



REQUEST FOR QUOTATION (RFQ)

Rent of Vehicle (Toyota Corolla)

DATE: 06 Jun 2021

REFERENCE: RFQ-AICS/O/01-2021

Dear sir / Madam:

Afghanistan Institute for Civil Society (AICS) invites quotation for hiring of a vehicle type Toyota Corolla with operational heated/cooling system and comfortable sets for a period of 10 months renewable on mutual agreement of both parties if required. When preparing your quotation please be guided by the form attached hereto as annex1.

Quotations may be submitted on **Sunday 15-Jun-2021 COB** to the address below:

AICS Office, House # 58, Street#12 Qalah-E- Fatullah, Golahi Paikob, Opposite of Sehat Afghan Clinic, Kabul Afghanistan

Offers proposal may be submitted only Hard-Copy in a sealed envelope.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by AICS after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and stamped.

Please take note of the following requirements and conditions pertaining to provision of the abovementioned services:

Delivery Terms (INCOTERMS)	Afghanistan Institute for Civil Society (AICS) office, Kabul Afghanistan
Deadline (Delivery date and time)	15 th Jun 2021
Preferred Currency of Quotation	Afghani
All documentations	English
Documents to be submitted	<ol style="list-style-type: none"> 1. Duly Accompanied form as provided in Annex 1 or official Valid quotation as per annex1 2. Company Profile (Tazkira Copy incase individual) 3. Copy of valid business license 4. Copy of Vehicle Jawaz-Saeer
Period of Validity of quotation	60 days
Partial quotes	Not permitted
Payment Terms	Monthly based on official invoice
Evaluation Criteria	<ul style="list-style-type: none"> • Technical responsiveness / Full compliance to requirements and lowest price and the offer should meet our specification. • The required documents in the RFQ (see above) • Full acceptance of the PO/ Contract General Terms and Conditions
AICS will award to :	Purchase Order (PO)
Conditions for Release of payment	<ul style="list-style-type: none"> • Original invoice • Signed SRN • Daily vehicle logbook
Annexes to this RFQ	I
Contact person for inquiries	<p>0728888004</p> <p>Any delay in AICS's response shall be not used as a reason for extending the deadline for submission, unless AICS determines that such an extension is necessary and communicates a new deadline to the proposers</p>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of AICS requirements.

AICS is not bound to accept any quotation, nor award a contract/purchase order, nor be responsible for any costs associated with a suppliers' preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

AICS encourages every Vendor to avoid and prevent conflicts of interest, by disclosing to AICS if you, or any of your affiliates or personnel, and other information used in this RFQ.

AICS implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against AICS, as well as third parties involved in AICS activities.

Thank you and we look forward to receiving your quotation.

Annex I:

No.	Item Technical Specifications	Unit	QTY	Unit Price AFN	Total Price AFN	Remarks
1	Rent of Toyota Corolla (Model 97/98) equipped with: <ul style="list-style-type: none"> • Functional AC/heated system • Comfortable seats • Good running condition The vehicle will be used as full day and two trips daily (morning and afternoon) for pick and drop of staff within the Kabul city The morning trip is 7-8 AM and afternoon trip is between 5-7 PM.	Month	10			
3	Governmental tax (licensed companies)	%	2			
Total offer						

Note: Duration of contract is ten months with possibility of extension. The total daily estimated trip would be around 60 – 70 KM with 5 days in a week (Sunday to Thursday) and exceptionally on weekends as an urgent base.