icddr,b
“Safe Motherhood Promotion- Operations Research on Safe Motherhood and Newborn Survival” (SMPNS ) Project Maternal and Child Health Division, icddr,b

Hiring of Project based Transport Requirements for a Period of 3 Months For SMPNS Project, icddr,b Mohakhali, Dhaka- 1212.

Invitation for Tender No: icddrb/SMPNS/GoB/RFQ/LTM/2021/14
Issued on: 25 March 2021
Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of Project based Transport Requirements for a Period of 3 Months and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website: http://www.cptu.gov.bd/. Guidance notes are provided for both the Procuring Entity and the Quotation.

2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.

3. The use of SRFQ (PG1) applies when a Procuring Entity intends to select a Quotation (a Supplier) for the Procurement of vehicle hiring service under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.

4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.

5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.

6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.

7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.

8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.

9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.

10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on 'Unit-Rate' basis.

11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.

12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.

13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.

14. 5% Security The security deposit Period shall usually remain between 2 and 3 months; where applicable.

15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.
REQUEST FOR QUOTATION FOR

Hiring of Project based Transport Requirements for a Period of 3 Months.

Invitation for Tender No: icddrb/SMPNS/GoB/RFQ/LTM/2021/14
Date: March 25, 2021

Dear Bidders,

1. The icddrb has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.

2. Detailed Specifications and, vehicle hiring related services/ workshop shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.

3. Quotation shall be prepared and submitted using the 'Quotation Document'.

4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.

5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.

6. Quotation in a sealed envelope shall be submitted to the office of the undersigned on or before 31 March 2021 at 2:00 pm. The envelope containing the Quotation must be clearly marked "Quotation for Printing from and DO NOT OPEN before March 31 2021 at 2:00 pm. Quotations received later than the time specified herein shall not be accepted.

LODGEMENT OF TENDERS:
By Hand & By Post in favor of below address:
Director, Supply Chain & Facilities Management
icddrb
Chiller Building Ground Floor
68 Shaheed Tajuddin Ahmed Sarani,
Mohakhali, Dhaka 1212

7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.

8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.

9. All Quotations must be valid for a period of at least 45 days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.

11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.

12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotation, if accepted shall remain fixed for the duration of the Contract.

13. Quotation shall have legal capacity to enter into Contract. Quotation, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate from any scheduled Bank; without which the Quotation may be considered non-responsive (without enlisted vendors of icddr,b).

14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.

15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.

16. The supply of Goods and related services shall be completed within 10 days from the date of issuing the Purchase Order.

17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within 10 days of receipt of approval from the Approving Authority.

18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Shams El Arifeen, Project Director, Safe Motherhood Promotion- Operation Research on Safe Motherhood and New born Survival (SMPNS)
Senior Director and Senior Scientist, Maternal and Child Health Division
icddr,b; Mohakhali, Dhaka.
Phone No 9827043 e-mail: shams@icddrb.org, memdad@icddrb.org; supplychain@icddrb.org

Distribution:
1. icddr,b notice board
2. icddr,b Supply Chain notice board.
4. Office email.

Special Notes:  For Quarry about Technical Md. Zakir Hossain, Senior Administrative Officer, MCHD Administration, +880-2-9827001-10 Ext-3818, icddr,b, Mohakhali, Dhaka.
Terms & Conditions

DOCUMENTS TO BE LODGED WITH TENDER FORM

Tenders shall be written in English. The Tenderer shall complete in full and submit one copy of the documents listed in the Annexure.

I. Updated Trade Licence
II. Updated VAT Registration Certificate
III. TIN Certificate

TENDER ASSESSMENT CRITERIA

Selection of the successful Tenderer will be based on, but not necessarily limited to, assessment of Tenders against the following Tender Assessment Criteria.

A. Mandatory Documents to be lodged:

I. Updated Trade Licence
II. Updated VAT Registration Certificate
III. TIN Certificate

C. Financial Evaluation:

Lowest bidder shall be awarded (Although SEC Committee will decide what type of vehicle shall be used for project usage based on the received offer & project budget). Other bidders may be kept under consideration for enlistment process with reasonable price acceptance for emergency services.

icddr,b may award this Contract in whole or in part to one (1) or more Service Provider(s). icddr,b also may:

(a) Reject any or all proposals,
(b) Select other than the lowest cost proposal,
(c) Accept more than one proposal,
(d) Accept alternate proposals, and
(e) Waive informalities and minor irregularities in proposals received

Note: When addressing the selection criteria specified in the Response Schedules, Tenderers should provide as much information as possible that may assist icddr,b in making an informed and accurate assessment of the Tender. Failure to provide the correct or sufficient information for each selection criteria, may have a detrimental effect on the assessment of the tender.

icddr,b reserves the right to weight each criterion at its’ total discretion, having regard to the requirements of icddr,b’s policies and needs.
Right to negotiate

As a part of the tender evaluation process, icddr,b reserves the right to negotiate with any and all tenderers prior to the award of the contract. Negotiations will be carried out to clarifying and/or amending/adjustment of price and non-price aspects. Negotiation with any Tenderer shall not be construed as an indication that icddr,b has or intends to award the contract to that Tenderer.

Motor vehicle accident

In the event that the Contractor is involved in a motor vehicle accident whilst performing services under this contract, the Contractor must within thirty (30) minutes of the accident occurring, contact the Ordering Officer to advise that an accident has occurred, and provide brief details of the accident such as the place of the accident, how many and the type of vehicles involved, any injuries or casualties, and how long it will take for a replacement vehicle to arrive at the scene (if required).

Within five (5) working days of the accident occurring, the Contractor shall provide the Ordering Officer with a full written report of the accident, including:

(a) the date and time of the accident;
(b) the name of the driver in the Contractor’s vehicle;
(c) details of any other persons involved (where possible) including pedestrians;
(d) the number and description of other vehicles involved including vehicle registration numbers if possible;
(e) whether or not police attended or were later notified;
(f) details of any injuries or deaths sustained.

The driver shall be instructed to not remain at the scene of the accident unless it is completely safe to do so.

Inside of each vehicle there shall be a list of emergency contact names and telephone numbers including the Contractor’s personnel, icddr,b contacts, police, and fire services. All the matters related to accidents should be resolved by the Contractor. Under no circumstances icddr,b will be liable for any accidents coverage, demurrage, liaison with Police, media etc.

Storage of vehicles

The Contractor shall be responsible for the storage and parking of vehicles whilst they are not being used for the provision of service under this contract. Unless otherwise approved by the Ordering Officer, the Contractor’s vehicles shall not be parked within the confines of icddr,b premises when not in use, nor shall they be parked or stored in a location or manner that causes inconvenience to icddr,b staff and visitors, or which creates a safety hazard to icddr,b or the general public.

Replacement vehicles

The Contractor shall have at its’ disposal sufficient vehicles or the same type to replace vehicles that are broken down, damaged or otherwise unable to be used. The maximum permissible time allowed for the replacement of such vehicles is 60-90 minutes within Dhaka City, failure to provide within the stipulated time will have the penalty of not payment of this specific service. All replacement vehicles must be approved for use by icddr,b.
Note: The replacement of vehicles that are broken down or otherwise inoperable outside of the DCC boundaries (e.g., vehicles on remote field trips), must be replaced within 90-120 minutes of the notification of breakdown (may be replaced by locally arranged icddr,b standard vehicles from another vendor but icddr,b payment will be through the approved Contractor only as per approved rates).

Contractor's Responsibility

The Contractor shall assume full responsibility for the safety and security of icddr,b passengers being driven by the Contractor's drivers as well as goods and items belonging to icddr,b or the passengers that are being transported in a vehicle operated by the Contractor. icddr,b shall have no direct or indirect liability arising out of negligent or unsafe driving by the Contractor, including any fines or other action arising out of the Contractor having committed an offence under Bangladesh law. The Contractor shall be liable to pay compensation to icddr,b for any loss suffered as a result of the Contractor's negligence and/or failure to behave or act in a safe and reasonable manner.

Note: The Contractor shall arrange training / workshop regarding safety / risk management / disaster recover planning every six months for their approved drivers and submit report to Ordering Officer within a week of the completion of the training/workshop.

vehicle identification

All vehicles provided by the Contractor under this contract, shall whenever being used for the provision of services under this contract, cannot be marked with the icddr,b name and logo unless Ordering Officer's approval.

Non-authorised work

The Contractor shall not undertake any services unless authorised to do so by the Ordering Officer or his authorised representative. Failure by the Contractor to obtain such approval prior to undertaking any work may result in non payment for this work.

Special Terms and Conditions of Contract:

1. Rates will include VAT, TAX, Driver's Salary and Vehicle Repair & Maintenance etc.
2. Starting time will be counted at user's pick-up point and end time will be counted at user's drop off point.
3. Driver's OT will not be considered for 4hrs duty/Package Offer (Category 1 & 2: A. Short Trip: 4 Hrs Charges).
4. Normal Duty hrs will be 10 hrs in a daily Hiring.
5. Fuel, Toll, Ferry, Parking charges shall be paid by the user (icddr,b) at actual.
6. For Monthly Hiring of Vehicles: 6 days/60 hrs per week will be considered (10 hrs per day).
7. For Monthly Hiring of Vehicles: Food and accommodation of Driver shall be borne by the user during the field trip outside of Base Station.

8. Replace of same type of vehicles and skilled Drivers will be allowed.

9. The vehicle should have valid and up-to-date documents like Registration, Fitness, Tax Token, Insurance, Route Permit etc.

10. The Driver should have basic knowledge of reading, writing, speaking of both Bangla and English.

11. The Driver should have valid Driving license and have BRTA knowledge of Vehicle driving.

12. The Driver should follow all the BRTA Rules and regulations while driving.

13. The Driver age limit should be between 25 to 55 years only.

14. The Vehicle should be neat and clean.

15. The vehicle must have seat belts.

16. The vehicle should have first aid box and fire extinguisher.

17. The Vehicle should have necessary tool box.

18. The Vendor will have every responsibility to ensure compliance issue as per icddr,b policy and will be liable accordingly.

19. Icddr,b will bear no responsibilities related to vehicle accidents/other matters on road incidents etc.

20. Tenderer can submit Rates with VAT or can show VAT amount in separate column.

21. All Vehicles except Pick-up Van/Covered Van and truck must be equipped with AC facilities.

22. The Manufacture Year of Vehicle should not earlier 2015.
Quotation Submission Letter
[Use Letter-head Pad]

RFQ No: icddrb/SMPNS/GoB/RFQ/LTM/2021/14
Date: March 25, 2021

To:
Mr. Shams El Arifeen
Project Director,
Safe Motherhood Promotion- Operation Research on Safe Motherhood and New born Survival (SMPNS)
Senior Director and Senior Scientist
Maternal and Child Health Division
icddr,b; Mohakhali, Dhaka,
Phone No 9827043-Ext-4402/4419
e-mail: shams@icddrb.org, memdad@icddrb.org, supplychain@icddrb.org

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for hiring of vehicle of SMPNS Project, icddr,b Mohakhali, Dhaka- 1212.

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:
FINANCIAL PROPOSAL: SCHEDULE OF RATES

The Tenderer shall complete each of the attached Schedule of Rates applicable to the service(s) for which they are submitting a tender;

**General Notes:**
1. All prices entered shall be in whole Taka only.
2. Prices shall include all applicable VAT and taxes.
3. Estimated quantities are per year, and are for tender assessment purposes only.

**Base Station Dhaka**

A. Monthly Hiring: 10 Hrs Charges, 6 Days/60 Hrs

<table>
<thead>
<tr>
<th>Vehicles Types</th>
<th>Body Rent</th>
<th>Fuel (CNG) Tk/KM</th>
<th>Fuel (Octane) Tk/KM</th>
<th>Driver’s Over Time (TK)</th>
<th>Driver’s Accommodation (TK)</th>
<th>Driver’s Daily Allowance (Food) (TK)</th>
</tr>
</thead>
</table>

- Bidders are asked to submit price quotation for Both Hybrid & Non-Hybrid Vehicle; Evaluation committee will decide further based on submitted offer & project needs.
- If vehicle is used in the Holidays, bidders shall be paid in the base rate for the additional day. Other Charges will be implacable is the same rate.

Signature ___________________________ Date _______________________

Name ___________________________ Designation ___________________

Address ___________________________ Company Seal-