



HEWAD

Reconstruction, Health and Humanitarian Assistance Committee.

Request for Quotation (RFQ)

RFQ Number: 08-01-HWD-2019
Organization: HEWAD, Reconstruction, Health & Humanitarian Assistance Committee
Activities Title: Procurement of Rental Vehicle 1. Ten Seater Mercedes or 2. (A Three Door Toyota model with at least 2002 Toyota Hiace (In Local language Baxa) for Samarkhail Encashment Center for Picking up of HEWAD ORG Staff from Jalalabad city and dropping to Samarkhail Encashment center (SEC) and from SEC to Jalalabad city.
Nationality: Afghan/National
Start Date: August-20-2019
Closing Date: August-31-2019

Background

HEWAD is a nongovernmental, non-political and non-profit able charity organization established in 1994 to provide Medical, Educational, Social and Humanitarian Assistance to needy people of Afghanistan.

HEWAD implements primary health care to needy people of Afghanistan, and within those focuses on provision of health care to the most vulnerable group, children and women.

HEWAD provides perfect health education, information, and service to Afghans in order to improve their living condition Also special emphasis on the Health, capacity building, the community development and the alleviation of poverty.

Program Overview:

HEWAD organization towards the implementation of the UNHCR Project in Nangarhar Province "Provision of Basic Health and Other Support Services at UNHCR Samarkhail Encashment Centre" in Nangarhar Province.

Activities/ Tasks

Only rental vehicle suppliers should provide quotations for the mentioned below.



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Rented vehicle is for Picking up of staff from Jalalabad City and Dropping to UNHCR Samarkhail Encashment center (SEC) and from SEC to Jalalabad City will be only for six days in a week for four months and may increase number of days Timing 07:00AM, to 04:00 Pm.

During the period of operation the vehicle shall carry passenger or goods authorized by SEC Staff Leader.

I. The vehicle shall be:

- a. Clean, inside and out, and free from any unpleasant odor;
- b. Road-worthy and in good condition;
- c. Equipped with necessary safety items, including fire extinguisher, first aid kit, seat-belt restraints, spare tire, mechanical jack and basic hand tools;
- d. 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 The Afghanistan traffic law.
- e. A Three Door Toyota model with at least 2002 Toyota Hiace (In Local language Baxa) or Mercedz 10 Seater
- f. Have powerful AC system.
- g. Color: any

All drivers are required to document all travel undertaken and will record it in a log book supplied by the HEWAD/UNHCR SEC Staff Staff. Duration of all trips and gasoline/Fuel consumption will be recorded and each log book will be forwarded to assigned HEWAD staff on the last working day of each calendar month.

II. The Driver shall be:

- a. Properly trained in the operation and maintenance of the vehicle;
- b. Sufficiently experienced with at least 3 years' experience as a Driver;
- c. Driver licensed for operating a motor vehicle, including for passenger service if available;
- d. Familiar with local routes and destinations;
- e. Properly attired / dressed during hours of operation;
- f. and Ability to reply in an appropriate manner and polite with SEC Staff Staff
- g. Observes at all times basic courtesy to SEC Staff Staff(s), fellow motorists and road authorities.
- h. Respect HEWAD ethics procedures and the Afghanistan traffic law at all time.
- i. Non-alcohol or drug is prohibited during driving
- j. Keep inform the responsible officer in SEC Staff.

III. The HEWAD ORG reserves the right to review the qualifications of the Driver before commencement of service, or at any other time during the term of Contract, but shall have no obligation to do so. At HEWAD ORG request, the Driver shall be replaced with another meeting the above conditions.



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- a. Services Providers (SEC Staff Staff) shall be fully responsible for operation of the vehicle and ensure that the driver operates the vehicle in accordance with applicable law.
- b. HEWAD ORG 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. HEWAD ORG shall have no responsibility vis-à-vis the Driver.
- c. Service provider (SEC Staff Staff) is responsible for any items left in the vehicle, such items shall be returned to HEWAD ORG Office promptly upon discovery.

IV. Payment:

- a. For the satisfactory completion of the services under the contract, HEWAD ORG shall pay a monthly rental fee through to their Bank account.
- b. Payments shall be made at the end of each month on the basis of Presence of drive. HEWAD ORG reserves the right to withhold payment if service is not provided in accordance with contract.
- c. If the vehicle is out of service during the hours that it is to be available for HEWAD ORG, Rented vehicle owner shall provide an acceptable replacement vehicle.
- d. Taxes will be applied on the total amount as per Government tax rules.

RFQ PURPOSE:

The purpose of this RFQ is to identify and hire a well-qualified and experienced rented vehicle suppliers to provide the above services in Nangarhar, Kunar and Laghman Provinces.

Selection of the Company/Suppliers:

Companies/Suppliers/Individual would be eligible to apply.

Price:

All prices should be in **AFN** inclusive all charges.

Selection of the best quotation:

Selection of the best quotation shall be done base on lowest and reasonable price quotation, company/Suppliers/Individual and good quality which comply with minimum required specification, terms and conditions under this RFQ.

Payment Procedure:

Payment shall be done through Bank transfer to the Company/Supplier/ Individual account at the end of each calendar month.



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Validity of submitted quotation:

Submitted quotation will be valid until **August 31, 2019**

Submission guideline of the quotation:

You can submit its hard and soft (**Soft or Hard copy submission are mandatory**) copy to the following addresses:

Contact address or Telephone Number to Administration on the following Addresses:

Nangarhar office: House No: 1070, Street No 27, Nahia #3, Araban Square Near to Araban Masjid and Directorate of Disabilities, Jalalabad Nangarhar.

E-mail: procurement@hewad.org.af

Procurement Department:

The submitted quotation should include information as per requirements given in this RFQ document.

Deadline for submission of quotations:

Last date for submission of quotation is **August 31, 2019 by: 3:00 PM**

If you need any additional information, please send us your queries in writings.