NORWEGIAN REFUGEE COUNCIL (NRC) AFGHANISTAN

TENTS FOR RENTAL VEHICLE

ITB Number: NRCSO160013

11 December 2016


SUBJECT: Invitation to tender for Vehicle Rental for NRC Jalalabad office

Dear Mr/Ms

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by NRC in writing at least 5 working days before the deadline for submission of tenders. NRC will reply to bidders’ questions at least 2 working days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before 4:00pm on Friday 30 December 2016, as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely, < Name and signature >

This ITB document contains the following:
1. This cover Letter
2. Section 2: Bid Data sheet
3. Section 3: NRC Invitation to bid general terms & condition
4. Section 4: Bidder Response Document – Company Information – To be completed by bidder
5. Section 5: Bidding Form - To be completed by the bidder
6. Service Provision Descriptive
7. Supplier’s ethical standards declaration (Section 7)
SECTION 2
Bid Data Sheet

1. BACKGROUND DATA

| Contract Name: Tendering of Rental vehicle Vehicles – Jalalabad - 2017 | ITB Number: NRC-SO160013 |

This bid is issued by Norwegian Refugee Council (NRC° office in Afghanistan. Any correspondence can be addressed the following address office – Phase 4, Old Saranwali Street, House 3, near UNICEF compound, Jalalabad, Nangarhar

2. SPECIFICATIONS
The Contracts eligible for bidding are:

<table>
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<tr>
<th>No</th>
<th>Description</th>
<th>SPECIFICATIONS</th>
<th>Quantity</th>
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</table>
| 1  | 1- Toyota Corolla (Model 1997 or above) including the following:  
  • Left Hand Drive, Petrol Engine  
  • Instrument Panel of vehicle in full working order  
  • Vehicle in full working order  
  • Passenger Capacity – 5 people  
  • Seat Belts in Good Condition  
  • Tyres, including spare, in good condition  
  • Snow chains to be provided in winter time  
  • Air conditioner (both hot and cold) should be fully functional  
  • Fire extinguisher & set of tools  
  • Fuel Consumption is to standard of manufacturer specifications.  
  2- Insurance:  
  • Third party insurance  
  3- Driver:  
  • Driver with valid license, experience more than 1 year  
  • Driver has be able to complete a vehicle logbook, agree to and sign NRC drivers manual and agree to NRC Security Guidelines and Code of Conduct  
  • Fuel should be fully provided by rental company, up to 1800kms (monthly) and then NRC will pay for fuel  
  • Vehicle will remain at NRC compound  
  • Full maintenance to be provided by rental company (access for servicing provided on weekend only)  
  • Vehicle replacement within two hours, if breakdown/accident occurs.  
  • Replacement driver (mobile driver) with two hours if requested by NRC  
  • Rental company is fully responsible for damage, accident to vehicle  | 10 |
### Toyota Hilux

1. **Toyota Hilux (Model 1998 or above) including the following:**
   - Left Hand Drive, Diesel Engine
   - Instrument Panel of vehicle in full working order
   - Vehicle in full working order
   - Passenger Capacity – 5 people
   - Seat Belts in Good Condition
   - Tyres, including spare, in good condition
   - Snow chains to be provided in winter time
   - Air conditioner (both hot and cold) should be fully functional
   - Fire extinguisher & set of tools
   - Fuel Consumption is to standard of manufacturer specifications.

2. **Insurance:**
   - Third party insurance

3. **Driver:**
   - Driver with valid license, experience more than 1 year
   - Driver has be able to complete a vehicle logbook, agree to and sign NRC drivers manual and agree to NRC Security Guidelines and Code of Conduct
   - Fuel should be fully provided by rental company, up to 1800kms (monthly) and then NRC will pay for fuel
   - Vehicle will remain at NRC compound
   - Full maintenance to be provided by rental company (access for servicing provided on weekend only)
   - Vehicle replacement within two hours, if breakdown/accident occurs.
   - Replacement driver (mobile driver) with two hours if requested by NRC
   - Rental company is fully responsible for damage, accident to vehicle

4. **Color**
   - Any color except military color
3. **SCHEDULE & DEADLINE FOR SUBMISSION**

The deadline for submission of bids is 4:00pm on the 30th December 2016. Late bids will not be accepted.

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<tr>
<th>Event</th>
<th>DATE</th>
<th>TIME*</th>
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<tbody>
<tr>
<td>Invitation to Bid release</td>
<td>14 December</td>
<td>8.00am</td>
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<tr>
<td>Deadline for request for any clarifications from NRC</td>
<td>22 December</td>
<td>10.00am</td>
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<tr>
<td>Last date on which clarifications are issued by NRC</td>
<td>25 December</td>
<td>3.00pm</td>
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<tr>
<td>Deadline for submission of tenders (receiving date, not sending date)</td>
<td>03 Jan 2017</td>
<td>4:00pm</td>
</tr>
<tr>
<td>Tender opening session by NRC</td>
<td>05 Jan 2017</td>
<td>10:00am</td>
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<tr>
<td>Notification of award to the successful tenderer</td>
<td>08 Jan 2017</td>
<td>03:00PM</td>
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<tr>
<td>Signature of the contract</td>
<td>09 Jan 2017</td>
<td>03:00pm</td>
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Please note all dates are provisional dates and NRC reserves the right to modify this schedule.

4. **MANNER OF SUBMISSION:**

Please submit your bids in accordance with the requirements detailed below:

Complete sealed bid documents shall be hand delivered at NRC Office at not later than **04.00pm** on the due date indicated above. Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend.
SECTION 3
NRC Invitation to bid - General terms & conditions

1. **SCOPE OF BID**
   1.1 The bid is based on the scope of the assignment as determined in Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
   1.2 The successful Bidder will be expected to complete the assignment by the Intended Completion Date specified in the contract to be signed.

2. **CORRUPT PRACTICES**
   2.1 **Norwegian Refugee Council** requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Norwegian refugee Council defines, for the purposes of this provision, the terms set forth below as follows:
      a) “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
      b) “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Norwegian Refugee Council, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Norwegian Refugee Council of the benefits of free and open competition;

In any case where fraud or corruption is identified, NRC will:
   - reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
   - remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
   - liaise with District Officials to report if fraudulent or corrupt practices are identified
   - terminate works

2.1 Any communications between a Bidder and the Norwegian Refugee Council related to matters of alleged fraud or corruption must be made in writing and addressed to the Country Director in Afghanistan

3 **ELIGIBLE BIDDERS**
A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of Works:
   (a) the bidder must have been pre-qualified with Norwegian Refugee Council for the Financial Year;
   (b) the bidder, at the time of bid, is not:
      (i) insolvent;
      (ii) in receivership;
      (iii) bankrupt; or
      (iv) being wound up
   (c) the bidder’s business activities have not been suspended;
   (d) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
   3.1 (e) The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a
case where TAX is included in a bid, a copy of the TAX certificate must accompany the bid. A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding process; or

3.2 A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.

3.3 NRC reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited too: child labour, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labour.

4 CONDITIONS RELATED TO THE EMPLOYEES

4.1 No workers in our company will be forced, bonded or involuntary prison workers.

4.2 Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.

4.3 Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

4.4 Working hours for drivers are from 07.30hrs to 16.00hrs, from Sunday to Thursday. Vehicles may be required after hours, but notification will be given in advance.

4.5 Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.

4.6 Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.

4.7 There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

4.8 Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

4.9 Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.

4.10 Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

5 JOINT VENTURES, CONSORTIA AND ASSOCIATIONS

Bids submitted by a joint venture, consortium or association of two or more firms as partners will only be accepted in exceptional circumstances.
6 **ONE BID PER BIDDER PER WORK**

   Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder’s participation to be rejected.

7 **COST OF BIDDING**

   The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Norwegian Refugee Council shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8 **COMPANY VISIT**

   The Bidder, at the Bidder’s own responsibility and risk, is encouraged to visit and examine the office of the company, for inspection purposes.

9 **INSPECTION**

   NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot visits to the company premises must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

10 **OBTAINING AND COMPLETING BIDDING DOCUMENTS**

   8.1 Bidders who did not obtain the Bidding Document directly from the Norwegian Refugee Council will be rejected during evaluation. Where a Bidding Document is obtained from the Norwegian Refugee Council on a Bidder’s behalf, the Bidder’s name must be registered with the Norwegian Refugee Council at the time of issue.

   8.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

11 **CLARIFICATION OF BIDDING DOCUMENT**

   A prospective Bidder requiring any clarification of the Bidding Document shall contact the Norwegian Refugee Council in writing. The Norwegian Refugee Council will respond in writing to any request for clarification before the deadline for clarification of bids. The Norwegian Refugee Council shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

12 **AMENDMENT OF BIDDING DOCUMENT**

   12.1 At any time prior and until 48 hours prior to the deadline for submission of bids, the Norwegian Refugee Council may amend or cancel the Bidding Document by informing the bidders.

   12.2 To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Norwegian Refugee Council can, at his discretion, extend the deadline for the submission of bids.

13 **LANGUAGE OF BID**
13.1 The bid, as well as all correspondence and documents relating to the bid shall be written in English.

13.2 Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

14 DOCUMENTS COMPRISING THE BID

14.1 The bid submitted by the Bidder shall comprise the following:

- Signed and stamped Contractor’s Biding form in Section 5
- Any other information and documents requested in Section 4.
- Service provision Schedule (as in Section 6)
- Supplier’s ethical standards declaration (Section 7)

14.2 All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

15 BID PRICE FOR SERVICE CONTRACT

15.1 Bid prices are for complete contracts. Contracts cannot be subdivided into pieces. Where a bid is submitted, all relevant information must be completed.

15.2 Unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.

15.3 The priced information submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:

(a) If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
(b) If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.
(c) The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.
(d) According to article No 73 of Income Tax law of 1384 amended to Article No 72 the Client will withhold:

2% of contract value, if the Contractor holds a valid business licence,
7% of contract value, if the Contractor does not have valid business licence.

16 CURRENCIES OF BID AND PAYMENT

All prices shall be quoted by the Bidder in Afghani, unless otherwise stated. Similarly, all payments will be made in Afghani.

17 BID VALIDITY

17.1 Bids shall remain valid for a period of 60 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.
17.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the bid is not permitted.

18 ALTERNATIVE BIDS

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in the BDS.

19 FORMAT AND SIGNING OF BID

The Bidder shall prepare one set of bid documents per contract that he wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

20 SEALING AND MARKING OF THE BID

18.1 The Bidder shall enclose the bid for each contract in an plain envelope securely sealed
18.2 The envelopes shall:
   (a) be addressed to the Logistics Office, Norwegian Refugee Council, in the location specified in the Bid Data Sheet
   (b) bear the Contract number
   (c) no other markings should be on the envelope
18.3 If all envelopes are not sealed and marked as required, the Norwegian Refugee Council will reject the bid. If there is an issue with submission of the bid, please contact the logistics office.

21 DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by the Norwegian Refugee Council at the address given and no later than the date and time indicated in the Bid Data Sheet.

22 LATE BIDS & INCOMPLETED BIDS

21.1 The Norwegian Refugee Council shall not consider any bid that arrives after the deadline for submission as stipulated in the Bid Data Sheet. Any bid received by the Norwegian Refugee Council after the deadline for submission of bids shall be declared late and rejected.
21.2 The Norwegian Refugee Council shall not consider any bid that is not fully completed with all information requested. The Bid will be automatically be rejected in its entirety

23 WITHDRAWAL AND REPLACEMENT OF BIDS

23.1 A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:
   (a) submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT” and
(b) received by the Norwegian Refugee Council prior to the deadline for submission of bids, in accordance with the Bid Data Sheet

23.2 After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice.

24 **CONFIDENTIALITY**

24.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.

24.2 Any effort by a Bidder to influence the Norwegian Refugee Council in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

24.3 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Norwegian Refugee Council on any matter related to the bidding process, it should do so in writing.

25 **CLARIFICATION OF BIDS**

Norwegian Refugee Council may, at its discretion, ask any Bidder for a clarification of its Bid. The Norwegian Refugee Council’s request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Norwegian Refugee Council shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

26 **BIDS VALIDATION**

26.1 The Norwegian Refugee Council’s determination of a Bid’s validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid

26.2 A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;

26.3 the scope, quality, or performance of the service specified in the Contract; or

26.4 limits in any substantial way, the Norwegian Refugee Council’s rights or the Bidder’s obligations under the Contract

27 **EVALUATION OF BID**

27.1 The Norwegian Refugee Council shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;

- Price in comparison to NRC established rate (Financial evaluation)
- Standard of vehicles as mentioned in section 2
- In case of two contractors being scored the same in the evaluation, the one with the highest technical ranking will be awarded the contract

27.2 Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require NRC to verify the identity of the bidder prior to financial
transactions. NRC reserves the right to use online screening tools to check the bidder’s record with regards to their possible involvement in illegal or unethical practices. Norwegian Refugee Council reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.

28 AWARD PROCEDURE
28.1 The Norwegian Refugee Council shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period.
28.2 Any bidder who has not been awarded a contract, will be notified in writing.
28.3 Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and NRC.
28.4 The Award Letter will state the sum that the Norwegian Refugee Council will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
28.5 The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.
28.6 The successful bidder(s) must be able to provide proof of ownership and valid vehicle licenses for each vehicle that would be provided under the final contract agreement.

29 SIGNING OF CONTRACT
29.1 Upon receipt of the Letter of Acceptance, the Norwegian Refugee Council shall call the successful Bidder to sign the Contract.
29.2 Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Norwegian Refugee Council.
SECTION 4

Technical description of the bid for service provision

TENDER PURPOSE AND EXPECTED RESULTS:

The Norwegian Refugee Council expected the provision of vehicles as stated in the Bidding Form to carry NRC personnel and some cargo (Hilux only) to field sites in Jalalabad and Nangarhar Province. The vehicles may also be required to carry out trips to Kabul, if requested to do so.

The payments will be made on a monthly basis, based on submission of invoice, and after clarifications are accurately made on the invoice.

Please provide information against each requirement.

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided please include on a separate attachment with a reference to the question.

1. Bidder’s general business details

   a. General information

   | Company name: |  |
   | Any other trading names of company: |  |
   | Registered name of company (if different): |  |
   | Nature of primary business/trade: |  |
   | Primary contact name: |  |
   | Job title: |  |
   | Phone: |  |
   | Email: |  |
   | Registered Address: |  |

   | Business licence number: |  |
   | Country of registration |  |
   | Registration date: |  |
   | Expiry date: |  |
   | Legal status of company (eg. partnership, private limited company, etc.) |  |

   b. Provide the full names and the year of birth of the company’s owner(s) and manager(s)*:

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<th>Full name</th>
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* Please note this information is necessary in order to conduct the vetting procedure referred to in clause 25 of the Invitation to Bid-General Terms and Conditions.
c. Company bank account details:

Beneficiary name: 
Beneficiary account no.: 
Beneficiary Bank: 
Bank branch: 
SWIFT: 
IBAN: 
Bank address: 

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d. Provide details of at least 3 recent provision of vehicles (or similar contract) projects you have provided recently (within the last 3 years):

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<th>Client name</th>
<th>Project description</th>
<th>Project location</th>
<th>Project start</th>
<th>Project end</th>
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<th>Project value (AFN)</th>
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e. Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, who can attest you have completed similar works:

<table>
<thead>
<tr>
<th>Client/company name</th>
<th>Contact person</th>
<th>Phone</th>
<th>Email</th>
<th>Contract details (Provisions, location, size, value, etc.)</th>
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g. Please list the employees who would be involved with NRC in the event of contract award:

<table>
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<tr>
<th>Employee name</th>
<th>Job title</th>
<th>Role on NRC project</th>
<th>Phone</th>
<th>Email</th>
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2. Please provide details of any relevant vehicles/equipment/machinery owned by the company that would potentially be used for provision of vehicles: *(do not mention rented items)*

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<th>Type of / vehicles/ equipment/ machinery</th>
<th>Quantity</th>
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3. Delivery times
NRC is seeking suppliers who are able to commence works within 1 week from the closing date of this tender.
   a) In the event of contract award, please confirm you can commence works within 1 week from the closing date of the tender?
      ☐ Yes
      ☐ No* 
      If No, please confirm when you could start?______________________________

4. Insurance
Please provide details of vehicle insurance and type that of insurance that will be offered. (Please note that a copy of the insurance certificate may be asked for.)

Duration of warranty (months/years): 

5. Bid Validity
Please confirm the validity of your bid below (in months): (Please note that minimum is three months.)

6. Subcontracting
Please be advised that subcontracting is not permitted. Bidders must have the capacity to provide the full quantity of vehicles required.

7. Vehicle Inspection
Bidders will be required to provide one vehicle for inspection, if award letter is issued to potential supplier. If contract is awarded, then the supplier is expected to provide all requested vehicles for full inspection, prior to operational usage. Vehicles will be inspected by qualified NRC staff.

8. Pricing proposal
Please refer to the Pricing Proposal in Section 5. Please complete the relevant format of vehicles for which you are bidding.
   NB: 
      a) All prices must be in Afghani (AFN);
      b) Please ensure you complete in full. All prices should include tax, any parts left out will be automatically rejected.

Once complete, please ensure that you sign, stamp and submit to NRC in a separate envelope to your technical bid clearly marked ‘ITB No. NRCS016013 Financial bid’. Do NOT include your Pricing Proposal in your technical bid.

9. Confirmation of Bidder’s compliance
We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We confirm compliance with:
   1. The required specifications
   2. NRC Invitation to Bid - General Terms & Conditions
   3. NRC’s Suppliers Ethical Standards Declaration (Annex C attached)
Technical Bid:
The following documents are included in our Technical Bid: (please indicate which documents are included by ticking the boxes below). No indication of prices should be included in the Technical Bid.

<table>
<thead>
<tr>
<th>Documents</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Section 4: Bidder Response document; completed, signed and stamped</td>
<td>☐</td>
</tr>
<tr>
<td>2. Section 6: Service provision descriptive</td>
<td>☐</td>
</tr>
<tr>
<td>3. Section 7: Supplier’s ethical standards declaration; completed, signed and stamped</td>
<td>☐</td>
</tr>
<tr>
<td>4. Company profile document</td>
<td>☐</td>
</tr>
<tr>
<td>5. Copy of valid Afghan business licence (AISA)</td>
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</tbody>
</table>

Financial Bid:
The following document is included in our Financial Bid: (please indicate this is included by ticking the box).

<table>
<thead>
<tr>
<th>Documents</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Section 5: Pricing Proposal completed, signed and stamped</td>
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</tbody>
</table>

We understand that NRC is not bound to accept the lowest, or indeed any bid, received. We agree that NRC may verify the information provided in this form itself or through a third party as it may deem necessary.

We confirm that NRC may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signed: ______________________________

Name: ______________________________

Job title: __________________________

Contact telephone: __________________

Contact email: ______________________

Company name: ______________________

Date: ______________________________

(Please provide an official stamp)
1. **THE CONTRACTOR’S BID**

To: Norwegian Refugee Council

Suppliers’ Name: _____________________

Procurement Reference: _____________________

We offer to supply the rental vehicle listed below in accordance with the terms and conditions stated in your invitation to bid referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the invitation to bid.

The validity period of the offer is: _______________ months.

We confirm that the prices quoted in the Price Schedule are fixed and firm for the duration of one year and will not be subject to revision or variation.

Currency of the Bid: _______________
<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Specifications</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price with tax per month (Afghani)</th>
<th>Total Price with tax per month (Afghani)</th>
</tr>
</thead>
</table>
| 1  | 1- Rental Vehicle for NRC Jalalabad     | **1- Toyota Corolla (Model 1997 or above) including the following:**  
  - Left Hand Drive, Petrol Engine  
  - Instrument Panel of vehicle in full working order  
  - Vehicle in full working order  
  - Passenger Capacity – 5 people  
  - Seat Belts in Good Condition  
  - Tyres, including spare, in good condition  
  - Snow chains to be provided in winter time  
  - Air conditioner (both hot and cold) should be fully functional  
  - Fire extinguisher & set of tools  
  - Fuel Consumption is to standard of manufacturer specifications.  
**2- Insurance:**  
- Third party insurance  
**3- Driver:**  
- Driver with valid license, experience more than 1 year  
- Driver has be able to complete a vehicle logbook, agree to and sign NRC drivers manual and agree to NRC Security Guidelines and Code of Conduct  
- Fuel should be fully provided by rental company, up to 1800kms (monthly) and then NRC will pay for fuel  
- Vehicle will remain at NRC compound  
- Full maintenance to be provided by rental company (access for servicing provided on weekend only)  
- Vehicle replacement within two hours, if breakdown/accident occurs.  
- Replacement driver (mobile driver) with two hours if requested by NRC  
- Rental company is fully responsible for damage, accident to vehicle  
**4- Color**                                                                                                                                   | Vehicle | 10                                           |                                                                                       |                                           |
### Rental Vehicle

1. **1-Toyota Hilux (Model 1998 or above) including the following:**
   - Left Hand Drive, Diesel Engine
   - Instrument Panel of vehicle in full working order
   - Vehicle in full working order
   - Passenger Capacity – 5 people
   - Seat Belts in Good Condition
   - Tyres, including spare, in good condition
   - Snow chains to be provided in winter time
   - Air conditioner (both hot and cold) should be fully functional
   - Fire extinguisher & set of tools
   - Fuel Consumption is to standard of manufacturer specifications.

2. **2-Insurance:**
   - Third party insurance

3. **3-Driver:**
   - Driver with valid license, experience more than 1 year
   - Driver has be able to complete a vehicle logbook, agree to and sign NRC drivers manual and agree to NRC Security Guidelines and Code of Conduct
   - Fuel should be fully provided by rental company, up to 1800kms (monthly) and then NRC will pay for fuel
   - Vehicle will remain at NRC compound
   - Full maintenance to be provided by rental company (access for servicing provided on weekend only)
   - Vehicle replacement within two hours, if breakdown/accident occurs.
   - Replacement driver (mobile driver) with two hours if requested by NRC
Annex -10A Logistics Handbook

- Rental company is fully responsible for damage, accident to vehicle

4- **Color**
- Any color except military color

<table>
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<tr>
<th>Name of Signatory:</th>
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<tbody>
<tr>
<td>Title of Signatory:</td>
<td>Name of Bidder:</td>
</tr>
<tr>
<td>Signature &amp; stamp:</td>
<td>Tel N°:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
</tbody>
</table>

2. **QUALIFICATION REQUIREMENTS**

Please provide the information required by attachment;

1. Current Trading License for work
2. A copy of the **VAT certificate** must be provided
3. Current Commercial **Bank** (name) ..................................................
SECTION 6
Service provision descriptive

The Rental Vehicle Company should describe in detail his service provision and demonstrate how it is suitable to NRC activities in Jalalabad and N’ghar Province. (example - maintenance facilities, a large number of good drivers)

NRC as a humanitarian organisation expects its suppliers and contractors to have high ethical standards. Any organization supplying goods or services to NRC valued at over 10,000 USD (or equivalent) in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform spot checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet, or is not taking appropriate steps to meet, these standards, mentioned in Section 2, contract will not be awarded and all possible contracts and agreements present with NRC may be terminated.

(If further information is needed, please add)

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SECTION 7
SUPPLIER’S ETHICAL STANDARDS DECLARATION

NRC as a humanitarian organisation expects its suppliers and contractors to have high ethical standards. Any organization supplying goods to NRC valued at over 10,000 USD (or equivalent) in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform spot checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet, or is not taking appropriate steps to meet, these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business;
2. Meet the ethical standards as listed below; or
3. Positively agree to the standards and be willing to implement changes in their organisation.

1. Anti-corruption and suppliers compliance with laws and regulations:
   1.1. The supplier confirms that it is not involved in any form of corruption.
   1.2. Where any potential conflict of interest exists between the supplier or any of the suppliers staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
   1.3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
   1.4. The supplier shall be registered with the relevant government authority with regard to taxation.
   1.5. The supplier shall pay taxes according to all applicable national laws and regulations.
   1.6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.

2. Conditions related to the employees:
   2.1. No workers in our company will be forced, bonded or involuntary prison workers.
   2.2. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
   2.3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
   2.4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
   2.5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.
   2.6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
   2.7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
   2.8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
   2.9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
2.10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.

2.11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).

2.12. Workers shall be provided with at least one day off for every 7 day period.

2.13. All workers are entitled to a contract of employment that shall be written in a language they understand.

2.14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.

2.15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

2.16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.

2.17. No Deductions from wages shall be made as a disciplinary measure.

3. **Environmental conditions:**

3.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.

3.2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.

3.3. National and international environmental legislation and regulations shall be respected.

3.4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

We, the undersigned verify that we are in compliance with all applicable laws and regulations and meet the ethical standards as listed above, or positively agree to these ethical standards and are willing to implement necessary changes in the organisation.

**DATE:** ______________________

**NAME OF SUPPLIER/COMPANY:** ______________________________________________

**NAME OF REPRESENTATIVE:** ______________________________________________

**SIGNATURE:** ______________________________________________

**COMPANY STAMP:** _________________________________________