



Request for Quotation

RFQ for Rental of Vehicles for Kabul, Logar and Jawzjan Provinces.

RFQ Reference:

RFQ# RFQ-2023-HHOA-001

Issued By: Help Humanity Organization of Afghanistan

Issue Date: 2nd May, 2023



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1. Introduction

HHOA (Help Humanity Organization of Afghanistan) is a non-governmental, Non-for-Profit Organization. HHOA's vision is to provide opportunity for all to achieve fullest potential and participate in and contribute to all aspects of life with pride and dignity.

HHOA works at gross root level and has expertise in delivering programs such as education, vocational skills training, child protection, gender-based violence, WASH in schools and communities, healthy communities, greening Afghanistan and alternative livelihoods over the years.

HHOA, currently, has been implementing education projects in Logar and Jawzjan Provinces.

2. Scope of Services

Vehicles shall travel approximately **100 KM/Day**.

This section provides an indicative scope of work for the firm. It shall, however, be the responsibility of the firm to carry out all the tasks for smooth dispatch services of the HHOA.

- The service provider should provide 24/7 services for HHOA staff
- During the period of operation for HHOA, the vehicle shall carry HHOA authorized passengers only.
- The vehicle service should be dedicated to HHOA passengers during the contract period.
- The vehicle shall be clean, inside and out, free from any unpleasant order, and provides such service during Covid-19 spread.
- The vehicle shall be fully cleaned and disinfected regularly with disinfection materials during the service for HHOA.
- The vehicle shall be Road-worthy and in good condition.
- The vehicle shall be equipped with necessary safety items, including a fire extinguisher, first aid kit, seat-belt restraints, spare tire, mechanical jack, and basic hand tools.
- The vehicle shall be equipped with a properly functioning air conditioner.
- The vehicle shall be 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 Afghanistan traffic law.
- Service providers shall be fully responsible for the operation of the vehicle and ensure that the driver operates the vehicle under applicable law.
- Service providers shall be fully responsible for refueling the rented vehicle.
- Service providers shall be fully responsible for any 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, service providers shall ensure that service and repair do not take place during the hours that HHOA requires the vehicle, or at any other time that will interfere with HHOA's purposes for the use of the vehicle.
- Provider shall promptly have such work done, at its costs and expense, failing which HHOA reserves the right to terminate the contract for cause.
- The service provider is responsible for any items left in the vehicle by HHOA passengers. Such items shall be returned to HHOA promptly upon discovery.



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- If a service provider has to change drivers, they should keep inform HHOA and send us all relevant supporting documents of new drivers.
- If the rental vehicle was not ready (present any day during the contractual period) due to any reason (maintenance, engine broken etc.) a replacement vehicle must be provided to HHOA by the supplier at the same date and time to fulfill the job.
- If during any incident or accident any damage happened to the car, or any injury or death to driver HHOA is not responsible.

Routes and collection points must be approved by HHOA passenger and no deviation permitted without HHOA approval

Delivery Point: Vehicles are required in **Kabul, Logar and Jawzjan** Provinces. Within **2 Days**, after the contract.

Price Table:

Kindly quote your prices in below table:

S/N	Vehicle Type	Assigned for	Qty	Unit Price Per Month	Total Amount In AFN	Remarks
1	Rentals of 2 Vehicles "Toyota Corolla" Model above 2005, (or any other Model Justified & Acceptable to HHOA Office) the duration of vehicles is from (May-10-2023 to December-31-2023).	Vehicle	2			Two Toyota Corolla 2005 or higher model Vehicles for all Office usages at Kabul Province, District Area, line Ministries and Other Organizations of Kabul Provinces and staff pick and drop.
2	Rentals of 1 Vehicles "Toyota Corolla" Model above 2005, (or any other Model Justified & Acceptable to HHOA Office) for Logar Province, the duration is from (May-10-2023 to December-31-2023). The vehicles will be providing transportation services to HHOA employees in Mohammad Agha, Baraki Barak, Charkh, Kharwar and Azra Districts.	Vehicle	1			One Toyota Corolla 2005 or higher model Vehicles for all Office usages at Mohammad Agha, Baraki Barak, Charkh, Kharwar and Azra Districts of Logar Province.
3	Rentals of 3 Vehicles "Toyota Corolla" Model above 1995, (or any other Model Justified & Acceptable to HHOA Office) for Jawzjan Province, the duration is from (May-10-2023 to December-31-2023). The vehicles will be providing transportation services to HHOA employees in Sheberghan, Aqcha, Faizabad and Manjigak Districts.	Vehicle	3			Three Toyota Corolla 1995 or higher model Vehicles for all Office usages at Sheberghan, Aqcha, Faizabad and Manjigak Districts of Jawzjan Province.



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Note: The supplier shall be covering fuel cost, Driver Salary, Maintenance and other expenditure related to the assignment and hence the unit cost shall contain all those costs. Therefore, HHOA is not liable for any cost other than fixed monthly cost mentioned and quoted above.

Name of Service Provider:		Signature & Stamp of Service Provider's Stamp
E-mail Address:		
Phone #:		
Date:		
Discount if any (i) if all the lots are awarded ----- (ii) if particular combination of lot (to be specified) is awarded.....		
Sub-Total (Without Tax)		
Withholding Tax		
Grand Total Including Tax		
Delivery time to target province (in days):		

3. Short listing and evaluation

In evaluating RFQ submitted, consideration will be given only on the basis of low price and quality with relevant experience.

4. Conflict of Interest

1. **HHOA requires every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to HHOA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
2. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of HHOA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.
3. The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to HHOA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.



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5. Form of proposal – information to be provided.

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

5.1. The RFQ will be evaluated using the following technical criteria. RFQ should address each question.

1. Does the supplier have a valid license? If yes, please provide us the scan copies. Yes
2. Does the supplier have a quality control program to help ensure adherence to high professional standards? N/A
3. Does the RFQ fully respond to the needs of HHOA about this request for work?
4. Will the supplier be able to meet HHOA's deadline? Does the number of days or the time period indicated by the supplier to complete the related tasks?
5. Does the supplier have the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
6. Does the RFQ adequately describe in a clear concise, and understandable manner the work to be performed including **sampling** techniques and analytical procedures to be used?

5.2. Information about your company:

- a. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group. N/A

Company Name and Address:

Company's Representative Name:

Title of Representative in the Company:

Phone Number, Email Add:

Representative's Signature and Stamp:

Date:



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5.3. Experience:

- a. Details of your firm's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan. Yes

5.4. Costs:

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af, TA/DA.
- b. The quotation price should be given in AFN

5.5. Payment:

- a. Once the contract is signed with a supplier all the payment will be processed through **Bank transfer** or may be **Cash** both Possibilities the supplier is not supposed to request HHOA for cash or cheques payment.
- b. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.

6. Submission Procedure

Please submit the hard sealed stamp copies of RFQ and other required documents and send it to HHOA Office House# 5, Street 10th of Wazir Akbar Khan, Kabul, Afghanistan by **10:00 AM (AFT), 08-May-2023** or before the deadline. Should you have any questions, please feel free to contact us via w.niazai@hhoaf.org. No proposal will be considered if received after the deadline set out above.

Issue Date: 02-May-2023

Closing Date: 08-May-2023

7. Disclaimer

HHOA is not bound contractually or in any other way to any Proponent to this request for RFQ/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for RFQ/bids.

HHOA has zero tolerance to Sexual Exploitation and Abuse and in case if any such activity is reported and found, HHOA has the right to terminate the contract.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.