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## RFQ (Request for Quotation)

### Vehicles Lease for Transportation of Health Products

**Issue Date:** Aug/22/2019  
**Closing Date:** Sep/05/2019  
**Ref #:** ASMO-2019-056

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## **1. About ASMO:**

The Afghan Social Marketing Organization (ASMO) is a social marketing and behavioral change communication organization established in August 2008. ASMO as a free-standing, not-for-profit Afghan organization aims to create positive health outcomes by giving Afghan households the information they need to make informed and healthy choices and expanding access to high quality health products through commercial markets.

The Sustaining Health Outcomes through the Private Sector Plus (SHOPS Plus) project led by Abt Associates awarded Afghan Social Marketing Organization (ASMO) a project that improves the delivery of high quality family planning and maternal and child health products to target populations in Afghanistan through the private sector.

SHOPS Plus will provide technical assistance to ASMO in designing and implementing high quality social marketing interventions which leads to increased access to affordable priority health products and increased demand for priority health products and services. In addition, SHOPS Plus will collaborate with ASMO in developing a vision and roadmap for ASMO sustainability.

## **2. Purpose/Intent:**

ASMO is seeking for proposals from qualified logistics/ transport Companies specialized in goods transportation to provide transportation services within the scope specified below in the RFQ.

Interested Companies qualified to meet all of the criteria are encouraged to apply for and are required to complete and submit their proposal as per instruction and within timeline set.

## **3. Contents:**

The RFQ has set the minimum submission requirements as follow and therefore, offeror should read the read the RFQ carefully and ensure that requirements are fully met in order to be responsive. Advisably proposal documents should be broken down into two parts as follow:

### **3.1. Technical:**

Technical part MUST include brief Executive Summary and all of the following:

- a) Company's profile- to disclose foundation, registration, size and number of employees
- b) Company capability statement –to show staff as well as organizational capabilities
- c) Record of past experience- to describe filed and year of experiences and expertise
- d) Color scanned copy of company's registration document (license)
- e) References- Offeror should provide at least a minimum three references that ASMO may contact them to verify the contractual relationships or obtain additional information.

### 3.2. Cost & Financial:

Cost/financial proposal will be evaluated independently (see marking section below) from technical proposal, thus financial proposal must contain reliable, reasonable and verifiable measurements.

This RFQ has requested a full stat cost (prices) on daily basis as per transportation plan defined below in the RFQ. This means that all vehicles will be hired at full state (full service) on daily rate as per ASMO's transportation plan.

ASMO will pay to the company only the approved rate and will not bear the responsibility to compensate any other claims/costs beyond the approved charges.

ASMO is flexible to accept proposal in USD and AFN. USD rate if any will be converted into AFN at daily rate of exchange that will be applied for analysis and contract will be based on approved rate.

To be clear and simple, ASMO will accept cost proposal prepared and submitted using a separate worksheet or just by completing and confirming the cost schedule of the RFQ (see cost schedule below).

### 4. Submission Guideline:

All documents and support information must be printed and written in English or in Dari/Pashto and sealed in envelop and it should contain the RFQ number with the company name of sender.

**Entire proposal documents MUST be properly dated, stamped, confirmed /signed by the Company's official.**

Proposal should be addressed to the ASMO's procurement manager and delivered no later than Sep/05<sup>th</sup>/2019 to ASMO office through address given below.

Office address: House # 101 ,Qala-E- Fathullah Street, Lane 1 on the right, District 10, Kabul.

### 5. Pre Bid Submission:

To verify or clarify question(s) on statement of work, written request can be sent to Technical person as well to other support person as cc below. Deadline for making request/responses is at/ before 4:00pm Sunday 01<sup>st</sup>/ Sep/2019. No phone contact for any purpose.

#### Prime contact:

Name: Mr. Khalid Ahmadzai

Email: [kahmadzai@asmo.org.af](mailto:kahmadzai@asmo.org.af)

And cc persons

Name: Tamimullah Akbari

Email: [takbari@asmo.org.af](mailto:takbari@asmo.org.af)

Name: Mr Awrangzeb Awrang

Email: [aawrang@asmo.org.af](mailto:aawrang@asmo.org.af)

## 6. Statement of Work (Scope):

ASMO is going to outsource its transportation services needs to potential service provider working in transport/logistics sector. Service provider is expected to support ASMO's sales operation in Kabul as well as in provinces named below. Specifically, vehicles will be engaged to transport family planning products (health products) from main/sub warehouses to the point of sales under the sales operating coverage of ASMO.

### 6.1. Primary Terms and Condition:

ASMO operates maximum 22 days in a month and five days a week (Sunday to Thursday). Key terms and condition of the contract may include but not limited to:

- Guarantee: Offeror must guarantee the price for 12 months.
- Charges/pay: Contractor will be paid for those days ASMO uses the vehicles (worked days) at daily approved rate.
- Tax: Contract is taxable
- Payment/Currency: Payment will be made monthly in AFN through bank and on the basis of approved invoice.
- Terms: Terms of the contract will be initially for 9 months. Extension is subject to project continuation/extension.
- Liability: ASMO will not be responsible to pay any other costs associated with the use vehicles, losses due to theft, damages, insurance, repairs and maintenances.
- Compliance: The contract will contain donor's compliances.

### 6.2. Vehicles Specifications & Conditions:

Vehicles furnished under the contract must be of good quality and safe operating conditions. ASMO may accept or reject the vehicle promptly after inspection/receipt.

ASMO needs vehicles as per following specifications:

#	Vehicle Type	Required Number	Model	Note
1	Corolla Saracha	4	1995	Fully fit with seasons cooling & heating system
2	Mercedes Benz, Astana	1	2000-2001	Fully fit with seasons cooling & heating system

## Transportation Plan:

ASMO may use vehicles for its sales operations for the following geographical area:

#	Vehicle Type	Base Duty (by province)	Expected Coverage Area (estimated by districts)
1	Corolla Saracha	Kabul	<ul style="list-style-type: none"> <li>- Kabul ,Maidan Wardak,Ghazni , Logar, Paktia &amp; Khost provinces</li> <li>- Kabul: Kot-E-Sangi, Dasht-E-Barchi, Company, Chelston, Kart-E- Sae &amp; Char and Darul Aman areas.</li> <li>- Logar: Pul-E- Alam , Barki Barak &amp; Mohammad Agha District.</li> <li>- Paktia: Gardez , Ahmadad Aba and Sayed Karam District.</li> <li>- Maidan Wardak: Jaliz, Shekh Abad, Syaed Abad &amp; Center of the Province.</li> <li>- Ghezni: Maqoor , Qarabagh and Center of the Province.</li> <li>- Khost: Center of the Province.</li> <li>- (70 % in the city and 30% in rural area)</li> </ul>
2	Corolla Saracha	Kandahar	<ul style="list-style-type: none"> <li>- Kandahar city (capital) , Spin Boldak , Arghandab , Panjwaei , Maiwand , Zherai</li> <li>- Helmand, Lashkarga and Greshk</li> <li>- Zabul Qalat (capital) , Shahjoy , Shahr-e-Safa</li> <li>- Uruzgan, Trinkot and Dehrawwod</li> <li>- Ghazni</li> <li>- (70 % in the city and 30% in rural area)</li> </ul>
3	Mercedes Benz, Astana	Nengarhar	<ul style="list-style-type: none"> <li>- Ningarhar Jalalabad City (capital), Behsood , Surkhroad, Kuz Kunar, Kama, Ghani Khail , Bati Koot - Laghman Mehtarlam (capital), Qarghaei</li> <li>- Kunar Asad Abad</li> <li>- (70 % in the city and 30% in rural area)</li> </ul>
4	Corolla Saracha	Hirat	<ul style="list-style-type: none"> <li>- Hirat city and Guzra, Enjil, Karkh, Islam Qala, Kashk Rubat Sangy, Fararoad, Shekaiban, Adesrkan, Zendejan</li> <li>- Nimroz province in the city</li> <li>- Farah province</li> <li>- Badgis (city) Qalai Naw</li> <li>- (70 % in the city and 30% in rural area)</li> </ul>
5	Corolla Saracha	Balkh	<ul style="list-style-type: none"> <li>- Mazare- Sharif: (Balkh, Sholgera, Dehdai, Khulm)</li> <li>- Faryab Province: (Maimana)</li> <li>- Samangan Province: Aibak)</li> <li>- Sar-e-Pul Province: (Sare pul)</li> <li>- Jawzjan: (Sheberghan)</li> <li>- Kunduz:</li> <li>- (70% inside city and 30% rural area)</li> </ul>

### 6.3. Price (Cost) Schedules:

Offeror has the option to quote prices/cost through Excel sheet or simply complete the price schedule below. Only one currency AFN or USD to select not both.

#	Vehicle Type	Base Duty (by province)	Unit Cost in USD (daily)	Unit Cost in AFN (daily)
1	Corolla Saracha	Kabul		
2	Corolla Saracha	Kandahar		
3	Mercedes Benz, Astana	Nengarhar		
4	Corolla Saracha	Hirat		
5	Corolla Saracha	Balkh		
Total Costs:				

### 7. Evaluation/Selection Process:

Responses (submission) received will be reviewed to determine responsiveness with respect to the requirements. Responses that have not met the requirements or determined to be non-responsive to the requirements will be considered ineligible. In other words, any response failed to be prepared in accordance with instruction of this RFQ and failed to have required documents as follow will be considered as non-responsive and is regarded as disqualified submission.

#### 7.1. Eligibility Criteria:

Proposals will be considered ineligible if requested documents under section 3 and 3.1 above not provided.

#### 7.2. Markings:

Proposals will be marked as per number of points achieved that comprises of cost and past experience.

#### 7.3. Costs: 70 mark

A total 70 points allocated for cost criteria. Costs will be considered reasonable if it is competitive (lower), easily comparable line by line (vehicle per location). Discounts if any will be totally ignored and will not achieve marks. Full/partial marking will be based in the order of reasonableness (the lowest against highest).

#### 7.4. Technical: 30 mark

A total 30 points allocated for technical part of the proposal. This criteria will be considered satisfied when offeror has fully met conditions for technical part of proposal (see 3 and 3.1 above).

## **8. Compliances**

Certain compliances and terms that include but not limited to the following will be incorporated in the contract or PO (purchase order).

### **8.1. Executive Order on Terrorism Financing**

Contracting company expected to be engaged in contractual relationship with ASMO should be aware that U.S. Executive Orders and U.S. law prohibits transactions with and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the company representative to ensure strict and full compliance with these Executive Order and laws.

### **8.2. Prohibited Source Countries**

For the purpose of this work, no goods/resources to be procured/supplied from countries that are classified by USAID as 'prohibited sources' such as Cuba, Iran, Laos, North Korea, Sudan and Syria.

### **8.3. Payment/Tax Responsibilities:**

ASMO's term/condition for payment is in Afghani at predefined installments. Appropriate tax will be deducted for deposit to the Government Tax Authority.

### **8.4. Anti-Human Trafficking**

ASMO is committed to a work environment that is free from human trafficking, which for purposes of this policy, includes forced labor and unlawful child labor. ASMO will not tolerate or condone human trafficking in any part of organization. This policy is consistent with ASMO's Code of Ethics and Business Conduct and our core values to protect and advance human dignity and human rights in our business practices.

ASMO employees, contractors, subcontractors, vendors, suppliers, partners and others through whom ASMO conducts business must avoid complicity in any practice that constitutes trafficking in persons. Action involving, suspension and termination will be taken if vendor or contractor evidenced for non-compliant.

Trafficking for this purpose includes but not limited to the following:

Trafficking in persons" shall mean the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs.