

NOTE: A comprehensive list of the last 3 years' (2019 – 2022) experience has to be submitted adapting the form to the necessary rows. WYFAO may conduct reference checks for previous contracts complete.

Confirmation of Bidder's compliance:

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I confirm that WYFAO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: ----- Title of signatory: -----

Signature: ----- Date of signing:-----