

INVITATION TO BID (ITB)

1. SUMMARY:

Issue Date:	27-Sep-2026
ITB No.:	EK-ITB-PROC-26-00020
ITB Name:	Supply & Delivery of Used Toyota Vehicle for ERIELL KAM LLC (EK) Office use
Deadline for Submission of Questions/Clarifications:	On or before 02:00PM Local time Kabul, 03-Oct-2026
Deadline for Submission of Quotation:	On or before 02:00PM Local time Kabul, 10-Oct-2026
Submission Method:	Bids shall be submitted in sealed Envelope
Bid Submission Address:	House#4, Street#1, Shirpur, Kabul, Afghanistan

Dear Sir/Madam,

ERIELL KAM LLC (EK) kindly invites your Company/Organization to submit a Bid for **Supply & Delivery of Used Toyota Vehicles**. The full requirement is described in Annex A.

Bids shall be evaluated based on the criteria set in Instructions To Bidders.

EK is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

By submitting a Bid in response to this information, Bidders are confirming acceptance of EK General Terms and Conditions for the Procurement of Goods or Services and EK Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of goods on presentation of complete and correct invoice.

2. INSTRUCTIONS TO BIDDERS:

2.1. Introduction:	ERIELL KAM LLC (hereinafter referred to as the "Company") invites eligible and qualified bidders to submit sealed bids for the procurement specified in this Invitation to Bid (ITB). This ITB establishes the procedures, requirements, conditions, and instructions governing participation in the tender process. By submitting a bid, the bidder acknowledges and accepts all terms and conditions contained in this ITB unless specifically stated otherwise in the bid.
2.2. Definitions:	For the purposes of this ITB: • Company means ERIELL KAM LLC. • Bidder means any legal entity submitting a bid. • Bid means the complete proposal submitted by a bidder in response to this ITB. • Tender Committee means the committee established by the Company to oversee the tender process and evaluate bids.



	• Contract means the agreement to be signed between the Company and the successful bidder. Goods, Works, Services refer to the subject matter of procurement described in this ITB.
2.3. Eligibility of Bidders:	Participation is open to legally registered companies capable of performing the required scope of supply, works, or services. To be considered eligible, bidders shall: • Possess a valid business license; • Possess a valid Tax Identification Number (TIN); • Demonstrate financial and technical capability; • Have relevant experience in similar contracts; • Not be subject to any sanction, suspension, or debarment; • Be able to comply with applicable laws and regulations; • Submit a Conflict-of-Interest Declaration.
2.4. Cost of Bidding:	The bidder shall bear all costs associated with the preparation and submission of its bid. The Company shall not be liable for any expenses incurred by bidders regardless of the outcome of the tender process.
2.5. Clarification of Tender Documents:	Bidders may submit written requests for clarification regarding any aspect of the tender documentation. All clarification requests shall be submitted no later than the date specified in the Tender Schedule. Requests shall be addressed to: Procurement Department Email: jamshid.makhmatkulov@eriellkam.com; and Abdulsamad.jalali@eriellkam.com Telephone: The Company shall respond to clarification requests and may distribute responses to all participating bidders without disclosing the identity of the requesting bidder.
2.6. Amendment of Tender Documents:	At any time prior to the bid submission deadline, the Company may amend the ITB through issuance of written addenda. Such amendments shall form an integral part of the tender documentation and shall be binding upon all bidders. Where necessary, the submission deadline may be extended to allow bidders sufficient time to consider the amendment.
2.7. Language of the Bid:	All correspondence, documents, and bid submissions shall be prepared in: [English / Other Language]



	Supporting documents in another language shall be accompanied by a certified translation when requested.
2.8. Currency of Bid:	All prices shall be quoted in: US Dollars Unless otherwise specified, bids containing multiple currencies may be rejected.
2.9. Bid Sealing & Packaging:	The bid shall clearly indicate: • Tender Title; • ITB Number; • Company Name; • Submission Date. Late submissions may be rejected without evaluation.
2.10. Bid Validity:	Bids shall remain valid for a period of not less than: Forty-Five (45) calendar days from the bid submission deadline. The Company may request an extension of bid validity. Acceptance of such extension shall remain at the bidder's discretion.
2.11. Preparation of Bids:	The bidder shall prepare and submit: Technical Proposal Containing: • Technical compliance statement; • Technical specifications; • Methodology and execution plan; • Delivery or implementation schedule; • Company qualifications; • Experience references; • HSE documentation; • Required supporting documentation. Commercial Proposal Containing: • Price Schedule; • Delivery Terms; • Payment Terms; • Warranty Terms; Commercial Deviations (if any).



2.12. Mandatory Documents to be Submitted:	The bidder shall submit, as part of the bid, at minimum: 1. Valid Business License. 2. Tax Identification Number (TIN) Certificate. 3. Company Profile. 4. Tazkira/Identification documents of owners and authorized signatories. 5. Power of Attorney (if applicable). 6. Technical Brochures and Catalogues. 7. Conflict of Interest Declaration. 8. Experience Reference Forms. 9. Purchase Orders, Contracts, Completion Certificates, Delivery Notes, or GRNs demonstrating relevant experience. 10. HSE documentation where applicable. Failure to submit mandatory documents may result in disqualification.
2.13. Delivery Requirements:	The bidder shall comply with the delivery terms specified in the ITB. Delivery requirements may include: • Delivery schedule; • Delivery location; • Incoterms® 2020 requirements; • Packaging requirements; • Inspection requirements; • Customs clearance obligations.
2.14. Pricing Requirements:	The bidder shall quote firm and fixed prices. Unless otherwise specified, prices shall include: • Taxes; • Customs duties; • Transportation costs; • Labor costs; • Commissions; • Packaging; • Loading and unloading; • Any other costs necessary for complete performance. No price adjustment shall be permitted unless expressly provided in the contract.
2.15. Submission of Bids	Bids shall be submitted: ☐ Electronically ☒ In Sealed Envelope

	☐ Through Procurement Portal The bid shall clearly indicate: • Tender Title; • ITB Number; • Company Name; • Submission Date. Late submissions may be rejected without evaluation.
2.16. Bid Opening	Bids shall be opened by the Tender Committee. Only bids received before the specified deadline shall be considered. The Tender Committee may prepare a formal bid opening protocol recording: • Bidder names; • Submission status; • Completeness of documentation; • Any other relevant information.
2.17. Evaluation of Bids	Evaluation shall be carried out by the Tender Committee in accordance with the approved evaluation criteria. Evaluation may include: Stage 1 – Administrative Compliance Verification of: • Bid completeness; • Eligibility documents; • Mandatory requirements. Stage 2 – Technical Evaluation Assessment of: • Compliance with Technical Specifications; • Experience; • HSE compliance; • Resources and capability. Stage 3 – Commercial Evaluation Assessment of: • Price; • Payment Terms; • Delivery Time; • Warranty; • Total Cost of Ownership. Only technically compliant bids shall proceed to commercial evaluation.



2.18. Clarifications During Evaluation:	The Company may request bidders to clarify information contained in their bids. Clarifications shall not result in: • Modification of bid prices; • Substantial alteration of the bid; • Introduction of new commercial terms. Failure to respond within the specified timeframe may result in disqualification.
2.19. Negotiations:	The Company reserves the right to conduct technical and/or commercial negotiations with one or more bidders. Participation in negotiations shall not constitute acceptance of a bid.
2.20. Rejection of Bids:	The Company reserves the right to reject any bid that: • Is incomplete; • Contains false information; • Fails to meet mandatory requirements; • Demonstrates a conflict of interest; • Is submitted after the deadline; • Does not comply with technical requirements.
2.21. Tender Cancellation:	The Company reserves the right to: • Cancel the tender process; • Re-tender; • Modify procurement requirements; • Reject all bids. No bidder shall have any claim against the Company arising from such actions.
2.22. Contract Award:	Subject to Tender Committee approval, the contract shall normally be awarded to the bidder that: • Meets the technical requirements; • Complies with qualification requirements; • Offers the most advantageous commercial proposal; • Provides the best overall value to the Company.
2.23. Performance Security:	The Company may require the successful bidder to provide a Performance Security in the form of: • Bank Guarantee; • Surety Bond; or • Other acceptable security. The amount and format shall be specified in the Special Conditions of Tender.



2.24. Ethics, Integrity and Anti-Corruption:	Bidders shall adhere to the highest standards of business ethics and integrity. Participants shall not: • Offer bribes, gifts, or inducements; • Engage in fraud or collusion; • Attempt to improperly influence the evaluation process. Any such conduct may result in immediate disqualification and future exclusion from Company procurement activities.
2.25. Conflict of Interest:	Bidders shall disclose any actual, potential, or perceived conflict of interest involving: • Company employees; • Tender Committee members; • Related parties. Failure to disclose such information may result in disqualification.
2.26. Confidentiality:	All tender documentation, evaluation results, and procurement information shall be treated as confidential. Bidders shall not disclose procurement information to third parties without prior written approval from the Company.
2.27. Governing Law:	The procurement process and any resulting contract shall be governed by the laws specified in the Draft Contract and applicable regulations under the relevant PSA framework.
2.28. Reservation of Rights:	ERIELL KAM reserves the right, at its sole discretion, to: • Accept or reject any bid; • Waive minor irregularities; • Conduct negotiations; • Modify the procurement scope; • Cancel or reissue the tender; • Award contracts in whole or in part. The Company's decision shall be final and binding.

3. BIDDER REQUIREMENTS:

3.1. Business Registration:

Bidders shall submit a copy of a valid Business License issued by the relevant competent authority.

3.2. Identification Documents:

Bidders shall provide copies of the National Identity Cards (Tazkiras) of the business owner(s) and/or authorized signatories.

3.3. Tax Registration:

Bidders shall submit a copy of their valid Tax Identification Number (TIN) Certificate.

3.4. Relevant Experience:

Bidders shall submit copies of Purchase Orders (POs), Contracts, Completion Certificates, Delivery Notes, and/or Goods Receipt Notes (GRNs) demonstrating successful completion of at least three (3) similar vehicle supply contracts with reputable organizations during the last three (3) years.

3.5. Vehicle Technical Specifications:

Bidders shall submit detailed technical brochures, catalogues, and specifications for the vehicles offered, clearly indicating compliance with the required technical specifications.

3.6. Bid Validity:

Bids shall remain valid for a minimum period of 45 calendar days from the bid submission deadline.

3.7. Conflict of Interest Declaration:

Bidders shall submit a signed declaration confirming that no conflict of interest exists in relation to this procurement process.

3.8. Acceptance of Terms and Conditions:

Bidders shall submit a signed and stamped copy of the ITB confirming acceptance of all terms, conditions, and technical requirements.

3.9. Delivery Documentation:

Upon delivery, the successful bidder shall provide all relevant documentation, including but not limited to:

- Original Invoice;
- Customs Clearance Documents;
- Vehicle Registration Documents.

4. BIDDER INFORMATION FORM:

Company Name:	
Business License Number:	
Registration Number	
Tax Identification Number (TIN):	
Registered Address:	
Contact Person:	
Designation:	
Contact Number:	
Email:	



5. TECHNICAL SPECIFICATION & BILL OF QUANTITIES

No.	Description	Unit	Qty	Unit Price (USD)	Total Price (USD)
1	Toyota Land Cruiser (Soft Skin), Model: 2017-18, GXR Milage: 15000-40000 Mile, Transmission: Automatic Fuel: Diesel Seating Capacity: 7 Passengers Color: White	Each	1		
2	Toyota Land cruiser (Armored – B6), Model: 2017-18, GXR Milage: 15000-40000 Mile, Transmission: Automatic Fuel: Diesel Seating Capacity: 5 Passengers Color: White	Each	1		
3	Toyota Hilux Pick up (Soft Skin), Model: 2015-2017, Transmission: Manual Engine: Diesel, Millage 15000-50000 Mile, Body Type: Double Cab Drive Type: 4WD Color: White	Each	1		
4	Toyota Custer, Model: 2012-2013, Seating Capacity: 22 passengers, Engine: Desiel, Millage: 15000-50000 Mile, Drive Type: RWD or 4WD Color: White or any option	Each	1		
5	Toyota Corolla, Model: 2017-2018, Engine: Petrol, Millage: 15000-50000 Mile, Color: White	Each	1		
Total Price in Figures:					
Total Price in Words:					

Option2 for Land Cruiser Vehicles:

No.	Description	Unit	Qty	Unit Price (USD)	Total Price (USD)
1a	Toyota Land Cruiser (Soft Skin), Model: 2017-18, VXR Milage: 15000-40000 Mile, Transmission: Automatic Fuel: Diesel Seating Capacity: 7 Passengers Color: White	Each	1		



No.	Description	Unit	Qty	Unit Price (USD)	Total Price (USD)
2a	Toyota Land cruiser (Armored – B6), Model: 2017-18, VXR Milage: 15000-40000 Mile, Transmission: Automatic Fuel: Diesel Seating Capacity: 5 Passengers Color: White	Each	1		
Total Price in Figures:					
Total Price in Words:					

5.1. Conditions:

- 5.1.1. **Pricing:** Quoted rates shall be firm and fixed for the duration of the contract and shall be inclusive of all applicable taxes, customs duties, transportation costs, insurance, labor charges, handling fees, commissions, and any other associated costs necessary for complete delivery of the vehicles.
- 5.1.2. **Delivery Lead Time:** Bidders shall clearly specify the proposed delivery period from the date of Purchase Order issuance: **Delivery Lead Time: _____ calendar days.**
- 5.1.3. **Delivery Terms:** Delivery shall be on a Delivered Duty Paid (DDP) basis in accordance with Incoterms® 2020, with delivery to the location: Street#1, Shirpur, Kabul, Afghanistan.
- 5.1.4. **Inspection:** The vehicle(s) proposed by the lowest priced technically compliant bidder shall undergo an independent third-party inspection and shall be accepted only if the resulting inspection report is satisfactory to ERIELL KAM LLC.
- 5.1.5. **Vehicle Condition:** All vehicles listed above shall be clean, well-maintained, and in good overall condition, free from body cuts, structural alterations, frame cuts, or any form of chassis/frame damage. Each vehicle must also have valid Kabul-Maktoob documentation.
- 5.1.6. **Vehicle Details:** The Bidder shall **clearly specify the make, model, color, year of manufacture, and current mileage (odometer reading) of each proposed vehicle in the Bid.**

5.2. Authorized Signatory:

Description	Information
Company Name:	
Authorized Representative Name:	
Designation:	
Signature & Company Seal:	
Date:	