



REQUEST FOR QUOTATIONS

Roots of Peace (ROP-ABADEI) project request quotations for provision of Rental vehicles as outlined below:

Description of Goods & Related Services	Provision of Rental Vehicles
RFQ #	RFQ-ABADEI-2021-004
RFQ Issue Date:	29-November-2021
Deadline for Questions:	06-December-2021
Submission Method:	Questions should be submitted via email to llhamuddin.hadi@rootsofpeace.org
RFQ Closing Date:	12-December-2021
Submission Method:	Quotations should be submitted via email to CBARD-PROCUREMENT@rootsofpeace.org prior to the closing date above
Minimum Bid Validity Period:	90 days after closing date
Type of Award:	Purchase Order Agreement (POA)

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities through a focus on sustainable, organic farming practices. Roots of Peace implementing of pillar 2 (Community Livelihoods and Local Economic Activities) of the ABADEI project. The UNDP launched a crisis response initiative that will contribute to the prevention of a humanitarian catastrophe and the breakdown of the country's economy. The proposed activities will support the most vulnerable populations and prevent the collapse of micro businesses in the target provinces.

The purpose of this assignment is to support UNDP Afghanistan Country Office with the implementation of the Emergency Support for Community Resilience and Livelihoods Recovery Project Activity under Pillar 2 "Pillar (2): Community livelihoods and local economic activities" of ABADEI Project in 27 districts of five provinces (Badghis, Balkh, Farah, Laghman and Nangarhar) to address immediate livelihood needs of the most vulnerable population through community-based interventions to foster resilience and strengthen human security.

A. INSTRUCTION TO BIDDERS

1. The supplier should be a legal registered company.
2. The quotation must include the taxes as per income tax law. ROP-ABADEI -will not accept any additional taxes or changes to the awarded entity after an award is made.
3. According to income tax law, ROP-ABADEI will withhold 2% tax of the gross amount from provider who has valid registration license and 7% tax from those who don't have registration licenses.
4. No advance payment will be made.
5. Payments will be made to the provider by bank transfer, ROP-ABADEI will pay the provider in accordance with the payment schedules as stipulated in the Purchase order agreement within 30 days of submission of an acceptable invoice by the provider and ROP-ABADEI acceptance of the service.
6. Incomplete and non-compliant offers will not be considered.
7. The supplier must provide the one-year financial audit report.
8. The supplier must provide two similar contracts.
9. The supplier must provide 3 references including name and address of the company, contact name, phone and official email address, details of service provided, value of contract and duration of contract.
10. The vehicles are required for the operation of ABADEI project in targeted districts of Nangarhar, Laghman, Balkh, Farah, Badghis and Kabul provinces.
11. The vehicles should be Afghanistan hand side.
12. The supplier must provide expert drivers.
13. ROP will award the contract to only one Service Provider

1- Submission of offers

Submit signed, dated, and stamped quotations in this RFQ format with your offers to designated Procurement team before deadline specified in this solicitation. The subject line must be the RFQ#, (**RFQ-ABADEI-2021-004** failure to adhere this instruction may lead to disqualification of a quotation from evaluation.

Please note that all quotations must be submitted in English.

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, ROP-ABADEI reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

2- Offer Format

Offerors are required to format their submissions in accordance with the instructions and requirements described in this RFQ. Failure to adhere to these instructions or requirements may lead to disqualification of a quotation from evaluation.

3- Questions on the RFQ

1. Offerors are welcome to seek clarifications or ask questions on the technical and administrative aspects of this RFQ.
2. All questions or requests for clarification must be in English.
3. Questions or requests for clarification should be submitted in writing by email only, by the deadline, and to the email address stated on the cover page of the RFQ.
4. Offerors should be aware that their responses to questions or requests for clarification may be shared with other Offerors.
5. Any verbal information received from employees of ROP-ABADEI the Beneficiary or any other entity should not be considered as an official response to any questions regarding this RFQ.

4- Pricing

1. All prices presented in a quotation should be firm, fixed, and all-inclusive. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor, warranty-related costs and charges, and any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from the Offerors' required performance.
2. Prices must include all taxes, duties, customs clearance, and other expenses required by the Country in which the factory or assembly works. ROP CBARD -ABADEI will not accept any additional taxes or changes after any resulting award.

5- Sources and Nationality

The vendor may not supply any goods or services manufactured in or shipped from the following countries: Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria.

Prohibited telecommunications and security equipment and services include those designed, developed, manufactured, or supplied by entities listed below or persons affiliated with their ownership or control.

- 1- Huawei Technologies Company
- 2- Dahua Technology Company
- 3- Hangzhou Hikvision Digital Technology Company
- 4- ZTE Corporation
- 5- Any subsidiary or affiliate of the above entities.

6- Evaluation and Award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value for the project.

Criteria	Score (%)
Pricing	40
Background and Experience	20
Technical	40

Please note, if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP-ABADEI reserves the right to waive immaterial deficiencies at its discretion.

7- Other Terms and Conditions

- 1. This RFQ in no way obligates ROP-ABADEI to make an award, nor does it commit ROP-ABADEI to pay any costs incurred by the Offeror in the preparation and submission of a quotation or amendments to a quotation.
- 2. If there are any significant deficiencies regarding responsiveness to the requirements of this RFQ, an Offer may be deemed “non-responsive” and thereby disqualified from consideration. ROP-ABADEI reserves the right to waive immaterial deficiencies at its discretion.
- 3. ROP-ABADEI reserves the right to cancel this RFQ at any time.
- 4. ROP-ABADEI reserves the right to reject any or all bids without assigning any reasons.
- 5. ROP-ABADEI reserves the right to waive any administrative requirement in this RFQ.
- 6. If the Offeror anticipates subcontracting any of the work to a subcontractor, the Offeror must provide details of the subcontractor to ROP-ABADEI for approval.
- 7. ROP-ABADEI will have the right to carry out due diligence on any offer received.
- 8. The validity period for this RFQ is 90 Days.
- 9. ROP-ABADEI will not share its internal evaluation documents.

If you are approached by anyone suggesting unlawful actions regarding this RFQ or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the ROP office on heidi@rootsofpeace.org Confidentiality or anonymity can be guaranteed.

Annex 1. Vendor Business Details information

Vendor Name Per Business License	
Vendor Address	
Vendor Contact Person and Phone Numbers	
Vendor Email Address	

Annex 2. Preliminary Eligibility Criteria

Please note that all the bids received in response to this solicitation must pass through preliminary examination. Those bids which don’t comply with any of the below preliminary eligibility criteria will not be consider for further evaluation.

Description	Responses
Valid Business License Provided?	
Valid Business Bank Account provided?	

Do you accept all terms & Conditions of this RFQ?	
Did you specify the technical specifications?	
Did you provide 2 Similar contracts. (These contracts must be of the same nature)	
Did you provide last one-year (2020) financial Audit Report?	
Payment will be issued to vendor business bank account only within 30 days after the delivery/acceptance of goods and receipt of a signed invoice. Do you accept these terms and conditions?	
Did you provide 3 References (These must include name and address of the company, contact name, phone and official email address, details of goods/services provided, value of contract and duration of contract.	

Annex 3. Financial Offer Format

ROP-ABADEI requires quotation for the provision of rental vehicles as outlined in the table below.

Item Nr.	Item Description	Specifications	Unit	Quantity	Estimated Unit Price (USD)	Estimated Total Price (USD)
1	7 Rental Corollas for Nangarhar province	Model 1995 -2000 PLUS, Colour ANY, 4-Doors with expert Driver, including Fuel, Lubricants, and maintenance with target Districts & Villages in Nangarhar province, estimated trip in a month is 3,500 Km	4 Months	7		
2	5 Rental 4WD Vehicle for Badghis province	4x4 Vehicle for Badghis Province Model 1995 -2000 Colour ANY, 4Doors with expert Driver, including Fuel, Lubricants and maintenance with target Districts & Villages in Badghis province. Estimated trip in a month is 3,500	4 Months	5		
3	6 Rental Corollas for Farah province	Model 1995 -2000 PLUS, Colour ANY, 4-Doors with expert Driver, including Fuel, Lubricants, and maintenance with target Districts & Villages in Farah province, estimated trip in a month is 3,500 Km	4 Months	6		
4	2 Rental Corollas for Laghman province	Model 1995 -2000 PLUS, Colour ANY, 4-Doors with expert Driver, including Fuel, Lubricants and maintenance with target Districts & Villages in Laghman province, estimated trip in a month is 3,500 Km	4 Months	2		
5	4 Rental Corollas for Balkh province	Model 1995 -2000 PLUS, Colour ANY, 4-Doors with expert Driver, including Fuel, Lubricants and maintenance with target Districts & Villages in Balkh province, estimated trip in a month is 3,500 Km	4 Months	4		
6	2 Rental Corollas for Kabul province	Model 1995 -2000 PLUS, Colour ANY, 4-Doors with expert Driver, including Fuel, Lubricants and maintenance for Kabul province, estimated trip in a month is 3,500 Km	4 Months	2		
Total USD						

Annex 4. Technical Specifications

Goods and related services offered in the quotation must fully comply with the technical specifications cited in this RFQ. Quotations must contain detailed specifications of the goods offered.

Item Nr.	Item Description	Specifications (Offered)	Brand Name	Model Number
1	Vehicle 1 for Nangarhar Province			
	Vehicle 2 for Nangarhar Province			
	Vehicle 3 for Nangarhar Province			
	Vehicle 4 for Nangarhar Province			
	Vehicle 5 for Nangarhar Province			
	Vehicle 6 for Nangarhar Province			
	Vehicle 7 for Nangarhar Province			
2	Vehicle 1 for Badghis Province			
	Vehicle 2 for Badghis Province			
	Vehicle 3 for Badghis Province			
	Vehicle 4 for Badghis Province			
	Vehicle 5 for Badghis Province			

3	Vehicle 1 for Farah Province			
	Vehicle 2 for Farah Province			
	Vehicle 3 for Farah Province			
	Vehicle 4 for Farah Province			
	Vehicle 5 for Farah Province			
	Vehicle 6 for Farah Province			
4	Vehicle 1 for Laghman Province			
	Vehicle 2 for Laghman Province			
5	Vehicle 1 for Balkh Province			
	Vehicle 2 for Balkh Province			
	Vehicle 3 for Balkh Province			
	Vehicle 4 for Balkh Province			
6	Vehicle 1 for Kabul Province			
	Vehicle 2 for Kabul Province			

Offerors are welcome to submit photographs and product literature or technical documentation to support their quotations.