

REQUEST FOR QUOTATION (RFQ)
(Vehicle Hire Service)



Reference: AFG-ELCS -AFIAT-KBL-001

Date: 06 June 2021

Introduction:

Emerging Leaders Consulting Services (ELCS) is inviting quotations from providers of rental vehicles in Afghanistan for the rental of two vehicles (**1 Toyota Corolla & 1 Toyota 4Runner**) for a duration of one year which is renewable based on satisfactory performance. The vehicle hire service will be required for local travel within (**Kabul**) province for trips to partners, government agencies, NGOs, project stakeholder's offices including trips to project areas and procurement.

Submission Guidelines:

Quotations must be submitted electronically in English to admin@elcs-af.com on or before **5:00 PM Kabul Time on June 17, 2021** with subject line "**Quotation for Vehicle Hire Service**". Any quotation received in other language after the specified deadline or with a different subject line will not be considered for review and evaluation.

It shall remain your responsibility to ensure that your quotation must reach the specified above email address on or before the set deadline. ELCS will not be responsible for any cost associated with your Company's preparation and submission of quotation, regardless of the outcome of review and selection process.

Quotations Review and Selection Outcome:

Following receipt of quotations, ELCS will review all quotations on **20 June 2021**. The outcome of the review and selection will be announced on **22 June 2021**. Only shortlisted quotations will be notified of the selection. For any further negotiations, the selected Company's will be invited to ELCS office.

Requirements and Conditions:

Please consider the following requirements and conditions when preparing your quotation:

Service Location:	Kabul
Preferred Quotation Currency:	Local Afghani Currency
Documents to be Submitted with Quotation:	Business Registration Certificate Company Profile Experience of a Minimum of Two Years in the Rental Services Industry
Partial Quotes:	Not Permitted
Payment Terms:	Upon Successful Delivery of Service and Approval of Invoice by ELCS Finance and Operations Department
Payment Type:	Bank Transfer
Evaluation Criteria:	Technical Responsiveness Lowest Price Relevant Past Experience and Performance
Award Type:	ELCS may award to one or two Companies who meets the requirements
Type of Contract:	One Year with Possibility for Extension Based on Performance
Contact Person for Enquiries:	Mohammad Zahed Hamrah – Admin/Finance Officer (0700 032 112 / 0799 420 042)
General Terms	The rental company will be responsible for the loss, damage, accident of vehicle including injury and loss of the driver during an incident

Requirements:

The quotation must take into consideration the driver wages, driver food, vehicle fuel cost, vehicle repair, maintenance and any other related cost to renting of vehicle to the company.

Vehicle Conditions Requirements:

- The Corolla vehicle should be in good condition manufactured between the years 2006-2010
- The 4Runner vehicle should be in good condition manufactured between the years 2006-2008
- The vehicles should have all the necessary equipments during the breakdown including spare tyre, tools
- Clean inside and out
- Log book
- Good tyres

Driver Requirements

- Minimum of 2 years working as a driver with knowledge of the routes including traffic rules and regulations
- Communicate well
- Be patient
- Should hold a valid license
- Observes courtesy to passengers in the vehicle

Violations of Sanctions & Support for Terrorism

- a) *The company, organisation or an individual associated with the tender are listed in the sanction and embargo list of the UN Security Council, the European Union or EU Member States, United States (OFAC, Watch Dog) or United Kingdom (OFSI).*
- b) *They have provided support (material or other) or any resource to any individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or to anyone who acts as an agent for such an individual or entity;*
- c) *They have association with a designated terrorist entity or their ownership, control, or influence;*
- d) *They are not compliant with laws and regulations stipulated by the UN Security Council Counter Terrorism and Sanctions policies, as well as those stipulated by the European Union and its member states, the United Kingdom, or the United States of America.*