

Estimated minimum visits

S/N	Requirement	Visits	Minimum Visits	Estimated K.M	Total K.M	Unit
1	Toyota Corolla	Basic and Secondary Education Directorate to Ministry of education	130	15 KM per Visit	1950	Visit (round trip)
		Kabul Districts	30	30 KM per Visit	900	Visit (round trip)
		CDD, TED, Implementing Partners, Training and workshop venue	80	10 KM per Visit	800	Visit (round trip)

Estimated maximum visits

S/N	Requirement	Visits	Maximum Visits	Estimated K.M	Total K.M	Unit
1	Toyota Corolla	Basic and Secondary Education Directorate to Ministry of education	150	15 KM per Visit	2250	Visit (round trip)
		Kabul Districts	50	30 KM per Visit	1500	Visit (round trip)
		CDD, TED, Implementing Partners, Training and workshop venue	100	10 KM per Visit	1000	Visit (round trip)



Contract Terms:

- The license plate number of the vehicle must be properly registered with Afghan traffic.
- The vehicle license must be updated and valued.
- The driver must have a new and registered traffic license.
- The vehicle tax will be deducted from the total amount by MoE in accordance to Afghanistan government regulation.
- On monthly basis, maximum 26 working days will be counted and a schedule of visits will be shared with the driver in advance.
- Working hours are from 8:00 am to 4:00 pm.
- The vehicle can only be used by pre-school education department staff.
- The vehicle heater and AC must be active.
- The vehicle will be used inside the Kabul city and in the districts of Kabul province.
- Payment will only be made at the end of each months based on days on duty and visits approved by manager.
- MoE will not be responsible if any incident/accident happen.
- In case of tolls on the car, the owner is obliged to temporarily provide another car that has the conditions mentioned in the contract from the time of repair.
- If the vehicle repeatedly tolls or the driver neglects during the trip, the contract will be terminated by the Procurement Department without any notice.
- In case of termination of the contract 15 days in advance, the contractor must be notified in writing.
- All vehicle complications, fuel and driver salary are the responsibility of the owner.
- The vehicle will be rented from registered transport companies/firms not from individuals.

Responsibilities of the driver:

- Must have a valid driving license
- The driver is obliged to keep the car clean and tidy on daily basis.
- The driver must be present at 8:00 am to office and stay till 4:00pm (this might be changed when the governmental official hours change). May stay longer occasionally, if required.
- In the event of a malfunction, the driver must notify the owner on time to repair the vehicle.
- The driver must comply with all traffic principles and regulations.
- The driver must pay attention to all safety issues and check the vehicle on a timely manner.
- Driver must provide a grantee for security issue.



Duration of the work:

- Duration of the contract is 8 months but extendable for one-year.
- Starting Date of the contract is from 1 /6 /2021 to 31 / 12 /2021.

Proposal Currency:

- The proposal currency should be in (AFN) currency.

Usage Forms

- Trip Approval Form
- Vehicle Log Book Form
- Vehicle Timesheet

Forms Explanation:

A: Travel Order Form (Trip Approval Form):

- When employees use the car, they must fill the Travel order form and get the approval of the relevant manager and then use the car, an employee cannot use the vehicle without the approval of the relevant manager.

B: Vehicle Log Book:

- The car log book will be used when the employee is moving from one place to another for an official purpose, which will determine the purpose of the official trip and the kilometers of the vehicle and place of use of the vehicle and will be signed by the employee.

C: Vehicle Time Sheet:

- At the end of the month a vehicle timesheet report will be prepared which will be approved by the relevant manager, and the payment will be according to the timesheet. When making rental payments, the finance unit must reconcile the approved versus actual travels i.e. comparing logbooks with the actual and approved travel requests.

