

**RFQ No: TLO-RFQ-047-2024**

**Request for Quotations (RFQ)**

**(Rental Vehicles on a Monthly Base for Baghlan & Samangan Provinces)**

**Project Title: SLR-AFG**

**Issue on: July 22, 2024**

**Closing on: July 27, 2024**

**Introduction:**

**The Liaison Office (TLO)**

The Liaison Office (TLO) is an independent Afghan non-governmental organization established in 2003 and seeking to improve local governance, stability and security through systematic and institutionalized engagement with customary structures, local communities, and civil society groups. TLO’s main areas of activity are Research/Analysis using the do-no harm approach; Dialogue Facilitation/Peacebuilding; Access to Justice; and livelihood improvement. In addition to the TLO headquarter in Kabul, the organization has a regional office in Paktia-Southeast, provincial office in Khost, and multiple project offices across Afghanistan, with over 117 staff. Current and recent TLO funders include the United States Institute of Peace, USAID, the Open Society Institute, DAI (including projects contracted from USAID) and GIZ, along with the governments of Australia (AusAid), Germany, the Netherlands, Norway, Switzerland (SDC), Canada, UNHCR, Cordaid, SIDA, UNICEF and FCDO.

**Activities/ Tasks**

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| --- | --- | --- | --- | --- |
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| **A: Rental Vehicles for Baghlan & Samangan Provinces** |  |  |  |  |

Only the transportation/Logistic company should provide quotes for the rental vehicles listed below.

**Specifications:**

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| --- | --- | --- | --- | --- | --- |
| **SR#** | **Description** | **Qty** | **UoM** | **Unit Cost (USD)** | **Total Cost (USD)** |
| 1 | Transportation Service (Rental Vehicle) for Samangan & Baghlan Provinces inside the city and travel to districts:  Vehicle type: Toyota 4Runner/Land Cruiser/Hilux including a driver with valid driving license.  Model: 2000/2003 or equivalent, in good condition, valid registration documents. The supplier covers fuel and overall repair and maintenance costs. | 3 | Vehicle/month |  |  |
| **Sub Total in USD =** | | | | |  |

**Eligibility, Evaluation, and Requests for Information**

Only those companies that:

* Possess a valid business license
* A company located in Kabul, Baghlan, or Samangan, Afghanistan, is qualified to submit a bid for this service.

For their bids to be considered “responsive” and be evaluated for award, qualified Offers must:

* By the specified time/date, please submit all the information that is required below.
* Have a satisfactory record of Past Performance for which TLO will need a copy of past contracts and completion of certificates.
* Suppliers are required to submit the signed and stamped RFQ along with Annex: A (DoU)

**Content and Format of Your Proposal**

For TLO to conduct the most efficient analysis of proposals received, please format your response as follows:

* A transmittal document verifying that your business is registered with the Ministry of Commerce, AISA, or Kabul Municipality.
* The validity of your proposal/Quotes for a minimum of thirty (90) calendar days. The letter must be signed by a person authorized to bind your company and negotiate on your company’s behalf.
* A description of your company’s capabilities to provide the required services, including evidence of financial responsibility and other Governmental Regulatory licenses.
* A completed Price Proposal (see attached format). The successful offer will receive a long-term Contract for the period stipulated in this RFQ.

Rates should be presented in **USD.**

**TIME FRAME**

3 Vehicles from August 2025 to November 2025 (4 Months)

**Service / Product Delivery and Payment Terms**:

* **Payment method:** After the rental cars are satisfactorily serviced each month, the supplier will be paid via bank account or cheque.

**Delivery timeline:**

3 Vehicles from August 2025 to November 2025 (4 Months)

* **Service Location: All Districts of the Baghlan & Samangan Provinces**

**Submission of Quotation:**

The deadline for submission of Hard copies of offers is 27 July 2025 / 14:00Local Time. (Kabul, Afghanistan) at the address provided below. Please reference this (**RFQ No: TLO-RFQ-47-2024**) on the sealed envelopes.

TLO Address: House # 959 – 38, Street # 06, Taimani Watt Kabul-Afghanistan.

* Proposals received after the deadline may not be considered.

**Questions and Clarifications**

Any questions/clarifications should be submitted by email to **Yama Aman** ([yama.aman@tlo-afghanistan.org](mailto:yama.aman@tlo-afghanistan.org)) by 2:00 pm (Kabul, Afghanistan time) before 25 July 2025.

**Prices & Terms of Contract:**

Vendors must quote the price in **USD**. The price quotes shall be free of any tax (such as VAT)

1. The Liaison Office shall deduct the applicable tax **(currently 2%)** on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if a supplier cannot provide the registration certificate or the registered certificate is against their business. If still awarded for the contract in this case (**7% tax)** will be deducted from the total amount of the contract and will be deposited to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance designated account.
2. Your quotation will be accepted, and payment will be processed on a monthly basis against an Invoice and after receiving a service completion memo from the field.
3. The Liaison Office is paying for any kind of supply and service; Account payee checks by the name of your company, not by the name of the person (this is not an open check).
4. The penalty applies to the selected company in case of late delivery.
5. You should have a Bank account according to your business title.
6. Your quotation should be signed and stamped.
7. The Liaison Office reserves the right to cancel this process without further notice to the vendors.

**Please Mark:**

**a) I certify that I’ve provided the quote and agree with your payment terms and conditions.**

Signature and or stamp:

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_