**INVITATION TO TENDER**

**AFGHANISTAN**

**4th Sep 2023**

**ITT-AFG-BLK-2023-0007**

**Rental Vehicle Services in Balkh Province Centre and Districts**

**SUBMISSION DEADLINE :04:00 PM 25th SEPT 2023**

**PRE-SUBMISSION CLARIFICATION MEETING : << Not Applicable >>**

**QUESTIONS / CLARIFICATIONS : AFG.Tenders@savethechildren.org**

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

# **PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Rental Vehicles for Balkh province including the province centre and districts.* |
| **Outcome of Tender**  **(Framework Agreement Fixed Price)** | ***Framework Agreement (Fixed Price or Non-Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g., indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g., specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.*** |
| **Duration of Award** | *Two Years* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

### **3.3 CAPABILITY CRITERIA (45%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (45%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | ***04-09-2023*** |
| Pre-Submission Clarification Meeting | ***<< Not Applicable >>*** |
| Deadline for questions from Bidders | ***17-09-2023*** |
| Deadline for Bid Submission | ***25-09-2023*** |
| Bid Clarifications | ***15-10-2023*** |
| Award Contact | ***01-11-2023*** |

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Paper Submission**

* Bids should be submitted in a single sealed envelope addressed to **Save the Children International -Balkh Field Office ,Mazar-e-sharif , District No 1, Behind Sultan Razia High School , PD 1 Street , Infront of Shahid Albeigi Mosque , House No #1.**
* The envelope should clearly indicate the Invitation to tender reference number **ITT-AFG-BLK-2023-0007** , but contain no other details relating to the bid or the bidder name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **04:00 PM 25TH SEPT 2023**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| SCI Afghan Tender | [AFG.Tenders@savethechildren.org](mailto:AFG.Tenders@savethechildren.org) |

Please be advised local working hours are 08:00am – 04:00pm Sunday – Thursday. Please allow up to Two days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Save the Children operate a fleet of vehicles to support the delivery of its programmes. Vehicles are used to transport goods, colleagues and beneficiaries to and from various locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles.

Save the Childrens key interests in bidders submissions will be:

* **Safety** – Save the Children require vehicles which are equipped to ensure the safety of all passengers. This includes things such as vehicle safety equipment (seatbelts etc), insurance coverage and driver qualifications / experience.
* **Reliability & Availability** – Save the Children require vehicles which will be able to perform in the challenging and unpredictable conditions in which we work. This includes ensuring vehicles are properly maintained and serviced to minimise breakdowns (and if required, replacement vehicle coverage).
* **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value. This includes achieving commercially competitive fleet rental rates.

1. **SPECIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VEHICLE TYPE** | **DESCRIPTION** | **DRIVER**  ***(Yes / No)*** | **ADDITIONAL SERVICES**  ***(e.g. Fuel, IVMS?)*** | **QTY** | **DURATION OF RENTAL** |
| **Corolla** | **Rental Vehicle Toyota Corolla or equivalent**  **Model (Made year )** : for Nearby Districts (<100 KM) and Provincial Travels Model year 2000 to 2008, Local Districts Model 1994 to 1997  ***Functional Acceptable Conditions Based on Checklist*** :   * Valid Vehicle Documentation * Heater/ Air Condition- Functional * Vehicle Lights and Indicators * Windshield And Wipers * Horn - Functional * Tires And Wheels Are in Good Conditions * Good Internal Condition * Good External Condition * Safety Belt - Functional * Vehicle Tools * Vehicle Fire Extinguisher * Vehicle First Aid Kits * Only Fuel Operating System - Not Gas * Afghanistan Steering Only * Company Steering – Not Change   \****Fire Extinguishers and Medical First Aid Kit are not essential in Sample Inspection Day until Awarding Winner Supplier*** | ***Yes*** | ***Yes*** | ***20-25 Monthly*** | ***Based on Programs Requests*** |
| **Istana Minibus** | **Rental Vehicle Mercedes Istana Minibus or equivalent**  **Model (Made year )** : From year 1995 to 2003.  ***Functional Acceptable Conditions Based on Checklist*** :   * Valid Vehicle Documentation * Heater/ Air Condition- Functional * Vehicle Lights and Indicators * Windshield And Wipers * Horn - Functional * Tires And Wheels Are in Good Conditions * Good Internal Condition * Good External Condition * Safety Belt - Functional * Vehicle Tools * Vehicle Fire Extinguisher * Vehicle First Aid Kits * Only Fuel Operating System - Not Gas * Afghanistan Steering Only * Company Steering – Not Change   \****Fire Extinguishers and Medical First Aid Kit are not essential Sample Inspection Day until Awarding Winner Supplier .*** | ***Yes*** | ***Yes*** | ***18-20 Monthly*** | ***Based on Programs Requests*** |
| **4Runner** | **Rental Vehicle Toyota 4Runner with supporting gear or equivalent**  **Model (Made year )** : from 2000 to 2007.  ***Functional Acceptable Conditions Based on Checklist*** :   * Valid Vehicle Documentation * Heater/ Air Condition- Functional * Vehicle Lights and Indicators * Windshield And Wipers * Horn - Functional * Tires And Wheels Are in Good Conditions * Good Internal Condition * Good External Condition * Safety Belt - Functional * Vehicle Tools * Vehicle Fire Extinguisher * Vehicle First Aid Kits * Only Fuel Operating System - Not Gas * Afghanistan Steering Only * Company Steering – Not Change   \****Fire Extinguishers and Medical First Aid Kit are not essential Sample Inspection Day until Awarding Winner Supplier .*** | ***Yes*** | ***Yes*** | ***6-10 Monthly*** | ***Based on Programs Requests*** |
| **Corolla Wagon** | **Rental Vehicle Toyota Corolla Wagon or equivalent**  **Model (Made year )** : 1994 to 1997.  ***Functional Acceptable Conditions Based on Checklist*** :   * Valid Vehicle Documentation * Heater/ Air Condition- Functional * Vehicle Lights and Indicators * Windshield And Wipers * Horn - Functional * Tires And Wheels Are in Good Conditions * Good Internal Condition * Good External Condition * Safety Belt - Functional * Vehicle Tools * Vehicle Fire Extinguisher * Vehicle First Aid Kits * Only Fuel Operating System - Not Gas * Afghanistan Steering Only * Company Steering – Not Change   \****Fire Extinguishers and Medical First Aid Kit are not essential Sample Inspection Day until Awarding Winner Supplier .*** | ***Yes*** | ***Yes*** | ***8-10 Monthly*** | ***Based on Programs Requests*** |

**All vehicles and drivers must be supplied to Save the Children by 1st Nov 2023.**

**RENTAL DURATION**

* Due to the nature of Save the Childrens work, the rental requirements may change with limited notice. Therefore, Save the Children requires the ability to increase / reduce the number of vehicles rented with limited notice and without impact on the remaining rented vehicles.
* Save the Children may request additional vehicles be supplied at the agreed rates at any time.
* Save the Children may terminate the rental of any individual vehicles by giving at least 10 days notice.

**VEHICLES**

* All vehicles supplied should adhere to the following criteria:
  + Not older than 1994 years.
  + Not have more than 300000.00 mileage.
* All vehicles supplied should be free from major defects / damage and road legal, and remain so for the duration of the rental period. This includes:
  + Vehicles complying with all local laws and legislations.
  + Vehicles are taxed and have the relevant insurance required by law.
  + Vehicles are equipped with all relevant safety equipment (e.g. seatbelts, tyres have correct tread depths etc.).
* All vehicles will be checked against below Safety and Security measurements:
  + VALID VEHICLE DOCUMENTATION
  + VALID DRIVING LICENSE
  + HEATER/ AIR CONDITION- FUNCTIONAL
  + VEHICLE LIGHTS AND INDICATORS
  + WINDSHIELD AND WIPERS
  + HORN - FUNCTIONAL
  + TIRES IN GOOD CONDITIONS
  + SAFETY BELT - FUNCTIONAL
  + GOOD INTERNAL CONDITION
  + GOOD EXTERNAL CONDITION
  + VEHICLE TOOLS
  + ONLY FUEL OPERATIONG SYSTEM - NOT GAS
  + Left Hand/AFGHANISTAN STEERING ONLY
  + COMPANY STEERING – NOT CHANGE

**DELIVERY & RETURNS**

* The supplier shall be responsible for delivering the vehicles to the location specified by SCI at the start of the rental period.
* The supplier shall be responsible for collecting the vehicles at the location specified by SCI at the end of the rental period.
* Save the Children does not expect to be charged for any damage / repair costs at the end of the rental period unless agreed in writing by both the Supplier and SCI when the vehicles are returned at the end of the hire period.

**FUEL**

* The supplier shall be responsible for providing fuel for the duration of the rental period.
* The supplier confirms they have established relationships with fuel suppliers, and that Save the Children will receive priority treatment in the event of a fuel shortage, or if there are any national / local fuel supply issues.

**INSURANCE & TAX**

* All vehicles supplied must include as a minimum the following insurance cover:
  + Passenger Liability
  + Third Party Liability
* It is the responsibility of the Supplier to ensure all vehicles remain insured for the duration of the rental period.
* It is the responsibility of the Supplier to ensure all vehicles remain taxed for the duration of the rental period.

**VEHICLE MAINTENANCE**

* The supplier shall be responsible for maintaining and servicing the vehicle throughout the rental period.
* The vehicles should be maintained and serviced in line with the manufacturers recommendation, as a minimum.
* When any repairs, servicing or maintenance is required, the Supplier shall provide Save the Children reasonable notice, and supply a vehicle of a similar specification whilst the original vehicle is being serviced / repaired / maintained.

**DRIVERS**

* All drivers supplied by the Supplier must adhere to the following criteria:
  + Hold a valid driving license for any vehicle type they may drive under the rental agreement, and the license remains valid for the duration of the rental period.
  + Driver must not have been suspended in the last 5 years.
  + Driver to have experience of Three years of driving similar vehicles.
  + Driver to adhere to all traffic laws at all times and never be under the influence of drugs or alcohol.
  + Driver to adhere to all Save the Childrens policies including the SCI Fleet policy.
  + Drivers to have passed medical / health checks (e.g. eyesight tests) to prove their suitability to drive.
  + Drivers must carry all relevant documentation (e.g. driving license, vehicle taxation) at all times when driving for Save the Children.
* The Supplier is expected to have in place some form of vetting procedure to validate the capability and qualifications of the drivers to be used.
* Drivers must be insured to drive the vehicles at all time, and have any other insurance cover required by law.
* For the avoidance of doubt, Save the Children will consider the supplier responsible for the driver throughout the rental period.

**REPORTING**

* Drivers will be responsible for maintaining all vehicle documents required law.
* Drivers will also be responsible for completing Save the Childrens vehicle log for all journeys and submitting the vehicle log to the Save the Children fleet focal point every day.

**TERMINATION**

* Should any of the supplied vehicles become in a condition meaning that they are unable to be used to serve their purpose, the Supplier will be provide a replacement vehicle within 1 day.
* Should a replacement vehicle not be supplied, Save the Children can terminate the hire of the vehicle(s) immediately.
* Reasons for a vehicle hire being terminated include, but are not limited to:
  + Expiration of insurance, tax or any other licenses required by law.
  + Irreparable damage to vehicle.
  + Lack of required safety equipment as required by law / Save the Childrens fleet policy.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with Save the Children Supplier Sustainability Policy listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***5*** | The bidder confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual Purpose goods / services that may be used in a terror related activity. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | The Bidder confirms that it all of their drivers are legally qualified to drive and that all employees (including drivers and any sub-contracted labour) are vetted against sanctions lists. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | The Bidder confirms that all vehicles supplied are road legal, free from major defects and safe to use for the purpose detailed in this Invitation to Tender, and will remain so for the duration of the rental period. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***9*** | The Bidder confirms that all vehicles supplied include the as a minimum, the insurance levels required by the Global and Local Safety & Security Policies (detailed in this Invitation to Tender) and that the vehicles will remain insured for the duration of the rental period. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***10*** | The supplier confirmation on Receiving Charges of Services Provided in one of Two Following Methods (No Cash Payment) :  I . Bank Transfer to Company Bank Account from SCI Balkh Bank Account .  II. Cheque Payment to the Name of Company President or Authorized Representative by SCI Balkh Office . | **Yes / No** | **Comments / Attachments** |
|  |  |
| 11 | Bidder’s Confirmation to Provide Vehicles (5 Vehicle from Each Type) for One day Inspection with Original Documents of Vehicles and Driver’s License during the Last Stage of Evaluation of the Bid.  Vehicles Provided for Inspection Should be as per List of Vehicles which given in Capability Criteria Section II otherwise it will not be Considered as Valid | **Yes / No** | **Comments / Attachments** |
| 12 | Bidder has Active Bank Account in Name of their Company as Stated in their business License. | **Yes / No** | **Comments / Attachments** |

## 

**As part of due diligence, the selected company must provide the following requirement after evaluation process is completed:**

• First Aid Kit for vehicle.

• Fire Extinguisher for vehicle.

• Supplier should also have vehicle roof cage for (Landcruiser and Astana/Flying Coach types).

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Line No.** | **Max Points** | **Criteria** | **Bidder Response** |
| **1** | **10 %** | Provide three Copies to show Experience in Delivering of Relevant Services with UN, NGO, INGO, and USAID Projects in Afghanistan Contracts Must be from Last 5 years Each Acceptable contract will get 3.33 Points. | **Have you provided a copy of contracts?**  Bidders Response: |
| **2** | **20 %** | Provide List 40 Vehicles and Drivers with Valid and up to Date Documents Such as Green Book ( Vehicle Driving Permit ) , Driving Licenses , NID . No of vehicles and Their Model are As Below :   * ***5 4Runner (or Equivalent ) Model Between 2000 to 2008*** * ***10 Corolla (or Equivalent ) Model Between 2000 to 2008*** * ***5 Corolla (or Equivalent ) Model Between 1996 to 2000*** * ***15 Istana Minibus (or Equivalent ) Model Between 1997 to 2008*** * ***5 Corolla Wagon (or Equivalent ) Model between*** | **Have you provided List of your Vehicles & Drivers with their Documents ?**  Bidders Response: |
| **3** | **5 %** | Supplier to Provide Bank Statement copy to show financial turnover for one year not older.  than two years.   * 50000 USD or Above Turnover 5 Marks * 25000 USD Turnover 2.5 Marks * Less than 25000 USD Turnover 0 Marks | **Have you provided bank statement for period of one year ?**  Bidders Response: |
| **4** | **5 %** | Confirmation to accept CORE REQUIREMENTS & SPECIFICATIONS Mentioned in Part II of this bid. Provide confirmation/acceptance letter on company letter head. Acceptance to this will get 5 Points . | **Have you Provided Acceptance of Service Level Expectation and Vehicle Standard Required Condition in Company Letterhead?**  Bidders Response: |
| **5** | **5%** | Company accepts to take care of the parking area/space for all vehicles during official hours. SCI does not have space for parking. Provide confirmation/acceptance letter on company letter head. | **Have you Provided Acceptance Parking Responsibility in Company Letterhead?**  Bidders Response: |

**Sustainability Criteria [10% Marks]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line No.** | **Max Points** | **Criteria** | **Bidder Response** |
| 1 | **10 %** | Supplier’s Confirmation on reducing company’s negative environmental footprint and to utilize from vehicles with minimum emissions (e.g., CO2, N2O, Hydrocarbons etc.) in the lifecycle.  of their Services and operations .  The bidder is able to provide vehicles with low emissions (e.g., CO2):  10/10 - Bidder which supplies vehicle with the lowest average emissions.  0/10 - Bidder which supplies the vehicle with the highest average emissions.  Note: the supplier should confirm the condition of vehicles via company letter head (and the letter must be attached with bid document). | **Supplier Confirmation on Complying Sustainability Policies and Plan to Reduce Negative Environmental Impacts ?**  Bidders Response: |

## **SECTION 3 – COMMERCIAL QUESTIONS**

**Table 1 – Vehicle Pricing (inclusive of Driver, Fuel, Maintenance, Servicing etc)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Vehicle** | **Location** | **Unit** | **Qty** | **Currency** | **Price** | **Total** |
| **1** | **Rental Vehicle Corolla as per Described Specification in Section II from Office ( PD 1 , Guzar Hayat , Mazar-e-sharif , Balkh ) to target Districts and Return (Round Trip )for One Full working Day.**  **\*Provencial Travels are one way** | **Mazar-e-sharif District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **2** | **Nahr-e-Shai District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **3** | **Balkh District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **4** | **Dehdadi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **5** | **Chemtal District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **6** | **Sholgara District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **7** | **Dawlatabad District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **8** | **Kishindi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **9** | **Zari District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **10** | **Khulam District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **11** | **Kaldar District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **12** | **Shortepa District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **13** | **Marmul District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **14** | **All 13 Districts of Balkh Province with Multiple District and Area Visit in one Working Day** | **Day** | *1* | *AFN* |  |  |
| **15** | **Mawlana International Airport to Jawzjan Province Sheberghan City** | **Day** | *1* | *AFN* |  |  |
| **16** | **Mawlana International Airport to Faryab Province Maimana City** | **Day** | *1* | *AFN* |  |  |
| **17** | **Mawlana International Airport to Samangan Province Aybak City** | **Day** | *1* | *AFN* |  |  |
| **18** | **Mawlana International Airport to Kunduz Province Kunduz City** | **Day** | *1* | *AFN* |  |  |
| **19** | **Mawlana International Airport to Sari pul Province Sheberghan City** | **Day** | *1* | *AFN* |  |  |
| **20** | **Rental Vehicle Corolla Wagon as per Described Specification in Section II from Office ( PD 1 , Guzar Hayat , Mazar-e-sharif , Balkh ) to target Districts and Return (Round Trip )for One Full working Day.** | **Mazar-e-sharif District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **21** | **Nahr-e-Shai District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **22** | **Balkh District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **23** | **Dehdadi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **24** | **Chemtal District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **25** | **Sholgara District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **26** | **Dawlatabad District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **27** | **Kishindi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **28** | **Zari District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **29** | **Khulam District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **30** | **Kaldar District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **31** | **Shortepa District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **32** | **Marmul District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **33** | **All 13 Districts of Balkh Province with Multiple District and Area Visit in one Working Day** | **Day** | *1* | *AFN* |  |  |
| **34** | **Rental Vehicle 4Runner as per Described Specification in Section II from Office ( PD 1 , Guzar Hayat , Mazar-e-sharif , Balkh ) to target Districts and Return (Round Trip )for One Full working Day.** | **Mazar-e-sharif District** | **Day** | *1* | *AFN* |  |  |
| **35** | **Nahr-e-Shai District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **36** | **Balkh District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **37** | **Dehdadi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **39** | **Chemtal District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **40** | **Sholgara District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **41** | **Dawlatabad District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **42** | **Kishindi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **43** | **Zari District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **44** | **Khulam District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **45** | **Kaldar District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **46** | **Shortepa District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **47** | **Marmul District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **48** | **Charkent District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **49** | **All 13 Districts of Balkh Province with Multiple District and Area Visit in one Working Day** | **Day** | *1* | *AFN* |  |  |
| **50** | **Rental Vehicle Istana Minibus as per Described Specification in Section II from Office ( PD 1 , Guzar Hayat , Mazar-e-sharif , Balkh ) to target Districts and Return (Round Trip )for One Full working Day.** | **Mazar-e-sharif District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **51** | **Nahr-e-Shai District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **52** | **Balkh District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **53** | **Dehdadi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **53** | **Chemtal District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **55** | **Sholgara District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **56** | **Dawlatabad District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **57** | **Kishindi District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **58** | **Zari District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **59** | **Khulam District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **60** | **Kaldar District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **61** | **Shortepa District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **62** | **Marmul District and Relevant (Sub-Districts) Areas** | **Day** | *1* | *AFN* |  |  |
| **63** | **All 13 Districts of Balkh Province with Multiple District and Area Visit in one Working Day** | **Day** | *1* | *AFN* |  |  |
| ***Totals*** | | | | | |  |  |

**For the avoidance of doubt, the pricing provided in Table 1 above should be inclusive of all charges relating to the supply of the vehicle (including Driver, fuel, servicing etc).**

**FIXED TERM PRICING**

Please confirm that the pricing provided can be fixed for a duration of Two years.

**SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
| Copy of tax registration number & certificate | | | |  |
| Copy of business registration certificate | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Supporting Financial Bank Statement | | | |  |
| List of vehicle specifications for all vehicles | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |