**OHW: INVITATION TO BID (ITB)**

Announce No. ITB OHW-KBL-ITB-19-02

Rental Vehicles Mercedes ISTANA

Issue Date: 16-October-2019

Deadline for Receipt: 24-October 2019

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**Request for Invitation to Bid (ITB)**

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| **1. ITB No.** | Announce ITB OHW-KBL-ITB-19-02 |
| **2. Issue Date** | 16-October-2019 |
| **3. Services** | Rental Vehicles Mercedes ISTANA  |
| **4. Issuing Office & Physical Address for Submission of ITB’s** |  Bid should submit to OHW Kabul main office before the closing date. The address are as following:**OHW-Kabul main Office:** House # 40, St # 01 from Saleem-e-Karwan Square in front of Sehat Afghan Clinic, Kabul, Afghanistan.**Contact Email:** For any kind information related to ITB-02.**Email Address:** **info@ohw.org.af** |
| **5. Deadline for Receipt of Quotes.** | 04:00 PM local time Kabul, on 16-October- 2019All bids should be sending in a sealed envelope in the Tender No. Announce ITB 02 OHW-KBL-ITB-19-02 (Rental vehicles) written on the outside of the envelope and physically putting the bids in tender box. As soon as possible after the closing date all the bids will be opened and the best bid selected according to the award criteria and scoring base on below.1. Price 50 %
2. Technical 10 %
3. Legal valid document 20 %
4. Relevant experiences 20 %
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| **6. Anticipated Award Type** | Firm Fixed Price Agreement. |
| **7. Basis for Award** | An award will be made to the responsible bidder whose bid isResponsive to the terms of the ITB and is most advantageous to OHW, considering price or/and other factors included in the ITB. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”.The contract will be awarded on the basis of best value for money, according to the principles and objectives of humanitarian aid. This means that not only the rental cost of vehicles will be taken in account but also other factors such as the condition of the vehicle, the quality of first Aid Equipment and experience of the driver and clear records from governmental/donor authorities.  |
| **8. General Instructions to****Bidders** |  Final Bids due by 04:00 PM local time Kabul, 24-October-2019 Include a statement that the vendor fully understands that their bid must be valid for a period of ninety (90) days. Bidders shall sign and date their Bids. Bidders shall complete Attachment C: Price Schedule template. The payment will be made upon submission and acceptance of an invoice at the end of per month. The amount will be transfer through Bank payments. Organization of Human Welfare (OHW) reserves the rights to cancel or terminate the Agreement if the company is not able to provide the satisfactory services. |
| **9. Technical Specifications and requirements for Technical Acceptability And terms of condition** | **Quality**The vehicle should be in top running conditions, mechanical sound and the body frame including seats, tires and mirrors is in perfect conditions. It must be fitted with seat-belts and first aid equipment which must be fully equipped, **Markings**There should be no special markings on the vehicle. **Bidders**The Bidders shall provide the vehicles to the Organization of Human Welfare (OHW) Kabul main Offices in a good working order and shall be responsible for ensuring the vehicles are able to perform its core functions throughout the Terms.1. Availability of the vehicles at the desired locations.
2. Vehicles should be with an update registration with department of Traffic, with no ambiguity with Government.
3. Vehicles should be with appropriate legal documents, as verified by the government.
4. Income Taxes and any governmental penalties will be withheld by “OHW” as per Afghanistan tax law and paid to Afghanistan Tax department.
5. The Contractor will be responsible for the any legal issue raised against the vehicle.
6. The contractor will bear the cost of driver, who will be driving the vehicle. *Only under exceptional circumstances, where the security of OHW staff is considered to be at risk, OHW qualified staff may drive the Vehicle.*
7. The contractor is responsible to satisfy “OHW” for the documentations of the proposed driver, in accordance to the rules and regulations of OHW for position of driver.
8. The Contractor will bear the cost of fuel.
9. The Contractor will be obliged for the maintenance of the vehicles.
10. OHW shall have unrestricted use of the vehicle, 24 hours if needs per day, for all of the period stated above.
11. In the event of the Vehicle breaking down, the contractor shall make necessary arrangements for a replacement vehicle to be used by OHW while the leased vehicle is being repaired, if not so vehicle will be absent on OHW record.
12. In case of accident, the cost of repair, replacement of damaged parts, and any associated costs will be borne by the Contractor. The Contractor will also be solely responsible for any injuries, loss or damage sustained by third parties resulting from the operation of the Vehicle while on contract to OHW.
13. The Contractor will ensure that the Vehicle is equipped with emergency tools, including a jack, a wheel spanner, toolbox and at least two functional spare tires , Fire Extinguishers, snow Chain , First Aid Kit, Jumping Cables, Air Pressure Machine, if not so will fail in inspection checklist by OHW team.
14. OHW bears no responsibility for any theft, commandeering or hijacking of the above Vehicle, or any part of it, during and after working hours.
15. The Vehicle driver will be managed in his day-to-day activities by the OHW Security officer, Logistics coordinator and Project manager if one is present. This will include setting working conditions and hours of duty and controlling all journeys that the Vehicle makes.
16. Only OHW material/goods, or other items authorized by OHW may be transported in the Vehicle.
17. No weapons/ illegal equipment’s will be carried in the Vehicle at any time.
18. Transport of contraband or prohibited items is strictly prohibited. Any contravention of this regulation will result in OHW terminating this contract, without notice.
19. Only OHW personnel authorized by OHW staff may be carried in the Vehicle.
20. Any traffic regulations in force will be observed. Any violation of traffic rules or regulations will be the sole responsibility of the contractor and driver. OHW will not be responsible for any payments or fines resulting from traffic offences.
21. The contractor will be has security clearance certificate.
22. The contractor will has relevant experiences with proof documents.
23. The Vehicle will be parked in contractor own parking during the night the contractor will not use the vehicle for his personal work through the contract. If the Vehicle is working on field duties and cannot return to base, the most senior OHW staff member present will decide on suitable parking arrangements for the Vehicle.
24. The contract can be terminated by either party before expiry of the period by providing 30 days notice in written form.
25. Monthly rent will be mention in the Price Schedule.
26. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly nor indirectly - as an inducement or reward in relation to activities funded under this agreement, incl. tendering, award or execution of contracts. Any such practice will be grounds for the immediate cancellation of this agreement/contract and for such additional action, civil and/or criminal, as may be appropriate.
27. The vehicles running location. Static clinics vehicles Charahi Qamber and Nasaji Bagrami. Mobile clinics around the Kabul city IDPs camps PD4, PD5, PD8, PD15, PD16 any other location base in Kabul if needs.

**Documents should provide with bids:** The successful bidder will need to provide the following documents.* Company valid license.
* Bank account detail.
* Identifications documents proving ownership and copy of national ID of the owner.
* Registration traffic document of vehicle to explain of vehicle, Model, color, engine number and plate
* Valid License copy of driver.
* Any other document as may be required by the contracting authority.

**Payment and invoicing:*** Payment will be done in AFN and will be transfer by Bank TT-Form into the supplier’s bank account or Cheque at the end of per month by the providing vehicle log sheet for the payment.
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| **10. Determination of****Responsibility** | OHW will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing an vendor’s responsibility, the following factors are taken into consideration:**1**. Provide copies of the required Afghanistan Investment Support Agency (AISA) or the Ministry of Commerce in Afghanistan.2. Ability to comply with required or proposed delivery or performance schedules. |

**Attachment A: Cover Letter**

**Date:**

To: Organization of Human Welfare

From:

Subject: Cover Letter for the Announce ITB OHW-KBL-ITB-19-02

We, the undersigned, provide the attached quote in accordance to the ITB OHW-KBL-ITB-19-02 specification.

I certify a validity period of ninety (90) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to OHW. We further agree to payment terms upon submission and acceptance of an invoice by monthly.

We, the undersigned, offer to deliver goods and supporting services in conformity with the said Invitation to Bid for the total amount of (**Please insert the per month amount of services in AFN** ) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We understand that OHW is not bound to accept any quotes it receives.

**Authorized Signature**:

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Telephone:**

**Email:**

**Attachment C: Price Schedule**

Offers should provide a quote for services required in the price schedule that the Offer is able to Deliver/Supply.

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| **No** | **Items Name** | **Unit** | **Quantity** | **Unit Price -****AFN** | **Total Price AFN** |
| 1 | Rental Vehicle Mercedes ISTANA Model from 1996 Up to 2002 for Mobile clinics ( Per month rent ) | Vehicle ISTANA |  3 |  |  |
| 2 | Rental Vehicle Mercedes ISTANA Model from 1996 Up to 2002 for static clinic ( Per month rent ) | Vehicle ISTANA | 2 |  |  |
|  **Total amount with Tax**  |  |
|  **Deductible Tax (%)** |  |
|  **Total Amount without Tax** |  |

Name: Company Name:

Position: Stamp

Signature:

Date: