



**Citizens Organization for Advocacy and Resilience (COAR)**

**RFP Reference # 017/2021**

**(Rental Cars for GPE-CBE Project)**

**(April 27, 2021)**

## **Introduction**

Citizens Organization for Advocacy and Resilience (COAR) is an independent, Non-Governmental, Non-Political and Non-for-Profit charity organization, founded on the initiative of a group of Afghans in September 1989, in order to contribute towards rehabilitation process of Afghanistan. Since its establishment, COAR's strategy has evolved from providing short term emergency, relief services to long term development efforts by implementing different projects in sphere of agriculture, animal husbandry, health, education, infrastructure and many welfare projects throughout Afghanistan, which are financed by different donor agencies.

## **Objective**

The objective of this Request for Proposal is to find a source that will provide the best overall value to COAR. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

## **Submission Guidelines & Requirements**

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than [XXXX].
3. Bidders must list at least [3] projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must be provided that is not more than [10] pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A financial proposal must be provided that is not more than [5] pages. This financial proposal should indicate the overall fixed price for the project.
6. A representative that is authorized to commit bidder's company must sign proposals.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
8. Proposals must remain valid for a period of [45] days.
9. CoAR anticipates selecting at least three individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.
10. The suppliers shall attest that they meet the eligibility criteria as mentioned above.
11. Upon signing the proposal by the supplier or authorized representative of the supplier, the supplier agreed to follow the COAR's code of conduct for suppliers as mentioned below in this RFP.
12. The supplier shall bear all costs associated with the preparation and submission of his quotation and the CoAR will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

13. The language of the quotations must be **English** and must be on the letterhead of the supplier organization.
14. All quotations should be submitted in sealed envelope along with all the required documents and must be properly labelled with the RFQ reference.
15. All quotations must be submitted to the COAR main office located at Pul-e-sorkh square, Pul-E- Wahdat, House # **48**, District # 3, Kabul Afghanistan.

### **Opening and evaluation**

COAR anticipates selection of the shortlisted suppliers during three working days.

If you have any question or need further clarification, please contact on below email add:

Email Add: [procurement@coar.org.af](mailto:procurement@coar.org.af)

[Phone: 0730171960](tel:0730171960)

### **IMPORTANT:**

Do not send bids to the above email addresses. Only Queries and questions on this RFQ can be sent to the above address.

CoAR may compile or respond individually to queries and questions raised by suppliers. CoAR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

### **Bid Acceptance**

CoAR reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer. However, CoAR's procurement department will share the reason of non-selection with the shortlisted unsuccessful bidder wherever they think it appropriate and necessary.

CoAR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted.

### **Project Description**

The goods to be purchased are for use by the COAR organization for the Project "**Provide access to education for emergency-affected children** in Ghazni province" an intervention supported by GPE-CBE-UNICEF. The supplier can submit a quotation for all. Contractor should deliver the materials to project site location.

The contractor is required to provide the following goods/services and deliver to Ghazni province.

### Rental Cars

No	Description	Full specification	Location	Quantity Of kits	Monthly rent for one AFN	Total on AFN
1	Rental Cars	Model: Felder Specifications: Air conditioner, and good condition also it worth to mention all related costs such as driver salary, fuel, car repairing will be the responsibility of the car owner.	In 10 Districts:	3 Vehicle		
<b>Total Cost</b>						

### RFP & Project Timelines

The timeline of the proposal is as follows,

Request for Proposal Issuance Date	May 27, 2021	
Last Date of Submission of Proposal	Jun 01, 2021	

The Last date of Project Completion is ....., 2021.

### Evaluation Criteria

CoAR will rate proposals based on the following factors, with cost being the most important factor:

Essential Criteria		
1	Valid Business license	Yes/No

2	Bank Account by name of Company/Owner	Yes/No
3	Signed and stamped RFQ/RFP with Polices of COAR	Yes/No

### Capability Criteria

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience.
3. Lowest Comparative price
4. Lead Time

Technical and Financial proposals shall be submitted in separate envelopes as a single package.

CoAR reserves the right to award to the bidder that presents the best value to CoAR as determined solely by CoAR in its absolute discretion.

Note: The shortlisted bidder will be requested to provide the Kits accordingly to the samples which COAR will provide.

### Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by CoAR as a condition of participation in the Contract procedure or fail to supply this information.

### Tax

The price given shall be inclusive of all applicable taxes. CoAR will deduct tax at source while making payment as per the provisions of the contract.

### Performance Guarantee

The contractor is required to submit **0%** of the total contract amount as a performance guarantee to CoAR upon signing of contract. The performance guarantee will be paid back to the supplier upon the successful completion of the contract.

### Code of Conduct

Following minimum code of conducts are required to be complied with by the supplier:

- Suppliers are required to comply with the applicable Local Laws,
- Supplier shall comply with all applicable laws, statutes, regulations, codes, etc. relating to anti-bribery and anti-corruption
- Supplier shall refrain from engaging in any form of bribery or corruption
- Suppliers shall minimize their negative impact on the environment
- Supplier shall reduce waste of all types to the greatest extent reasonably possible

- Supplier shall not discriminate its employees based on gender, age, religion, race, tribe, caste, social background, disability, nationality, political affiliation, sexual orientation, or any other personal characteristics
- Supplier shall not make use of any form of forced labor
- Supplier does not engage in any workplace practice and conditions which violate basic rights; Physical abuse or punishment or threat of physical abuse or punishment, any kind of sexual or other harassment and other forms of intimidation are prohibited
- Supplier shall not employ children younger than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age applies
- Supplier shall provide a safe and hygienic working environment
- Wages paid by the Supplier must meet or exceed legal minimums and/or industry standards
- Working hours of employees must be in line with the legal requirements and / or industry standards
- Supplier shall grant employees their stipulated annual leave and sick leave without any form of repercussions
- Supplier shall actively purchase locally produced goods in preference to imported ones wherever reasonably possible
- CoAR expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.
- CoAR expects its suppliers to recognize the freely exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

After having read this Request for Proposal<017/2021> on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation,
- Provided that a contract is issued by the Contracting Authority, we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- Certify and attest compliance with the Code of Conduct for Contractors mentioned in this Request for Quotation (RFQ).

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

**The Contractor**

Name of the company

Address

Telephone no.

E-mail:

Name of contact  
person

Date: