



THE WELFARE ASSOCIATION FOR THE DEVELOPMENT OF AFGHANISTAN (WADAN)

AGE & AWLP-Badakhshan and Takhar Projects

REQUEST FOR QUOTATION

Provision Of Transportation Services (Rental Vehicles)

RFQ No.	WDN/ AGE & AWLP/2025
Issue Date	Nov 19, 2025
Title	Provision Of Rental Vehicles Services
Issuing Office	WADAN Operation Unit
Deadline for Receipt of Questions	Nov 24, 2025, at 11:00 AM local time All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to operations@wadan.org
Deadline for Receipt of Quotation	Quotations are due in Kabul no later than 2: 45 PM local time on Nov 25, 2025. hard copies via the following address. HouseNo. 4, Street 6 District 6, Opposite the Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul Afghanistan
Point of Contact	+93705703729
Anticipated Award Type	Purchase Order (PO) and Contract
Basis for Award	An award will be made based on the best value method. The award will be issued to the responsible and reasonable offeror, who provides the best value to WADAN and its client using a combination of technical and cost/price factors.

INTRODUCTION:

The Welfare Association for the Development of Afghanistan (WADAN) is a non-governmental, non-political, not-for-profit, and independent organization. Working in the field of Health Education and community development.

SUMMARY:

Afghanistan Girls Education (AGE) Project, implemented by WADAN and funded by the Central Asian Institute (CAI), is an EiE (Education in Emergencies) initiative aimed at restoring learning opportunities for out-of-school children, particularly girls and boys in conflict-affected and remote districts of Badakhshan (Baharak, Khash, Tagab, and Argo) and Takhar (Warsaj). Due to security concerns, socio-cultural restrictions, and limited access to formal schools, many children in these areas are unable to attend hub schools. To bridge this gap, the project sustains 60 Community-Based Education (CBE)

classes in Badakhshan and 12 in Takhar, ensuring that 2,160 children have access to safe, inclusive, and quality education within their communities. AGE is designed to expand educational access, create a protective and child-friendly learning environment, and guarantee learning continuity, aligning with Afghanistan's CBE Policy. By prioritizing education for marginalized children in crisis settings, the project serves as a lifeline of hope and resilience, empowering communities and securing a brighter future for Afghanistan's most vulnerable learners.

MINIMUM ELIGIBILITY REQUIREMENTS FOR VENDORS FOR BID OPENING:

To qualify for this RFQ, the vendor must:

- **Hold a valid business license-Transportation, (From the Ministry of Transportation)**
- **Bank remittance** must match the company name as stated on the business license.
- Company **TIN** copy.
- **Similar contract** (At least on contract and verifiable)
- **NID** copy of the president and V-President
- Accept all WADAN terms and conditions by signing and stamping every page of RFQ and provide all information as requested in Annex 1 of this RFQ.

TAXES:

Withholding Tax on Subcontractor:

- Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009. WADAN is required to withhold "contractor" taxes from the gross amount payable to all Afghan for-profit subcontractors/vendors with an aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, WADAN shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce License. For subcontractors /vendors without active AISA or Ministry of Commerce license, WADAN shall withhold seven percent 7% "contractor" tax per current Afghanistan Tax law.

DISCLAIMERS AND PROTECTION CLAUSES:

- WADAN may cancel the solicitation and not award and may reject any or all responses received.
- Insurance of solicitation does not constitute award commitment by WADAN.
- WADAN reserves the right to disqualify any offer based on the offeror's failure to follow solicitation instructions.
- WADAN will not compensate offerors for responses to solicitation and reserves the right to issue awards based on the initial evaluation of offers without further discussion.
- WADAN reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- WADAN will be contacting offerors to confirm the contact person, and address and that bid was submitted from the solicitation

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- a) The offeror certifies that--
 - The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which the offeror has any ownership or other interests, or any competitor before bid opening or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
 - No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- b) Each signature on the offer is considered to be a certification by the signatory that the signatory--
 - Is the person in the offeror's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - I. Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
 - II. As an authorized agent does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) Above; and as an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- c) Offeror understands and agrees that --
 - Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - Discovery of any violation after award to the offeror will result in the termination of the award for default.

ANNEX 1 – VENDOR OFFER AND BUSINESS DETAIL INFORMATION:

1. VENDOR INFORMATION:

Vendor Name As Per Business License	
Contact Person & Phone Number	
Vendor Email Address	
Vendor Company Address	

2. ITEMS SPECIFICATIONS AND PRICE:

No	Description of Items/Services	Province	Months	QTY	Per price	Total Cost in AFN
1	The vehicle must be a four-wheel drive (4x4) model manufactured in 1990 or later, equipped with fully functional air conditioning and heating systems, and capable of reliable performance in the challenging terrain and climate conditions of Badakhshan province, specifically in the districts of Argo, Tagab, Baharak, and Khash. It should be suitable for year-round operation, including winter months with sub-zero temperatures and summer conditions requiring effective cooling, and must demonstrate durability on unpaved, mountainous roads.	Badakhshan	10	1		
2	The vehicle must be a small-sized model manufactured in 1995 or later, equipped with fully functional air conditioning and heating systems, and capable of dependable performance across the varied terrain and climatic conditions of Badakhshan province—specifically in the districts of Argo, Tagab, Baharak, and Khash—as well as the Warsaj district of Takhar province. It should be suitable for year-round use, including harsh winters and warm summers, and selected based on operational needs and accessibility requirements in the designated areas.	Badakhshan and Takhar	10	2		
3	The vehicle must be a small-sized model manufactured in 1995 or later, equipped with fully functional air conditioning and heating systems, and capable of reliable performance in the challenging terrain and climate conditions of Badakhshan province, specifically in the districts of Faizabad and Bahark. It should be suitable for year-round operation, including winter months with sub-zero temperatures and summer conditions requiring effective cooling, and must demonstrate durability on unpaved, mountainous roads.	Badakhshan (AWLP)	5	1		
Total price AFN						
Tax 2% AFN						
Net Amounts AFN						

Note:

Interested vendors should note that the rental vehicles will be visiting the villages' locations in very remote and faraway location of the above-mentioned provinces and districts on daily basis to conduct assessment for the identification of beneficiaries. Most often, these vehicles will be working on Fridays and irregular working hours such as 7:00 AM till late 6:00 to 7:00 PM. At times, these vehicles will be staying in the villages for days to conclude the assessment. In most of the targeted areas where WADAN is conducted, the assessment is very far and the road conditions are not good. Most of the targeted areas where the assessments will be conducted have unpaved roads.

While submitting the cost, these factors should be considered. **NO ADDITIONAL COST FOR THE OVERTIME AND WORKING ON OFF DAYS WILL BE PAID.**

EVALUATION CRITERIA /Scoring for Evaluations:

S No	Description/Question	Score/ Marks
<u>1</u>	For Lowest price	70 score/ Marks
<u>2</u>	For Past experience (At least One Similar Contract)	20 score/ Marks
<u>3</u>	Bank Account in the name of the Company, TIN, with a valid business license. And the NID (Tazkera) of the company's owner.	10 score/ Marks
Total score/ Marks		100 score/ Marks

Business Name: _____

Authorized Representative Name (print)

Authorized Representative Title (print)

Authorized Representative Signature

Date

ANNEX 2 – TERMS AND CONDITIONS OF THE LEASE AGREEMENT

TERMS AND CONDITIONS

1. Accidents

In the event of any accident or damages to or involving the leased vehicles during the period of the lease, the vendor will be responsible for all damages stemming from the accident. In case of hijacking of the leased vehicles, the vendor shall report the matter to the proper authorities (police/military) and to WADAN.

2. Vehicle Condition

The vendor will provide and maintain vehicles in good condition. The condition of the vehicles will be checked by WADAN in accordance with the vehicle Inspection Checklist.

4. Routine Vehicles Checks

It is the responsibility of the Vendor to ensure that the oil, water, other fluid levels, blasts, and tire pressure are regularly checked as stated in the owner's/manufacture's handbooks. Costs incurred in this respect will be borne by the Vendor. The Vehicles will be regularly cleaned inside and outside on a weekly or more frequent basis, depending on the usage and conditions.

5. Vehicles Tires

The replacement of tires will depend on normal wear and tear. The requirements for tire replacement, such as impact damage, and running flat, will be charged to the Vendor. Repair of punctures and leaking valves will be the Vendor's responsibility.

6. Vehicles Usage

WADAN undertakes that the leased vehicles will not be used for:

- Any purpose other than that for which the leased vehicles have been designed, including not exceeding its designed load capacity.
- Racing or any other kind of competitive sport.
- Carrying for hire any paying passenger, goods, or animals.
- The transportation of any hazardous, explosive, or inflammable material or any goods or items that are likely to damage the vehicle's interiors, exteriors, or mechanicals.

7. Vehicles Maintenance

The monthly lease includes the following services which the Vendor is responsible for:

- Routine servicing: the preventive maintenance services will take place every 1,500 kilometers or one month logged by the vehicle, whichever comes first.
- Repairs and/or additional servicing that are required as a result of vehicle functionality failure.
- While the leased vehicles are in service, the Vendor must provide WADAN with fully operational Sedan type of vehicles at no additional cost.

- It is the Vendor's responsibility to advise WADAN's focal point of the requirement to service the leased vehicle at the appropriate break. At a minimum, a 24-hour notice is to be provided prior to the return of the leased vehicle for servicing. If the service period is to exceed two days, the Vendor is responsible for providing a replacement vehicle.

8. Fuel Costs

The vendor will be responsible for all fuel-related costs on the leased vehicles.

10. Traffic Violations

All costs incurred as a result of fines and other penalties (imposed by the police or any other authorities for traffic violations) that take place during the term of the Lease Agreement, will be the responsibility of the Vendor and will be recovered accordingly.

13. Premature Termination

In the event that the Donor terminates its funding for the project or the project faces any other unforeseeable changes, WADAN reserves the right to cancel or modify this lease without penalty.

Both Vendor and WADAN can terminate or modify this agreement by providing a three-day written notice.

14. Vehicle Documentation

All vehicles should pass the check-up test (see the Vehicle Check List attached) in order to be accepted by WADAN.

All vehicle licensing and registration documentation will be handed over to the Lessee. The Lessor will be responsible for the safe handling of said documents and will return all documentation to the Lessor at the end of the contract term and/or at the time of handing over the leased vehicles.

15. Legislation

The Lease Agreement shall in all respects be governed by and be in accordance with the laws of Afghanistan. Any fee, cost, or charge levied against the Vendor by the Afghanistan Government or any municipality or other authority within Afghanistan in respect of leased vehicles, will be re-charged to the Vendor. Road toll fees will also be shouldered by the Vendor during the lease period.

16. Notices

All notices and official communications between the Vendor and WADAN shall be in writing and are to be delivered and acknowledged by both parties to this agreement.

17. Lease Payment and Terms

The total value of the Lease Agreement must not exceed the amount reflected in the Purchase Order.

The vendor will be paid on a monthly basis upon submission of the original invoice. Invoices are to be submitted by the Vendor within 10 days of the following month. WADAN will withhold the required taxes from the cost and remit the payments directly to the Afghanistan tax authority.

WADAN will pay the Vendor in accordance with the named above payment scheduled in local currency (Afghani, AFN).

The monthly rate shall not increase during the term of this Lease Agreement.

Submission Guideline:

All interested bidders should read the entire RFQ and submit their quotation accordingly. Quotations must be submitted in accordance with the detailed requirements outlined above.

Quotations can be submitted in hard copy to the following **address**:

WADAN Main Office House No. 6, Street 6, District 6, Opposite Ministry of Commerce and Industry, Dar-ul-Aman Road, Kabul, Afghanistan.