

**Human Rights Research and Advocacy Consortium (HRRAC)**

**RFQ No: HRRAC/RFQ/2025/011**

**Request for Quotations (RFQ)**

**Rental Vehicles on Monthly Basis for (Kabul and Khost Provinces)**

**Issued on: May 05, 2025**

**Closing on: May 16, 2025**

**About HRRAC:**

Human Rights Research and Advocacy Consortium (HRRAC) founded in 2006, is an independent Afghan non-governmental organization engaged in research, advocacy and capacity-building in the areas of women's and children’s human rights, health, education, access to justice, and public participation. HRRAC is a unique platform that brings together national and international organizations committed to advocating with and on behalf of Afghans for the protection and respect of human rights in Afghanistan.  HRRAC is a women-led and women focused organization and places women and girls at the heart of its work and seeks to address women’s rights directly by changing relationships of power between women and men through advocating for laws and policies that advance women’s rights that enables them to participate effectively in decision-making.

**Objective:**

HRRAC is soliciting the process to rent vehicles for its project activities in Kabul and Khost provinces. The contract will be for a period of six (6) months. This rental arrangement is intended to support the effective implementation and field monitoring of project activities in both provinces. The selected vendor(s) will be required to provide well-maintained, reliable vehicles along with experienced drivers, ensuring safety, punctuality, and flexibility to meet project demands. The six-month duration may also include provisions for extension based on performance, funding availability, and project needs.

**Specifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rental Vehicles** | | | |
| **Sr. No** | **Specification** | **Unit** | **Quantity** |
| 1 | Toyota Corolla or Toyota Fielder, Model 2003 to 2007 in Good Working Condition | Vehicle | 2 |
|  | **Total** |  | **2** |

**Eligibility, Evaluation and Requests for Information**

Kabul and Khost based companies or sole proprietors who can work in both secure and insecure areas are eligible to bid for the mentioned service. In order for their bids to be considered “responsive” and be evaluated for award, qualified offers must:

* 1. Submit all information required below on or before the time/date mentioned.
  2. Demonstrate the capability (supported by client references and/or literature) to meet the requirements specified, Statement of Work.
  3. Have a satisfactory record of Past Performance.
  4. Be familiar with targeted areas and have full update information from the targeted areas.

1. **Content and Format of your Proposal**

In order for HRRAC to conduct the most efficient analysis of proposals received, please format your response as follows:

1. A letter of transmittal confirming: a. Your company’s status as a licensed firm with Ministry of Commerce or Kabul Municipality; b. Your company’s commitment to providing good quality of service mentioned above to the address mentioned below. c. The validity of your proposal/Quotes for a minimum of thirty (30) calendar days. The letter must be signed by a person authorized to bind your company and negotiate on your company’s behalf.
2. A discussion of your approach to providing the required services. You must respond to ALL of the requirements.
3. A description of your company’s capabilities to provide the required services, including evidence of financial responsibility and other Governmental Regulatory licenses.
4. A completed Price Proposal, The successful Offered will receive a Fixed Price Contract for the period stipulated in this RFQ. The fixed prices will remain in effect for the entire Period of Performance unless modified in writing by HRRAC.
5. **Service / Product delivery and payment Terms**:

* Payment method: The supplier will be paid through bank Account after satisfactory Service of the rental vehicles in the Kabul city, Bagrami, Paghman, Khost city, Mandozayi and Terezayi districts.
* Delivery time line: ASAP (please mention the delivery date in your quotation)
* Service Location Kabul city, Bagrami, Paghman, Khost city, Mandozayi and Terezayi districts.

1. **Terms and condition**

This section provides an indicative scope of work for the firm. It shall, however, be the responsibility of the firm to carry out all the tasks for smooth dispatch services of the HRRAC

* Vehicle should take passengers on 8:00 am to targeted area.
* Vehicle model should be Toyota Corolla or Toyota Fielder (M 2003 to 2007)
* Vehicle should be with HRRAC’s passengers during all the day within the targeted areas.
* The vehicle shall carry HRRAC authorized passengers only.
* The vehicle shall be fully cleaned and disinfected regularly with disinfection materials.
* The vehicle shall be in a good working condition.
* The vehicle shall be equipped with necessary safety items, including a fire extinguisher, first aid kid, seat-belt restraints, spare tire, mechanical jack, and basic hand tools, etc.
* The vehicle shall be equipped with a properly functioning air conditioner
* The vehicle shall be compliant with applicable insurance, safety, or other requirements
* The vehicle shall be registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by Afghanistan traffic law
* Service providers shall be fully responsible for the operation of the vehicle and ensure that the driver operates the vehicle under applicable law.
* Service providers shall be fully responsible for refueling the rented vehicle.
* Service providers shall be fully responsible for any maintenance, servicing, and repair needs of the vehicle during the term of this contract.
* Except in the case of emergencies, service providers shall ensure that service and repair do not take place during the hours that HRRAC requires the vehicle, or at any other time that will interfere with HRRAC’s purposes for the use of the vehicle.
* Service provider shall promptly have such work done, at its costs and expense, failing which HRRAC reserves the right to terminate the contract for cause.
* The service provider is responsible for any items left in the vehicle by HRRAC passengers.
* If a service provider has to change drivers, they should keep inform HRRAC and send us all relevant supporting documents of new drivers.
* If the rental vehicle was not ready (present any day during the contractual period) due to any reason (maintenance, engine broken etc.) a replacement vehicle must be provided to HRRAC by the supplier at the same date and time to fulfill the job.
* If during any incident or accident any damage happened to the car, or any injury or death to driver, HRRAC is not responsible.
* Vehicles should not display images of political or religious icons that can be deemed inappropriate or inflammatory.
* Routes and collection points must be approved by HRRAC passenger and no deviation permitted without HRRAC approval

1. **Prices & Terms of Contract:**
2. Vendors must quote price to HRRAC in **Afghanis (AFN)**.
3. HRRAC will deduct the applicable tax **(currently 2%)** on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank. If the supplier cannot provide the registration certificate or the registered certificate are against to their business. In that case, HRRAC will deduct (**7% tax)** from the total amount of contract and will deposit to the Da Afghanistan Bank.
4. Your quotation will be accepted and payment will be proceeding as per your business title.
5. HRRAC is paying for any kind of supply and service; Account payee check by the name of your company not by the name of person (this is not an open check).
6. Penalty is applicable to the selected company in case of late delivery.
7. The vendor should have a bank account according to your business title.
8. The quotation should be signed and stamped.
9. HRRAC reserves the right to cancel this process without further notice to the vendors.
10. **Submission of Guidelines:**

The deadline for submission is May 20, 2025 / 04:00 PM Local Time. (Kabul, Afghanistan time) at the e-mail address provided below. Please reference this **RFQ No: HRRAC/RFQ/2025/011**, at [admin@hrrac.af](mailto:admin@hrrac.af) .

Proposals received after the deadline may not be considered. Proposals must be valid for a minimum of thirty (30) calendar days.

**Address Kabul:** House # 12, Lane 4E, Street # 13, Wazir Akbar Khan, Kabul-Afghanistan.

1. **Questions and Clarifications**

Any questions/clarifications should be submitted by email to (admin@hrrac.af ) or asked by phone on 020 2311 826, before May 20, 2025.

**Please Mark:**

1. **I certify that I’ve provided quote and are agreed with your payment terms and condition.**

Signature and or stamp:

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Vendor Name:

Company Name (If applicable):

E-mail address:

Mobile Phone:

Address: