

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 03- Jan-2011
	REFERENCE: Rental vehicle using in deferent provinces specified below

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before close of business on 16 January 2011.

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	<p>1. Toyota Corolla + driver (inside Kabul city) (model: 1994-1999) 2. Toyota Corolla + driver (inside Kabul city) (model: 2000-2007) 3. Toyota Super Custom + driver (Inside Kabul city) (model: 1996-2000) 4. Toyota 4Runner + driver (Inside Kabul city, Parwan/Charikar city, Nangarhar/Jalalabad, Balkh/Mazar-e-Sharif, Bamyan & Heart city) (model: 1997-2000)</p> <p>Location: Mentioned above Duration of contract: One year contract. Payment method: Monthly payment based on Log book of each vehicle. Condition of contract: The company shall be fully responsible for all maintenance, services, repair, fuel consumption, driver, vehicles insurance and any taxes.</p>	Rent / vehicles

CONDITIONS

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP	
	PLACE__ UN WOMEN OFFICE, UNDP COMPOUND, OPP. TURKISH EMBASSY <i>30 days</i>	
Payment Terms	PAYMENT IN CHECK, AFTER COMPLETION OF THE WORK	
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS	
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS
General Terms and Conditions	Copy enclosed (see Appendix A)	

NAME, FUNCTIONAL TITLE: _____ UN Women
Signature: _____ DATE: _____

UN Women

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Annex I-Term of Reference

Background:

UN Women Country Office Afghanistan, Kabul is interested to engage the services of a transport contract (established company), who would full time services in Kabul and other provinces of Afghanistan to project staff on regular working-days. The staff members are residing in deferent areas and sectors of Kabul city and provinces and the project are located in deferent area of Kabul city and provinces.

UN Workdays and Work-hours:

1. The regular workdays of UN Women /projects are Saturday through Thursday
2. The work-hours are 08:00 through 16:30 hours
3. In case, management requires transport service over the weekend or on holiday, the contractor will be informed accordingly.

Scope of Services (full time services for both Kabul and other provinces (Parwan & Nangarhar, Herat, Bamyán, Mazar-e-Sharif): for one year contract.

Quotation: Please provide an all-inclusive price per day rented vehicle.

UN Women Afghanistan hereby invites interested institutions to submit bids for the provision of rental vehicles with the following conditions and specification;

Full time Services: Provide daily cost for full time services in Kabul city as well as Kabul, Parwan & Nangarhar, Herat, Bamyán, Mazar-e-Sharif. (Full time Services means that the vehicles must be available at the premises of end users (UN Women projects) from 7:00AM- 17:30PM 6 days a week for transportation needs. The contract should quote rental charges per vehicles for the following required vehicles:

- Toyota Corolla
- Toyota Van (Super Costume)
- Toyota Surf (4Runner)

The bid include prices for the following destinations (Price Schedule in Annex II)

Annex II Price Schedule

Number	Description of Vehicles	Destinations	Quantity	Price Per Day
1	TOYOTA COROLLA	KABUL CITY	EACH	
2	TOYOTA VAN (SUPER CUSTOM)	JALALABAD CITY	EACH	
3	TOYOTA SURF (4 RUNNER)	KABUL CITY	EACH	
4	TOYOTA SURF (4 RUNNER)	PARWAN/CHARIKAR CITY	EACH	
5	TOYOTA SURF (4 RUNNER)	NANGARHAR/JALALABAD CITY	EACH	
6	TOYOTA SURF (4 RUNNER)	BALKH/MAZAR-E-SHARIF CITY	EACH	
7	TOYOTA SURF (4 RUNNER)	BAMYAN CITY	EACH	
8	TOYOTA SURF (4 RUNNER)	HERAT CITY	EACH	