



## The Ain Shohayota Activity

### Request for Quotation (RFQ)

Issuance Date : February 08, 2024  
Deadline for Offers : On or before 5 PM, 18 February 2024 (Bangladesh Time).  
Description : Request for quotes for Vehicle Rental Service  
For : The Ain Shohayota Activity.

The Ain Shohayota Activity, funded by USAID and implemented by Democracy International, is currently seeking quotations for vehicle rental services in Dhaka area with a designated driver. Rent a Car service providers with relevant experience are encouraged to apply, and preference will be given to those with demonstrated expertise in offering this service.

### Quote Guidelines and Instructions

#### 1. Quotes Submission Address:

Please submit all quotes on company letterhead. All quotes must be valid for a minimum of 30 days from the date of Quote submission.

Please submit the quote and other documents directly to the below email or hardcopy:

Email: [procurement@democracyinternational.com](mailto:procurement@democracyinternational.com)

#### 2. Inquiries:

If you have any questions/inquiries, please email: [procurement@democracyinternational.com](mailto:procurement@democracyinternational.com) on or before 14 February 2024. No other communications and/or clarifications will be provided in writing.

#### 3. Description

Particular	Specification
Sitting Capacity	5-Seater Sedan
Unit	1 (one)
Registration Year	2017 and above
Number of Vehicle required	01 car monthly basis for Dhaka (10 hours a day)
CC:	1500cc and above
Air Condition	Full Air Condition
Fuel	Octane
Vehicle Legal Paper	Up to date by the Supplier/owner.

#### 4. The Service Provider will be responsible and ensure of below points:

- Vehicles are as per specifications and are well maintained.
- Vehicles must be independently owned or leased by the company.
- Monthly rental vehicles for Dhaka must have been inspected and verified for mechanical soundness, and for passenger safety within 30 days of signing a purchase

order.

- d. If any vehicle breaks down, requires maintenance, or otherwise displays difficulties of performance, an alternate vehicle must be provided by the offeror within 2 hours.
- e. Valid Driving License of drivers.
- f. Valid Vehicle registration.
- g. Valid Vehicle insurance.
- h. Valid Vehicle tax token.
- i. First Aid box.
- j. Tool kit with all tools needed to change a tire and make basic repairs.
- k. Working front and rear seat belts.
- l. One spare tire, serviceable and properly inflated.
- m. Fire extinguisher.
- n. Emergency contact list (Ain Shohayota Activity provide this).
- o. Logbook.
- p. Red warning triangle.
- q. Tow rope.
- r. Torch, including spare batteries.
- s. Relevant maps; and,
- t. Laminated contact information sheet with all relevant numbers. (Ain Shohayota Activity provide this).
- u. Service provider will provide a set of all legal documents of monthly vehicle.
- v. Service provider will provide national id copies of driver.
- w. Service provider will be responsible for repair and maintenance of vehicle.
- x. Service provider will be responsible for any penalty by wrong parking/driving/accident/absent of legal papers.
- y. The driver needs to make sure; he/she follow the traffic rules.
- z. Each day the driver shall perform a basic safety and security check for his/her vehicle, including test of the brakes, tires, and fluids.

**5. Driver's qualification for Dhaka:**

- a. Proposed drivers shall have five (5) years' experience driving professionally, and shall have a valid Bangladeshi driver's license and clean driving record and valid national ID.
- b. Drivers must have good understanding in English including working proficiency in talking, listening, and writing (reports/logs).
- c. Driver must be physically and medically fit with acceptable eye vision.
- d. Drivers must be aware of traffic rules and have knowledge to resolve minimum technical issues of vehicle.

**6. Quotation must include:**

- a. **Fixed rent per month** for Sedan Car (octane) with driver, including all related cost for Dhaka area.
- b. The price must include TAX. VAT should be identified separately as a separate line item. Tax will be deducted at source as per rules of Government of Bangladesh. VAT exemption coupon will be issued for claiming VAT upon submission of Mushok-6.3 with the invoice.

- c. Bank account details should be given to process the invoice.
- d. Quotation format must be as follows:

<b>Type of Vehicles</b>	<b>Rent Per Month (Inc. driver, fuel, and all related cost)</b>	<b>Vat</b>	<b>Total (Inc vat &amp; tax)</b>
5-Seater Sedan Vehicle (Octane) with driver for Dhaka area			

7. **Duration of Contract:** Initially for 12 months with possibilities of further extension based on the performance of the Company.

8. **Required documents:**

- a. Valid Trade License,
- b. Tin Certificate
- c. VAT registration Certificate
- d. Client list
- e. Documents of similar experience to provide vehicle rent service (purchase order/contract agreement) last three years with contact details.

9. **Selection Criteria:** The Ain Shohayota Activity will review and evaluate quotes according to the following criteria:

- Best price determination. **-20 marks**
- Experience to provide vehicle rent service for offices with foreigners. **-10 marks**
- Safety of driver – to be determined by test drive and references, including whether driver behaves respectfully with female staff. – **20 marks**
- Reliability of driver – to be determined by references. **-10 marks**
- English language skills of driver – to be determined in interview. **-10 marks**
- Comfort of car – to be determined by inspecting vehicle and test drive (i.e., shocks, air conditioning, smell, condition of interior) **-20 marks.**
- Required legal documents. **-10 marks**

**\*\*Note: Potential vendor who will obtain pass marks (70%) on the technical evaluation, will only be treated as eligible for the next step.**

10. **Terms**

- All payments will be made monthly basis within 30 days of receiving correct invoice and log sheets.
- The Ain Shohayota Activity reserves the right to accept or reject any bid/quotation without mentioning any reason.