



Organization for Research and Community Development

Request for Quotation

For Rented Vehicles

ORCD intends to hire **two** rented vehicles for its **CCAP** project, for one year in **2019**. ORCD invites qualified and interested transport firms and individuals to provide quotations to ORCD Procurement, Logistics and Supply Department no later than **April, 09, 2019**.

Interested bidders are requested to provide their quotations in sealed envelopes and write their contact details on envelop of the quotation.

ORCD will open sealed bids in the presence of bidders and the procurement committee on a later date which shall be announced to bidders on phone. Please see the below table for more information.

Quantity	Provinces	Type of Vehicle	duty Station	Activity/ Destination	Documents	Expenditure	Exp. Date
02	Ghazni	Corrolla 1992-1997	Ghazni Province and Khwaja Omeri District. 24/7	Travels within the Province for the purpose of Pick and Drop of staffs to official meetings held in the city, and field visits, missions from Ghazni to Kabul	Vehicle documents must be clean with Mol and Municipality	All expenses (fuel, lubricants, salary of driver, maintenance and repairing and etc.) should be borne by the owner	04/09/19

Important notes:

01. Contract duration - from **/April/2019 to 31/December/2019**.
02. Working hours - full time
03. Prices Must be in AFN

Organization background:

Organization for Research & Community Development (ORCD) is a Non-governmental, Non-political, Non-profitable and independent organization founded in 2010 by a group of community development and research specialist. The aim of the organization is to contribute to the development of Afghanistan as an integral part of the international community. It envisages accomplishing its aims by building local capacities, generating evidence in various disciplines, promoting evidence based on best practices and implementing development projects aimed at community development at the grass root level. ORCD is a multi-donor funded NGO, implementing refugees/returnees and IDPs assessment, assistance & protection, health, agriculture and community development projects in several provinces of the country. ORCD would like to implement Basic Package of Health Services (BPHS) System Enhancement for Health Action in Transition (SEHAT Phase-II) in Ghazni province funded by (MoPH/WB) for which it would like to seek qualified people.

ORCD Supplier Code of Conduct

ORCD expects its suppliers to fully adhere to the following principles and codes of conducts in the areas as mentioned below:

Labour:

- To recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively. Additionally, to protect those workers from any action or discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.
- To prohibit forced or compulsory labour in all its forms.
- Not to employ: a) children below 14 years of age or comply with the minimum age permitted by the law of the country of operations. b) Persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.
- To ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country of operations.
- To ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out).
- To ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

Human Rights:

- To support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.
- To create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
- Not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

- To have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.
- Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
- Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal
- Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.
- Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

- To adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.
- To disclose to ORCD any situation that may appear as a conflict of interest and ORCD official or professional under contract ORCD may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.
- ORCD has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. ORCD will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. ORCD expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to an ORCD staff member in order to facilitate the suppliers’ business with ORCD.

Post-employment restrictions may apply to ORCD staff in service and former ORCD staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. ORCD suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Submission guideline:

Qualified and interested bidders should submit Quotations in sealed envelopes to the following address:

ORCD Head Office

Transport Department

House # 2584, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project Kabul, Afghanistan

Tel # for queries: 0728-435975

Email for queries: j.mahmoody@orcd.org.af