

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION  
INVITATION TO BID**

Reference: ITB No. **N\_19-2022/AFG/ITB**

Date: **June 14, 2022**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Vehicle Insurance Services**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO 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 Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarification ITB NO. N\_19-2022/AFG/ITB** in the subject section of your email.

Deadline for Submission of Proposals:

ITB No. **N\_19-2022/AFG/ITB**

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On or before **Date: June 28, 2022**

**Time: 15:00 hours Rome, Italy local time (18:30 hours Kabul local time).**

Thank you and we look forward to receiving your Bid.

Sincerely yours,  
International Development Law Organization | IDLO  
Afghanistan

**ANNEX A  
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in <b>US Dollars</b>.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before  <b>Date: June 28, 2022</b>  <b>Time: 15:00 hours Rome, Italy local time (18:30 hours Kabul local time).</b></p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p><i>For items coming from internal/in-country please use</i></p> <p>Services will be delivered within 365 days after receipt of PO or contract from IDLO to country office Afghanistan.</p>
7. Customs clearance , if needed, shall be done by:	<p><input type="checkbox"/> IDLO  <input type="checkbox"/> Supplier  <input checked="" type="checkbox"/> N/A</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A  <input type="checkbox"/> Yes, <u>specify</u> _____</p>

9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> <li>1. Bid Submission Form (see Annex D);</li> <li>2. Bidder Information Form (see Annex E)</li> <li>3. Price Schedule (Annex F)</li> </ol>
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.</p>
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention <b>Clarification ITB NO. N_19-2022/AFG/ITB</b> in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p>

	<p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address:  <a href="mailto:tenders@idlo.int">[tenders@idlo.int]</a>  with the Subject: <b>“Submission for ITB No. N_19-2022/AFG/ITB”</b></p>
<p>14. Joint Venture, Consortium, or Association</p>	<p>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 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 IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ol> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or</p>

	Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) 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 ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</li> <li>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
16. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
17. Validity Period of Bids	All Bids will be valid for <b>90 days</b> from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.

18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
21. Right to accept, reject, or render non-responsive any or all Bids	<p>IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.</p>
22. Clarification of Bids	<p>To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.</p>
23. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with IDLO General Terms and</li> </ul>

	<p>Conditions of Contract and IDLO Supplier Code of Conduct;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>



29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input type="checkbox"/> <del>N/A for Framework Agreement</del> <input checked="" type="checkbox"/> Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
31. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</li> <li>Full submission of Bid Submission Form (Annex D) signed and stamped;</li> <li>Full submission of Bidder Information Form (Annex E);</li> <li>Full submission of Price Schedule (Annex F) signed and stamped;</li> <li>Lowest priced, most technically acceptable/compliant offer;</li> </ol>
32. Contract Signature	Within <b>five (5) calendar days</b> from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Payment Terms	IDLO will make payment within <b>30 days</b> after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
35. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.  The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.
36. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b>  <b>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions</b>



	<b>of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</b>
37. Partial Bid	<input checked="" type="checkbox"/> Not permitted (All or Nothing) <input type="checkbox"/> Permitted

**ANNEX B  
PRELIMINARY SCREENING CRITERIA**

**A. MINIMUM ELIGIBILITY CRITERIA**

Subject	Criteria	Document Submission Requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
<b>Tax Revenue</b>	Vendor is registered with pertinent country's revenue authority.	Valid Tax Identification Number (copy of TIN letter)
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 22.	Self-Attestation Letter
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter

## B. QUALIFICATION CRITERIA

QUALIFICATION		
<b>Previous Experience</b>	Minimum 5 years of relevant experience.	Provide copy of contracts or reference letters with IGOs, NGOs, Ebassies or government agencies in the past 3 years.
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Provide copy of contracts or reference letters with IGOs, NGOs, Ebassies or government agencies in the past 3 years.
<b>Financial Standing</b>	Minimum average annual turnover of EUR 50,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>  Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Audited Financial Statements or Bank Statements for the past 3 years.

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**ANNEX C**  
**TERMS OF REFERENCE**  
**Vehicles Insurance Services**

**A. About IDLO**

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

**B. Background**

IDLO intends on acquiring the service of reputed Insurance Company to provide Comprehensive and Third-party insurance at competitive rates for its transport fleet. The fleet consists of 8 vehicles of different models, types and capacities. The fleet operates exclusively within Kabul, Afghanistan.

**Objectives:**

Insurance is mandatory under the motor vehicle Act. Therefore, IDLO must acquire a Motor Vehicle Insurance Policy for the maximum coverage required under Afghan law against theft, accidental, political violence and third-party liability. IDLO will be looking for the benefits of the insurance carrier, innovative features and hassle-free claims processing.

Breakdown of the requested benefits:

- Physical Damage - Protection against theft, collision, glass breakage or other physical perils for our vehicles. Excluding war/civil war, strikes, riots, civil commotion, etc. \$500,000 limit per occurrence; deductibles per vehicle to be noted on the quote
- Mandatory local third-party insurance
- Excess Third Party Liability - Coverage for damages IDLO becomes legally obligated to pay to a third party due to bodily injury or property damage. This layer of liability coverage will sit on top of the local auto liability requirements. The limit quoted is for \$1,000,000 per vehicle, per occurrence.
- Political Violence - Damage to IDLO vehicle arising from war, terrorism, civil commotion, riot, strike, etc. Limit and deductible to be noted on the quote. The deductible will be an

annual aggregate basis. Covered claims to be paid after the deductible is met one time during the policy period, up to the annual aggregate limit (\$1,000,000).

Personal accident insurance:

- Personal accident insurance for driver or passengers – no fault Accidental Death / Dismemberment benefits for the driver or passengers of insured IDLO vehicles including employees, volunteers or any third-party passengers. This also will cover vehicle accidents arising out of acts of war and terrorism. Price to be submitted as premiums per vehicle based on the location and number of passengers (less than 7 passengers). The policy being requested should provide coverage within the limits below:
  - Ø Limits
    - o Accidental Death / Dismemberment & Permanent Total Disablement - \$25,000 per insured person
    - o Children (up to age 15) – All Benefits \$10,000
    - o Per occurrence / event limit - \$125,000
    - o Policy aggregate limit - \$250,000

Details on each of the vehicles can be found in the attached Excel spreadsheet. Additional information and details include:

1. Security at the garaging sites: Access to all IDLO compounds are controlled by unarmed security guards. Vehicles are parked in a secure car park and no vehicle is driven outside of the compound unless authorized by the IDLO Security Department. Movements are restricted to Kabul and a maximum of 20km outside the city center of Kabul.
2. Maximum Number of vehicles and value at any one location / Maximum exposure at any one location: Please see the attached list for vehicles.
3. Do the vehicles travel in convoy? If so, how many vehicles in one convoy: IDLO vehicles do not travel in convoy.
4. A. Maximum convoys on road at any given time N/A. Maximum number of vehicles at garaging location 8 (Kabul City).
5. Convoy security details: N/A
6. Details of the Security Company: IDLO does not use a security provider for road missions. Road missions are conducted by an IDLO driver in Kabul and occasionally IDLO Security Officer accompanies the driver.
7. Security protocol for on-road risk: IDLO has detailed Standard Operating Procedures relating to all movements by road. Drivers have been and continue to be trained in these protocols. All vehicles are tracked during movements.
8. Details on locations and routes where the vehicles will be used: various locations within Kabul city and a maximum of 20 km outside the city center. No route names/numbers available.
9. What is the general use and purpose of the Vehicle i.e. in terms of how many trips per day/week; what distances; transporting clients: Day to day use is largely in the city center and peripheral Police Districts. Vehicles are used to transport IDLO staff for their daily meetings, workshops, training classes, and social events.
10. General risk parameters of project or area: There many risk factors in Kabul varying from Road traffic accidents, natural disasters, civil unrest to Terrorism which remains biggest risk in Kabul. The most common types of terrorism incidents within Kabul are MIED's, IEDs, assassination type attacks, suicide and complex attacks on international compound and government facilities. IDLO's biggest risk is being caught up in collateral damage during an attack on third party locations visited by IDLO or whilst traveling being at the wrong place at the wrong time. The frequency of these incidents various from month to month.
11. Details of incidents / claims for last 3 years due to a Political event such as war, terrorism, strikes, and riots etc.: None.



VEHICLES List								
Veh #	Make	Model	Vehicle Type	Number of Seats	Veh. Current Value (USD)	Chassis or VIN No.	Country	City
1	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J7B 4052656	Afghanistan	Kabul
2	Toyota	Land Cruiser	Armored	5	123,253	JTMDV09J3B 4053013	Afghanistan	Kabul
3	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J4B 4053070	Afghanistan	Kabul
4	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J4B 4053361	Afghanistan	Kabul
5	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J71 34053399	Afghanistan	Kabul
6	Toyota	Land Cruiser	Armored	5	123,253	JTMHHV09J6 B4053457	Afghanistan	Kabul
7	HYUNDAI	Mini bus	Soft-Skin	15	27,540	KMJW A37HA CU403669	Afghanistan	Kabul
8	Toyota	Land Cruiser	Armored	5	123,253	TJMHV09J4B 4054073	Afghanistan	Kabul

### C. Condition of Contract and Expected Output

IDLO is looking to establish one Agreement with able and qualified service provider.

This ITB is for the provision of **vehicle insurance services**.

### D. Institutional Arrangement

For the implementation of the Contract, the contact point for the Contractor shall be introduced, and the contact point for IDLO shall be the IDLO employee holding the post of Security Manager and will be referred to as the "Co-ordinator".

### E. Duration of the Work

The duration for Contract is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

### F. Work Location

The successful bidder will provide the services within Kabul, Afghanistan.

### G. Qualifications of the Successful Contractor

The bidder is working with international organizations, UN, and humanitarian organizations.

The bidder should hold valid business license and registration in accordance with government rule and regulation.

The bidder should have demonstrated technical competence, experience, satisfactory performance, and financial soundness in past dealings inter-governmental or non-governmental organizations.

The bidder is to provide minimum of three references from international organizations for background check.

### H. Scope of Tender Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration.

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The rates and prices include all necessary costs for all labour, materials, tools and utilities, all overhead, profit, taxes and duties, together with all general risks, liabilities, insurance and requirements set out or implied in the Agreement.

Taxation: The contractor shall be personally and exclusively responsible for the payment to any and all applicable jurisdictions of taxes, charges or other levies, if any, with respect to compensation or other payments received from IDLO in connection with this service contract.



**ANNEX D  
BID SUBMISSION FORM**

**This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide [**Vehicle Insurance Services**] for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: **Select date**

Signature: \_\_\_\_\_

*Duly authorized to sign this Bid*

**ANNEX E  
BIDDER INFORMATION FORM**

<b>Name of Bidder:</b>	[Insert Name of Bidder]	Date:	Select date
<b>ITB reference:</b>	[Insert ITB ref number]		
<b>Legal name of Bidder</b>	[Complete]		
<b>Legal address</b>	[Complete]		
<b>Year of registration</b>	[Complete]		
<b>Bidder's Authorized Representative Information</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Are you an IDLO vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert IDLO vendor number]		
<b>Countries of operation</b>	[Complete]		
<b>No. of full-time employees</b>	[Complete]		
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>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):</b>	[Complete]		
<b>Contact person that IDLO may contact for requests for clarifications during Bid evaluation</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Copy of Tax Identification Number</li> <li>▪ Self-Attestation Letter on No Vendor Debarment, Bankruptcy and Litigation History</li> <li>▪ Copy of Contracts or Reference Letters with IGOs, NGOs, Embassies or Government Agencies in the past 3 years</li> <li>▪ Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> </ul>		

**ANNEX F  
PRICE SCHEDULE**

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**Table 1: Offer to Services Compliant with Terms of Reference and Requirements**

VEHICLES									Physical Damage				Excess Liability	Total PD/EL	Personal Accident	Political Violence			All Lines			
Veh #	Make	Model	Vehicle Type	Number of Seats	Veh. Current Value (USD)	Chassis or VIN No.	Country	City	Limit	Deductible	Theft	Rate	Annual Premium	Annual Premium	Annual Premium	Annual Premium	Aggregate Limit	Rate	Annual Premium	Total Annual Premium		
1	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J7B 4052656	Afghanistan	Kabul														
2	Toyota	Land Cruiser	Armored	5	123,253	JTMDV09J3B 4053013	Afghanistan	Kabul														
3	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J4B 4053070	Afghanistan	Kabul														
4	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J4B 4053361	Afghanistan	Kabul														
5	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J71 34053399	Afghanistan	Kabul														
6	Toyota	Land Cruiser	Armored	5	123,253	JTMHHV09J6 B4053457	Afghanistan	Kabul														
7	HYUNDAI	Mini bus	Soft-Skin	15	27,540	KMJW A37HA CU403669	Afghanistan	Kabul														
8	Toyota	Land Cruiser	Armored	5	123,253	JTMHV09J4B 4054073	Afghanistan	Kabul														
<b>Total</b>																						

**ANNEX G**  
**IDLO SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of [Services]. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of [Services].

Place of delivery	<b>Kabul, Afghanistan</b>
Delivery date	The service contract will be signed for a period of up to 12 months. IDLO is not obliged to use the services/ goods provided by the Contractor. IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation.
Payment terms	IDLO will process payment within 30 days after satisfactory provision of services and upon receipt of the complete and correct invoice by the service provider.

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**ANNEX H**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>