

Invitation for Tender - Frame Work agreement on vehicle services



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

House no. 274/4 (4th floor), South Monipur (60 feet road),
Mirpur, Dhaka-1216, Bangladesh.

RFQ: SARPV/BPRM/PR:3/003(Vehicle Rent)

Date: 20TH September 2022

To: Potential Supplier/Service Provider /Rent A Car services.

Dear Sir/Madam,

Subject: Request for Quotation for Frame Work agreement on vehicle services.

SARPV office is seeking RFQ on company letterhead/pad from Bona fide business entities/firms/companies for FWA of vehicle Services in Cox's Bazar District. Interested, expert & experienced service-providing agents or companies are requested to go as per the following instructions and submit quotations accordingly.

Please be guided strictly with the following instructions:

1. Carefully attach all the mentioned documents.
2. Please submit the filled SARPV RFQ Form with all the supporting documents in a sealed envelope marked "Request for Quotation for Framework Agreement on Vehicle Services" located in the below addresses.

Tender Box:01

SARPV Regional Office

Bhora Muhuri, Chiringa, Chakaria, Cox's Bazar, Tender Box -01.

3. Deadline for submission of proposal on **04TH October, 2022 before 4.00 PM.**
4. Please do not submit more than one proposal. Submitting more than one proposal may cause of canceling all of your proposals.
5. Please note, if your company is enlisted in SARPV, you will be entitled of doing business with any of the SARPV Offices in Bangladesh.
6. Only shortlisted or qualified applicants shall be considered for enlistment.
7. Only a hard copy of the submission will be accepted.
8. You are requested to read the whole document with proper understanding. On completion of reading and upon agreeing to comply with all of our terms and condition you are requested to put your company seal and authorized signature on the bottom of each page and submit with the proposal.
9. If you have any special queries, please attend the pre-bid meeting to set clarified or send your question to rpc.sarpv@gmail.com on or before 30th September 2022.

Sincerely,
Md. Kamruzzaman
Procurement Director
SARPV

Essential Documents Needs to Submit by the supplier-

a. Essential/Mandatory Documents:

Documents Required Evaluation Criteria:

SL No	Required Documents
I	Unit Price in BDT inclusive of Vat in the company/organization letterhead pad.
Ii	Offer validity for one (01) year from the date of the agreement
Iii	Company profile with details information
Iv	Up-to-date Trade License and TIN (Tax Identification Number) certificate & other documents to prove the legal status of the company
V	Copy of Business Identification Number (BIN) or VAT registration
Vi	Copy of National ID Card for Proprietor/ Managing Director/Key Person
Vii	List of clients served with their Contact person's Name, Designation, Office address, telephone/mobile number & E-mail address.
Viii	Audit Report for last 02 years (For Limited Company) or last one Years Bank Statement (other than Limited Company) to meet the turnover and Bank Solvency withdrew on or after 20 August, 2022
Ix	Copy of Reverent Purchase Order(s) or Frame Work Agreement Copy to meet the work experience, length of service and client
X	Certificate of Incorporation (Limited Company only)
Xi	Supplier declaration/compliance form of SARPV policies
Xii	Copy of purchase order to meet a number of Clients and experience and length of services
Xiii	List of Vehicle (Owned / In Pool)
Xiv	List of Office locations with Contact Person.
Xv	Sign Copy of full Tender Documents including seal & signature.
Xvi	Other relevant documents related to Eligibility and Capability Criteria

I. Method of Tender Evaluation

b. Technical Evaluation Criterion: (40% weightage):

The RFQ Evaluation shall be carried out based on the following criteria:

1. Organization Profile-5 %

- Limited company-05,
- Partnership or joint venture- 4 points,
- Proprietorship-3 points.

2. Total quantity of Transport /Vehicle available under the company ownership -Points (2 points for – 01 vehicles)-10%.

3. Relevant work experience and length of Service: 10%

- For the experience of 2-3 years- 5 points,
- For the experience of 3-5 years- 7.5 points,
- For the experience of more than 05 years – 10 Points.

(Experience needs to be proved by trade License/ Work Order/Agreement copy, Work Completion Note (WCN)/ Partners Certificate)

4. Client List/Organization Reference: 05%

(Category of the organization)

I. International NGO/NGO's

II. UN /Diplomatic Mission/International organization

- III. Banks & Financial Institutions
 - IV. Multinational Organization
 - V. Reputed Group of Companies
 - VI. Govt. Or Semi-Government Organization
- [05 points ≥ 05 clients and each client 1 point]

5. Financial Solvency & Turnover: 10%

For Solvency: Score 10

- BDT 10,00,000- BDT 20,00,000 Score is 7.5
- BDT 20,00,001- BDT 40,00,000 score is 10

c. Financial Offer: (60% weight)

Qualified The Lowest financial offer will get the highest score and the successive higher bidders will get the inversely proportionate marks in comparison to the lowest bidders' score. The weightage of the financial score is 60%. The total marks achieved out of 100 will be converted to 60.

Special Note: Under no circumstance, SARPV is compelled to hire the lowest bidder.

d. Combined Evaluation:

1st Phase: The sum of the total score achieved from Technical (40%) and financial evaluation (60%) will be the combined score and the awarding decision will be taken based on this combined score out of 100. However, SARPV reserves the right to declare disqualified or not considered for any reason without mentioning any reason whatsoever. SARPV decision will be considered final for any awarding decision.

2nd Phase: The qualified bidders who meet the essential criteria, are allowed for the Technical and financial proposals evaluation criteria. The Technical evaluation will be evaluated at 40% and financial evaluation will be considered at 60% and scoring will be considered out of 100. Based on the offer value the lowest bidder will get the highest score out of 100 and the successive highest bidders will get the lowest score proportionately.

Finally, the contract can be awarded to one or multiple transport service providers based on the highest score achieved in the combined evaluation of technical and financial scores.

2. PRICE SCHEDULE:

Services/Assignment: Framework Agreement for Providing Rent A Car Services as per below table:

Vehicle Description & Model	Expected Need Details	Starting Point	Destination	Unit Cost (Per day/Trip)	Unit Cost (Per Month)
Microbus (7 seated), Model: 2013 and above, AC	We preferred as monthly basis & SARPV will manage fuel only. Expect fuel all the charge will be managed by the esteemed vendor.	Ukhiya	Multipurpose use (Chakaria, CXB, Camps ETC) [Vehicle will be use as a base vehicle for its monthly uses purpose]		
Microbus (12 Seated) AC, Model: 2013 and above	We will Compare with Bus and the best need will be decided by SARPV and as per need of program	Ukhiya	Kutupalong Camps (Up & Down)		
			Balukhali Camps (Up & Down)		
Non-AC Bus (Min 22 Seat), Model: 2010 and above	As per our requirement of month or projected year.	Ukhiya	Kutupalong Camps (Up & Down)		
			Balukhali Camps (Up & Down)		
Please note: For the Microbus 07 seated, only fuel will be managed by SARPV and for the bus include all the related costing including driver, fuel, maintenance, VAT & TAX. If any vendor wants to quote for specified items only, it is allowed.					

3. Terms & Conditions:

A. **Description of Services:** SARPV is inviting proposal for supplying of Vehicle Rent A Car Services to SARPV as and when required basis as per mentioned scope of services.

B. **Proposal:** Both Company profile with required documents and financial offer shall be submitted in a sealed envelope indicating the of Rent A Car services in cox's bazar in bold font on the top of envelop as **RFQ for FWA**.

C. **Introduction and Objectives:** SARPV is frequently receiving a number of small and mid-range requests for Rent-a-Car services for its various project under Cox's bazar & Chakaria Office and field / project office. We are going to outsource this services to meet the requirement of our projects. However, to accommodate these requests we want to make a Frame Work Agreement with potential and qualified supplier for next one year.

D. **Scope of Work/Services:** Upon being notified by SARPV Procurement Team regarding these types of requests, the vendor must confirm the works/services within the deadline.

E. **Service Locations:** The services shall be conduct to the Various Rohiynga camp in Ukhiya, Court-bazar, Chakaria of Cox's Bazar as per delivery location, and schedule of Purchase Order.

F. **Duration:** The framework agreement will be initially for ONE year with the possibility of renewal for following period of one year based on the satisfactory performance of the service provider and mutual understanding of both parties.

G. **Price and offer validity:** Prices for this offer should be valid for a period of ONE Year from the date of Agreement Signing. The prices must be inclusive of VAT and all other relevant costs. **Applicable VAT and Tax will be deducted at source as per Government rules.**

H. **Maintenance:** The Service Provider will arrange regular servicing and maintenance of the cars or vehicles with prior consent by SARPV management for smooth operation. Any maintenance, repairing and cleaning work should be done during the weekends upon mutual agreement between both the parties. The Service Provider will also be responsible for temporary replacement of a car or vehicle if there is maintenance work (for monthly rent). The Service Provider will be responsible for replacement of all parts and equipment, including but not limited to tyres, battery or any other parts of the car required maintaining suitable operation of the vehicle. In case of unsatisfactory service or unsatisfactory performance of supplied vehicle, the Service Provider will be responsible for replacing the vehicle immediately.

I. SARPV shall not accept responsibility for any traffic fine offence incurred.

J. Speed limits must be adhered to according to the rule of the road or as indicated. Unless otherwise indicated speed limits are applicable to Rental vehicles:

- Urban and populated areas - 50 km/h.
- Open tarred road - 80 Km/h.
- Gravel road - 40 Km/h.

K. **Necessary Documents and Instruments:** All the vehicles provided by the Service Provider to SARPV must carry the following updated documents and materials:

- Registration Certificate of the vehicle.
- Valid Fitness Certificate, Tax Token, Route Permit, Valid Insurance, Valid Driver's License.
- .Vehicle Log Book
- First Aid Medicine Box, Fire Extinguisher (Dry Powder minimum 1 Kg)
- Seat belts for all the seats of driver & passengers.
- Additional Small Fans, Spare Tires and jack and wheel spanners available.

L. Service provider will arrange their vehicle parking by own management. Vehicle mileage should be counted from the service receiving point.

M. **Drivers:** Vendor should have mentioned the driver's information as required:

(a) For long-term rentals (Monthly basis), the Service Provider shall assign drivers to SARPV for its exclusive use for the duration of the rental.

(b) Driver's Qualification:

i. Valid driving license as professional driver.

ii. Minimum 5 (Five) years working experience as professional driver

iii. Assigned drivers shall be nominated in writing by the Service Provider and approved by SARPV, and the Service Provider will replace the driver at any time if not judged suitable by SARPV.

(c) Assigned and approved drivers must adhere at all times to the travel security.

(d) Assigned drivers for long term (Monthly) rental will work for five days (05 days) a week with 10 hours a day which includes maximum two hours (02 hours) to be used as a lunch or rest break. Such assigned drivers will be given two days off during the week. Total 22 days will be service provide by the service provider for monthly basis vehicle in case when the driver works more than 22 days in a month.

(e) The Service Provider will be fully responsible for all drivers' contractual obligations, including salaries, benefits and bonuses and other facilities.

(f) The Service Provider will provide vehicle which is use fuel, no any gas cylinder keeps in vehicle.

(g) Driver Aged at least 21 years, trained, competent and sufficiently experience to drive the type of vehicle being used.

N. Purchase Order: PO will be issued as and require basis. SARPV is not bound to issue the purchase order if SARPV don't have any requirement during the agreement period.

O. Penalty: As per the SARPV policy the penalty will be impose for any delay and the SARPV management decision will be final if any incident occurred by the service provider.

9.1 Service provider will bear any losses occurring loss of goods or property /Damage /theft during the transportation and that losses will be adjust their upcoming invoice or pay in the form of pay Order in favor of SARPV.

P. Termination: Contract may be terminated earlier for unsatisfactory performance. SARPV reserves the right to terminate the contract at any time for any reason whatsoever by giving the successful service provider ONE months' notice in writing. If the successful service provider wishes to terminate the contract, then they are to provide two months' notice in advance to SARPV. SARPV decision is final in case of any dispute that arises in connection with these termination arrangements.

Q. Payment Terms: The payment will be made on CHEQUE in favor of successful supply within 30 days after satisfactory delivery of services, inspection (if necessary), necessary documents submission to Procurement department.

10.1 No advance payment will be entertained.

10.2 No Cash Payment.

10.3 No partial payment

10.4 Payment process will start after submission the bill to SARPV and the date will count from the receiving date by SARPV representative.

R. Bid Submission Details: Sealed quotation mentioning on top of envelop "**Request for Quotation for Framework Agreement for Vehicle Services**" to be submitted into the "**Tender Box-I**" kept at SARPV, Chakaria Office on or before 04TH October 2022.

S. Partial Offer: The bidder shall quote the price according to the specifications & UoM of single unit. Partial offer will also be accepted. But not preferable shortlisted supplier only.

T. Negotiation: Negotiation may be conducted with qualified supplier.

U. Supplier selection: SARPV may select and award single/multiple suppliers for frame work agreement who meet the requirements as per the required criteria. The quotation that complies with all of the requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected. Under no circumstances SARPV is bound to award the contract to the lowest bidder. Qualified vendor is selected based on eligible, technical and financial evaluation.

V. Offer Any sorts of persuasion on solicitation are strictly prohibited and similar attempt will result into disqualify the supplier without any further evaluation.

W. The suppliers must adopt all sort of safety and security measures while delivering the goods in the delivery point so that no Rohingya/host community inhabitants or children are injured out of these activities. If anything happened so the risks and responsibilities for the victim has to be shouldered by the suppliers at his own cost. If any accident/incident occurred the service provider should immediately report to nearest police station and as well as that report submit to SARPV. All responsibilities take over the Service Provider.

X. Fully prohibited unauthorized drug carry the vehicle, if any incident occurred all responsibilities goes to the service provider.

Y. Service provider cannot run vehicle using SARPV Logo, after SARPV official duty. If any unethical business run by Service Provider, then the service provider responsible for that.

Z. SARPV ultimately reserves the right throughout this process to select any servicing option that best meets its business requirements and to hold discussions with any and all respondents.

AA. Interested service providers must agree to the following conditions if you choose to respond to SARPV regarding this RFQ:

BB. SARPV will not be responsible for, or in any way liable for, any costs incurred by vendors in the preparation of any responses or presentations relating to this RFQ.

Suppliers code of conducts

SARPV: The values enshrined in the SARPV, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the SARPV are expected to adhere.

SARPV Compact: The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The SARPV strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact's principles into the operations of the SARPV. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact.

International Labour Conventions and Recommendations: The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite SARPV specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the SARPV's expectation that any supplier providing products or services to the SARPV will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards.

1. Scope of Application:

The provisions of this Code of Conduct set forth the SARPV's expectations for all suppliers that are registered with the SARPV or with whom it does business. The SARPV expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The SARPV expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all.

2. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the SARPV. The SARPV expects suppliers to strive to exceed both international and industry best practices. The SARPV also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The SARPV recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

3. Management, Monitoring and Evaluation:

It is the expectation of the SARPV that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The SARPV expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders. The SARPV may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with the SARPV. To review the progress of suppliers and subcontractors in implementing the Code of Conduct, the SARPV may take various supporting initiatives, including requesting suppliers to commit to the Global Compact, to self-certify that they comply with the Code of Conduct and, in some cases, to conduct on site evaluations and inspections of supplier facilities and those of their subcontractors.

Labour:

4. Freedom of Association and Collective Bargaining: The SARPV expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

5. Forced or Compulsory Labour: The SARPV expects its suppliers to prohibit forced or compulsory labour in all its forms.

6. Child Labour: The SARPV expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.

7. Discrimination: The SARPV expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.

8. Wages, Working Hours and Other Conditions of Work: The SARPV expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws

or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.

9. Health and Safety: The SARPV expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health;

(b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

Human Rights:

10. Human Rights: The SARPV expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment: The SARPV expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Mines: The SARPV expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

13. Environmental: The SARPV expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

14. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

15. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

16. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

17. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Ethical conduct:

18. Corruption: The SARPV expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

19. Conflict of Interest: SARPV suppliers are expected to disclose to the SARPV any situation that may appear as a conflict of interest, and disclose to the SARPV if any SARPV official or professional under contract with the SARPV may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

20. Gifts and Hospitality: The SARPV has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The SARPV will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The SARPV expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a SARPV staff member in order to facilitate the suppliers’ business with the SARPV.

21. post-employment restrictions: post-employment restrictions may apply to SARPV staff in service and former SARPV staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. SARPV suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as a SARPV supplier or to do business with the SARPV, in accordance with applicable SARPV policies and procedures.

We encourage SARPV suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

Contacts:

Any questions related to this Code of Conduct can be addressed to the Management - Procurement Department, SARPV.