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## AFGHAN BUREAU COLLABORATION OFFICE

اداره همکارۍ بیرونی افغان

09/March/2022

# REQUEST FOR QUOTATION

**Title** : Procurement of Transportation and Rental Vehicle services in Jawzjan province

**RFQ no.** : 2023/JWZ/ABCO/022

Afghan Bureau Collaboration Office (ABCO) intends to procure Transportation and Rental Vehicle services in Jawzjan province. Please read all attached files and terms of this RFQ before submission.

The deadline for submission is **16/March/2023**.

When preparing your quotation, please be guided by “Annex 1: RFQ Data Sheet\_2023/JWZ/ABCO/022”. Please note that quotations must be submitted using “Annex 2: RFQ Submission form” & “Annex 3: Technical and Financial Offer”, by the method and by the date and time indicated in Annex 1.

- Quotations received after the submission deadline, for whatever reason, will not be entertained.
- Quotations received with incomplete documentations or in any other formats will not be entertained.

Attachments of this RFQ are:

1. Annex 1: RFQ Data Sheet\_2023/JWZ/ABCO/022
2. Annex 2: RFQ Submission Form
3. Annex 3: Technical and Financial Offer

**Address:**  
Balkh Province  
Mazar-e-Sharif city

**Kabul Province**  
Taimani

**Contacts:**  
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## Annex 1: RFQ Data Sheet\_2023/JWZ/ABCO/022

<b>Background</b>	<p>Afghan Bureau Collaboration Office (ABCO) is a national NGO registered with Ministry of Economy, Government of Afghanistan. The NGO was established in 1993.</p> <p>ABCO has concentrated its activities in various key sectors for human care with a mission on food security and livelihood resilience building of Afghan communities who have been hugely affected by internal conflicts and poverty.</p> <p>Over the last 27 years, since our start, we have continued to grow while staying true to our original mission. With our headquarters in the Balkh and Kabul provinces of Afghanistan, we are physically present and delivering humanitarian services in all regions across Afghanistan.</p>											
<b>Scope of work</b>	<p>ABCO is implementing its Food and Resilience programme in Jawzjan province of Afghanistan covering several districts.</p> <p>In this context, ABCO would like to procure Monthly Rental Vehicle services.</p> <ul style="list-style-type: none"> <li>• The supplier needs to provide 5 rental vehicles on the monthly basis. The vehicles will be stationed in the following locations:             <ol style="list-style-type: none"> <li>1. Sheberghan City</li> <li>2. Darzab district</li> <li>3. Qushtepa district</li> <li>4. Qarqin district</li> <li>5. Khamab district</li> </ol> </li> </ul> <table border="1" data-bbox="363 1133 1479 2047"> <thead> <tr> <th data-bbox="363 1133 571 1171">Station</th> <th data-bbox="571 1133 834 1171">Type of vehicle</th> <th data-bbox="834 1133 1479 1171">Routes &amp; trip frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1171 571 1615">Sheberghan City</td> <td data-bbox="571 1171 834 1615">4-wheel drive - Saracha</td> <td data-bbox="834 1171 1479 1615"> <ul style="list-style-type: none"> <li>- Sheberghan to Darzab (whenever required)</li> <li>- Sheberghan to Qushtepa (whenever required)</li> <li>- Sheberghan to Qarqin (whenever required)</li> <li>- Sheberghan to Khamab (whenever required)</li> <li>- Sheberghan to Mazar (whenever required)</li> <li>- Sheberghan City (daily)</li> </ul> </td> </tr> <tr> <td data-bbox="363 1615 571 2047">Darzab district</td> <td data-bbox="571 1615 834 2047">4-wheel drive - Saracha</td> <td data-bbox="834 1615 1479 2047"> <ul style="list-style-type: none"> <li>- Darzab to Qushtepa (whenever required)</li> <li>- Darzab to Sheberghan (whenever required)</li> <li>- Darzab district (daily)                             <ul style="list-style-type: none"> <li>○ Awalad village</li> <li>○ Moghul village</li> <li>○ Qaraie village</li> <li>○ Yuzbigi village</li> <li>○ Sardara village</li> <li>○ Alqani village</li> <li>○ Bito village</li> </ul> </li> </ul> </td> </tr> </tbody> </table>			Station	Type of vehicle	Routes & trip frequency	Sheberghan City	4-wheel drive - Saracha	<ul style="list-style-type: none"> <li>- Sheberghan to Darzab (whenever required)</li> <li>- Sheberghan to Qushtepa (whenever required)</li> <li>- Sheberghan to Qarqin (whenever required)</li> <li>- Sheberghan to Khamab (whenever required)</li> <li>- Sheberghan to Mazar (whenever required)</li> <li>- Sheberghan City (daily)</li> </ul>	Darzab district	4-wheel drive - Saracha	<ul style="list-style-type: none"> <li>- Darzab to Qushtepa (whenever required)</li> <li>- Darzab to Sheberghan (whenever required)</li> <li>- Darzab district (daily)                             <ul style="list-style-type: none"> <li>○ Awalad village</li> <li>○ Moghul village</li> <li>○ Qaraie village</li> <li>○ Yuzbigi village</li> <li>○ Sardara village</li> <li>○ Alqani village</li> <li>○ Bito village</li> </ul> </li> </ul>
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	Qushtepa district	4-wheel drive - Saracha	<ul style="list-style-type: none"> <li>- Qushtepa to Darzab (whenever required)</li> <li>- Qushtepa to Sheberghan (whenever required)</li> <li>- Qushtepa district (daily) <ul style="list-style-type: none"> <li>○ Bigsar village</li> <li>○ Chagir village</li> <li>○ Khanaqa village</li> <li>○ Gardan village</li> <li>○ Sherbek village</li> <li>○ Turkman oldy village</li> <li>○ Chaqma chqor village</li> <li>○ Traghli village</li> <li>○ Araba village</li> <li>○ Jarqdoq village</li> <li>○ Tura Ghulia</li> <li>○ Any other routes requested by field staff</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• The rental vehicles will be used for transportation of staff and mini-loads such as printers, stationary etc.</li> <li>• ABCO will enter with the supplier into a 3.5-months contract starting from mid-March 2023 until end of June 2023. Extension of contract is depended on extension of the project, satisfactory service delivery, and requirement need.</li> </ul>
<p><b>Expected Quality of Services and Contract Conditions</b></p>	<ul style="list-style-type: none"> <li>- The supplier is responsible for driver salary</li> <li>- The supplier is responsible for fuel costs</li> <li>- The supplier is responsible for vehicles maintenances and repair costs</li> <li>- The supplier needs to provide transportation services to all the mentioned routes per the requirements stated under scope of work.</li> <li>- Daily, weekly, and monthly traveled distance of the vehicles will not be limited.</li> <li>- The supplier needs to provide the required number of vehicles on daily basis, in case of any maintenance problems, it is the sole responsibility of the supplier to provide replacements.</li> <li>- 2000 AFN per vehicle will be deducted from the total payment for any single days the supplier could not provide the contracted services as agreed.</li> <li>- The rented vehicles are required to be present in field offices of ABCO at 7:30 am until 5:30 pm in the respective stationed location.</li> <li>- In case of traveling outside the stationed locations, the rental vehicles are required to accompany staff on 24 hours.</li> <li>- The supplier is responsible to hire ethical drivers, the supplier is responsible to change the driver on the request of ABCO in case of complaints.</li> <li>- The rental vehicles need be cleaned and without any damages and repair needs. The routine maintenance needs to be done by the supplier to ensure secure trips of staff.</li> <li>- The supplier needs to provide documented and government registered rental vehicles. (Please attach the documents of vehicles when submitting the bid documents)</li> <li>- Your offer shall include occurring tax payments; Per the NGOs laws, ABCO is entitled to cut 2% from each single payments occurring from the resulting contract against occurring tax payments. Please consider your financial offer accordingly.</li> <li>- The supplier is responsible for drivers meals and accommodation.</li> </ul>
<p><b>Eligibility</b></p>	<ul style="list-style-type: none"> <li>- The bidder shall be registered entity with the government of Afghanistan and must be legally able for provision of the requested services.</li> <li>- A vendor and/or any entity and individual linked to the vendor who will be engaged by ABCO shall not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to ABCO whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract subsequently issued to the vendor by ABCO.</li> <li>- It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or</li> </ul>



	their employees meet the eligibility requirements as established by ABCO.
<b>Evaluation Criteria</b>	<ul style="list-style-type: none"> <li>- All quotations must be accompanied with a signed and stamped copy of attached “Annex 2: RFQ Submission form” &amp; “Annex 3: Technical and Financial Offer”</li> <li>- Quotations shall be submitted using “Annex 3: Technical and Financial Offer”. Quotations in any other format will not be considered.</li> <li>- Quotations shall clearly state validity period of the offer.</li> <li>- All pages of your quotation must be signed and stamped.</li> <li>- Supplier shall possess the financial capacity for delivering any contract resulting from this RFQ.</li> <li>- Supplier shall agree to the payment terms mentioned in “Annex 1: RFQ Data Sheet_2023/JWZ/ABCO/022”</li> <li>- Lowest offer fully in compliance with “Annex 1: RFQ Data Sheet_2023/JWZ/ABCO/022” will be awarded the RFQ.</li> <li>- Acceptance of ABCO’s organizational policies, general terms and conditions of contract available: <a href="https://afghanbureau.org/policies/">“https://afghanbureau.org/policies/”</a></li> </ul>
<b>Documents to be Submitted (Mandatory)</b>	<ul style="list-style-type: none"> <li>- Signed and Stamped copy of Annex 2: RFQ Submission form</li> <li>- Signed and Stamped copy of Annex 3: Technical and Financial Offer</li> <li>- Requested supporting documents</li> </ul>
<b>Validity</b>	Validity period of your offer shall not be less than 30 calendar days commencing from deadline of this RFQ.
<b>Currency</b>	Your offer shall be submitted in Afghani.
<b>Language</b>	Quotations can be submitted either in English, Dari or Pashto language.
<b>Contract Period</b>	From: Mid-March 2023 End: 30 June 2023
<b>Partial Quotes</b>	Not Permitted
<b>Deadline for Submission</b>	Deadline: 16/March/2022 - 02:00 pm (Kabul time)
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>By Email: <a href="mailto:bids-mzr@afghanbureau.org">bids-mzr@afghanbureau.org</a></p> <p>Please state the RFQ number and title in the subject of your email.</p>

	<p><b>Note:</b> Please use “Annex 3: Technical and Financial Offer” for your submission. Quotations in any other format will not be considered.</p> <p>late submissions will not be entertained.</p>
<p><b>Bid Opening</b></p>	<p>Bid Opening Date: 18/March/2022  Bid Opening location:  ABCO Sheberghan Office - Qazanchi, rais hashim house, ABCO office</p> <ul style="list-style-type: none"> <li>- Name of bidders and lowest offered bid will be announced on the bid opening day.</li> <li>- UNACCEPTABLE QUOTATIONS: Quotations received with incomplete documentations or in any other formats will be announced on the bid opening day.</li> <li>- Only bidders submitted RFQs on time will be allowed on bid opening day. Please make sure to bring you Tazkira to enter the premises.</li> </ul>
<p><b>Request for Clarification</b></p>	<p>All questions and request for clarification regarding this RFQ shall be addressed to:</p> <p style="text-align: center;">Hamidullah Safi  <a href="mailto:hamid.safi@afghanbureau.org">hamid.safi@afghanbureau.org</a></p> <p>Please state the RFQ number and title in the subject of your email.</p> <p>Deadline for request for clarification is 3 days before the deadline.</p> <p><b>Attention: Quotations shall not be submitted to this address. It is the sole responsibility of bidder to submit their offers to the right address.</b></p>
<p><b>Payment terms</b></p>	<ul style="list-style-type: none"> <li>- Payments will be made in Afghani.</li> <li>- Payments will be made only to the supplier bank account. No cash or other methods of payment will be accepted. The bank account shall be in the same name as the supplier’s name mentioned in the contract.</li> <li>- Payment will be made only for those items/services received and/or accepted by ABCO.</li> <li>- ABCO’s terms of payment is 30 days net after a formal receipt of an invoice from the supplier.</li> <li>- No advance payment shall be expected and/or requested during contract/service delivery.</li> <li>- 2000 AFN per vehicle will be deducted from the total payment for any single days the supplier could not provide the contracted services as agreed.</li> <li>- Per the NGOs laws, ABCO is entitled to cut 2% from each single payments occurring from the resulting contract against occurring tax payments. Please consider your financial offer accordingly.</li> </ul>
<p><b>Right not to accept any quotation</b></p>	<p>ABCO is not bound to accept any quotation, nor award a contract or Purchase Order.</p>

<b>Special Conditions of Contract</b>	<ul style="list-style-type: none"> <li>- ABCO is not bound to purchase any minimum amount</li> <li>- ABCO may terminate the contract at any point deemed to be necessary</li> </ul>
<b>Only one Bid</b>	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.
<b>Duties and taxes</b>	Per the NGOs laws, ABCO is entitled to cut 2% from each single payments occurring from the resulting contract against occurring tax payments. Please consider your financial offer accordingly.
<b>Cost of preparation of quotation</b>	Bidder must bear all costs for preparation of their quotations, regardless of the outcome of the bid award.
<b>Conflict of Interest</b>	<p>ABCO requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to ABCO 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/RFP. 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. Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, of the bidding entity or key personnel who are family members of ABCO staff involved in the procurement.</li> </ul>
<b>Transparency</b>	ABCO ensure 100% transparency, accountability and responsiveness. ABCO has zero tolerance toward mis-conduct and mis-use with extreme legal penalty measures.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	All prospective suppliers must read the ABCO's Code of Conduct and relevant policies ( <a href="https://afghanbureau.org/policies/">https://afghanbureau.org/policies/</a> ) and acknowledge that it provides the minimum standards expected of suppliers to the ABCO. Moreover, ABCO strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ABCO vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.
<b>SEA</b>	<p>Contractors and their employees are responsible for technical and professional competence. This means that contractors, too, must take all appropriate measures to prevent SEA of anyone by its employees. The contractor must commit, at minimum, to:</p> <ul style="list-style-type: none"> <li>- A clear prohibition of sexual exploitation and abuse</li> <li>- Mandatory screening of personnel</li> <li>- Mandatory SEA training to its personnel</li> <li>- Mandatory reporting of all SEA allegations</li> <li>- Referring victims of SEA for immediate professional assistance</li> <li>- Investigating any allegation of SEA and agreeing that ABCO may conduct its own investigation in to such allegation.</li> </ul>

	The contractor has to have the necessary reporting and monitoring mechanisms in place to prevent and respond to incidents of SEA.
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## Annex 2: RFQ Submission form

Name of Bidder:		
RFQ reference:		Date:

### Company Profile

Item Description	Detail
Is bidder a legally registered entity with the Government of Afghanistan?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a copy of registration documentation.
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country	
Website (if available)	
Year of Registration	
Legal structure	
Bank Information	Bank Name: Bank Address: Bank Account Number: Bank Account Name: Account Currency:
Authorized person:	Name: Title:
Contact:	Name: Title: Email: Phone:
Alternative POC	Name: Title: Email: Phone:

## Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the ABCO or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ABCO and we have read the ABCO's Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the ABCO.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the ABCO's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Name of Bidder:		
RFQ reference:		Date:

#### Compliance with Requirements

	YES	NO	COMMENTS
Delivery timeline	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery location	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	

#### Other Information:

Are the vehicles 4-wheel drive?	
Are the vehicles registered and have documentations?	If yes, please attach pictures of the documents.

#### Schedule of Requirement

#	item	Qty	Model/year manufactured	Unit price (AFN/month)	Total (AFN/month)
1	Rental Vehicle in Sheberghan	1			
2	Rental Vehicle in Darzab	1			
3	Rental Vehicle in Qusthepa	1			
4	Rental Vehicle in Qarqin	1			
5	Rental Vehicle in Darzab	1			
				<b>GRANT TOTAL (AFN)</b>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company/bidder below in event that the quotation is accepted.

Company/bidder name:	Authorized Signature & company/bidder stamp:
Address:	
Phone No.:	
Email Address:	
	Date: Name: Title: