**TENDER DOCUMENTS**

**Provisions of Vehicles rental and materials transportation to Field Project sites in Uruzgan Province**

|  |  |
| --- | --- |
| **ITB Title:** | **BEST–UNICEF-ECW- Provisions of Rental Vehicles-2019003** |
| **Funded by:** | **UNICEF/WCC** |
| **Date of Issue:** | **October 10, 2019** |
| **Deadline for Submission:** | **October 21, 2019** |

**BASIC EDUCTION AND EMPLOYABLE SKILL TRAINING (BEST)**

Receptionist BEST

Attention: Nazir Ahmad Mohmand – Country Director- BEST

Address: Khushal Khan Maina, Charai Speen Kalay, Imam Raza Masjid Steer, House # 11, District # 5, Kabul, Afghanistan.

Phone: + 93-787 101 747 and 0782 790 311

Email: bestafg@bestafg.org

**Dear Vendor, supplier or transporter;**

Enclosed is a request for ITB for the Provision of BEST-UNICEF-ECW-003 provision of Rental vehicles

Firms to submit a best-offer for subject (BEST-UNICEF-ECW-003 provisions of Rental vehicles) BEST will award

Firm Fixed Price Purchase Order,

Firm Blanket Purchase Agreement

Resulting from this solicitation to the responsible Vendor, supplier or transporter who’s ITB conforming to this solicitation will be most advantageous to the project.

**ITB Submission Date:**

The quote must be in English, comprised of **Two hard-copy** indicating the ITB number, title, and closing date. The quote must be delivered to the address below by no later than **Oct 21, 2019** (02:00 PM), Afghanistan local time)to:

The quote (see Appendices A through E) shall be placed in an **sealed envelope** (**signed and stamped**) clearly marked “ITB numbers as shown above and marked BEST “To only be opened in the presence of the Evaluation Committee.

1. **Email Submission**.

ITB submitted by email will **NOT** be considered.

1. Please do not submit ITB to any location other than mentioned above. Quotes received after the deadline and other formats will not be considered.

**Question Asking Date:**

Questions may be submitted no later than **Oct 21, 2019** (02:00PM). Kabul, Afghanistan local time) Supplier or Transporter are invited to address questions to the Procurement Unit via email **bestafg@bestafg.org** No questions will be answered over the phone or in person; all questions must be submitted in writing. All questions received will be compiled into one list, answered, and emailed to all Supplier or Transporter who have confirmed interest in bidding. **Supplier or Transporter must insert in the subject line of their email the full (ITB Number and Name (ITB**

1. **Supplier or transporter Agreement with Terms and Conditions –** The completion of all ITB requirements in accordance with the instructions in this ITB and submission to BEST of a quote will constitute an offer and indicate the Vendor, supplier or transporter’s agreement to the terms and conditions in this ITB and any attachments hereto. BEST reserves the right to award a purchase order without discussion and/or negotiation; however, BEST also reserves the right to conduct discussions and/or negotiations, which among other things may require a Vendor, supplier or transporter (s) to revise its quote (technical and/or price. Issuance of this ITB in no way obligates BEST to award a purchase order, nor does it commit BEST to pay any costs incurred by the Vendor, supplier or transporter in preparing and submitting the quote.
2. **Index of ITB –** This ITB is comprised in its entirety of the following sections and appendices:

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Sections of ITB

Section 1 ITB Instructions

Section 2 Description of Goods

Section 3 Special Provisions

Section 4 Evaluation Criteria

# Appendices

Appendix A: Cover Letter

Appendix B: Detailed Cost Breakdown/Bill of Quantities Form

Appendix C: Summary of Relevant Capability, Experience and Past Performance

Appendix D: Copy of business certificate

## Appendix E: Certificate regarding Fraud and corruption

1. This ITB will result in a single award to a single Vendor, supplier or transporter, Supplier or transporter; however, BEST reserves the right to make multiple awards, if it is in the best interest of the project.

**Composition of Quote:**

Supplier or Transporter shall submit his quote for items and services detailed in Appendix B Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through D (see above).

**SECTION 1 – ITB INSTRUCTIONS / ADDITIONAL INFORMATION**

The Vendor, supplier or transporter, Supplier shall submit its best price offer/ITB as per the following requirements:

1. ITB Cover Letter signed by a person authorized to sign on behalf of the Vendor, supplier or transporter. Use the template in Appendix A.
2. All Prices shall be quoted **in US Dollars** only.
3. Vendor, supplier or transporter, shall submit quotes in prescribed Format of Appendix B. And should fill complete ITB format, other format(s) will not be considered.
4. In case of price discrepancy between unit price and SUBTOTAL/GRAND TOTLA, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes all charges for service contingent to the work.
6. BEST has the rights to increase or decrease the goods and services mentioned in this ITB
7. BEST Payment term: Net 30 days.
8. Bid validity: Net 4 month from date of submission
9. BEST will not award a subcontract or purchase order to an organization without AISA/Ministry of Commerce Business license. A valid AISA/Ministry of Commerce Business License must be attached to the ITB.
10. Open envelope quote is not acceptable.
11. Envelope must clearly marked “Quote for ITB numbers as shown above” and marked “To only be opened in the presence of the BEST Evaluation Committee” if not marked will not be acceptable.
12. Companies are requested to disclose if they have knowledge of relatives working for BEST
13. Each Vendor, supplier or transporter must attach a properly completed and signed Certification Regarding Fraud and Corruption with each ITB in order to have a complete package.

**SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED**

Please refer to Appendix B for a list and specifications of items and services required.

**SECTION 3 – SPECIAL PROVISIONS**

The below provisions will be incorporated into any purchase order issued by BEST

Credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with BEST

**3.1. Government Withholding Tax**

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, BEST is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit Vendor, supplier or transporter ,. In accordance with this requirement, BEST shall withhold two percent (2%) tax from all gross invoices to Afghan Vendor, supplier or transporter under this Agreement with active AISA or Ministry of Commerce license. For Vendor, supplier or transporter without active AISA or Ministry of Commerce license, BEST shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the Vendor, supplier or transporter /Vendor, supplier or transporter will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with BEST Organization

**3.2 Penalty Charges**

If the Vendor, supplier or transporter fails to supply the specified Goods/Services within the date stipulated, BEST shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

**3.3 Inspection**

BEST shall have time to time responsibility, after delivery, to inspect the service and goods, and to reject acceptance in not conforming to the specifications of this Purchase Order and offer. Recovery of the rejected item (s) shall be the sole responsibility of the supplier.

**SECTION 4 - EVALUATION CRITERIA**

All ITB\ received in response to this solicitation will be evaluated and scored by evaluation sub factors (if applicable). The Subcontract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. Technically Acceptable - BEST will evaluate each Vendor, supplier or transporter on its expertise and specification described in the bill of quantity
2. Cost - BEST will consider thetotal cost of the bid compared to the deliverables and with the bids received from other Supplier or Transporter and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.
3. Door to Door Delivery Timeline - BEST will consider and will give priority to those Supplier or Transporter, capable of Door to Door delivery **with plan date and time.**
4. Past performance - The Vendor, supplier or transporter shall include complete details on past activities of similar scope and size, using the format provided in ***Appendix C***, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience.

**SECTION 5 – NOTICE TO THE VENDOR, SUPPLIER OR TRANSPORTER**

1. No employee of BEST, except as provided for in this ITB, may be contacted in regard to this ITB and procurement. A Vendor, supplier or transporter, who attempts to contact or contacts other staff, may have its proposal disqualified.
2. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Supplier or Transporter shall acknowledge receipt of any amendment to this solicitation by identifying the ITB and amendment number(s) and date(s) in the submittal letter accompanying the offer.
3. No offer, payment, consideration, or benefit of any kind shall be made, either directly or indirectly, as an inducement or reward for the award of a purchase order. Any such practice constitutes an illegal or corrupt practice and will be grounds for canceling the procurement, terminating a Supplier or Transporter’ consideration for award, or terminating the award of the purchase order for such other additional actions, civil and/or criminal, as may be applicable

**APPENDIX A**

Date: (XXXXXXXXXXXXX)

TO: **BASIC EDUCTION AND EMPLOYABLE SKILL TRAINING (BEST)**

Dear Sir,

We, the undersigned, offer to provide the **Request for ITB (BEST –UNICEF-ECW provision of Rental -2019003.** In accordance with your Request for ITB dated (10/10/2019 to 21/10/2019) our ITB (Invitation to Bid). Our attached ITB is for the sum of ( ) (**USD**).

Our ITB shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the ITB

We understand you are not bound to accept any ITB you receive.

Yours sincerely,

Company Name :( XXXXXXXXXXXXXXXXXXXXXXXXXXXX)

Signature of the Company :( XXXXXXXXXXXXXXXXXXXXX)

Email address :( XXXXXXXXXXXXXXXXXXXXXXXXXXXX)

Phone :( XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX)

**Appendix B**

STANDARD BILL OF QUANTITIES

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Name/Specifications** | **Quantity** | **Duration/Month** | **Locations** | **Unit Price (Rent Per month)USD** | **Total Price in USD** |
| 1 | Corolla (Model 1994 above) including Driver, Fuels and maintenance | 6 | 07 | Uruzgan Province in 3 districts. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL** |  |  |

Note: Duration of the vehicles will be increasing, subject to extension in the project period.

|  |  |  |
| --- | --- | --- |
| **Additional Required Information** | | |
| No | Description / Question | Response |
| 1.00 | Validity of Bid Price: | **60 days** |
| 2.00 | Delivery Period: | **As per Agreement** |
| 3.00 | Payment terms: | **Bank Cheque/Bank /Transferred** |
| 4:00 | Warranty: | **NO** |

**Scope of work for leasing vehicles at BEST provincial and district Project sites**

1. **VEHICLE DELIVERY SCHEDULE**. The supplier shall provide unarmored vehicle (corolla / model 1994 model to above) with driver for ECW Projects in Uruzgan province funded by UNICEF as detailed under the Products and Services section of this purchase ordered within two days of the request by the Procurement Department.
2. **VEHICLE REGISTRATION**. A vehicle must have valid registration documents. Copies of the registration documents will be provided to BEST Organization. And all individual vehicles will be provided with the mentioned province number plates.
3. **DRIVERS**. The Vendor, supplier or transporter is responsible to provide police clearance and background check documents to BEST. Additionally, the driver(s) must hold a valid driver’s license issued by the Government of the Islamic Republic of Afghanistan (GIRoA). Copies of the driver’s license will be kept in the BEST organization procurement files. The Vendor, supplier or transporter will make every effort to hire drivers within the districts and provinces mentioned in the Products and Services Section. If a driver will not be able to report to work due to emergencies or sickness, the Vendor, supplier or transporter is responsible to provide a replacement of the driver immediately.
4. The drive should follow the office discipline and he should have at least 3 years’ experience in driving of cars with NGOs or international organization.
5. **TRAFFIC LAWS.** A driver provided by the Vendor, supplier or transporter must obey all traffic laws in the Islamic Republic of Afghanistan.
6. **VEHICLE FUEL.** A driver provided by the Vendor, supplier or transporter s must ensure that the vehicles are fueled at the end of the day. The vehicle fuel is the responsibility of the Vendor, supplier or transporter.
7. **VEHICLE MAINTENANCE.** The Vendor, supplier or transporter shall ensure that the vehicle is fully serviced and working properly, which, includes, but are not limited to air conditioning, oil change, break service/replacement, tire replacement, etc. The Vendor, supplier or transporter will provide a replacement vehicle in the event of vehicle breakdown or service.
8. **ACCIDENTS AND THEFT**. The Vendor, supplier or transporter will provide a replacement vehicle in case of accident of vehicle theft. BEST organization will not be held liable for any damaged or stolen vehicles. CASH. All drivers provided by the Vendor, supplier or transporter must carry enough cash in case of emergencies.
9. The leased vehicle and its driver should travel to any of the BEST Organization ECW project targeted district or neighboring district. There will be no limitation in his travel to province or districts.
10. Provided vehicle by Vendor, supplier or transporter have to run up to approximately 3000 KM in a month if the run KM is more than 3000 organization will compensate for more kilometers.
11. Due to security situation the Vendor, supplier or transporter is responsible to change/replace the vehicle(s) at the province and district Project site after each 3 months. (if required)
12. All the vehicles must trip from province to district and from district to village and return.
13. **Timing-** The official timing is from 8:00am until 4:00PM and 6 days a week.

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (ITB) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years (i.e. 2016, 2017, and 2018) Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Project Title and**  **Description of Activities** | **Location**  **Province/District** | **Client**  **Name/Tel #** | **Cost in USD** | **Start**  **Dates** | **End**  **Dates** | **Completed on Schedule**  **(Yes/No)** | **Vendor, supplier or transporter or Prime Contractor?** |
| 1 | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXX | XXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX |
| 2 | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXX | XXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX |
| 3 | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXX | XXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX |

**APPENDIX D**

**BUSINESS LICENSE/CERTIFICATE**

***Please Attach a Valid AISA or Ministry of Commerce Business license***

## ANNEX E

## CERTIFICATION REGARDING FRAUD AND CORRUPTION

BEST treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated and BEST employees and/or Vendor, supplier or transporter who engage in such activities will face serious consequences. Should any employee from BEST ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in order to (a) participate in or to win an award, or (b) have any aspect of your work or invoices approved, or (c) resume work at a work site, or (d) threatens that any aspect of your work performance or payment request will be delayed or rejected without payment of a fee or bribe, or (e) Other illegal use of an official BEST position, you are asked to immediately report the incident to BEST Director at the email address: bestafg@bestafg.org

If you would prefer, you may call the Finance, Grants & Compliance Manager at **0782790311** and we ensure anonymity and an unbiased, serious review and treatment of the information provided.

Further, BEST will not tolerate any of its grantees or Supplier or Transporter attempting to bribe or making payments to any employee in order to (a) participate in or to win an award, or (b) have any aspect of your work or invoices approved, or (c) resume work at a work site. In the event BEST finds that a grantee/Vendor, supplier or transporter has paid or attempted to pay a bribe to BEST employee, any current awards to the organization will be terminated and the organization will not be eligible for further awards with BEST.

With my signature below, I certify that neither I nor any of the employees of( )will attempt to bribe or make any payments to BEST employees in return for (a) participation in or to award of a contract, or (b) having any aspect of your work or invoices approved, or (c) to resume work at a work site. Should any employee from BEST ask you to pay a fee/bribe/percentage of the profit (either in money or anything of value) in return for anything of value as listed above, the organization agrees to immediately report the incident to BEST Director.

|  |  |
| --- | --- |
| **Company Name:(XXXXXXXXXXXXXXXXXX)** |  |
| **Name and Title of Signatory:(XXXXXXXX)** |  |
| **Company Address:(XXXXXXXX)** |  |
| **Phone Number: (XXXXXXXXXX)** |  |
| **Signature:** |  |