

REQUEST FOR QUOTATION (RFQ)

RFQ-AOCS/00004-2016

Rent of Vehicle (Picnic)

DATE: 4 December, 2016

REFERENCE: RFQ- AFG/AOCS – 0004-2016

Dear sir / Madam:

Afghanistan Organization for Civil Society (AOCS) invites quotation for hiring of two vehicle type Toyota Picnic with operational heated/cooling system and comfortable sets for a period 9 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 **Thursday 22 December 2016 COB** to the address below:

ACS Office, House # 40, Afghan Kelled Street
Kolola Pushta, Kabul Afghanistan

Offers proposal may be submitted electronically in PDF format to email jobs@aicsafg.org. The email shall be virus free. As the maximum size of email is 2 MB, the offer may be divided into more than one email, if needed. They must be free from any form of virus or corrupted content, or the quotations shall be rejected.

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 AOCS 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 in the.pdf format, and free from any virus or corrupted files.

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

Delivery Terms (INCOTERMS) N/A	Afghanistan Organization for Civil Society (AOCS) office, Kabul Afghanistan
Customs clearance if needed, shall be done by:	N/A
Exact Address of Delivery Location.	AOCS Office Kolola Pishta Kleed Steet Kolola Pishta, Kabul Afghanistan
AOCS preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery date and time	January 1 st 2017
Implementation work plan & Duration of work	N/A
Site visit for technical inquiries an pre-bid conference meeting	N/A
Preferred Currency of Quotation	AFN
Value Added Tax on price Quotation	Include 2% government tax
Value Added Tax on price Quotation	2%
All documentations, including catalogs, instructions, shall be in the language	English
Documents to be submitted	<ul style="list-style-type: none"> • Duly Accomplished form as provided in Annex 1 or official Valid quotation as per annex1
	<ul style="list-style-type: none"> • Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. • Written self – Declaration of not being included in the ineligibility list • Valid company license
Period of Validity of quotes starting the submission date	60 days In exceptional circumstances, AOCS may request the Vendor to extend the validity of the quotation beyond what has been initially indicated in the RFQ. The proposal shall then confirm the extension in writing, without any modification whatsoever on the quotation.
Partial quotes	Not permitted
Payment Terms	Monthly based on certified invoice
Liquidated Damages	0.8% of contract for every day of delay, up to a maximum duration of two weeks. Thereafter, the contract may be terminated.
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 Shortest Lead time
AOCS will award to :	Purchase Order (PO)

Conditions for Release of payment	<ul style="list-style-type: none"> • Original invoice • Signed SRN
Annexes to this RFQ	I
Contact person for inquiries	<p>Mohammad Hashim Khwajazada Operation Manager AOCS hkhwajazada@aicsaf.org; 0796784669</p> <p>Any delay in AOCS’s response shall be not used as a reason for extending the deadline for submission, unless AOCS 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 AOCS requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price, and quantity) shall be re-computed by AOCS. The unit price shall be corrected. If the supplier does not accept the final price based on AOCS’s re-computation and correction of errors, its quotation will be rejected.

After AOCS has identified the lowest price offer, AOCS reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than AOCS’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, on price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by AOCS after it has received the quotation. At the time of award of contract of purchase Order, AOCS reserves the right to vary (increase) the quantity of services and / or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

AOCS 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.

Please be advised that AOCS’s Vendor protest procedure is intended to afford an opportunity to appeal for persons of firms not awarded a purchase order or contract in a competitive procurement process.

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

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

Thank you and we look forward to forward to receiving your quotation.

Sincerely your,

Maiwand Rahyab
Executive Director
AOCS – Afghanistan

Annex I:

No.	Item Technical Specifications	Unit	QTY	Unit Price AFN	Total Price AFN	Remarks
1	Rent of Toyota Picnic equipped with: <ul style="list-style-type: none"> • Functional AC/heated system • Comfortable sets • Good running condition The vehicle will be used only two trip daily (morning and afternoon) for pick and drop of AOCS staff from five locations in district 10 th (Charqalah) and district 4 th Taimany to Koloal Pushta Kleed Street of Kabul city. The morning trip is 7-8 AM and afternoon trip is between 4-6 PM.	Month	9			
2	Rent of Toyota Picnic equipped with: <ul style="list-style-type: none"> • Functional AC/heated system • Comfortable sets • Good running condition The vehicle will be used only two trip daily (morning and afternoon) for pick and drop of AOCS staff from District 6 th (Shahrak Haji Nabi and Darul Aman Raod) to Koloal Pushta Kleed Street of Kabul city. The morning trip is 7-8 AM and afternoon trip is between 4-6 PM	Month	9			
3	Governmental tax (licensed companies)	%	2			
Total offer						

Note: Duration of contract is nine months with possibility of extension from 01 January 2017 to 30 September 2017, during the contract period change of routes will be agreed between parties in written and costs would be adjusted accordingly.