



Mhair Education Health & Human Rights Organization

Procurement/Logistic Department

BIDDING FORMS

TENDER SUMMARY LETTER

ADDRESS: St# 5, Qala-e-Fatullah, Kabul Afghanistan
0093791888881 – 0093785344090
procurement@mehhro.org
www.mehro.org

TO:
FROM: Mhair Education Health & Human Rights Organization
TITLE: Provision of Three Vehicle Rent Including Fuel, Driver, and Maintenance
LOCATION: Logar, Wardak, and Parwan Provinces of Afghanistan
RFQ NO.: MEHHRO-FIND-VR-01
ISSUED DATE: June 08, 2022
CLOSED DATE: June 23, 2022 – 04:00 PM (Afghanistan Local Time)

Dear Bidders;

Mhair Education Health & Human Rights Organization (MEHHRO) is a non-profit, non-sectarian and non-political humanitarian organization which was established in 2002 by an educated, qualified and dedicated Afghan to help local communities recover from three decades of war. The aims were to provide public awareness of human rights, women rights, gender, conflict resolution and anti-corruption through engaging local communities in awareness rising sessions mostly targeting youth and women. MEHHRO's mission is to improve lives and livelihoods of Afghans through education, literacy training and sustainable developmental projects in order to see an Afghanistan free from poverty, violence and discrimination, where human rights are respected and all live in dignity, enjoy equal opportunity and social justice. With thirteen years' experience in conflict and post-conflict environments across Afghanistan, MEHHRO implemented a total 54 projects in the area of (a) Education and Literacy, (b) Conflict resolution and mitigation, (c) Employment/livelihood related services, (d) Capacity Building & Vocational Training, (e) Gender and human rights, (f) Reconstruction, (g) Community Development and IDPs, Refugees and Returnees (f) tradition before violence with support from different donors like UN, USAID and its contractors, GIZ, DFID, Tawanmandi, Provincial Reconstruction Teams, and the Afghan Government.

Interested and eligible suppliers are invited to submit their completed BIDDER DOCUMENTS for review. The bidder documents consists of the following information that must be reviewed and completed by each applicant.

COLLECTION OF RFQs

The latest date for the collection of the Bidder documents is June 23, 2022 at 04:00 PM (Afghanistan Local Time). The bidder documents should be collected from the Procurement/Logistic Department, St# 5, Qala-e-Fatullah, and Kabul Afghanistan. Supplier also can collect the information from www.acbar.org

QUOTATIONS SUBMISSION DATE AND LOCATION

All bidder documents should be submitted in English Language in a sealed and stamp envelope. The name of the supplier and the RFQ number of the bidder process should be written on the outside of the envelope with attention to;

RFQ No. MEHHRO-FIND-VR-01

Provision of Three Vehicle Rent at Including Fuel, Driver, and Maintenance

MEHHRO Main Office, Procurement/Logistic Department

H# 34, St# 5, Qala-e-Fatullah, Kabul Afghanistan

MEHHRO anticipates selection of the winning bidder by as soon as possible. If you have any question or need further clarification please contact on our office address, stated below email.

procurement@mehhro.org

Closing date for the responding of your questions will be June 23, 2022 at 04:00 PM (Afghanistan Local Time).

BID OPENING SESSION

The opening session will be conducted on June 25, 2022 at 09:00 AM

I. BIDDER'S AGREEMENT WITH TERMS AND CONDITIONS:

The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to MEHHRO organization of a quote will constitute a Fixed Agreement and indicate the Bidder's agreement to the terms and conditions in this RFQ and any attachments hereto. MEHHRO organization reserves the right to award a purchase order without discussion and/or negotiation; however, MEHHRO also reserves the right to conduct discussions and/or negotiations, which among other things may require Bidder's to revise its quote (Technical and/or Price). Issuance of the RFQ in no way obligates MEHHRO to award a purchased order, nor does it commit MEHHRO to pay any cost incurred by the Bidder's in preparing and submitting the quote/bid.

II. INDEX OF RFQ:

This RFQ is comprised in its entirety of the following sections and appendices;

SECTION OF RFQ

- 1. SECTION:** Quotation Instructions
- 2. SECTION:** Description of Goods/Services
- 3. SECTION:** Special Provisions
- 4. SECTION:** Evaluation Criteria

APPENDICES

- A. APPENDIX:** Price Quotation Declaration Letter
- B. APPENDIX:** Bill of Quantities
- C. APPENDIX:** Summary of Relevant Capability, Experience and Past Performance
- D. APPENDIX:** Valid Business License/Certificates
- E. APPENDIX:** Financial Report (Bank Statement)
- F. APPENDIX:** Certificate Regarding Fraud and Corruption
- G. APPENDIX:** Supplier Questionnaire

III. COMPOSITION OF QUOTE:

Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E, F and G Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through G (See above).

1. SECTION: QUOTATION/BIDS INSTRUCTIONS/ADDITIONAL INFORMATION

The Bidder's shall submit its MEHHRO Price Offer/Quotation as per the following requirements;

1. Price Offer/Quotation Cover Letter signed by a person authorized to sign on behalf of the Bidders. Use the template in **APPENDIX A**.
2. All prices shall be quoted in US Dollar complete services inclusive of all taxes all charges for service contingent to the work and services.
3. MEHHRO Payment Term; Payment will have made at the end of each month after the receipt of payment invoice from vendor, payment may be delay if donor delay the installments to MEHHRO.
4. Bid Validity: Net 30 Days from Date of Submission
5. MEHHRO will not award a subcontract or purchased order to an organization without AISA/Ministry of Commerce Business License. The valid AISA/Ministry of Commerce Business License must be attached to the quotation.
6. In case the open market prices is getting increased and/or decreased 15-20% subsequently both parties are having the right to negotiate with the current prices.

2. SECTION: DESCRIPTION OF GOODS OR SERVICES REQUESTED:

Please refer to Appendix A, B, C, D, E, F and G attached list and specifications of items required.

3. SECTION: SPECIAL PROVISIONS:

The below provisions will be incorporated into any purchase order issued by MEHHRO.

3.1. GOVERNMENT WITHHOLDING TAX:

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, MEHHRO is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for profit subcontractors/vendors. In accordance with this requirement, MEHHRO shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA/Ministry of Commerce Business License. For subcontractor/vendors without active AISA/Ministry of Commerce Business License shall withhold seven percent (7%) tax will be withholding, individual vehicle supplier are exempted from Afghanistan Tax Law.

Before signing of this Agreement, the bidder/supplier will provide a copy of AISA/Ministry of Commerce Business License and TIN (Tax Identification Number). Amount 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 of file with MEHHRO.

3.2. PENALTY CHARGES:

If the bidder/supplier fails to supply the specified Goods/Services within the date stipulated, MEHHRO shall, without prejudice to its other remedies under the Purchased Order/Contract Price, as liquidated damages, deduct a sum equivalent to Five Percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual deliver, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract Value.

3.3. SOURCE, ORIGIN AND NATIONALITY:

The bidder/supplier may not supply any goods or services manufactured in or shipped from the following countries; Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

3.4. DELIVERY CONDITION:

Vehicles will be used in Logar, Wardak and Parwan Provinces of Afghanistan for COVID-19 Test and Treat Advocacy Project in LIMCs Purpose only.

3.5. INSPECTION:

MEHHRO shall have reasonable time to time, after delivery, to inspect the services and goods quality and to reject acceptance in not conforming to the specifications of this contract and offer. Recovery of the rejected items shall be the sole responsibility of the supplier.

4. SECTION: EVALUATION CRITERIA

All quotations received in response to this solicitation will be evaluated or scored (If Applicable) by evaluation sub factors. The Subcontract/Purchase Order shall be awarded on a MEHHRO value basis. The following sub factors shall be used to evaluate offers;

1. TECHNICAL ACCEPTANCE:

MEHHRO will evaluate each bidder on its expertise and specification described in the Bill of Quantity and Samples.

2. COST:

MEHHRO will consider the total cost of the bid compared to the deliverables and with the bids received from other bidders and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.

3. PAST PERFORMANCE:

The bidders shall include complete details on past activities of similar scope and size, using the format provided in **Appendix C**, and supplemented with Letter of Reference. Also, the bids will be evaluated for current and previous presence and experience.

4. FINANCIAL REPORT:

Bidders are required to submit their financial report/bank statement.

MEHHRO TENDER/BID EVALUATION REPORT FOR SELECTING CONTRACTOR

The bidders must score at least 60 to be consider a qualified bidder.

EVALUATION CRITERIA	SCORE
TECHNICAL EVALAUTION	
Company Registration Certificate	20 Points
Technical Resources (Vehicles)	20 Points
Management Human Resources	10 Points
Past Experience	10 Points
FINANCIAL EVALAUTION	
Cost/Breakdown/Financial Accuracy	20 Points
Financial Turnover Bank Statement	20 Points
TOTAL SCORE	100 Points

Note: A company getting less than 30 points in the Technical Evaluation should be excluded.

APPENDIX A

PRICE QUOTATION DECLARATION LETTER

{Print This on Your Company Letterhead}

DATE: June 8, 2022

TO: Procurement/Logistic Department of MEHHRO
H# 34, St# 5, Qala-e-Fatullah, Kabul Afghanistan
0093791888881 – 0093785344090
procurement@mehhro.org
www.mehro.org

Dear Sir/Madam!

We, the undersigned, offer to provide the Request for **RFQ No: <XXXXXXXXXX>**. Mhair Education Health and Human Rights Organization (MEHHRO) provision of vehicles in accordance with your Request for Quotation dated <June 6, 2022> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <XXXXXXXXXX>.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation (21 Day).

We understand you are not bound to accept any quotation you receive.

Yours Sincerely,

NAME OF COMPANY:

NAME OF AUTHORIZED SIGNATORY:

TITLE:

SIGNATURE:

DATE SUBMITTED:

EMAIL ADDRESS:

MOBILE NUMBER:

STAMP:

APPENDIX B

DETAILED BILL OF QUANTITY

RFQ NO:	MEHHRO-FIND-VR-01
RFQ TITLE:	Provision of Three Vehicle Rent at Including Fuel, Driver, and Maintenance
SERVICE LOCATION:	Logar, Wardak, and Parwan Provinces of Afghanistan

ITEM NAME	Toyota Corolla Fielder
SPECIFICATIONS:	Model: 2006, 1.5 X Specs, No. of Speeds: 5MT, Fuel Tank Capacity: 50Liter, Seat Rows: 2, Engine Code: 1NZ-FE, No. of Cylinders: 4 DOHC, Fuel Type: Regular Gasoline, Fuel Consumption: 5.8 L/100KM, Steering Location: Lift, Engine Size/Engine Capacity: 1500 cm3, Air Bag: Active Driver and Passengers Airbags (Standard), Air Conditioner: Manual Air Conditioning (Standard)
QUANTITY:	1
DURATION/MONTH:	10 Months
LOCATION:	Parwan Province Afghanistan
K/M USE PER MONTH:	Approximately 1500KM
UNIT RENT (GROSS) \$	
TOTAL RENT (GORSS) \$	

ITEM NAME	Toyota Corolla
SPECIFICATIONS:	Model: 2007, Engine Type: Oil, Transmission: 4-Speed Automatic, Cylinder: 4 inline, Fuel System: SFI, Brake Type: PWR, Air Bag: Active Driver and Passengers Airbags (Standard), Air Conditioner: Manual Air Conditioning (Standard), Fuel Tank Capacity: 13.2 Gallon, Horsepower: 126hp @ 6000 RPM, Fuel Consumption: 7.8L/100KM, Engine: 1.8L L4 DOHC 16-Valve,
QUANTITY:	2
DURATION/MONTH:	10 Months
LOCATION:	Logar and Wardak
K/M USE PER MONTH:	Approximately 1500KM
UNIT RENT (GROSS) \$	
TOTAL RENT (GORSS) \$	

NAME OF COMPANY:

NAME OF AUTHORIZED SIGNATORY:

TITLE:

SIGNATURE:

DATE SUBMITTED:

EMAIL ADDRESS:

MOBILE NUMBER:

STAMP:

VEHICLE DELIVERY SCHEDULE:

The supplier shall provide (Toyota Fielder 2005>, and Toyota Corolla 2005>) with driver's, fuel, and maintenance cost.

VEHICLE REGISTRATION:

A vehicle must have a valid registration documents. Copies of the registration document will be provided to MEHHRO. And all individual vehicles will be provided with the mentioned province number plates.

1. DRIVERS:

The vendor, supplier or transporter is responsible to provide police clearance and background check documents to MEHHRO. Additionally, the drivers must hold a valid driver's license issued by the Government of Islamic Republic of Afghanistan. Copies of the driver's license will be kept in the MEHHRO procurement file. The vendor, supplier, or transporter will make every effort to hire drivers within the districts and province mentioned in the Goods & Services Section. If a driver will not be able to report to work due to emergencies or sickness, the vendor, supplier or transporter is responsible to provide a replacement of the driver and vehicles immediately.

2. DISCIPLINE:

The driver should follow the office discipline and he should have at least 3 years' experience in driving of cars with NGOs or International Organization.

3. TRAFFIC LAWS:

A driver provided by the vendor, supplier or transporter must obey all traffic laws in the Islamic Republic of Afghanistan.

4. VEHICLE FUEL:

A driver provided by the vendor, supplier or transporter must ensure that the vehicles are fueled at the end of day. The vehicle fuel is the responsibility of the vendor, supplier or transporter.

5. VEHICLE MAINTENANCE:

The vendor, supplier, or transporter shall ensure that the vehicle is fully serviced and working properly, which, includes but are not limited to air conditioning, oil changes, break

services/replacement, tire replacement, etc. The vendor, supplier, transporter will provide a replacement vehicle in the event of vehicle breakdown or service.

6. ACCIDENTS AND THEFT:

The vendor, supplier, or transporter will provide a replacement vehicle in case of accident of vehicle or theft. MEHHRO will not be held liable for any damaged or stolen vehicles. All drivers provided by the vendor, supplier, or transporter must carry enough cash in case of emergencies.

7. RUN UP:

The provided vehicle by vendor, supplier, or transporter have to run up to approximately 1,500 KM in a month if the run KM is more than 1,500.

8. SECURITY SITUATION:

Due to security situation the vendor, supplier or transporter is responsible to change/replace the vehicles at the province and district project site after each 4 months if possible.

9. TRIP:

All the vehicles must trip from province to district and from district to village and return.

10. TIMING:

The official timing is from 08:00 AM Until 05:00 PM and 6 days a week.

APPENDIX C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that MEHHRO illustrate your experience relevant to this RFQ or similar activities, sorted by decreasing order of completion date.

PROJECT TITLE & DESCRIPTION OF ACTIVITIES	LOCATION	CLIENT NAME & TEL #	TOTAL BUDGET \$	PROJECT DURATION		COMPLETED ON SCHEDULE (YES/NO)
				START DATE	END DATE	

NAME OF COMPANY:

NAME OF AUTHORIZED SIGNATORY:

TITLE:

SIGNATURE:

DATE SUBMITTED:

EMAIL ADDRESS:

MOBILE NUMBER:

STAMP:

APPENDIX D
BUSINESS LICENSE/CERTIFICATE

Please attached a valid business license here

APPENDIX E
FINANCIAL REPORT OR BANK STATEMENT

Please provided at least three year financial report or bank statement.

APPENDIX F

CERTIFICATE REGARDING FRAUD AND CORRUPTION

MEHHRO treats all reports of possible fraud/abuse very seriously mean **zero tolerance**. Acts of fraud or corruption will not be tolerated and MEHHRO employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Should any employee from MEHHRO ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in order to; a) Participate in or to win an award, or b) Have any aspect of your work or invoices approved, or c) Resume work at a work site, or d)Threatens that any aspect of your work performance or payment request will be delayed or rejected without payment of a fee or bribe, or e) Other illegal use of an official MEHHRO position,

You are asked to immediately report the incident to MEHHRO Fraud Prevention Department at the email address; fraud@mehhro.org

If you would prefer, you may call the **Program Director** at **0093785344090** and we ensure anonymity and an unbiased, serious review and treatment of the information provided.

Further, MEHHRO will not tolerate any of its grantees or vendors attempting to bribe or making payments to any employee in order to; a) Participate in or to win an award, or b) Have any aspect of your work or invoices approved, or c) Resume work at a work site

In the event MEHHRO finds that a grantee/vendor has paid or attempted to pay a bribe to MEHHRO employee, any current awards to the organization will be terminated and the organization will not be eligible for further awards with MEHHRO.

With my signature below, I certify that neither myself nor any of the employee of <Insert the company name> will attempt to bribe or make any payments to MEHHRO employees in return for; a) Participate in or to win an award, or b) Have any aspect of your work or invoices approved, or c) Resume work at a work site

Should any employee from MEHHRO ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in return for anything of value as listed above, the organization agrees to immediately report the incident to MEHHRO Fraud Prevention Department or through email: fraud@mehhro.org

NAME OF COMPANY:

NAME OF AUTHORIZED SIGNATORY:

TITLE:

SIGNATURE:

DATE SUBMITTED:

EMAIL ADDRESS:

MOBILE NUMBER:

STAMP:

APPENDIX G
SUPPLIER QUESTIONNAIRE

The information provided in response to this questionnaire will be held confidential by MEHHRO for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent. Please provide the following information:

NO	QUESTIONS	ANSWERS
1	Name of Supplier	
2	Address of Supplier	
3	Contact Name	
4	Telephone Number	
5	Email Address	
6	What are your opening hours/days	
7	Company Registration Number	
8	Please attached company registration	
9	Annual turnover of your company	
10	Number of employees in your company	
11	Name of Bank	
12	Bank Details	
13	What products and services do you supply?	
14	Are you able to provide samples of your goods?	
15	What warranties/report services do you offer?	

It should be noted that the answers you provide to this questions might influence your potential relationship with MEHHRO. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to MEHHRO in writing immediately