
GIZ Office Kabul, Afghanistan

Project no.:

Framework

03.9206.8-001.00

1. GIZ background

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. GIZ operates throughout Germany and in more than 130 countries worldwide. We have more than 17,000 staff members around the globe, some 70% of whom are employed locally as national personnel.

With an international remit and a multicultural working atmosphere, we are successful because we share knowledge across disciplinary frontiers.

2. Objectives

Due to security situation GIZ would like to hire a rental low profile vehicles. The vehicle and drivers shall be made available normally during working days Sunday to Saturday. The normal work day shall be between 07.00 AM and 19.00 PM (maybe adjusted). Occasionally, GIZ may need cars during weekend or GIZ public holiday:

3. Scope of Work

This section provides an indicative scope of work for the firm. It shall, however, be the responsibility of the firm to carry out all the tasks for smooth dispatch services of the GIZ.

- (i) During the period of operation for GIZ, the vehicle shall carry passengers or goods authorized by GIZ.
- (ii) The vehicle shall be clean, inside and out, and free from any unpleasant odor;
- (iii) The vehicle shall be Road-worthy and in good condition.
- (iv) The vehicle shall be Equipped with necessary safety items, including fire extinguisher, first aid kit, seat-belt restraints, spare tire, mechanical jack and basic hand tools;
- (v) The vehicle shall be compliant with applicable insurance, safety or other motor vehicle requirements
- (vi) The vehicle shall be registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by Afghanistan traffic law.
- (vii) Due to escalation of security situation the vehicle must be change after 6 months under one year contract and same specifications except the color of vehicle.
- (viii) Service providers shall be fully responsible for operation of the vehicle and ensure that the driver operates the vehicle in accordance with applicable law.
- (ix) Service providers shall be fully responsible for payment of salary and other benefits including leave entitlement to their drivers as required by the governing labor laws. GIZ shall not be liable for any action, omission, negligence or misconduct of such driver, nor for any costs, expenses or claims associated with any illness, injury, death or disability of such driver performing services in connection with the contract. GIZ shall have no responsibility vis-à-vis the Driver.
- (x) Service providers shall be fully responsible for refueling of rented vehicle.

- (xi) Service providers shall be fully responsible for garaging of the vehicles at night, weekends and public holidays at no additional cost to the GIZ.
- (xii) During the period of operation for GIZ, the driver shall receive instructions solely from the GIZ authorized passenger and travel the most efficient, safe and secure route to any indicated destination, without deviation for personal or other reasons not associated with GIZ interests, and without interruption of GIZ's purposes for the trip.
- (xiii) Service providers shall be fully responsible for any and all maintenance, servicing and repair needs of the vehicle during the term of this contract, and all costs related thereto, and shall ensure that the vehicle operates properly during the term of this Contract. Except in the case of emergencies, service providers shall ensure that service and repair does not take place during the hours that GIZ requires the vehicle, or at any other time that will interfere with GIZ's purposes for the use of the vehicle.
- (xiv) GIZ reserves the right to inspect the vehicle before putting it into service under the terms of this contract, or at any other time during the term of this contract, but shall have no obligation to do so. In the event GIZ opts to inspect the vehicle, such inspection shall be carried out in the presence of a car rental's designate. If an inspection reveals that the vehicle is not in a road worthy condition, requires service or repair or does not otherwise comply with the terms of this contract, a service provider shall promptly have such work done, at its costs and expense, failing which GIZ reserves the right to terminate the contract for cause.
- (xv) Service provider is responsible for any items left in the vehicle by GIZ passengers. such items shall be returned to GIZ promptly upon discovery.
- (xvi) If a service provider have to change drivers, they should keep inform GIZ and send us all relevant supporting document of new drivers.
- (xvii) If the rental vehicle was not ready (present any day during the contractual period) due to any reason (maintenance, engine broken etc) a replacement vehicle must be provided to GIZ by the supplier at the same date and time to fulfill the job.
- (xviii) If during any incident or accident any damage happened to the car, or any injury or death to driver GIZ is not responsible.
- (xix) A description of the types of vehicles covered in the scope (e.g. saloon, pick-up, 4x4, 4Te etc.)
- (xx) Vehicles should not display images of political or religious icons that can be deemed inappropriate or inflammatory
- (xxi) Routes and collection points must be approved by GIZ and no deviation permitted without GIZ approval

4. Driver Qualifications

The Driver shall be:

- (i) Properly trained in the operation and maintenance of the vehicle;
- (ii) Sufficiently experienced with at least 5 years' experience as a Driver;
- (iii) Driver licensed for operating a motor vehicle.
- (iv) Familiar with local routes and destinations;
- (v) Ability to reply in an appropriate manner and polite with passengers.
- (vi) Non-alcohol or drug is prohibited during driving.

5. Company Qualifications

A description of company with evidence of your company's capacity to perform the services required, including.

- (i) Company profile, registration certificate and last audit reports, past experience
- (ii) If a multi-location company, please specify the location of the company's headquarters, and the branches that will be involved in the project work with founding dates.
- (iii) Three or more letters of reference, with contact information.
- (iv) The service provider must designate one contact person who will be available, responsible and able to channel all questions (technical, financial, administrative, rate-related) and to follow them up reactively.
- (v) The dedicated contact Person must speak English, Dari, Pashto fluently.
- (vi) The working language at all levels (contractual, operational, administrative and financial) should be conducted in English

6. Period of Service

The Services is initially required for one year commencing from the date of coming into force of the agreement; which may be extended for another year as per terms and conditions mutually agreed.

7. Deliverables

The firm shall provide the followings to GIZ for records.

- (i) Roat map for passanger pickup and drop.
- (ii) Full report of monthly base about movement and vechile inspection.
- (iii) Daily report of pick up and drop of passangers

8. Responsibilities of the firm

The firm shall carry out the works as detailed in the "Scope of Work" and "Responsibilities" in the best interest of the GIZ in dealing with day to day affairs of the company in accordance with provisions of the Company's rules, instructions issued by GIZ .

9. Confidentiality

The firm undertakes to maintain confidentiality on all information that is not in the public domain during the period of the assignment and after its termination.

10. Conflict of Interest

The firm is required to reveal any potential conflicts of interest arising out of other assignments or a conflicting involvement in other assignments and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment of GIZ.

11. Administrative Information

All tax obligations, with regard to this contract will be handled in accordance with the Current Income tax laws of the Islamic Republic of Afghanistan (Article 72 and all other relevant Provisions of the same law).

The payment to contractor will be made upon submission of an invoice to GIZ and Confirmation of GIZ Office.

12. Location

Kabul, Balkh, Kunduz, Takhar, Herat, Jalal Abad, Samangan, Baghlan, Badakhshan