



**Request for Quotation for
Monthly Rent-A-Car without driver
Issued by Family Health International- FHI 360
Alive & Thrive Project**

Issued on: May 23, 2018
Title: Monthly Rent-A-Car without driver
Quotation Deadline: May 31, 2018
Estimated Period of Performance: June 2018 to June 2019
Introduction

Alive & Thrive is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1,000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding and maternal nutrition through large-scale programs in several countries in Asia and Africa and through strategic technical support and the dissemination of innovations, tools, and lessons worldwide. Alive & Thrive is funded by the Bill & Melinda Gates Foundation and the governments of Canada, Ireland and Madagascar. The initiative is managed by FHI 360.

Scope of Work

Contractor will provide a Noah micro bus, or equivalent model of vehicle with similar seating capacity and interior space for transportation of materials, without driver per below terms and conditions:

A. Terms of rental:

1. One vehicle will be rented monthly without a driver.
2. Monthly invoices will be submitted by the selected Contractor on the last day of each month for the agreed upon fixed price for monthly rental.
3. Repair and maintenance services will be reimbursable up to BDT 5,000 for the rented vehicle once every 3 months based only on submission of original receipts. Items eligible for reimbursement include Engine Oil, Mobil, Air filters, Spark Plugs, Gear Oil, Brake Oil and Workshop service charges.
4. Any other small spare parts, if damage occurs on office duty, will also be reimbursable (not more than BDT 5,000 per incident) upon submission and acceptance of the actual bill/invoice.

5. The contractor is responsible for the safety, maintenance and security of the vehicle. They will solely be responsible for any loss or damage caused to the vehicle due to accident, theft or any other reasons. A&T has no responsibility whatsoever for any loss or damage to the vehicle or goods in the vehicle. Contractor is responsible for insurance within the contract period. A&T's responsibility is to pay the contractor the amount agreed herein subject to the terms and conditions specified hereunder.
6. FHI will deduct applicable taxes from payments as per government policy.

B. Rental vehicle(s) provided by the Contractor must have:

7. Comprehensive motor vehicle insurance coverage (as to cover any accident liability on passengers and drivers)
8. Working seat belts (all seats - front and back)
9. Working A/C
10. Very good mechanical and body condition
11. Valid technical inspection certificates

C. Interested bidders must provide:

1. Comprehensive quote as described in D. below
2. A Statement of Confirmation of the information in B. above
3. TIN and VAT Registration Documents
4. Client List
5. 3 References with Contact information
6. Bank Solvency Certificate

D. Please provide a quote with the following information:

1. Type of vehicle proposed to be provided (including Make, Model and Manufactured Year)
2. Seat capacity of the vehicle
3. Monthly charge for vehicle without driver
4. Maximum number of kilometers per month before extra charges apply (if applicable)

5. Rate for extra kilometers (if applicable)
6. Any other charges that may apply

The resources are limited for this project and credit will be given for reflecting efficient and cost saving measures.

Quotation Instructions and Deadline:

Responses to this RFP should be submitted by email to the FHI 360 Bangladesh office to the attention of smabdullah@fhi360.org and zmahmud@fhi360.org no later than **May 31, 2018 at 5p.m. (Dhaka time)**. Offers received after this date and time will not be accepted for consideration. FHI 360 will acknowledge receipt of your Quotation by email. **Proposals must be submitted in electronic format.**

Any questions or requests for clarification need to be submitted in writing to the same email addresses by **May 27, 2018 at 5p.m. (Dhaka time)**. Answers will be shared with all firms. No telephone inquiries will be answered.

Anticipated Contractual Mechanism:

Alive & Thrive anticipates issuing a fixed-price purchase order to the offeror(s) whose quotation is most advantageous, with cost and other factors considered according to the criteria listed below. A fixed price contract calls for one firm price, not subject to any adjustment based on the contractor's cost experience in performance of the contract. This fixed-price is established at the outset, when the contract is negotiated and signed. The contract is expected to be one year long.

Criteria for Evaluation:

The decision to select a contractor will be made on a best value basis. Quotations will be evaluated according to the criteria below.

- 1. Price related factors: 50 points**
- 2. Make, model and condition of vehicle offered for rental: 30 points**
- 3. References and Client List: 20 points**

**Bidders with the appropriate documentation as described in Section C. above may be considered.*

Withdrawal of Quotations

Quotations may be withdrawn by written notice, email or facsimile received at any time before award.

False Statements in Offer

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

Quotations become the property of FHI360.

Award and Notification of Selected Quotations

FHI 360 will not compensate offerors for preparation of their response to this RFQ. Issuing this RFQ is not a guarantee that FHI360 will award a contract.

FHI 360 reserves the right to issue a contract based on the initial evaluation of offers without discussion.

FHI 360 may choose to award a contract for part of the activities in the RFQ.

FHI 360 may choose to award a contract to more than one offeror for specific parts of the activities in the RFQ.

Negotiations will commence with a discussion of the Quotation, schedule of activities, and staffing. Agreement must then be reached on the final Quotation, staffing, logistics and reporting. Special attention will be paid to clearly define the inputs required from FHI 360 to ensure satisfactory implementation of the assignment. Changes agreed upon will then be reflected in the budget and budget narrative, using proposed unit rates. Having selected the agency on the basis of an evaluation of proposed key professional staff among other things, FHI 360 expects to negotiate a contract on the basis of the staff named in the Quotation and, prior to contract negotiations, will require assurance that these staff will be actually available. FHI 360 will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health. FHI 360 may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on the general scope of work in the original RFQ.

FHI 360 has the right to rescind this RFQ, or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of FHI 360's client, be it funding or programmatic.

FHI 360 reserves the right to waive any deviations by offerors from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition and if such action is considered to be in the best interest of FHI 360's client organization.

Please do not include examples of your work although you may include a website(s) for us to review that reflects your work. If FHI 360 requires additional materials we will request those materials during the review process.

Should FHI 360 choose to make an award, all deliverables produced under said award shall be considered the property of FHI 360.

Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However, joint ventures between firms on the shortlist are not permitted without the prior approval of FHI 360. The request for a joint venture should be accompanied with full details of the proposed association and confirming joint and several liability.

Should FHI 360 choose to make an award, assignment from award of contract will be subject you to normal tax liability in Bangladesh. Kindly contact the concerned tax authorities for further information in this regard if required.