



To: Offerors
From: Hassel Microfinance Institution
Date: 23-March-2025

Subject: **RFQ # Hassel-FA-RFQ-KBL-2025-008– Procurement of Toyota 4Runner Brand Used Model 2006, 2007 or 2008 for Hassel Kabul Main Office**

Dear Offerors:

Enclosed is a request for quotation for Procurement of Toyota 4Runner Brand Used Model 2006, 2007 or 2008 for Hassel Kabul Main Office. Hassel invites firms to submit their bid offers for subject RFQ.

I. Type of Contract – An award resulting from this RFQ will be a Purchase Order (PO).

II. Submission of Questions:

All quotations are due in Kabul on **29-March-2025** by no later than 02:00 PM local Afghanistan time. Quotations received at the office designated below after (02:00 PM) will not be considered. Bidder should submit **one** complete hardcopy of the offer **Before Due Date 29-March-2025**. Submissions by email or fax will not be accepted. Bidder's proposals should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Bidder's standard technical specifications and product literature are preferred. Bidder should confirm by phone to Hassel Procurement Unit for Hassel email acknowledgment.

Submission of Quotations (Hardcopy of Bid Documents) along with relevant past experience hard copies – Quotations must be sealed and sent to Hassel Kabul Office by no later than **29-March-2025 (02:00 PM Kabul Local Time)** to the attention of Hassel Procurement Unit. **Office Address: House#16, Ahmad Arsalan Khalid Street, Darulaman Road, Kabul, Afghanistan. Contact# +93 (0) 700212243**

III. Questions: Technical inquiries and/or requests for clarification to this offer must be made in writing and may be made via e-mail to procurement@Hassel-af.org All questions received may be forwarded by Hassel to all participating bidders.

IV. Background: Hassel Microfinance Institution is a wholly owned subsidiary of the Agriculture Development Fund. Hassel is a standalone financial institution that provides microfinancing to the entire agriculture value chain. Hassel was established in November 2024 and received an operational license from the Central Bank of Afghanistan (DAB). Hassel is a national microfinance institution exclusively supporting agricultural and livestock businesses. Through Shariah-compliant financing products, Hassel provides accessible financial services designed for the agricultural sector, empowering both male and female clients to enhance productivity and sustainability. With a mission to uplift farmers and agribusinesses, Hassel aims to improve economic growth, resilience, and improved quality of life across agricultural communities.

Agricultural credit provided by Hassel is enabling farmers and other players in the agriculture sector to put in practice modern production, processing and market development practices acquired in the last decade. The mission of the Hassel is to stimulate growth of Afghanistan's agricultural sector by providing farmers and agribusiness with access to financial services to increase productivity, improve the quality of their crops and harness market opportunities.



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This will support the MAIL’s broader goals of restoring Afghanistan’s licit agricultural economy and contributing to the growth of the rural economies.

- V. Offeror’s Agreement with Terms and Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to Hassel of a quote will constitute an offer and indicate the Offeror’s agreement to the terms and conditions in this RFQ and any attachments hereto. Hassel reserves the right to award a purchase order without discussion and/or negotiation; however, Hassel also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its quote (technical and/or price. Issuance of this RFQ in no way obligates Hassel to award a purchase order, nor does it commit Hassel to pay any costs incurred by the Offeror in preparing and submitting the quote.
- VI. Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

Section 1	Quotation Instructions
Section 2	Description of Goods
Section 3	Special Provisions
Section 4	Evaluation Criteria

Appendices

Appendix A:	Cover Letter
Appendix B:	Detailed Cost Breakdown/Bill of Quantities Form
Appendix C:	Summary of Relevant Capability, Experience and Past Performance
Appendix D:	Quotation Checklist

- VII. Composition of Quote** – Offerors shall submit his quote for items detailed in Appendix B Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through D (see above).

SECTION 1 – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION

The Offeror shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Offeror. Use the template in Appendix A.
2. All Prices shall be quoted in Afghan Local Currency (Afghanis) only, offers in other currencies will not be considered.
3. Offeror shall submit quotes in the prescribed format of Appendix B.
4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. The rates quoted shall be for complete service inclusive of all taxes, all charges for service contingent to the work.
6. Hassel has the right to increase or decrease the goods and services mentioned in this RFQ.
7. Hassel Payment term: Net 30 days.
8. Bid validity: Net 30 days from date of submission.
9. Hassel will not award a subcontract or purchase order to an organization without AISA/Ministry of Commerce Business license. The AISA/Ministry of Commerce Business License must be valid and be attached to the quotation.
10. Having a valid business bank account, please submit a copy with the offer.



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SECTION 2 – DESCRIPTION OF GOODS OR SERVICES REQUESTED

Please refer to Appendix B for a list and specifications of items required.

SECTION 3 – SPECIAL PROVISIONS

The below provisions will be incorporated into any purchase order issued by Hassel.

3.1. Government Withholding Tax

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, Hassel is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit Contractors/vendors. In accordance with this requirement, two percent (2%) tax from all gross invoices to Afghan Contractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For Contractors/vendors without active AISA or Ministry of Commerce license, Hassel shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Based on the new amendment by the Ministry of Finance for Tax

2% of tax from registered and valid license holders and 7% from unregistered businesses will be deducted from the total amount of invoices from vendors/suppliers, according to Afghanistan Taxation Law; however, if the contract for the goods/services is in written, the tax will be deducted regardless of the contract amount.

Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with Hassel.

SECTION 4 - EVALUATION CRITERIA

All quotations received in response to this solicitation will be evaluated and scored by evaluation sub factors. The Subcontract/Purchase Order shall be awarded on a tradeoff basis. The following sub factors should be used to evaluate offers. Hassel will award subcontract(s) resulting from this solicitation to the responsive Bidder whose proposal will be most advantageous to Hassel, price and other factors considered. Therefore, Bidder's initial offer should contain the best terms from a price and technical standpoint. If determined to be necessary, Hassel reserves the right to conduct discussions with the Bidder. Hassel may reject any or all offers if such action is in the interest of Hassel or the public; accept anything other than the lowest offer; and waive informalities and minor irregularities in offers received.

The vendors will be evaluated according to the following criteria:

- Price (90%)
- Responsiveness (10%) accepting the terms and condition of the RFQ.



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RFQ CONTINUES BELOW

VENDORS MUST ALSO FILL OUT THE INFORMATION ON PAGE 4 of 8

	CRITERIA FOR JUDGING THE RESPONSIVENESS OF BID	Company's Response here
	In addition to measuring whether the vendor is responding to Hassel's needs, criteria may be used to disqualify vendors who answer incorrectly	
<u>1</u>	Is your price quotation valid for at least 30 days? YES or NO	
<u>2</u>	Does your company agree to net 30 days payment term? YES or NO	
<u>3</u>	Does your quotation cover letter sign by authorized person? YES or NO	
<u>4</u>	Do you have bank account, if yes please attach you bank account info with the quote	
<u>5</u>	Do you accept wire transferring of the payment? Because Hassel is preferring transparency and proportionality. YES or NO	
<u>6</u>	Will you be able to accept/communicate by E-Mail? YES or NO	
<u>7</u>	Is your companies' update business license attached to this quotation? YES or NO	
<u>8</u>	Is your price quotation in Afghani? YES or NO	
<u>9</u>	Do you have your own showroom? YES or NO	
<u>10</u>	Is the car available in your own showroom? YES or NO	



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APPENDIX A

QUOTATION COVER LETTER

[On Letterhead]

Date:

TO: Hassel Microfinance Institution

**Ahmad Arsalan Khalid Street. Darulaman Road House# 16 District 6th,
Kabul-Afghanistan. Contact # + 93 (0) 700212243**

Dear Gentlemen:

We, the undersigned, offer to provide the **RFQ # Hassel-FA-RFQ-KBL-2025-008- Procurement of Toyota 4Runner Brand Used Model 2006, 2007 or 2008 for Hassel Kabul Main Office**. In accordance with your Request for Quotation dated _____ and our Proposal (Technical and Financial). Our attached quotation is for the sum of _____ in words _____ & in figures (AFN _____)

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation, i.e. (_____)

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:



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**Appendix B
BILL OF QUANTITIES**

No	Description	Unit	Qty	Total Price in AFN
1	<p>Provision of Toyota 4Runner Vehicle Brand Used Model 2006, 2007 or 2008 as following specification:</p> <ul style="list-style-type: none"> - Color: White / Black - Model: 2006, 2007 or 2008 - Status: Brand Used - Transmission: 5-Speed automatic - Drivetrains: 4WD Company default - Engine: 4.0L V6 - Trims: Limited or Sport - Plate: -6 Kabul five digit - Documents: 3 Years Cleared - Sund Roof - Without accident 1. Spare tire 2. Tires with good condition 3. Connection cable 4. Jug with key. 1. AC should be functional 	Vehicle	1	



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Appendix C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFQ) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past seven years (i.e.,2018 up to 2024) into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/Tel #	Email Address	Subcontract or or Prime Contractor?
1					
2					
3					



APPENDIX D:
HASSEL QUOTATION CHECKLIST
(Please check all that apply and include this page in the proposal)

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Offeror: _____

Does your proposal include the following?

- Cover Letter *(use template in Appendix A)*
- Detailed Cost Breakdown/Bill of Quantities Form *(use form in Appendix B)*
- Summary of Relevant Capability, Experience and Past Performance *(use form in Appendix C)*
- Copy of business license
- Bank Account details