



Islamic Republic of Afghanistan
Ministry of Agriculture, Irrigation & Livestock
Central Project Management Office (CPMO)

GRANT- 0362-AFG

Lower Kokcha Irrigation Scheme Project (LKISP)

REQUEST FOR QUOTATIONS – SUPPLY
Of Rental Vehicles

NO: MAIL/ADB/CPMO/LKISP/2021/G023

05-May-2021

REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title : **Procurement of Rental Vehicles**

Source of Funding: ADB

Contract Ref : **MAIL/ADB/CPMO/LKISP/2021/G023**

Date of Issue of Request: **05-May-2021**

To : _____

Sir/Madam:

1. The Arghandab Integrated Water Resources Development Project (AIWRDP) hereby requests you to submit price quotation/(s) for the supply of the following items:

No	Items	Specification/Description	Unit	Quantity
1	Rental Vehicle	Light Duty Vehicle: Corolla Preferred or Equivalent Years of Manufacturer: 1995 till 1997. Automatic Central Lock Doors Air-Conditioned Well-Functioning Airbags In good working condition: Functioning all tires, lights properly, seats covers Area of Duty: all districts of Kunduz Province The rent must be included, Driver Salary, Vehicle maintenance and insurance, fuel and lubricant. For more Particular condition please refer to Annex 01	12 Months	2

To assist you in the preparation of your price quotation we enclose, in addition to the **Scope of Services**, the **Form of Quotation** and form of **Contract** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - (a) you/your firm are/is not a citizen/national of an ADB member country, or
 - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - (c) you/your firm are/is owned by the Client, or
 - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its Anticorruption Policy (1998, as amended to date) or

- (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a Service Provider of the services covered by this **Request for Quotation**. As evidence, you must attach a document of your experience as Service Provider in at least one contract of **1,078,560 AFN** in the last 5 years of a size and nature similar to the requirements of this contract.
4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

- (a) Your price quotation/(s) shall be for all the items as described in the **Scope of Services**, and submitted only in the attached **Form of Quotation**. The currency of quoted prices and payment shall be **AFN**.
- (b) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (c) You shall submit one original of the **Form of Quotation**, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the Original shall prevail. [Note: Delete last sentence if submission is by electronic means.]
- (d) Your quotation(s) should be valid for a period of 30 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years.

Submission and Opening

- (e) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted by **12-May-2021** with the required documents that should be signed, sealed in an envelope and addressed to and delivered to the following address:

Client's Address : **CPMO Procurement First Floor of Ever Green Building Ministry of Agriculture, Irrigation and Livestock (MAIL)**

Telephone : **0202922235**

- (f) Quotations shall be opened in public, in the presence of participating Service Providers' representatives who choose to attend, on **12-May-2021 at 10:00 AM** and at the following address. **CPMO Procurement First Floor of Ever Green Building Ministry of Agriculture, Irrigation and Livestock (MAIL)**.

Evaluation and Comparison

- (g) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it



contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.

- (h) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:
- (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - (ii) where there is a discrepancy between the unit rate (where applicable) and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

If you refuse to accept the correction/(s), your quotation will be rejected.

Award of Contract

- (i) The Client shall award the contract to the Service Provider whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.
- (j) The Supplier whose quotation has been accepted will be notified by the Purchaser within 7 days from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.
- (k) The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions**.
"In addition to the quoted price, the contract price shall include Business Respite tax 4 %.

5. Further information can be obtained from:

Name: CPMO Procurement

Address : **First Floor of Ever Green Building Ministry of Agriculture, Irrigation and Livestock (MAIL)**
Telephone : **0202922235**
Fax : N/A
E-mail : cpmo.proc@gmail.com, ihsanullah.ihsan@mail.gove

6. The Purchaser intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under **ADB's Anticorruption Policy** (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries,

subcontractors, and/or suppliers):¹

(a) Name of Institution: _____

(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____

(c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:²

(a) Nature of the offense/violation: _____

(b) Court/Area of jurisdiction: _____

(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____

(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,


Sayed Maqsood Hashimi
LKISP NVDA Project Manager
&
Acting Program Director For
CPMO/MAIL ADB



¹ Any such disclosure shall be forwarded by the Client to ADB.

² Any such disclosure shall be forwarded by the Client to ADB.

Attachment 1

SUPPLY AND DELIVERY SCHEDULE

No	Item Description	Specification	Unit	Quantity	Unit Price	Total Price	Delivery Schedule
1	Rental Vehicle	Light Duty Vehicle: Corolla Preferred or Equivalent Years of Manufacturer: 1995 till 1997. Automatic Central Lock Doors Air-Conditioned Well-Functioning Airbags In good working condition: Functioning all tires, lights properly, seats cover Area of Duty: all districts of Kunduz Province The rent must be included, Driver Salary, Vehicle maintenance and insurance, fuel and lubricant. For more Particular condition please refer to Annex 01	12 Months	2			Within 10 days after signing of contract to Kunduz for 12 months

[Note: The schedule may be for a lot with several items but requiring a single lot price. Prices shall be in local currency]

Signed and Stamp: _____



Attachment 2

TECHNICAL SPECIFICATIONS

No	Item Description	Specification	Unit	Quantity	Delivery Schedule
1	Rental Vehicle	Light Duty Vehicle: Corolla Preferred or Equivalent Years of Manufacturer: 1995 till 1997. Automatic Central Lock Doors Air-Conditioned Well-Functioning Airbags In good working condition: Functioning all tires, lights properly, seats cover Area of Duty: all districts of Kunduz Province The rent must be included, Driver Salary, Vehicle maintenance and insurance, fuel and lubricant. For more Particular condition please refer to Annex 01	12 Months	2	Within 10 days after signing of contract to Kunduz for 12 months

Signed and Stamp:



FORM OF QUOTATION (Services)

_____ [date]

To: Lower Kokcha Irrigation Scheme Project (LKISP)

We offer to execute the **Rental Vehicles (MAIL/ADB/CPMO/LKISP/2021/G023)** in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price of _____ [amount in words and numbers] (_____) [AFN].

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider: _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Address : _____
Telephone Number : _____
Fax Number, if any : _____
Email address (optional) : _____



ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service for Rental Vehicles
(MAIL/ADB/CPMO/LKISP/2021/G023)

Name of Client : Lower kokcha Irrigation Scheme Project (LKISP)

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Date : _____

A handwritten signature in blue ink, consisting of a stylized 'H' followed by a horizontal line and a small flourish.

CONTRACT

Name of Country: _____

Project Name: _____

Name of Contract: _____

Contract Number _____

This Contract is entered into on _____ [date] day of _____ [month], _____ [year], between _____ [name of Client] (hereinafter called "the Client") on the one part, and _____ [name of Service Provider] (hereinafter called "the Service Provider") on the other part.

Whereas the Client has requested a quotation for _____ [description of services] to be performed by the Service Provider in accordance with the **Contract**, and has accepted the Quotation by the Service Provider in the amount of _____ [amount in words] _____ [amount in figures] hereinafter called "the Contract Price".

The Client and the Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - a) **Form of Quotation**, with **Scope of Services** and **Appendix** [and **Price Schedule** under Option B form of quotation]; and
 - b) **Contract Terms and Conditions**;
2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.
3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of _____ [country of Client] on the date indicated above.

Signature and seal of the Client:
For and on behalf of

Signature and seal of the Service Provider:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative



CONTRACT TERMS AND CONDITIONS

Project Name: Lower kokcha Irrigation Scheme Project (LKISP)

Purchaser: LKISP/CPMO/MAIL

Contract No. MAIL/ADB/CPMO/LKISP/2021/G023

1. Definitions

- (a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) "Client" means the entity purchasing the Services.
- (f) "Services" means the services the Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.
- (h) "ADB" is the Asian Development Bank.

2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Afghanistan.

3. Language

All communications and documents related to the Contract shall be in English.

4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

5. Fraud and Corruption

This Contract shall be covered by the provisions of ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Performance of the Services

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.

7. Required Performance Standards (with attachments as necessary to be prescribed by Client.)

- (a) General Description



- (b) Specific Standards
- (c) Performance Parameters

Service Provider confirms compliance with above standards and parameters.

8. Service Completion Schedule

The services should be completed as per schedule indicated in the **Scope of Services** but not exceeding Twelve (12) months from the date of signing of contract.

9. Fixed Contract Price

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

10. Taxes and Duties

The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the 4% BRT.

11. Payment

Upon submission by Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made in the following manner:

12. Resolution of Disputes

The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of the Islamic Republic of Afghanistan _____ [arbitration law or rules of the Client's country].

13. Independent Service Provider

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

14. Intellectual Property Rights

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

15. Failure to Perform

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

16. Termination Due to Integrity Violation

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in



competing for or in executing this Contract.

17. Other Grounds for Termination

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

18. Force Majeure

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

19. Accounts and Records

- (a) The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- (b) Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.
- (c) The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

20. Suspension of ADB Loan or Credit.

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider are being made, the Client is obligated to notify the Service Provider, with copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

21. Termination Notice Due to Non-payment

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11 [Payment], the Service Provider may immediately issue a 14-day termination notice.

22. Liquidated damages : If the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5 % per week of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the contract value. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to terms and condition of the contract.



Annex. "A-1"

The Particular conditions of contract

TERMS OF SERVICE (ToS) for Rental Vehicles for CPMO/LKISP/MAIL's in all Regions

1. All the vehicles must be in good working condition with one spare wheel, basic repair tools, wheel chain and wheel replacement equipment in case of break down, hereafter referred to as the "Rented Vehicles".
2. The Rented Vehicles will be made available by the Contractor to the Client for ten hours per day. The vehicles will normally be used for Six (6) days per week, about 10 hours a day for the duration of the Contract to provide transport services for the Client-CPMO/LKISP/MAIL throughout the all districts of Kunduz province (Imam Sahib, Dasht Archi, Khoja Ghar, Aqtipa, Chardara, Qalayzal, Ali Abad, Khan Abad, of Kunduz Province) and regular visits to the surrounding areas where this area is hereafter referred to as the "Operational Area". However, it will be ensured that total usage will not exceed **2,900 KM/month**.
3. The responsibility for parking the Rented Vehicles over-night rests with the Contractor.
4. The Contractor will carry out and pay all the costs of the servicing of the Rented Vehicles at intervals according to the factory maintenance manual where servicing includes regular replacement of engine oil, replacement of air and fuel filters, checking and servicing of brakes, and all other servicing and maintenance works to ensure a thorough mechanical check guaranteeing that the Rented Vehicle is in good working order at that time. The Contractor shall also be responsible to bear all costs for all breaks down services and replacement of spare parts, if any.
5. The Contractor will maintain a detailed written record of all servicing of the Rented Vehicles. The record will be provided to the Client in the form of a brief report on the last day of each month together with the Request for Contract Payment
6. The Contractor will supply and pay for 100% of the costs of a replacement vehicle in case of break-down of the Rented Vehicle, and to provide this replacement vehicle for each day that a Rented Vehicle remains under repair and unavailable for the use of Client.
7. The Drivers nominated by the Contractor will be interviewed and tested for driving skills by the Client. Drivers that perform satisfactorily during interviews and driving skills tests will be approved by the Client. The Contractor will nominate new Drivers if they fail to perform to the Client's satisfaction.
8. The Contractor will be responsible for all wages and other remunerations associated with the Drivers and the driving services such as road tariffs, etc.
9. The Contractor will supply and pay for 100% of the costs of fuel, oil, spares, and other consumables used by the Rented Vehicles.
10. The Contractor will be responsible for 100% of costs associated with registering and insurance for the Rented Vehicle according to the laws of the Islamic Republic of Afghanistan.
11. The Contractor will be entirely responsible for any and all damages and losses incurred due to road accident, theft, or act of war or terrorism of the Rented Vehicle while the Rented Vehicle is used by the Client.
12. The Contractor will Invoice the Client on a monthly basis.



Appendix A-2
SCOPE OF SERVICES

1. Background
2. Objective
3. Implementation arrangements
4. Dates, completion schedule, venues and other relevant details
5. Expected outputs/ deliverables/ reports
6. Standards of Conduct

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line and a small flourish.