



## **Request for Quotation for**

**Preferred Vendor Services for Rent-A-Car(s) ordered on a case-by-case basis**

**Issued by Family Health International- FHI 360  
Alive & Thrive Project**

**Issued on: June 1, 2018**

**Title: Preferred Vendor for Rent-A-Car(s) ordered on a case-by-case basis**

**Quotation Deadline: June 7, 2018**

**Estimated Period of  
Performance: July 2018 to June 2019**

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### **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 and Ireland. The initiative is managed by FHI 360.

### **Scope of Work**

On an as needed basis, Contractor will provide one or more rental vehicles (with or without drivers, depending on the situation). Type of vehicle rented will be appropriate to the needs of the particular trip, therefore we are asking for a full price list of all vehicles provided by the Contractor. **Please be aware that prices will be set at the quoted daily rates for the full year of preferred vendor services with the selected Contractor.**

Trips will usually be outside of Dhaka and last between 1 and 5 days (although they may last longer than 5 days). Occasionally, cars will be hired for use in Dhaka.

## **Submission Requirements**

### **A. Please provide a quote with the following information:**

- 1. Type of vehicle to be provided (including Make, Model and Manufactured Year)**
- 2. Seat capacity of each vehicle**
- 3. Daily charge for each type of vehicle inside Dhaka with driver**
- 4. Daily charge for each type of vehicle inside Dhaka without driver**
- 5. Daily charge for each type of vehicle outside Dhaka with driver**
- 6. Daily charge for each type of vehicle outside Dhaka without driver**
- 7. Maximum number of hours per day before extra charges apply**
- 8. Rate for extra hours**
- 9. Maximum number of kilometers per day before extra charges apply**
- 10. Rate for extra kilometers**
- 11. Fuel cost (CNG)**
- 12. Fuel cost (Octaine)**
- 13. Any driver allowances or other costs (for overnight and day trips)**
- 14. Any other charges that may apply**

### **B. Rental vehicles provided by the Contractor must have:**

- 1. Comprehensive motor vehicle insurance coverage (as to cover any accident liability on passengers and drivers)**
- 2. Working seat belts (all seats - front and back)**
- 3. Working A/C**
- 4. Very good mechanical and body condition**
- 5. Valid technical inspection certificates**

**C. Interested bidders must provide:**

1. Comprehensive quote as described in A. above
2. A Statement of Confirmation of the information in B. above
3. Evidence available upon request of at least 5 vehicles registered under the company name
4. TIN and VAT Registration Documents
5. Client List
6. 3 References with Contact information
7. Bank Solvency Certificate

**Taxes:**

- FHI will deduct applicable taxes as per government policy.

**Evaluation Criteria**

Alive & Thrive is issuing this RFQ requesting that each vendor provide us with a detailed quotation following the guidelines written above for the purpose of establishing a **preferred vendor** with set unit costs for one year. Alive & Thrive intends to select an approved vendor whose quotation contains the combination of those criteria offering the best overall value. Evaluation factors are a total of 100 points, apportioned as noted in the following.

1. Price related factors: 60 points
2. Inventory and diversity of vehicles available for rental: 10 points
3. References and Client List: 30 points

*\*Only bidders with the appropriate documentation as described in Section C. above may be considered.*

**Terms:**

The Contractor is responsible for the safety, maintenance and security of the car, and safe driving when a driver is provided. 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 car or its goods. 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.

**Quotation Instructions and Deadline:**

Responses to this RFQ should be submitted by email to the FHI 360 Bangladesh office to the attention of [smabdullah@fhi360.org](mailto:smabdullah@fhi360.org) and [zmahmud@fhi360.org](mailto:zmahmud@fhi360.org) no later than **June 7, 2018 at 5 p.m. (Dhaka time)**. Offers received after this date and time may 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 **June 4, 2018 at 5p.m. (Dhaka time)**. Answers will be shared with all firms. No telephone inquiries will be answered.

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

**Anticipated Contractual Mechanism**

Alive & Thrive intends to rent vehicles on an as needed basis for a period of one year at the set prices quoted by the selected Contractor in response to this RFQ. It is anticipated that each car rental will be ordered separately and paid upon receipt and approval of invoice issued by the Contractor.

**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 RFP. Issuing this RFQ is not a guarantee that FHI 360 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 RFP.

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

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 RFP.

FHI 360 has the right to rescind this RFP, 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.