



**ORGANIZATION FOR RELIEF DEVELOPMENT**  
**ORD**  
**Mazar-I- Sharif city of Balkh province, Afghanistan**

---

**INVITATION TO BID**

**ITB NO.: AFG/ORD/21/ 01**

**Bid documents for provision of the rental vehicles**

in Balkh, Jawzjan, Faryab, Baghlan, Kunduz, Takhar and Badakhshan provinces of  
Afghanistan

December 4, 2020

**(Deadline for Submission of Bid): 24 January 2021, 16:00 hrs (Afghanistan local time).**

**REQUIRED SEALED BIDS IN TWO ENVELOPES MARKED,**  
**“TECHNICAL BID” AND “FINANCIAL BID”**  
**IN SEPARATE ENVELOPES**

Please ensure to sign the registration sheet at the ORD office while submitting sealed

Bid!

**Subject:** Invitation to Bid

**Project Name:** Rental Vehicle for UNHCR funded projects (CBP, PSN and Warehouse Management in North and Northeast provinces of Afghanistan)

**Invitation to Bid No.:** AFG/ORD/21/01

**Location:** Balkh, Jawzjan, Faryab, Baghlan, Kunduz, Takhar and .Badakhshan provinces of Afghanistan

**Date:** December 4, 2020

## **I. INTRODUCTION:**

### **1. The Introduction of ORD**

Organization for Relief Development (ORD) is non-governmental, non-profit and non-political Organization that has been established in 2010, registered in Afghanistan Kabul, with the Islamic Republic of Afghanistan. ORD plays a critical role in providing management services for peace building, humanitarian assistance and development operations. These activities help suffering people in troubled parts of the Afghanistan. ORD's mission is to expand the capacity of its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the Afghanistan's most challenging environments, ORD vision is to always satisfy stakeholders with management services that meet better standards of quality, speed and cost effectiveness.

### **2. Invitation to Bid:**

The Organization for Relief Development (ORD) is implementing partner of the United Nations High Commissioner for Refugees (UNHCR) for the Strengthening community resilience through participatory intervention to reduce protection risks and supporting Community Based Projects (CBP) projects with implementation in reintegration of returnees, IDPs and host Communities in North and Northeast regions of Afghanistan. The Organization for Relief Development-ORD invites companies duly registered with the government of Afghanistan to submit sealed bid for the above subjected services "Provision of rental vehicles)on the basis of the following terms and conditions.

### **3. Acknowledge:**

You are kindly requested to confirm by an email to: [procurement.ord@gmail.com](mailto:procurement.ord@gmail.com) that you will be submitting a bid.

### **4. Eligible Bidders:**

- 4.1 This Invitation for Bids is open for all interested companies who have registered with the government of Afghanistan and have valid license.
- 4.2 The company, organization or individual is not listed in the sanction and embargo list of the UN Security Council<sup>1</sup>.
- 4.3 The company, organization or individual is not legally barred from the procurement process on the grounds of previous violations of regulations on fraud and corruption.
- 4.4 The company, organization or individual to will not be contracted for considerable portions of the contract is an enterprise economically intertwined with persons conducting the tender.
- 4.5 The bidder shall be an Afghan company registered with the government of Afghanistan

## **5. Cost of Bidding**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **6. Period of Services:**

The intended period of contract will be 11 months starting from 01 February 2021 until 31 Dec.2021, one Year with possibility of extension as the same terms and conditions for the year of 2022.

## **II. Bidding Documents:**

### **1. Bidding Documents**

The Bidding Documents, in addition to invitation for bids, are those stated below and all documents shall be signed /stamped by the bidder or his legally authorized representative and returned to the address according to the Bidding Data Sheet.

- (a) Invitation to Bid (applied to this document)
- (b) Declaration of undertaking in accordance of the annex -1.
- (c) Summary of Relevant Capability, Experience and past performance of annex- 2
- (d) Copy Valid Business License of the company /bidder, annex - 3
- (e) Financial Report (Bank Statement) in accordance of annex - 4
- (f) Supplier questionnaire of the annex - 5
- (g) Scope of work of the annex - 6
- (h) Bid Security Form in accordance of annex -7.
- (i) Price Quotation Declaration Letter in accordance of the annex - 8
- (j) Price offering Sheet (Bill of Quantities) in accordance of annex - 9

Prices must be quoted for all items in the Bill of Quantities.

The bidders are expected to examine carefully the contents of all the above documents.

Failure to comply with the requirements of bid submission will be at the Bidder's own risk, bids that are not substantially responsive to the requirements of the Bidding Documents will be rejected.

### **2. Clarification of Bidding Documents**

Any prospective bidder requiring any clarification in respect of the Bidding Documents may notify the Employer in writing at [procurement.ord@gmail.com](mailto:procurement.ord@gmail.com). The request for clarification must reach the Employer not later than 5 days before the closing date of the bid. The Employer will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of bids.

The Employer will respond by e-mail providing clarification on the bidding documents. Written copies of the Employer's response including a description of the enquiry but without identifying its source will be communicated to all prospective Bidders, who had received the bidding documents and acknowledged their participation to the above mentioned email.

### III. PREPARATION OF BID:

#### 1. Language of Bid

The bid and all correspondence and documents related to the bid exchanged by a bidder and the Employer shall be in English language only as specified in the Bidding Data (BD).

#### 2. Documents Comprising the Bid

The bid documents should be enclosed two parts (i) **Technical bid** and (ii) **Financial bid** and must be submitted in separate sealed envelopes.

The Technical submitted bid must include the following formation. Failure to supply all requested information or comply with the specific formats may disqualify the bidder from consideration

1. Invitation to Bid (applied to this document)
2. Declaration of undertaking in accordance of the annex -1.
3. Summary of Relevant Capability, Experience and past performance of annex - 2
4. Copy Valid Business License of the company /bidder, annex - 3
5. Financial Report (Bank Statement) in accordance of annex- 4
6. Supplier questionnaire of the annex - 5
7. Scope of work of the annex - 6
8. Company annual turnover of the last three years (for 2018, 2019 and 2020)
9. Bid Security Form in accordance of annex 7.
10. Additional a copy of each Circular Letter issued to bidders by the Employer (if applicable). The Bidder must endorse each copy of such Circular Letter.

**Technical Bid should not contain any pricing or Financial Offer Form information what so ever on the goods/services/works offered. Pricing information shall be separated and any contained in the appropriate Financial Bid**

#### 3. Bid Prices

The Price bid must include the following:

- Price Quotation Declaration Letter in accordance of the annex - 8
- Price offering Sheet (Bill of Quantities) in accordance of annex- 8.

All prices shall be stated with applicable tax (in accordance with the current tax laws of the Islamic Republic of Afghanistan, and all other relevant provisions of the same law).

All unit prices shall be indicated in the spaced provided in the price sheet (BoQ).The bidder must sign and officially stamp the price sheet.

#### 4. Bid Currencies

The offer should follow the given structure and prices shall be quoted in **Afghani** (AFN) as specified in the Bidding Data sheet (BD).

#### 5. Bid Validity Period

Bids shall be valid for **30 days** after the Date of Bid Opening specified in the BD.

In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period which shall in no case be more than the original bid validity period. The request and the responses thereto shall be made in writing.

## 6. Format and Signing of Bid

- 1.1 Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
- 7.2 All appendices to Bid are to be properly completed, signed and stamped.
- 7.3 Each bidder shall prepare by filling out the forms completely and without alterations one (1) original and number of copies, specified in the Bidding Data, of the documents comprising the bid and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.
- 7.4 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder pursuant to Sub-Clause 14.1(a) hereof. All pages of the bid shall be initialed and stamped by the person or persons signing the bid.

## 2. Alternative Bid

Alternative bids are not allowed to be attached.

## IV. SUBMISSION OF BID:

### 1. Deadline for submission of bid:

- a. The closing date for submission of bids is:

The **January 24, 2021, 16:00h** (Afghanistan local time). Late bids shall be rejected and electronic submission is not allowed.

- b. Bids must be received by the Employer at the address specified no later than the deadline.
- c. Bids with charges payable will not be accepted, nor will arrangements be undertaken to collect the bids from any delivery point other than that specified above. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.
- d. Where delivery of a bid is by mail and the bidder wishes to receive an acknowledgment of receipt of such bid, he shall make a request for such acknowledgment in a separate letter attached to but not included in the sealed bid package

### 2. Submission, Sealing and Marking of Bids:

Your Bid comprising the Technical bid and the Financial Bid must be submitted in separate sealed envelopes and both the technical and financial bids should be placed in another sealed envelope. Download the Tender documents from ACBAR website ([www.acbar.org](http://www.acbar.org)).

The signed and stamped bid one original and one copy including with its all attachments shall be submitted in sealed envelopes.

The envelopes of your bidding documents shall be marked as following:

- (a) Bidding document – **Technical Bid** for:

Provisions of Rental Vehicles in North and North-East Provinces of Afghanistan

Invitation to Bid No.: AFG/ORD/21/01

- (b) Bidding document – **Price Bid** for:

Provisions of Rental Vehicles in North and North-East Provinces of Afghanistan

Invitation to Bid No.: AFG/ORD/21/01

### **3. The Employer's address for submission of bids is:**

ORD Regional Office:

ORD Regional Office | Street # 2 | Kart-e-Shafakhana | Mazar-i-Sharif, Balkh province of Afghanistan Phone No.: + 93 (0) 72 889 49 32 only for specifying of address.

### **4. Modification, Substitution and Withdrawal of Bids**

The bidder may modify, or withdraw its bid after bid's submission, provided that the written notice of the modification, including substitution or withdrawal of the bids, received by the Employer prior to the deadline for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified by a bidder after the deadline for submission of bids.

## **V. BID OPENING AND EVALUATION:**

### **1. Bid Opening:**

The offers from all bidders will be evaluated on the basis of acceptance of simple & pass / fail for the second stages in the following criteria:

- a. Technical bid delivered as separately in a sealed pocket.
- b. Price bid delivered as separately in a sealed pocket.
- c. Valid business license at least six months.
- d. Bidder accepts, and filled, completed, signed / stamped all ORD (Annexes) with Tender Sealed and signed.
- e. Accepts proposal validity of 30 calendar days from closing date of this ITB.
- f. Bank details under the company name in (AFN)

The opening of the bid will be held with ORD members only in absence of the bidders. The bid opening will take place at:

ORD Regional Office, Mazar-e-Sharif:

### **2. Process to be Confidential**

Information relating to the examination, clarification, evaluation and post-qualification of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process before the announcement of bid evaluation report.

Any effort by a bidder to influence ORD in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.

### **3. Examination of Bids and Determination of Responsiveness**

Prior to the detailed evaluation of bids, the Employer will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.

A substantially responsive bid is one, which meets the eligibility criteria; has been properly signed; and conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation or reservation.

### 3. Evaluation and Comparison of Bid:

Bidder shall provide the technical bid as per the below criteria and the bids will be opened immediately after the expiry of the deadline, the envelopes containing the price quotations remain sealed and are only opened for those applicants who have achieved at least 60% of the points to be awarded in the assessment of the technical bids:

The content of Technical Bid will be evaluated in accordance with the following technical criteria:

Evaluation Criteria description		Weight (%)
Driver Details	List of qualified technical including their Drivers (License, Tazkira, Phone Number), and CVs in all provinces of Afghanistan = 5 points Non submission of Drivers Details = 0 points)	5
Technically / Past Experience	Similar Past experience for similar scope and size, list and contact details of references, incl. UN Donors/NGOs & Government with indication of provable evidence documents in last three years, 2018, 2019, and 2020 as described as per (Annex -2).  1. UN Donors/NGOs = 50 points, three similar scope and size. 2. UN Donors/NGOs = 30 points, two similar scope and size. 3. UN Donors/NGOs = 15 points, one similar scope and size. 4. but no Donors /NGO experience and non submission = 0 point)  List of similar completed projects with provable evidence contract doc. (at least one the completed projects value shall not be less than 2.5 million AFN in one year).	50
Financial Turnover (3 years) / Financial Capability	Financial Capability: Potential financial capacity to fund the milestones (in absence of advance payment by ORD), such as Audit Reports, updated bank statement which should show source of the support project. Financial Audit Reports for the last of 3 years, 2018, 2019, 2020 = 10 points; non submission = 0 points).	10
Cost / breakdown	The Financial Offer Form will be preferred as reasonableness and lowest prices in this ITB and it will be calculated as per grade.	35
Total Points		100

### 4. Notification of Award

Prior to the expiration of the period of bid validity, the Employer will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted.

### 5. Content of Financial Offer

Separately financial offer is to be submitted on the attached financial offer form (Annex – 7) in AFN.

## VI. BIDDING DATA SHEET (BDS):

<b>A. General</b>	
1.1	The Employer is Organization for Relief Development (ORD). The work /service is: Balkh, Faryab, Baghlan, Kunduz, Takhar and Badakhshan provinces of Afghanistan
1.2	The project is financed by: Office of the United Nation High Commissioner for Refugees (UNHCR).
1.3	The Intended period of contract is 11 months with possibility of extension as the same terms and conditions for the year of 2022.
1.4	The qualification criteria are modified in ITB.
<b>B. Submission Bidding Documents</b>	
2.1	The Employer's address for clarification is: ORD Regional Office, Mazar-i-Sharif, ORD Regional Office   Street # 2   Kart-e-Shafakhana   Mazar-i-Sharif, Balkh province of Afghanistan Phone No.: + 93(0) 78 283 7700 only for specifying of address.
2.2	<b>REQUESTS FOR CLARIFICATION:</b>  Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to Supply Unit at <a href="mailto:procurement.nne@ord.org.af">procurement.nne@ord.org.af</a> or <a href="mailto:procurement.ord@gmail.com">procurement.ord@gmail.com</a>  The deadline for receipt of questions is 14:00 hrs local time on 21 December 2021. Bidders are requested to keep all questions concise.  Please do not send bids to the above email address. Only queries questions on this ITB can be sent to the subject line email (Rental Vehicles N/NE– AFG/ORD/21/01).  ORD will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. ORD may, at its discretion, copy any reply to a particular question to all other invited bidders at once.  All questions in regard to that tender please send in written no later than 5 days before the closing date of the bid.
<b>C. Preparation of Bids</b>	
3.1	The language of the bid shall be English.
3.2	Any additional materials required to completed and submitted by the Bidders are: <b>None</b>
3.3	The Bid prices shall be quoted in <b>Afghani</b> (AFN)
3.4	<b>The bid shall be valid for 30 days</b>
3.5	<b>Performance Guarantee:</b>  The winner bidder/supplier is strongly required to transfer amount of 350,000 AFN in their bank accounts by name of ORD as performance guarantee up to end of



	agreement and at the end of agreement or at the cancelation of agreement the performance guarantee will be return to the contractor as per terms, condition and situation of cancellation cause.
3.7	The number of copies of the Bid to be completed and returned shall be one original and one copy (comprising all sections of the bid).
3.8	Alternative Bids shall not be considered.
<b>D. Submission of Bids</b>	
4.1	Bids received by fax and electronically shall not be accepted.
4.2	Name and code of the project has given in ITB.
4.3	<b>The closing date for submission of bid is:</b> <b>January 24, 2021, 16:00h</b> (Afghanistan local time).
4.4	Late bids shall be rejected.
<b>E. Bid Opening</b>	
5.1	The bid opening will take place at: ORD Regional Office, Mazar-i-Sharif
<b>F. Evaluation of Bids</b>	
6.1	Technical Evaluation: Bids shall be evaluated in accordance with the given technical criteria in ITB and annex-1
6.2	The financial evaluation shall be execute according to the given criteria in ITB
<b>E. Award of Contract</b>	
7.1	Prior to the expiration of the period of bid validity, ORD shall send the successful and un successful bidder the contract / purchase order which constitute the notification of award.

**Attachments:**

- Annex 1: Declaration of Undertaking
- Annex 2: Summary of Relevant Capability, Experience and past performance
- Annex 3: Copy of Valid Business License of company / bidder
- Annex 4: Financial Report (bank statement)
- Annex 5: Supplier questionnaire
- Annex 6: Scope of the work
- Annex 7: Price Quotation Declaration Letter
- Annex 8: Price Offering Sheet (Bill of Quantities)

## **Financial Status**

### **1. Revenues**

**Table (5)**

Total Annual Company Revenues		
Year	USD	Afghanis
2020		
2019		
2018		

**2.** Applicants shall provide bank reference and / or letters of credit to demonstrate that they have access to lines of credit to the amount stated in Article B.4.

**3. Financial Statement: these shall be the followings:**

- Financial statements (balance sheets, included relate notes, and income statements) for last three years.
- Bank reference and / or letters of credit.
- Statement regarding cash flow

### **Declaration of Undertaking**

**Invitation to Bid No.:AFG/ORD/21/01**

**Project Name : Provision of the Rental Vehicles in North and Northeast region**

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Afghanistan.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Afghanistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place) \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_

Name of company: \_\_\_\_\_

Signature: \_\_\_\_\_ Email \_\_\_\_\_

Seal: \_\_\_\_\_ Mobile # \_\_\_\_\_

## Annex - 2

### 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 into consideration at the discretion of the evaluation panel.

No.	Project Title and Description of Activities	Location Province/District	Client Name/ Email/Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								

## **ANNEX-3 BUSINESSLICENSE/CERTIFICATE**

**License**

**Please Attach**

**ANNEX-4**

**Financial Audit Report / Bank  
Statement for last three years**

**Please Attach**

## ANNEX-5

### Supplier Questionnaire

The information provided in response to this questionnaire will be held confidential by ORD for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Please attach company registration documentation	
12. Annual turnover of your company	
13. Number of employees in your company	
14. Name of bank	
15. Bank details	
16. What products and services do you supply?	
17. Are you able to provide samples of your goods?	
18. What warranties/repair services do you offer?	
19. What storage or stock capacity do you have?	
20. Please provide references of other aid agency customers you have supplied with goods or services.	
21. Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with ORD. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to ORD in writing immediately.

## ANNEX-6

### Scope of Work

#### **SECTION 1: GENERAL TERMS**

**Type of vehicle:** Corolla Model 1995-1999 Corolla, White, Silver or Golden with driver. The model should not be older than 1995.

**Payment terms:** Payment will be made from Regional office (ORD Mazar Office) within one week from the date of receipt of bill along with log book entries as certified by Balkh, Jawzjan, Faryab, Baghlan, Kunduz, Takhar and Badakhshan Admin and Logistic Officers.  
Payment can be released by EFT (Electronic Fund Transfer). To the supplier Bank Account

**Tax deduction:**

ORD will be deducted from supplier monthly bills at the rate of 2% from firm's individual vehicle suppliers will be deducted 7%.

**Sub Contract:** The contractor shall not sublet any portion of the contract without written permission of ORD's representative.

**Validity:** The offer submitted by the contractor shall remain valid for acceptance for a period of 30 days from the date set for opening of tender.

**Contract Duration:** Contract will be for 11 months with possibility of extension

#### **SECTION 2: SCOPE OF WORK AND ACCEPTANCE**

**Scope of work and acceptance of Terms and conditions:** The contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by ORD, which are based on the lack of such dear information or its effect of the cost of the works to the contractor.

**Firm price** :The rate quoted shall be firm throughout the tenure of the contract and shall be inclusive of all applicable taxes

**Validity and termination of the contract:** The contract shall be valid initially for a period of 11 months from the date of award which can be extended further on same terms and conditions based on site requirement. The contract may be terminated by both party's supplier and ORD by giving a notice of one-month advance notice and no compensation shall be paid for remaining period of the contract period.

**Maintenance of vehicle:** Supplier will be responsible for all vehicle maintenance. In such a case the contractor shall arrange an alternate vehicle with the same condition.



### **Scope and Terms & conditions**

1. Travelling in different districts of different neighboring Provinces when it is required
2. Trip to other provinces when it is required.
3. The vehicle will normally be deployed for 12 hrs a day from 6-30 AM in the morning to 6:30 PM in the evening as per the requirement.
4. The vehicle must have update vehicle registration documents
5. Work day from Saturday up to Thursday with service Friday
6. The vehicle will be used for transporting staff and Goods.
7. The vehicle deployed should have standard tools, first aid kit. The vehicle will be maintained clean both inside & outside on a daily basis.
8. Active cooling and heating system
9. Kilometer reading meter of the vehicle shall be in healthy condition.
10. In case of non-availability of vehicle for minor/major breakdown an alternative vehicle shall be arranged. If the alternative arrangement is continued beyond one weeks, ORD reserves the right to term in ate the.
11. All expenses towards salary of driver/s. repair & maintenance, engine oil, damages due to accident, or third party comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner of vehicle.
12. The driver/s so deployed must have the valid driving license and have at lees three year driving experience. Driver/s so employed should not be under the influence of liquor or intoxicated during the duty hours.
13. In case of miss behavior by the driver/s. the contractor has to take immediate action and the decision of ORD"s representative in this regard will be final and binding.
14. Should the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the contractor, driver/s cleaner of the vehicle shall be entertained by the company.
15. The bill along with log book/trip sheet and any other document/s as required by ORD"s representative will be submitted to ORD on completion of a month.

**FINANCIAL OFFER FORM**  
**Annex-7 Price Offer Sheet (BoQ)**

Vendor will deliver the below required item on time and per the provided specification

**ITB No:**    **AFG/ORD/21/01**  
**Title:**     **Rental Vehicles for ORD Offices**

No.	Line Items Description	Delivery Location	Units	Quantity	Unit Cost (AFN)	Total Cost (AFN)
1	Vehicle- Corolla / Corolla Wagon, Model 1995-1999 Corolla White/Golden and others with fuel maintenance update vehicle registration documents and driver details,	Balkh + Samangan with possibility of travel to other neighboring 8 provinces within (IDP/Refugee Returnee Locations)	Vehicle	2		
2	Vehicle- Corolla / Corolla Wagon, Model 1995-19979 Corolla TAXI/SH White Yellow/Dark Silver (Gray)with fuel maintenance update vehicle registration documents and driver details	Jawzjan + Sari Pol (with possibility of travel to other neighboring 8 provinces within (IDP/Refugee Returnee Locations)	Vehicle	1		
3	Vehicle- Corolla / Corolla Wagon, Model 1995-1999 Corolla Silver / Dark Silver(Gray)with fuel maintenance update vehicle registration documents and driver details	Faryab with possibility of travel to other neighboring 8 provinces within (IDP/Refugee Returnee Locations)	Vehicle	1		
4	Vehicle- Corolla / Corolla Wagon, Model 1995-1999 Corolla Indigo/Silver/Gray with fuel maintenance update vehicle registration documents and driver details	Baghlan with possibility of travel to other neighboring 8 provinces within (IDP/Refugee Returnee Locations)	Vehicle	1		
5	Vehicle- Corolla / Corolla Wagon, Model 1995-1999 Corolla Silver/Gray/White, Yellow with fuel maintenance update vehicle registration documents and driver details	Kunduz with possibility of travel to other neighboring 8 provinces within (IDP/Refugee Returnee Locations)	Vehicle	2		
6	Vehicle- Corolla / Corolla Wagon, Model 1995-1999 Corolla White/Silver/Golden with fuel maintenance update vehicle registration documents and driver details.	Takhar with possibility of travel to other neighboring 8 provinces within (IDP/Refugee Returnee Locations)	Vehicle	1		
7	Vehicle- Corolla / Corolla Wagon, Model 1995-1999 Corolla White/ Gray with fuel maintenance update vehicle registration documents and driver details.	Badakhshan with possibility of travel to other 8 provinces within (IDP/Refugee Returnee Locations)	Vehicle	1		
<b>Grand Total Cost</b>						

**Note: All the above vehicles with possibility travel to other nine provinces of (Balkh, Samangan, Baghlan, Jawzjan, Sari Pol, Faryab, Kunduz, Takhar, and Badakhshan) as per need.**

**Price Quotation Declaration  
Letter**

[On Letterhead]

<Insert date>

TO:                Organization for Relief  
                     Development Procurement  
                     Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Request for Quotation – ITB # AFG/ORD/21/01  
Provision of the rental Vehicles** in accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFA 0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation (30 days).

We understand you are not bound to accept any quotation you

receive. Yours sincerely,

Authorized Signature:

Name and Title of

Signatory: Name of Firm:

Address

**Sample Photos for your information**

1. Toyota Corolla Wagon



2. Toyota Corolla

