

## Statement of Work

### Provide Four Rental Vehicles in Paktika Province

1. **Purchase Order Title: Provide Four Rental Vehicles in Paktika Province**
2. **RFQ No: AWEC-KBL005**
3. **Location of Works:** Paktika Province Sharana to below Districts.

- Sharana
- Yousuf Khil
- Mata khan
- Urgon
- Sarawza
- Yahya Khil
- Jani Khil
- Surobi
- Khair kut

#### 4. Subproject summary:

AWEC is going to implement the three-year Education project in Paktika Province in collaboration with SCI and other consortium members.

The proposed project is based on the ECW-MYRP program three year design, targeting the most vulnerable displaced population in Afghanistan, with a particular focus on girls and IDP and returnee refugee communities. The project design is also in line with the Afghanistan constitution, National Education Strategic Plan (NESP) III priorities, the Afghanistan Humanitarian Response Plan for 2018-21 (Outcome 2.4) and the Education in Emergencies Working Group (EiE-WG) goal, this project will provide safe and equitable access to education.

The proposed project is aligned with the ECW-MYRP, aiming to achieve the following five outcomes:

1. Access to education for emergency-affected girls and boys is increased
2. Conducive, child-friendly and inclusive teaching and learning environments are created for emergency-affected girls and boys.
3. Continuity of education for emergency-affected girls and boys is increased
4. Quality of learning for emergency-affected girls and boys is improved
5. Safe and protective learning environments for emergency-affected girls and boys, especially the most marginalized, are established and strengthened

#### 5. Subproject objective:

Afghan Women's Educational Center (hereinafter, mentioned as AWEC) shall issue a Purchase Order to a local Afghan vehicle rental company to supply one toyota Saracha turnkey in Paktika, Afghanistan.

**6. The scope of Work:**

**Deliverable Schedule**

S. NO	Description of Deliverables	Number of Vehicles	Price per month AFN	Total Months	Total Price
1	Toyota Corolla Wagon (Saracha) with driver and fuel and attached Scope of Work	4		12	

**Note:**

- a. **AWEC Turnkey definition is complete and ready to be used with all required items complete.**

**8. Vendor Tasks and Responsibilities:**

- a. The vendor shall provide Four turnkey rental Toyota Corolla Wagon (Saracha) with an experienced licensed driver to transport AWEC staff personnel as required and instructed by AWEC representatives.
- b. The turnkey rental vehicles shall include a late model **vehicles all** required fuel, maintenance and an experienced licensed driver to drive passengers throughout Mentioned cities.
- c. In addition, the vehicles shall have comprehensive, liability, collision and Personal Injury Protection insurances.
- d. The vendor shall be solely responsible for any vehicle damages, personal injuries to passengers, other vehicle occupants, liabilities and accidents involving all personal, other vehicle and property damages caused by the vehicle accident and or collision regardless of fault.
- e. AWEC and or its contractor shall not provide any independent or separate insurance coverage for the rental vehicles. In case of any dispute between driver and traffic police, the subcontractor shall take the full responsibility to settle the dispute.
- f. The vendor shall have a regular maintenance schedule to ensure the vehicles are operating correctly daily and are mechanically sound.
  - 1. All drivers shall have validated a driving license and be insurable.
  - 2. The vendor shall provide a police clearance have a clear background search for all proposed rental company drivers within three days after award.
  - 3. All designated rental vehicles drivers shall have 5-6 years driving experience in well know organizations in Afghanistan and be familiar and know all driving areas of Paktika, Afghanistan.
  - 4. All designated rental vehicles drivers shall maintain a professional, respectful behavior with all passengers being transported.
  - 5. All designated rental vehicles drivers shall have good communication skills.
  - 6. All designated rental vehicles drivers shall speak fluently, read and understand in, Pashto, and Dari.
  - 7. All designated rental vehicle drivers shall maintain personal hygiene and clean clothing daily.
  - 8. The vendor shall propose one backup driver in case one or both drivers are not available at any

given time.

9. All rental vehicle driver shall be vetted prior to driving for AWEC related driving assignments.
10. The vendor shall introduce the driver which have a good working background with other donor organizations in Paktika, Afghanistan.
11. AWEC reserves the right to request the rental vehicle driver to be replaced at any time at their discretion.
12. Any driver misconduct, misbehaviors and or incidents with and towards the passengers shall not be tolerated and shall be reported to the Afghan police department immediately.
13. The designated rental vehicles drivers shall be responsible to ensure the safety of all passengers.
14. The designated rental vehicle drivers shall be responsible to keep all required vehicle documents a valid driving license and insurance documents on their person at all times.
15. All designated rental vehicles drivers shall immediately report any misbehaviors, incidents, injuries, to the rental company immediately.
16. The designated rental company shall report to AWEC any misbehaviors, incidents, injuries, to the immediately.
17. The designated rental company shall report all pickups and drop-offs every time to all destinations.
18. The rental company shall keep a log of all passengers to and from locations on every movement.
19. All designated rental vehicles drivers shall maintain an internal log of all movements and have each passenger sign the log at each drop off point.
20. The driver-passenger log shall be submitted daily to AWEC electronically and the original hard copy signed passenger logs shall be submitted to AWEC weekly.
21. The log shall clearly identify the driver name, vehicle license plate and all destinations shall be clearly printed on every line.
22. The awarded vendor shall submit a sample of the driver's passenger log within 2 days after award.
23. The driver's log may need to be modified until reviewed and accepted by AWEC representatives.
24. The designated rental vehicles driver shall keep the vehicle clean and dust free at all time.
25. The designated rental vehicles drivers shall have charged cell phone at all times for emergency calls.
26. The designated rental vehicles driver shall be available for transportation use daily. Hours of operations within Paktika and 9 Districts and kabul Office, are 7:00 AM to 7:00 PM every day Saturday through Sunday excluding Fridays.
27. The vendor shall provide a late model Toyota Corolla Wagon.
28. The Vehicle shall be supplied with:
  - Furnished with 4 new tires.
  - Furnished with 1 new spare tire.
  - Furnished with a hydraulic jack and or vehicle jack with long bar and jack wrench to repair flat tires.
  - Furnished with emergency road kit that contains, road flares, 4 reflective signs and or triangles, heavy duty jumping cables, flashlight, extra flashlight batteries, multi-tool and miscellaneous hand tools, large first aid kit, fire extinguisher ABC rated, heavy-duty tire gauge, foam tire sealant, leather gloves, rags, duct tape, tow strap and or tow rope rated for rental vehicle weight, drinking water.
  - Furnished with airbags for driver and passengers
  - Furnished with seat belt for front and rear seats
  - Furnished with power doors and glasses
  - Furnished with winterization during the winter season
  - Furnished with interior heating and cooling system

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- Furnished with the good mechanical working condition
  - The vehicle shall have a validate road permit document
29. Vehicle acceptance inspection, physical and visual inspection shall be performed daily by the designated rental vehicle driver before placing them in service.
  30. Any vehicle discrepancies identified by the inspection shall be fixed before putting the vehicle in service, if using the vehicle would aggravate the problem or if the discrepancy creates a safety hazard.
  31. The awarded rental vehicle vendor shall have a replacement vehicle ready in the event one or both of the rental vehicles become unusable for use by AWEC.
  32. The Vendor shall submit the proposed vehicle information with their quotation.
- 9. DISCLAIMER –Please note that any and all references to the brand make, model, trademark, etc. are solely present for specifications purposes. We are not requesting that you quote the item listed; rather we are requesting that you quote item that meets or exceed the same technical specifications equal or greater quality for the item listed.**

Supplier Name: \_\_\_\_\_

Supplier Confirmation: \_\_\_\_\_