



THE SCIENCE OF IMPROVING LIVES

**Request for Quotation**

Afghanistan University Support & Workforce Development Program (USWDP)  
Provision of Rental Vehicle Service

<b>RFQ Number</b>	Re-002430
<b>Issue Date</b>	October 15 <sup>th</sup> , 2016
<b>Close Date</b>	October 22 <sup>th</sup> , 2016 – 4:00 PM Kabul Time

**To: Vendors**

FHI 360 is looking for quotations from registered companies that specialize in ground transportation/provision of rental vehicles (minivan) for the next 12 months. The project plans to enter into one-year vehicle lease agreement with the selected vendor.

**I. Items Specifications – See Annex 1 for details specifications.**

**II. Minimum Eligibility Requirements Vendors**

To qualify for this RFQ, the vendor must:

- Hold a valid business license
- Provide comprehensive insurance package for the vehicle. Copy of the Draft Insurance Policy must be shared.
- Accept all FHI 360 terms and conditions and provide all information as requested in Annex 1 of this RFQ.
- Be the direct provider of vehicle rental services
- Agree to provide the fix price for 12 months

**III. Evaluation Criteria**

➤ Vendors whose offer meets minimum technical specifications established in Section I and II above, will be evaluated.

The evaluation is going to consist of two stages. During the first stage of the evaluation, an inspection of the proposed vehicle is going to take place based on the below criteria. Only those vehicles that pass the inspection and obtain 7 points, will move to the next round of evaluation.

No	Description	Max Score
1	Vehicle Body: Obvious bumps scratches or scrapes and Include check of window glass	1
2	Tires: should be in the good condition.	1
3	Lights: Main Beam, Full Beam, Side Lights, Indicators, Fog, Number plate and Reverse	1
4	Functional: Horn, Windscreen Wipers, Seat adjust and Seat Belts, airbags, air conditioners.	1
5	Engine Functional	1
6	Running Check: Brakes and steering.	1
7	Equipment: Running Kit, Jack, and all associated kit serviceable and present.	1

The second round of evaluation will be based on the cost. The vendor who submits the lowest price will be selected for the award.

#### **IV. Submission Requirements**

You have to submit your quotations electronically by emailing your offers to [uswdp-response@uswdp.org](mailto:uswdp-response@uswdp.org) by the designated deadline. Please indicate **RFQ-Re-002430 – Your Company Name – Rental Vehicle** in the subject line of the email.

- All Quotations must be signed and/or stamped by an authorized representative.
- Vendors can submit their prices in their quotation format, but Annex 1 must be completed (mandatory).
- Quotations must provide a complete address, telephone number and e-mail address (if applicable) of the company. Vendors that do not supply this info will be disqualified.
- Quotations must be submitted by AFN

#### **V. Tax**

##### **Withholding Tax on Subcontractor:**

Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, USWDP/FHI360 is required to withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, USWDP/FHI360 shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors/vendors without active AISA or Ministry of Commerce license, USWDP/FHI360 shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law.

#### **Disclaimers and Protection Clauses**

- may cancel solicitation and not award
- may reject any or all responses received
- Insurance of solicitation does not constitute award commitment by
- reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- will not compensate offerors for responses to solicitation
- reserves the right to issue award based on initial evaluation of offers without further discussion
- may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- will be contacting offerors to confirm contact person, address and that bid was submitted from solicitation

#### **Certification of Independent Price Determination**

- (a) The offeror certifies that--
- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
  - (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
  - (3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory--
- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

- (2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
- (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a)(3) Above; and
- (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) Offeror understands and agrees that --
  - (1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
  - (2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

**Annex 1 – Vendor Offer and Business Detail Information:**

**1. Vendor Information:**

Vendor name per Business License	
Vendor Address:	
Vendor Contact person and Phone Numbers	
Vendor email addresses	

**2. Items Specifications and Price:**

S#	Description of Items/Services	Brand Name/Model/Color	Unit	Quantity	Unit price in AFN	Total Cost
1	<p>Rental of Mini Van for the period of 12 months with the following specifications: (Hundai Van H-1 2010 or alike)</p> <ul style="list-style-type: none"> <li>• Model: 2010</li> <li>• 4 doors</li> <li>• Light colours (White, Grey or Silver)</li> <li>• Air conditioning</li> <li>• Transmission: 5-speed shift able automatic</li> <li>• Total seating: 7</li> <li>• Number Palate of the vehicle should be private, Kabul.</li> </ul> <p>The vehicle must come with the following:</p> <ol style="list-style-type: none"> <li>1. Comprehensive insurance coverage which includes third party liability. Include copy of insurance policy with coverage details.</li> <li>2. Rope, Tool Kit, snow chains, folding shovel, one spare litter of oil and hydraulic.</li> </ol> <p>Maintenance services and other lubricants will be responsibility of the vendor.</p> <p><b>Please refer to Annex 2 to see the Terms and Conditions of the Vehicle Lease Agreement</b></p>		Month	12		
<b>Sub-total</b>						

**3. Minimum Terms and Conditions**

No	Description / Question	Response
1	<b>Is valid Business License included?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<b>Does your offer include comprehensive insurance and copy of draft insurance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<b>Brand Name/Model and Colour of the Vehicle</b> Did you indicate the brand/model/year and colour and license place of your vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<b>Validity of Bid Price:</b> Bid must be valid for at least 30 days.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	<b>Payment Term:</b> Payment will be made to the vendor within 30 days after the usage of vehicle upon submission of signed/stamped invoices	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

\_\_\_\_\_  
Authorized Representative Name (print)

\_\_\_\_\_  
Authorized Representative Title (print)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

## Annex – 2 Terms and Conditions of the Lease Agreement

### Terms and Conditions

1. **Insurance**

It is the responsibility of the Lessor to provide comprehensive insurance for the leased vehicles that covers passengers and the vehicle and must include third party liability.

2. **Accidents**

In the event of any accident or damages to or involving the leased vehicles during the period of lease, the Lessor will be responsible for all damages stemming from the accident. In case of hijacking of the leased vehicles, the Lessee shall report the matter to the proper authorities (police/military) and to the Lessor.

3. **Vehicle Condition**

The Lessor will provide and maintain vehicles in good condition. The condition of the vehicles will be checked by the Lessee in accordance with the vehicle inspection Check list.

4. **Routine Vehicle Checks**

It is the responsibility of the Lessee to ensure that the oil, water, other fluid levels, belts and tire pressure are regularly checked as stated in the owner's/manufacturers handbooks. Costs incurred in this respect will be borne by the Lessee. The Vehicles will be regularly cleaned inside and outside on a weekly or more frequent basis, depending on the usage and conditions.

5. **Vehicles Tires**

The replacement of tires will depend on normal wear and tear. The requirements for tire replacement due to negligence or misuse, such as impact damage, running flat, will be charged to the Lessee. Repair of punctures and leaking valves will be the Lessor's responsibility.

6. **Vehicles Usage**

The Lessee undertakes that the leased vehicles will not be used for:

- a) Any purpose other than that for which the leased vehicles have been designed, including not exceeding its designed load capacity.
- b) Racing or any other kind of competitive sport.
- c) Carrying for hire any paying passenger, goods or animals.
- d) The transportation of any hazardous, explosive or inflammable material or any goods or items that is likely to damage the vehicles interiors, exteriors or mechanicals.

7. **Vehicles Maintenance**

The monthly lease charge includes the following services which the Lessor is responsible for:

- a) Routine servicing: the preventive maintenance services will take place every 1,500 kilometres or 2 months logged by the vehicle, whichever comes first.
- b) Repairs and/or additional servicing that are required as a result of vehicle functionality failure.

While the leased vehicles are at service, the Lessor must provide the Lessee with fully operational Sedan type of vehicles at no additional cost to the Lessee.

It is the Lessee's responsibility to advise the Lessor's service department of the requirement to service the leased vehicle at the appropriate break. At a minimum, a 24-hour notice is to be provided prior to the return of the leased vehicle for servicing. If the service period is to exceed two days, the Lessor is responsible for providing a replacement vehicle.

8. **Fuel Costs**

Lessee will be responsible for all fuel related costs on the leased vehicles.

9. **Signage**

Any signage/alteration to the original leased vehicles, which has received the prior written approval from the Lessor, will be at the cost of the Lessee.

**10. Traffic Violations**

All costs incurred as a result of fines and other penalties (imposed by the police or any other authorities for traffic violations) that take place during the term of the Lease Agreement, will be the responsibility of Lessee and recovered accordingly.

**11. Contract Period**

This agreement will be in-force for a period of twelve months starting on XXXXXXXX and ending on xxxxxxxx.

**12. Termination of the Contract**

This will take place under the following conditions:

- a) Upon the termination of Lease Agreement, the Lessee will return the leased vehicle to the Lessor in a condition compatible with the age of the vehicle and kilometres driven. The Lessor will notify the Lessee of any damage and/or subsequent repairs that are required. This excludes damage and repair from routine wear and tear.
- b) Should the Lessee request an extension to the existing Lease Agreement on/before the termination date, the Lease Agreement may be extended on terms to be mutually agreed upon at that time. The Lessee must inform the Lessor at least 3 days in advance in such case where an extension is required.

**13. Premature Termination**

- c) In the event that USAID terminates its funding for project or the project faces any other unforeseeable changes, FHI360 reserves the right to cancel or modify this lease without penalty.
- d) Both Lessor and Lessee can terminate or modify this agreement by providing a three-day written notice.

**14. Vehicle Documentation**

All vehicles should pass the check-up test (see the Vehicle Check List attached) in order to be accepted by the Lessee.

All vehicle licensing and registration documentation will be handed over to the Lessee. The Lessor will be responsible for the safe handling of said documents and will return all documentation to the Lessor at the end of contract term and/or at the time of handing over the leased vehicles.

**15. Legislation**

The Lease Agreement shall in all respects be governed by and be in accordance with the laws of Afghanistan. Any fee, cost or charge levied against the Lessor by the Afghanistan Government or any municipality or other authority within Afghanistan in respect of leased vehicles, will be re-charged to the Lessee. Road toll fees will also be shouldered by the Lessee during the lease period.

**16. Notices**

All notices and official communications between the Lessor and Lessee shall be in writing and are to be delivered acknowledged by both parties to this agreement.

**17. Lease Payment and Terms**

Total value of the Lease Agreement must not exceed the amount reflected in the Purchase Order.

Lessor will be paid on a monthly basis upon submission of the original invoice. Invoices to be submitted by the Lessor within 5 days of the following month. Lessee will withhold the required taxes from the daily rate and remit the payments directly to the Afghanistan tax authority.

Lessee will pay the Lessor in accordance with the named above payment scheduled in local currency (Afghani, AFN). The daily rate shall not increase during the term of this Lease Agreement.

**18. Vehicles Details:**

No	Registration	Make/Model	Color	Chassis No.	Engine No
1					
2					

**19. REPLACEMENT VEHICLES**

Back up vehicles for replacement will be a similar to the leased vehicles listed in the table above.

THE ABOVE TERMS AND CONDITIONS HAVE BEEN READ AND AGREED UPON AND ANY AND ALL AMENDMENTS/ EXTENSIONS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY OR FOR THE LESSOR AND THE LESSEE.

For Lessee

For Lessor

\_\_\_\_\_

\_\_\_\_\_

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

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



