



### Request for Quotation

NCRO has intended to hire the rental Vehicles for NCRO projects in Kushk Robot Sangi district of Herat Province.

#### **About NCRO**

NCRO was established in 1993 with a view to serving the needy Afghans, particularly Afghan Returnees from neighboring countries and internally displaced persons IDPs, due to natural disasters or internal conflicts in Afghanistan. NCRO is a fully voluntary organization and provides services to the aforementioned categories of people, irrespective of gender, race, language or geographical locations. NCRO assistance is always free and within the rules and regulations of the country. It never seeks compensation or reimbursement from its beneficiaries.

NCRO is registered as a nongovernmental organization, with the government (Ministry of Economy)

New Consultancy and Relief Organization called hereinafter “the buyer “, would like to invite suitably qualified and capable suppliers to provide the rental vehicles.

1. RFQ No.	NCRO P.073.1.2.1
2. Issue Date	27/11/2023
3. Title	Provision of 2 passenger vehicles in Herat Province.
4. Issuing Office & Email/Physical Address for Submission of Quotes	The quote must be in English and include the RFQ number, title, and closing date. Offeror can submit their quotation sealed in an envelope marked and signed confidential, to: NCRO Office: Herat Province, Herat City, Nahia (zone) 6, Ferqa Road, Majeedi Street, In front of Majeedi Ice Factory, House No 640.  Email: <a href="mailto:ncropromanager1@gmail.com">ncropromanager1@gmail.com</a>
5. Deadline for Receipt of Quotes.	The quote must be submitted by no later than <b>30/11/ 2023 11:00 AM Afghanistan Local Time.</b>
6. Point of Contact	Mr. Israr Maroof NCRO Procurement Manager. Email: <a href="mailto:ncropromanager1@gmail.com">ncropromanager1@gmail.com</a> , Phone #: 0788661009.
7. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection Method. The award will be issued to the responsible offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFQ. Best offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations. However, NCRO reserves the right to conduct negotiations and/or request clarifications prior to award.

<p>8. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• Please submit your quote by no later than <b>30/011/ 2023 03:00 PM Afghanistan Local Time.</b></li> <li>• Late offers will be rejected except under extraordinary circumstances at NCRO’s discretion.</li> <li>• Bidders shall submit quotes physically as original hard in a sealed envelope to NCRO Office, Procurement Department, and NCRO Office: Herat Province, Herat City, Nahia (zone) 6, Ferqa Road, Majeedi Street, In front of Majeedi Ice Factory, House No 640.</li> <li>• The hard copy attached quote shall include the RFQ number, title, and closing date.</li> <li>• The quote submitted shall be valid for a period of at least 3 days.</li> <li>• Bidders shall sign and date their quotation.</li> <li>• Bidders shall complete Attachment A: Price Schedule template. Government Withholding Tax shall be included on a separate line.</li> <li>• The rates quoted shall be for the complete service inclusive of all taxes and all charges for service contingent to the work.</li> <li>• All prices shall be quoted in Afghanistan currency Afghani only; other currency quote will not be considered.</li> <li>• In case of price discrepancy between unit price and SUBTOTAL/GRAND TOTAL, the unit price shall prevail</li> </ul>
<p>9. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the issuing office and must be submitted via email or delivered to the Issuing Office no later than 03:00 PM, 30/11/2023.</p>
<p>10. Technical Specifications and requirements for Technical Acceptability</p>	<p>See Attachment A for additional specifications.</p> <ul style="list-style-type: none"> <li>• Offer lowest price that is fair and reasonable for provision of Soft Skin passenger cars as specified in Attachment A</li> <li>• Quotations from construction and other companies that are not working in relevant vehicle’s rental business firms will not be considered.</li> <li>• Provide requested vehicles in each province within 1 days after order placement.</li> <li>• All costs of vehicles including fuel costs, driver salary. Benefits, insurance, maintenance costs and any other costs associated with vehicle are pure responsibility of the vendor.</li> <li>• Vendor should commit to provide same quality and type of vehicles as requested in the price table.</li> <li>• The vehicles will be kept at NCRO project office compound during the period of agreement.</li> <li>• Vendor should commit to replace the vehicle within 24 hours in case of fault or any damages that prevents the normal work.</li> <li>• During the contact period, if the vehicle is broken for more than 1 day, the payment will not be made for that specific day, unless replaced with a working vehicle.</li> <li>• NCRO has the right to reject the vehicle if it is not the same specification and quality as quoted.</li> <li>• Provide Quotation in Afs.</li> <li>• Provide fixed price for duration of at least 1 month</li> <li>• Accept the Terms and Conditions of this RFQ</li> <li>• Provide complete, signed, and stamped quotations</li> <li>• Considered vendor should be able to provide sample(s) of the quoted item(s) within 24 hours after official notice from NCRO procurement, (if required)</li> <li>• The proposal that does not meet technical specifications will not be considered.</li> </ul> <p>Failure to meet any of these terms could result in disqualification from this award process.</p>
<p>11. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance.</p>
<p>12. Procurement Ethics</p>	<p>By submitting a Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to NCRO employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the NCRO staff may report violations to the NCRO Complain officer.</p>

**Attachment A: Detailed Description for Rental Vehicles for NCRO project in Herat**

#	Item Description	Number of Vehicles	Unit price / Vehicle/Month (Afs)	Duration	Total	Grand Total
1	Toyota Corrolla car or Saracha model 1994 - 2010, equal or similar specification of car that be including driver with salary, Fuel cost, Maintenance, and Insurance. Working days/week will be from Saturday to Thursday (6 days a week, during the assessment of beneficiaries and distribution of assistance, the car will be used for 7 days a week) in the project target areas	1 Vehicle		4 Months		
	4 wheel drive Toyota double cabin pick up, 4Runner and Land cruiser model 1994 - 2010, equal or similar specification of car that be including driver with salary, Fuel cost, Maintenance, and Insurance. Working days/week will be from Saturday to Thursday (6 days a week, during the assessment of beneficiaries and distribution of assistance, the car will be used for 7 days a week) in the project target areas	1 Vehicle		4 Months		
<b>Total Amount in Afs</b>						
<b>Total Amount in Afs by Word :</b>						

Signature:

Company Seal/Stamp

## Technical Specifications and requirements for Technical Acceptability

A: Additional specifications.

- Offer lowest price that is fair and reasonable for provision of Soft Skin passenger cars and light truck as specified in *Attachment A*
- Quotations from construction and other companies that are not working in relevant vehicle's rental business firms will not be considered. Quotations from individuals having own vehicles in the project targeted area can be accepted after receiving grantee letter form relevant elders certified by district governor.
- Provide requested vehicles in each province within 1 day after order placement.
- **All costs of vehicles including fuel costs, driver salary and benefits, insurance, maintenance costs and any other costs associated with vehicle** are pure responsibility of the vendor.
- Vendor should commit to provide same quality and type of vehicles as requested in the price table.
- **The vehicles will be kept at NCRO office compound during the period of agreement. It will include working days/holidays**
- Vendor should commit to replace the vehicle within 24 hours in case of fault or any damages that prevents the normal work.
- During the contact period, if the vehicle is broken for more than 1 day, the payment will not be made for that specific day, unless replaced with a working vehicle.
- NCRO has the right to reject the vehicle if it is not the same specification and quality as quoted.
- Provide Quotation in Afs.
- Provide full information about your vehicle (model, year and full specification)
- Provide fixed price for duration of at least 1 month
- Provide complete, signed, and stamped quotations.
- Considered vendor should be able to provide sample(s) of the quoted item(s) within 24 hours after official notice from NCRO procurement, (if required)
- The proposal that does not meet technical specifications will not be considered.

Failure to meet any of these terms could result in disqualification from this award process

### Additional requirements:

1. Confirm that all windows will be clear glass; no tinted windows will be accepted.
2. Front airbags to be activated.
3. The vehicle must have valid registration documents during the period of the contract and plates affixed to vehicle as required by law. Copies of the registration documents should be provided to NCRO office.
4. The driver has valid driver's license and sufficient experience with at least three years and familiar with local routes and destinations.
5. Vehicle's tires are in good condition; treads are not excessively worn or bald and seat-belt restraint.
6. Minimum of one spare tire available in the vehicle
7. Tire iron (spanner), jack, warning triangle and other tools are in the vehicle to repair flat tire.
8. Fire extinguisher, not expired
9. First aid kit
10. Functioning air condition & heating system with cold and hot air system.
11. Mirrors are in good condition and no cracks on the windshield
12. Major dashboard indicators are functioning (vehicles gauge, battery charge level, and temperature gauge ) and no indicators of malfunction ( such as when the check engine light is illuminated)
13. Turn signals, brake lights and headlights are functioning
14. Provide the Color of vehicles. Military colors such as brown or dark green will **NOT** be accepted.
15. Offerors shall certify that NCRO is allowed use of the rental vehicles in any province of Afghanistan mentioned above that are required for implementation of the project in the Eastern provinces (Nangahar, Laghman, Kunar and Herat and some). The Vehicles will mainly be driven and kept in Herat province.
16. The vehicles shall be available within 1 days of signing the contract.
17. The contractor shall ensure that the vehicle is fully serviced and working properly, which, includes, but are not limited to air conditioning, oil change, break service/replacement, tire replacement, etc. The Contractor will provide a replacement vehicle in the event of vehicle breakdown or service. The Contractor will provide a monthly or time-to-time maintenance of the vehicle during life of the contract.
18. The leased vehicle should travel to any of the mentioned province/districts. There will be no limitation in its travel to province or districts.

19. The contractor will provide a replacement vehicle in case of accident of vehicle. NCRO will not be held liable for any damaged/theft of vehicles
20. The vendor is responsible for providing the vehicles in good working condition and shall remain operable through the term of the purchase order. In case of any technical problem with the vehicle, the Contractor shall be responsible to replace the vehicle immediately and payment will be made just for service days.

**Inspection:**

NCRO shall have time-to-time responsibility, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

**Note: Please consider Government Withholding Tax in your quotations.**

**Additional requirements:**

**Government Withholding Tax for Afghan Based Companies and individuals.**

Pursuant to the Afghanistan Tax Law, NCRO is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit Contractors/vendors. In accordance with this requirement, NCRO shall withhold two percent (2%) tax from all gross invoices to Afghan Contractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For Contractors/vendors without active AISA or Ministry of Commerce license, NCRO shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the Contractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with NCRO.

**Cover Letter**

**On Company Cover Letter**

TO: NCRO procurement department

Date / /

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_ Our attached quote is for the total price of \_\_\_\_\_ (figure and in words).

I certify a validity period of \_\_\_days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that NCRO is not bound to accept any quotes it receives.

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

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Company Seal/Stamp: