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REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/AFG/RFQ/2021/0000013416, Rental of Vehicles Services for MoPH	Date: 02 October 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of Rental Vehicle services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: General Terms & Conditions

Annex 5: TOR and Rental Vehicle Requirements

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: 
Name: Alban Zhuri
Title: Head of Procurement Unit
Date: 02 October 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on the UNDP website.</p>
Deadline for the Submission of Quotation	<p>As indicated in the eTendering system. Note the hat system time zone is in EST/EDT (New York) time zone.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in the eTendering system. Note that the system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address:</p> <ul style="list-style-type: none"> ▪ File Format: PDF, EXCEL, and Word ▪ File names must be maximum of 60 characters long and must not contain any letter or special character other than from the Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Click or tap here to enter text. ▪ Mandatory subject of the email: RFQ for the Rental of Vehicles Services for MOPH ▪ Multiple emails must be identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging the email receipt. <p>[For the eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • UNDP/AFG/2022/RFQ/0 000013416 <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide, and Instructional videos are available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation Quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labor, human rights, environment, and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors, and,</p>

	requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks, or offers of holidays, transportation, or invitations to extravagant lunches, dinners, or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation, of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity, or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated, and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of the Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the provision of services is delayed by [20 days]
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group, or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in the termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers, and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in US\$
Joint Venture, Consortium, or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium, or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with the authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract

	shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under the Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium, or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium, or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium, or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director, or shareholder in common; or b) any one of them receives or has received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process.</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder, or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties.
Language of quotation	<p>English</p> <p>Including documentation including catalogs, instructions, and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 1: Schedule of Requirements Form duly completed and signed,</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed,</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1,</p> <p><input checked="" type="checkbox"/> Company Profile,</p> <p><input checked="" type="checkbox"/> Company Registration certificate,</p> <p><input checked="" type="checkbox"/> Duly completed and stamped compliance sheet along with requested documentation if any,</p> <p><input checked="" type="checkbox"/> Copy of two (02) prime contracts for similar requirements (Rental of Vehicles Services) in the last 3 years, including contract description, contract value, clients name, and contact details with national or international organizations;</p>
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of the Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not Permitted
Payment Terms	<input checked="" type="checkbox"/> The payment will process within 30 days at the end of each month upon satisfactory acceptance of services by the end-user and UNDP and submission of payment documentation.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements by the UNDP end-user. <input checked="" type="checkbox"/> Others [Submission of correct invoice by the contractor]
Contact Person for correspondence, notifications, and clarifications	E-mail address: procurement.af@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, the offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 working days (Fridays and Saturdays are not working days) before the submission deadline. Responses to the request for clarification will be communicated through addendum through Atlas before the submission deadline
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of the Contract, <input checked="" type="checkbox"/> Minimum two (02) contracts successfully implemented for similar requirements (Rental of Vehicles Services) in the last 5 years including contract description, contract value, clients name, and contract detail, <input checked="" type="checkbox"/> Minimum of one contract successfully implemented for similar requirements (Rental of Vehicle Services) equal to or above \$25,000 in the last 3 years, <input checked="" type="checkbox"/> Compliance with a completion period of the services, 15 Months after issuing of the contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirements at the time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the number of services and/or goods, by up to a maximum of twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Services)
Expected date for contract award.	15 November 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the Co's and corporate UNDP websites.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS**Technical Specifications for Rental Vehicle:**

SN	Specification (Equivalent brands/specs acceptable)	QTY	Duration	Bidder Offered Model	Compliance Statement Yes/No	Deviation if any
1	Mini MPV Type Vehicle: <ul style="list-style-type: none"> - Number Seat: Standard three-row seating, 7 or 8 seats (Including Driver) - Year: (1996-1999), 5 Doors - Soft skin - Well maintained, clean inside and outside. - Excellent Running condition - Active A/C - Active Running Km. - Left steering wheel - Four new tires and one new spare tire - Complete maintenance tool kit and accessories. - Update/valid Vehicle registration document No insurance will be provided by UNDP for the vehicles and, their content for the drivers under any circumstances. (More details in Annex-4 of RFQ)	7	15 (Months)			

Delivery Requirements =Delivery Requirements	
Delivery date and time	Bidder shall provide Rental Vehicle services for 12 Months period within a week after Contract signature. For more details, please refer to Annex 4: TOR and Rental Vehicle Requirements
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (Must be linked to INCOTERM)	N/A
Exact Address(es) of Delivery Location(s)	Please Refer to Annex -4 TOR and Rental Vehicle Requirements.
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training in Operations and Maintenance	Not Required
Warranty Period	NA
After-sales service and local service support requirements	Not required
Preferred Mode of Transport	Land.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it, and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
The legal name of the bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate a significant commitment to sustainability through some other means, for example, internal company policy documents on women empowerment, renewable energy, s or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 2 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value in USD	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive, or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational, or another undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries, or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract, is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: United States Dollars						
Item No	Description	UOM	Duration (Months)	QTY	Unit Price in USD (Per Month, Per Vehicle)	Total Price in USD (15 Months x 7 Vehicles)
1	Mini MPV Type Vehicle: <ul style="list-style-type: none"> - Number Seat: Standard three-row seating, 7 or 8 seats (Including Driver) - Year: (1996-1999), 5 Doors - Soft skin - Well maintained, clean inside and outside. - Excellent Running condition - Active A/C - Active Running Km. - Left steering wheel - Four new tires and one new spare tire - Complete maintenance tool kit and accessories. - Update/valid Vehicle registration document No insurance will be provided by UNDP for the vehicles and, their content for the drivers under any circumstances. (More details in Annex-4 of RFQ)	Each	15 months	7		
Total Price						

Note:

The calculation should be:

Per month price for one vehicle X QTY X 15 Months = Total Price.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counteroffer
Compliance with Minimum Technical Specifications as per Annex-1 and Annex-4	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Completion Services 15 Months from the signing of a contract by both parties	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 90 days from submission date.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (90 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ices of Origin: (If an export license is required this must be submitted if awarded the contract)	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of the company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

Annex 5: Term of Reference

Vehicle Terms of Reference

Description: Rental Vehicles for MoPH in Kabul, Afghanistan.

Duty Station: Kabul Province of Afghanistan, (Covering all Districts of Kabul)

Routine use is in Kabul Province, (Covering all Districts of Kabul) and sometimes maybe once a month will have a trip to the near neighborhood province lab facilities (Logar provincial hospital, Pakitya provincial hospital, Parwan provincial hospital, Panjshir provincial hospital, and Kapisa provincial hospitals),

Duration: 15 months.

The vehicles will be used for daily pick & drop and official activity of MoPH staff for the period of 15 months.

Mini MPV Type:

- Number Seat: Standard three-row seating, 7 or 8 seats (Including Driver)
- Year: (1996-1999), 5 Doors
- Soft skin
- Well maintained, clean inside and outside.
- Excellent Running condition
- Active A/C
- Active Running Km.
- Left steering wheel
- Four new tires and one new spare tire
- Complete maintenance tool kit and accessories.
- Update/valid Vehicle registration document

2.Working days and Hours:

6 days a week (Saturday – Thursday from 6:00 am – 6:00 pm)

3.Purpose of Use:

For Pick & Drop and the official activity of MoPH

Possible movement area:

Movement Areas: is (Staff pick & drop and official activity of MoPH/CPHL at Kabul province and sometime maybe once a month will have a trip to the near neighborhood province lab facilities (Logar provincial hospital, Pakitya provincial hospital, Parwan provincial hospital, Panjshir provincial hospital, and Kapisa provincial hospital).

4.Other Conditions:

- The contractor shall make the vehicle and the driver available in accordance with the requirement above.
- The contractor shall be fully responsible for the complete maintenance including change of Oil and Filter upon completion of standard usage of the mileage of the vehicle and ensure that the driver operates the vehicle in accordance with applicable Traffic rules and laws of Afghanistan.
- The contractor shall be fully responsible for payment of salary and other benefits to its driver as required by the government labor laws, as well as for payment of any fees incurred by the driver, including but limited to fines for traffic, and violations. UNDP-GFP shall not be liable for any action, omission, negligence, or misconduct of such driver, nor for any costs, expenses, or claims associated with any illness, injury, death, or disability of such

driver performing services in connection with this contract. UNDP-GFP shall have no responsibility vis-à-vis the driver.

- During the period of operation for UNDP-GFP, the driver shall receive instruction solely from the UNDP-GFP authorized passenger(s) and travel the most efficient, safe, and secure route to any indicated destination, without deviation for personal or other reasons not associated with UNDP-GFP interests, and without interruption of UNDP-GFP purposes for the trip.
- The contractor shall be fully responsible for the vehicle fuel during the contract period; the driver should always have enough money to refuel the car when needed.
- The contractor is responsible for the driver's accommodation and food during the whole period of the contract.
- The contractor shall be fully responsible for any maintenance, servicing, and repair needs of the vehicle during the term of this contract, and all costs related thereto and shall ensure that the vehicle operates properly during the term of this contract. Except in the case of emergencies, the contractor shall ensure that service and repair do not take place during the hours that UNDP-GFP requires the vehicle, or at any other time that will interfere with UNDP-GFP's purposes for the use of the vehicle. In the event that the vehicle is not able to be used at any of the requested times, including those specified or exceptionally requested pursuant to the requirements above, the contractor will provide another vehicle with the same specifications within one (1) hour of the incident which caused the vehicle to be unavailable.
- UNDP-GFP reserves the right to inspect the vehicle before putting it into service under the terms of this contract, or at any other time during the term of this contract but shall have no obligation to do so. In the event UNDP-GFP opts to inspect the vehicle, such inspection shall be carried out in the presence of the contractor, or the contractor's designate. If an inspection reveals that the vehicle is not in a road-worthy condition, requires service or repair, or does not otherwise comply with the terms of this contract, the contractor shall promptly have such work done, at its costs and expense, failing which UNPD-GFP reserves the right to terminate the contract for cause.
- The contractor is responsible for any items left in the vehicle by UNDP-GFP passengers, such items shall be returned to UNDP-GFP promptly upon discovery.
- No insurance will be provided by UNDP for the vehicles and, their content for the drivers under any circumstances.

5. Conditions for Driver:

- The Driver shall be properly trained in the operating and maintenance of the vehicle
- Sufficiently experienced with at least three years of experience as a driver
- Holding a valid driving license from the government of Afghanistan
- Fully familiar with local routes and addresses of Kabul City
- Observe the basic courtesy to the passenger(s), fellow motorists, and road authorities
- In possession of no prior record of traffic violations and cleared police report if any
- Having a mobile phone with an active number provided by the contractor.