



# International Call for Tender

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ICFT REF.: B51-DHAK-LOG-2022/06

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To Establish Framework Agreement for  
Procurement of RENT A CAR Service

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Purchaser identification

**Name:** Humanity & Inclusion (legal name: Handicap International Federation) - HI

**Address:**

**Country Office:** House-3/A, Road-36 Gulshan, Dhaka-1212, Bangladesh

Tel.: +88 +88 02222284794; +88 02222292188; +88 02222298209

**Contact details:** [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org)

**Person in charge of the contract:**

**Logistics Department,  
Bangladesh Country Office**

**Website:** [www.hi.org](http://www.hi.org)

Created in Lyon in 1982, Handicap International Federation (HI) is an independent and impartial aid and development organisation working in situations of poverty and exclusion, conflict and natural disaster.

Our action and campaigning are focused on addressing the essential needs of persons with disabilities and vulnerable groups, improving their living conditions and promoting respect for their dignity and their fundamental rights.

Handicap International Federation-Humanity & Inclusion (HI) is an independent and impartial international aid and development organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable groups, it takes action and provides testimony in order to meet their basic needs, improve their living conditions and promote respect for their dignity and their fundamental rights. Handicap International Federation- Humanity & Inclusion (HI) is a non-profit organisation with no religious or political affiliation. It operates as a federation made up of a network of associations which provide human and financial resources, manage projects and implement its actions and campaigns. Handicap International Federation - Humanity & Inclusion (HI) is present in Bangladesh since 1997 and its Head Office is based in Lyon, France. Beside the Dhaka Coordination office, HI Bangladesh has 4 site offices at Kurigram, and Cox's bazar (including Cox's Bazar Sadar, Teknaf & Ukhiya).



## 1. Contract description

HI is seeking to contract **Framework Agreements** with Rent-A-Car service providers. When HI would need the services, Purchase Order shall be issued to the suppliers contracted through Framework Agreement. The price and conditions of purchase applicable to the Purchase Orders will be ones that will be set in the Framework Agreements.

HI requests bids from Suppliers under following LOTS based on HI's main order placing area.

- LOT 1: Specially COX'S BAZAR base including Cox's Sadar, Ukhiya & Teknaf
- LOT 2: DHAKA
- LOT 3: KURIGRAM

HI shall sign non-exclusive Framework Agreements with multiple suppliers. The Framework Agreement will have a term of 2 year, extendable to 1 year upon written agreement between the parties. The suppliers undertake to maintain prices for the entire term of the Framework Agreement. HI does not commit to the purchase of any minimum order. Please see important information on price in section 6.

This will allow HI to fasten contracting for the items when the projects and/or need arise, without need for competitive bidding once the Framework Agreements are signed.

The full service shall be operational **on 1 October 2022** as targeted.

The prices shall be firm and non-revisable for the duration of the contract.

Total amount estimated to be contracted through Purchase Orders to be issued through the Framework Agreements resulting from this tender over 24 months period.

### Contract execution addresses:

**HI BGD DHAKA Country Office:** House-3/A, Road-36 Gulshan, Dhaka-1212, Bangladesh.

## 2. General conditions

- By submitting a bid, tenderers accept without restriction all the general and specific conditions outlined in these specifications as being the only basis for this supply contract procedure, irrespective of their own conditions, which they hereby waive.
- Tenderers shall carefully examine and comply with all the instructions, forms, clauses and specifications mentioned in this participation file.
- Failure to submit a bid containing all the information and documents requested by the specified closing date may result in the bid's rejection.
- Supplier must ensure MUSHOK against all supplies at the time of submitting bills and all taxes shall be calculated and deducted as per Bangladesh Government Policy.



- To avail any exemption against any Government Tax is required to submit the authorised document which is approved by Bangladesh Government against the service and suppliers' name along with the valid duration of the approval.
- Supplier shall be responsible to submit the revenue stamp along with each bill if receive final order as per Government Rules.

### 3. Tendering schedule

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.

Activity	Date
Issue Invitation to Tender	21 July, 2022
Deadline for questions from Bidders	3 August, 2022
<b>Deadline for Bid Submission</b>	<b>Within 14.00 Hours on 14 August, 2022</b>
Award Contact	30 September, 2022
Go Live	01 October, 2022

Please note that the above timings / dates are being shared for indicative purposes only and are subject to change. However, HI commits to ensure Bidders are treated fairly, equally and have sufficient time made available to participate in this tender process.

#### CLOSING DATE FOR BID SUBMISSION

Your bid must be received, either at the specific address or email address, no later than **Within 14.00 Hours on 14 August, 2022 (All the date & times are in Bangladesh Standard Time)**. Failure to submit your bid prior to the Closing Date may result in your quote being void.

All Bids must remain valid and open for consideration for a period of not less than 24 Months from the Closing Date.

### 4. Eligibility and Obligations

- All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

#### Exclusion criteria:

Applicants or tenderers shall be excluded from the selection and award procedure in the following conditions:

- If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered into an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- If they have been convicted of an offence concerning professional misconduct by a judgement which has the force of res judicata;



- If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify;
- If they have not fulfilled their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country in which the contract is to be executed;
- If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts shall not be awarded to applicants or tenderers who, during the procurement procedure:

- are in a position of conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure, or fail to supply this information.

By returning this participation file duly initialled and signed, the tenderers confirm that they are not in one or more of the situations described above and undertake to send to Handicap International within seven (7) calendar days following receipt of a request from Handicap International any additional documents that Handicap International considers necessary to perform its checks.

➤ **Sub-contracting**

If applicants or tenderers plan to work with subcontractors, they undertake to:

- Provide Handicap International with the list of those services that it plans to subcontract
- Obtain Handicap International's formal agreement on the choice of prospective subcontractors
- Obtain Handicap International's agreement on the terms of payment of these sub-contractors
- Send Handicap International its contracts with subcontractors upon request

## **5. Participation procedure**

Tender Documents are attached to this file with the appendixes mentioned below:

1. Appendix A- TOR and Suppliers' Bidding Table
2. Appendix B- Supplier Evaluation Questionnaire
3. Appendix C- General Purchasing Conditions
4. Appendix D - HI Good Commercial practices

The call for tender file is made up of the following documents. If any document from the list is missing, the file will be considered administratively non-compliant and not evaluated further.

For Administrative Compliance:

- This participation file signed on all pages including the appendix attached to this file
- Supplier must have to mention the vehicle details mentioned on the **Appendix A**
- Delivery lead item should be mentioned for each kit
- Transportation cost should be mentioned clearly for each of the kit to the HI projected delivery place

### **Documents need to be attached to Tender File**

- Updated Copy of valid business registration / Trade License– **Mandatory**



- A duly completed, dated, stamped and signed Tenderer's schedule (Filled Questionnaire and Tender files along with all Appendixes, etc.) – **Mandatory**
- Updated Copy of valid dealer registration (if any) – **Mandatory**
- A photocopy of the National ID card of the Owner/Proprietor/CEO/Managing Director with address, Phone and email contact – **Mandatory**
- Updated Copy of valid VAT and TIN Registration Certificate under company name – **Mandatory**
- A copy of tax certificate of the last fiscal year (documentation that tax return was submitted / paid) – **Mandatory**
- Client's list from the last 5 years– **Mandatory**
- Customer references (with copy of certificates) – **Mandatory**
- Quality management policy (in case of product/goods/materials)
- Work experiences certificates or copy of contract/work order from International Organizations – **Mandatory**
- International control and monitoring systems information
- Company banking details– **Mandatory**
- Bank Solvency Certificates/ Declaration from banker on financial position along with a bank statement for the last 6 months or A line of Credit (LOC). But there, individual transactions on the bank statement are not required to be shown. – **Mandatory**
- Minimum 2 contact persons/representatives' information (Full Name, National ID, Address, Family Name, Phone or email contact)

For technical and financial evaluation:

- Technical proposal (Other than pricing information, mentioned in the list under “Documents need to be attached to Tender File”
- Financial bid (prices inclusive of all applicable VAT and Tax according to Govt Rules). HI shall deduct applicable VAT & TAX as per government policy.

Due diligence: Based on the scenario, HI Management can consider and decide.

Responses will only be accepted in the requested format. Any incomplete responses or responses not in the format of the provide templates may be treated as void.

➤ **Submission of applications**

Interested vendor can either submit Hard or Soft copy of the bidding documents as per below:



**Physical Bid Submission addresses:**

- o Bids to be submitted to Handicap International Country Office House-3/A, Road-36, Gulshan, Dhaka-1212, Bangladesh. Bids should be submitted in a single sealed envelope.
- o The envelope should clearly indicate the Invitation to tender reference as per below:

**“Framework Agreement for RENT A CAR Service**

**ICFT REF.: B51-DHAK-LOG-2022/06”**

- o All documentation submitted should be done in their own clearly labelled envelopes (e.g., Bidder Response Document, Financial Accounts, Bill of Quantities etc.), which are submitted in one single envelope as detailed above.

**And**

**Online Bid Submission addresses:**

- Send a digital file in the form of an email\* sent to the dedicated email address [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org); with subject heading **“Framework Agreement for RENT A CAR Service with ICFT REF: B51-DHAK-Log-2022/06”**
- \*If the file is too big to fit into 1 email (limit 20MB per email), please include numbering also in the subject.

The envelope and email shall include all document listed in the application document.

for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.

**6. Bid selection criteria**

**Administrative Compliance**

HI shall deem administratively compliant the bid which:

- Include all documents listed in section 5 above
- Be submitted both in paper or digital version
- Meet the requirements listed in section 5 above

**Evaluation**

Each LOT(s) will be assessed in light of their consistency with required technical specifications

<b>Bid Selection Criteria</b>	
<b>Competitive Pricing</b> The lowest bidder considering the total package (Including all relevant cost, such as : body rent, fuel cost, drivers’ allowances) will get the highest score <b>*Financial evaluation breakdown (Lot wise) attached through supplier bid form</b>	60%





<b>Driver's Salary (Here, the highest Driver's Salary and other benefit provider will get the highest score)</b>	10%
<b>Customer Reference</b> (Having experience with International Agency/UN/Diplomatic Mission/Other INGO/NGO, Corporate will get preference)	10%
<b>Running number of own vehicles</b>	10%
<b>Work experience</b> (documented –Work experiences certificates or copy of contract/work order from International Organizations)	10%
<b>Total</b>	<b>100%</b>

**Another considering factor:**

- Supplier can be rewarded for any of the LOT or for all the LOTS mentioned in this ICFT and simultaneously multiple suppliers can be selected for each lots.

**Further notes on conditions of tender**

- Applicants selected after evaluation of administrative compliance, specifications compliance and based on selection criteria shall then receive a written invitation from Handicap International for verification.
- Amendment or withdrawal of bids: Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.
- Costs of preparing bids: None of the costs incurred by tenderers in preparing and submitting their bids shall be reimbursable (Other than Tender Security Deposit). All these costs shall be borne solely by the tenderers.
- Handicap International reserves the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not obliged to accept the lowest prices or any of the bid. No bid may be modified after the closing date for the submission of bids.
- In the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their bids within 48 hours, without modifying them. None of these requests for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.
- Any tenderers attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing Handicap International in its decision regarding the award of the contract shall have their tenders immediately rejected. No excuses shall be accepted for late submissions. Bids arriving after the deadline shall be rejected without evaluation.
- Bids must comply with the conditions and presentation defined below. Any bids not meeting the below requirements shall be rejected.
- Language: All written documents shall be in English.



- Currency unit: All prices may be expressed in BDT.
- Bid validity period: HI shall consider all bids received valid for a period of twenty-four (24) calendar months as from the deadline for the receipt of bids, unless longer bid validity period is stated by the supplier

## **7. Awarding of contract**

The contract shall be awarded to the bid offering the best quality/price/ delivery ratio according to the needs defined in the call for tenders.

HI shall evaluate the bids in terms of total acquisition cost.

HI shall award more than one supplier under any LOT and even after awarding of the contract based on the actual market scenario in Bangladesh, HI may ask to adjust the price.

Handicap International shall give preference to bids from suppliers who commit to a fixed rate for the entire duration of the contract (equipment + labour).

By virtue of this document, Handicap International holds ownership of all bids received as part of this tender procedure. Consequently, bids shall not be returned to tenderers.

Date:

Place:

Name:

Function:

Signature and company stamp preceded by the words "Read and approved":



## **Appendix A : Terms of Reference (ToR)**

### **VEHICLE RENTAL TECHNICAL SPECIFICATION**

#### **1. Preamble**

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With the aim of facilitating and securing recurrent access of services for the offices and projects of the site of Dhaka, Kurigram, Cox's Bazar, Ukhiya, and Teknaf, Handicap International would like to sign Framework agreements with potential suppliers.

Suppliers have to take into consideration these technical specifications prior to submitting their bids

Current fleet need (this may be adjusted based on HI activity):

- Cox / Ukhiya / Teknaf:
  - o 25-30 vehicle of 11 seats rented on a monthly basis
  - o 2-3 vehicle of 7 seats rented on a monthly basis
  - o 3 pickups double cabin rented on monthly basis
  - o Coaster/Mini Bus of 24 to 29 seater on a monthly basis/ on activity
  - o Occasional day / half day rent all types of vehicles
  
- Dhaka, Kurigram
  - o Frequent day / half day rent all types of vehicle.
  - o Potential monthly rental based on upcoming activity

#### **2. Type of Vehicles**

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In order to avoid any risks of shortage, HI reserves the right to select different providers.

5 Seater & 5 doors (including driver seat) Sedan Car

5 Seater & 5 doors Double cabin pickup (4X4)

7 seater (including driver seat) microbus/Van/Stationwagon

11 seater (including driver seat) & 5 doors Vans (Hiace type or equivalent)/ microbus

29 seater & 2 doors Coaster/Mini Bus

#### **3. Vehicle requirements**

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The bidder agrees to supply vehicles fitted with the below specifications, equipment and accessories.

Minimal age:

- All vehicles must be manufactured from 2013 to above
- Kilometre (km) Reader at the time of rental should be less than 200,000

Vehicle equipment:

- Vehicle seats according to original configuration, matching with fitness certificate/with all valid documents.
- Seat belts on all seats
- Proper Air conditioning System
- Fire extinguisher –ABC Powder 1 KG for each Driver

Vehicle insurance:



- Insurance Coverage (being passenger of the vehicle and/or external to the vehicle), with policy up 20 000 BDT for death, 10 000 BDT for grievous injury, 5 000 BDT for minor injury, 50 000 BDT for property damage

**Vehicle Maintenance:**

- Vehicles must be of good quality, without apparent damage, the windscreens must be in an irreproachable state without any impact. All the seats should come with seat belt, tires/wheels must be in good shape
- Regular maintenance shall be done minimum in every 6.000 KM or 4 months (whichever comes first)
- The Supplier agrees to provide a replacement vehicle within 24 hours in case a vehicle is out of service.

**Vehicle Fuel type:**

- Octane (5, 11 & 7 seater van) and Diesel (Pick-up) are accepted
- CNG and LPG are not accepted

**Driver Tool kit (shall be purchased at the latest 1 week from Contract signing date):**

- Mobile Phone, charger and phone credit (minimum BDT. 200 for communication), Drivers ID card provided by supplier.
- Driver's reflective jacket

**Vehicle Tool Kit (shall be purchased at the latest 1 week from Contract signing date):**

- 1 Pack Shovel (Small size)
- 1 Lock-grip pliers
- 1 Hammer (0.5 Kg)
- 1 set of nine mixed spanners, number 8-19
- 1 adjustable spanner
- 1 screwdriver plus 5 heads
- 1 adjustable pliers
- 1 electrician's knife
- 1 pair of Jumper cables (starting cables)
- 1 car lifting cable & shackle
- 1 spare tire
- 1 complete original first aid kit (content according to HI Standard (Aprox value 2000 BDT))
- Sound System, Tissue Box, umbrella, torchlight and all other necessary materials.

**Standards and requirements of provided vehicles:**

- i. The vehicles having higher base / chassis are preferable for smooth running on uneven road and in hilly areas. Have to be in good condition.
- ii. Have to report at duty station on time with the vehicle in excellent working condition, washed and neat and clean both inside and outside of the vehicle.
- iii. Ensure that the vehicles are serviced in every 3000 kilometers or on a need basis. All types of routine, regular and periodical repairs, maintenance and servicing of vehicles will be the responsibility of the vendor.
- iv. Vehicles must have all the valid legal documents like fitness, registration/bluebook, insurance etc. and a copy of these documents to be submitted to HI office upon deployment of the vehicle.
- v. Vendor must check the background of a driver before deployment. Vendor will be responsible for all sorts of Police-Traffic related issues. HI will no way be responsible for any incident happened by the driver and the vehicle. Vendor have to provide an undertaking signed by the driver as well as the vendor.
- vi. Vendor will have to have the set of vehicle tracking system-VTS and every vehicle need to have these VTS installed. Vendor will arrange access information of VTS (user name and password) to HI authorized person. Vendor must ensure VTS of specific company who is renowned and particularly involved with VTS networking business. All payment related to this have to be made by the vendor.



- vii. Vendor must take prior approval from HI before changing any vehicle or driver.
- viii. Vehicle will not be accepted if vehicle model, safety kits, firefighting equipment's and other facilities do not match with the TOR.

#### 4. Requirements for Drivers (Driver standards, benefits & gender balance)

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- i. Driver monthly salary shall be paid by the vendor and **minimum monthly salary** of a driver shall be paid BDT 26,000 (Thirty thousand) for Cox's Bazar Base, BDT 15,000 (Fifteen thousand) for Dhaka and Kurigram and daily allowance would be BDT 1,000 (One thousand) for any other location/outside of the base location which are excluding overtime. Driver must be paid with evidence and vendor need to produce that evidence with amount paid to driver when asked by HI.
- ii. For daily basis rental vehicle, drivers shall be paid proportionately of the monthly salary or the quoted amount. Evidence of payment need to produce when asked by HI.
- iii. HI will emphasize vendor those have drivers having training on defensive & safe driving from HI or other organizations.
- iv. Vendors are encouraged to maintain gender balance by having 20-25% of female drivers able to deploy for HI.
- v. All vehicles will need to use logbook designed by HI Office. Driver must be able to write, manage & explain it as required.
- vi. Driver should have valid Professional Driving License (light vehicle) and NID, Testimonial, police clearance, solid driving record.
- vii. Drivers should have at least 5 years driving experience.
- viii. Driver's minimum age must be 25 years and maximum 55years.
- ix. Drivers must be minimum of class SSC and able to write log book properly (daily vehicle checklist, passenger information, kilometer, details of visiting areas and as advised by Logistic Unit).
- x. Strong knowledge of traffic laws, knowledge on local area roads & routes, knowledge on vehicle maintenance, problem-solving skills and driving under extreme conditions.
- xi. Technical skills include steering, reflexes, smooth braking and acceleration, ability to judge distances, and other measures of the driver's ability
- xii. Driver should be polite, honest, serving attitude, patience, stay alert about surroundings self-discipline, time management skills, physically fit, sensitive in gender issue and adhere to HI Code of Conduct.
- xiii. Drivers have to be able to write & speak basic English and also reasonably communicate with passenger using good language and pronunciation.
- xiv. Driver's unprofessional behavior will be punishable. Mode of punishment will be determined by HI authority. Punishable offences include but not limited to
  - i. Unprofessional behavior-1000 BDT or more
  - ii. Involvement with unethical activities-May be terminated
  - iii. Not present at the duty station asked by HI on time-1000 BDT or more
  - iv. Any type of harassment (gender, sexual)- Terminated
  - v. Presenting false documents-Terminated
  - vi. Non-professional vehicle maintenance-1000 BDT or more



## 5. Others Related Terms and Conditions

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- I. Working hours of a driver shall be confirmed based on HI need in advance.
- II. All the vehicles may be required on weekends or Bangladesh Govt. holidays. However, in case vehicle required on weekends and /or any holidays. Vendor shall be ready to provide vehicle on weekend or holidays accordingly as per requirement.
- III. Monthly contracted vehicles with HI cannot be engaged for any duty for other organizations or for the vehicle owner or run-on rent during the contracted period including weekend & holidays. All vehicle will be under the control of HI.
- IV. The vendor has to initiate to arrange defensive & safe driving training for each of their driver or they have to provide drivers who have completed such training.
- V. For emergency purpose vendor will send vehicle to the required area in and around Cox's Bazar district within an hour (1 hour) or as quickly as possible.
- VI. Vendor will bear all responsibilities for police case, accidental issues, requisition of vehicle etc. HI will not be responsible anyway for these types of circumstances/problems.
- VII. HI have the rights to cancel the contract in any point of time if found vendors are not following the HI principles or values and Govt. rules and regulations.
- VIII. Drivers have to maintain speed limit within 60 KM per hour in the marine drive road, Cox's Bazar and other highway and 20-30km per hour in the Rohingya camp adjacent inside roads.
- IX. HI can decrease number of vehicles with a notice of 15 days.
- X. Vendor will carry HI logos with vehicle all the time while on duty with HI and return back the same at the end of duty to security guard. Vendor can be terminated if these stickers are misutilized or any incident occurs that hampers HI's reputation.
- XI. HI will design schedule, speed management based on type of the Vehicle.
- XII. Vendor will strictly follow all applicable Government rules and regulations for providing this service.
- XIII. Vendor must ensure a focal person who will communicate and coordinate with HI and capable to handle latest online communication tools.
- XIV. The vendor agrees to provide a replacement of driver in case of leave, sickness, and misconduct.
- XV. HI will not provide accommodation, nor food allowance, nor per-diem to the Driver for normal shifts.
- XVI. Overtime will come into the service contract agreement, nevertheless HI commit to avoid overtime and respect reasonable working hours and rest (not more than 10 hours per shift, a maximum of 6 working days in a row)
- XVII. Based on verification and acceptance by HI, all vehicles and drivers shall be deployed.

### Major terms for using vehicle:

HI will place Purchase order after selecting through FW contract for getting the rental vehicle with mentioning quantity, duration, type, assign location across the country as per the contracted price-

- I. For monthly rent basis vehicles are fully dedicated to the use of HI and cannot be used for any other purpose during the contract term.
- II. For daily basis car as when required supplier must ensure the car at the requested point for base location within 1 day notice of issuing Purchase Order.
- III. If not base location for daily basis car as when required supplier must ensure the car at the requested location within 3 days of issuing Purchase Order.
- IV. HI may therefore use these vehicles at any time during day or night.
- V. The vehicles must be parked in HI's premises after working hours and during days off against any monthly service. But for daily basis service if supplier wants to keep parked at their own place then the mileage will be considered from the base point (HI premises or Pickup/drop off point) defined by HI (At the time of starting to closing of the daily service).



- VI. Mileage at beginning of rental period will certify by Site log officer/manager, fleet officer/the delegated persons on behalf of HI at working based and reading must indicate with written record.
- VII. It is agreed that HI will use the vehicles without restriction of mileage.

## Areas & scheduling of operations

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Handicap International intends to rent vehicles to be used mostly within the below areas of its operation:

Dhaka project areas  
Kurigram project areas  
Cox's Bazar project areas  
Ukhiya project areas  
Teknaf project areas

However from time to time vehicles may move between bases or to other area of the country as necessary. In case of exceptional need to stay overnight outside of the duty station, Driver might be eligible for accommodation paid by HI (Based on the decision of base/area head).

HI will allocate cars according to the needs.

Duty station will be fixed and a schedule will be provided to the drivers according to day and night shifts. For example: (6AM to 4PM and 4PM to 12AM (weekdays) or 2 AM (weekends):

## Composition of the Bid Price

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Bids are requested in BDT only, and bid prices shall be applicable for 24 months minimum from the contract starting date (expected to be within 1 month of tender issuing date)

HI shall calculate and deduct the VAT & Tax according to Bangladesh fiscal requirements. VAT & TAX should be included on services invoiced, not cost-reimbursement of actual expenses. As such, HI is requesting Suppliers to be able to present the cost such as:

- Per kilometer rate of Fuel Cost – (Including applicable VAT & TAX)
- Driver's payment– (Including applicable VAT & TAX)
- Services invoiced on body rent (Including applicable VAT & TAX)
- Toll fee, Parking charge during duty period if required (cost-reimbursement of actual expenses by actual bill)
- Total = sum of the above

Fuel shall be purchased and managed by the vendor. HI will pay the vendor for the fuel costs based on the mileage (in km) done, documented with vehicle log sheets signed by both the driver and passenger. The rate per km shall be set by mutual agreement according to the fuel price regulated by the Government of Bangladesh, taking into consideration the fuel consumption per type of vehicle, on an **actual** basis.

As such, **fuel cost shall** be documented in the vendor's bid price.

The bid prices shall cover the below costs

- Driver's salary
- Body rent (service invoiced)
- Repairs and maintenance (service invoiced)
- All requirements as listed in section 3 of this document (service invoiced)
- All taxes and applicable charges as per Bangladesh laws on Service invoiced.



Bid prices are requested for the following periods:

- Monthly rate (**6 working days per week and not more than 10 hours per day for drivers**)
- Daily rate based on a **not more than 10 hour day long**
- Daily rate based on a **not more than 5 hour day long**
- Rate for single **pick-up / Drop off** from specific point to Airport or vice versa

For monthly rate, the vehicle shall not be used by the owner for own use or rental to other clients on the rest days of the Driver.

The market is split by Lot. Suppliers have to bid to one or several of the following lots:

- LOT 1: COX'S BAZAR, UKHIYA, TEKNAF
- LOT 2: DHAKA
- LOT 3: KURIGRAM

**Price Schedule:**

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**Fill the Supplier Bid Form attached as Appendixes (Excel File) or you can fill the table mention below as well:**

Parameters				Supplier price					
LO T #	Areas	Rent period	Indicate rate by	5 seater	Pickup	7 seater	11 seater	29 seater (Coaster)	Ambulance
1	Cox / Ukhiya / Teknaf	<b>Cox - Ukhiya – Teknaf</b>							
		Monthly rate	Month						
		Daily rate based on a 10 hour day long	Day						
		Daily rate based on a 5 hour day long	Day						
		Driver's Salary Monthly	Month						
		Driver's Salary Daily	Day						
		Driver's Salary out of the base (Only Day Long)	Day						
		Driver's Salary out of the base (Along with Night stay & per diem)	Day						
Driver's Overtime after the duty hour (any location)	Hour								
2	Dhaka	<b>Dhaka</b>							
		Monthly rate	Month						
		Daily rate based on a 10 hour day long	Day						
		Daily rate based on a 5 hour day long	Day						
		Rate for single pick-up / Drop off from city to Airport	Trip						
		Driver's Salary Monthly	Month						
		Driver's Salary Daily	Day						
		Driver's Salary out of the base (Only Day Long)	Day						
Driver's Salary out of the base (Along with Night stay and per diem)	Day								





		Driver's Overtime (any location)	Hour						
3	Kurigram	<b>Kurigram</b>							
		Monthly rate	Month						
		Daily rate based on a 10 hour day long	Day						
		Daily rate based on a 5 hour day long	Day						
		Rate for single pick-up / Drop off from city to Airport	Trip						
		Driver's Salary Monthly	Month						
		Driver's Salary Daily	Day						
		Driver's Salary out of the base (Only Day Long)	Day						
		Driver's Salary out of the base (Along with Night stay and per diem)	Day						
		Driver's Overtime after the duty hour (any location)	Hour						

Suppliers shall pay any taxes, license fees, levies, assessments that are or might become payable by virtue of the provisions of this agreement.

**Penalties:** If vendors couldn't comply with the tender condition, then the applicable penalties might be (1%-50% depend on the incident occurred by the vendor) or assessments incurred pursuant to any conviction or charge by virtue of any by-law, regulation or legislation of any governmental authority.

## Ownership

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Vehicles shall be rented directly from suppliers, whether it acts as owner of the Vehicle, sub-renter or in another capacity. Suppliers therefore shall declare in which capacity they are renting vehicles to HI, and in the event that the supplier acts as an agent then they will be required to provide legal documents for this effect.



**Appendix: B (Supplier Evaluation questionnaire)**

<b>Company name:</b>	
<b>Type of company (public company, LLC, association, etc.)</b>	
<b>Year and place of creation</b>	
<b>Registration number</b>	
<b>BIN/VAT registration number</b>	
<b>Address:</b>	
<b>Administrative address (if different)</b>	
<b>Proprietor/ Managing Director Name</b>	
<b>Phone number:</b>	
<b>Email:</b>	
<b>Sales/contact person-1 Name and position</b>	
<b>Contact mobile number</b>	
<b>Email:</b>	
<b>Sales/contact person-2 Name and position</b>	
<b>Contact mobile number</b>	
<b>Email:</b>	
<b>Date of submission:</b>	

1. How many years are you working on this market?
2. How many vehicles do you have in your pool? Running number of own vehicle ?
3. How many employees do you have?



4. What are the attributes you consider during recruitment of the drivers ?
5. What is the controlling system are in place within your organization for antifraud & other legal issues?
6. Do you have internal /external auditing system in place? how frequently it works?
7. Do you have any insurance coverage for the vehicles and Asset of your organization?
8. Do you arrange any training for the drivers ? If then share the training content ?
9. How do you ensure maintenance services of your vehicles ?
10. Do you have any quality management policy? If yes how it works?
11. Do you have national/international quality certification? If yes how many products it covers?
12. **Customer Reference** (Having experience with International Agency/UN/Diplomatic Mission/Other INGO/NGO, Corporate will get preference)

SL.	Organization/Company Name	Contact person	Contact Number	Email

**Supplier Registration Name:** \_\_\_\_\_

**Represented by:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Appendix: C (General purchasing conditions)

### ARTICLE 1: GENERAL PROVISIONS

The following general Terms and Conditions apply to all orders placed by HANDICAP INTERNATIONAL ("HI") with a supplier. The term "order" refers to any HI purchase order or contract.

Upon acceptance of the order, the supplier shall be entirely bound by the provisions of these Terms and Conditions which will prevail over any additional or differing terms in the supplier's terms of sale.

This Agreement may only be varied with the written consent of HI and any specific terms and conditions in the purchase order or contract will prevail over these terms and conditions.

### ARTICLE 2: DELIVERY

Except if otherwise specified in writing in the purchase order or contract, all orders will be delivered carriage and insurance paid (CIP), or in conformity with the Incoterms 2010 specified on the purchase order.

Goods will remain the sole responsibility of the supplier until the delivery note has been signed by HI or by the forwarding agent appointed by HI.

All orders will be delivered in full, unless HI has agreed to partial deliveries in writing.

All deliveries will be accompanied by a delivery note mentioning the purchase order reference or contract numbers, complete descriptions and quantities of goods delivered, and batch or serial numbers if applicable. HI reserves the right to request additional documentation such as certificates of analysis and/or certificates of origin for goods delivered.

Should the point of delivery be different to the billing address, a copy of the delivery note and shipping documentation will be sent to the ordering entity at least 24 hours before expedition of the goods.

HI reserves the right to refuse any goods delivered in excess of quantities ordered. Excess quantities will be returned to the supplier at their own risk and cost.

### ARTICLE 3: DELIVERY TIMES

Delivery times and delivery dates appearing on the purchase order or contract are binding.

If contractual delivery times are not respected, HI may, in accordance with the law, apply late delivery penalties without prejudice to the cancellation clause. These penalties will amount to two percents (2 %) of the total amount of the undelivered goods, per day of late delivery.

If goods have not been delivered within ten (10) calendar days after the contractual delivery date, HI reserves the right to cancel the order for undelivered goods without notice or payment to the supplier.

### ARTICLE 4: COMPLIANCE

A delivery will only be considered as compliant after verification and acceptance by HI. Non-compliant goods can be refused, without written prior agreement from the supplier, and returned by HI at the supplier's cost and risks within fifteen (15) calendar days of delivery. After this time HI will be responsible for costs incurred returning the goods.

HI may also demand that the goods be brought up to standard or replaced within fifteen (15) calendar days of receipt of a written request from HI, that the total price be refunded, or the cancellation of the order in its entirety.



All delivery prices include packaging charges. No deposit can be applied to packaging without prior written agreement from HI. If such an arrangement is agreed, details of the deposit will be clearly

#### ARTICLE 5: PACKAGING

The supplier agrees to supply goods and services that comply with technical specifications defined by HI, official standards and, in all cases that comply with good professional practice in the sector in question.

Packaging must be compliant with the quality standards required by the nature of the goods, and their transport, storage and handling, in order that they are delivered in perfect condition.

#### ARTICLE 6: WARRANTY

The supplier guarantees that goods will be delivered undamaged and free from defects, contamination or unreasonable wear, and that they will comply with their destined usage. Any replacement or repair of goods by the supplier will renew the guarantee for a further twelve (12) months beginning on the date of acceptance by HI of the replaced or repaired goods. The supplier guarantees that any replacement parts will be provided at short notice, and an after-sales service will be guaranteed for five (5) years from the initial delivery date.

#### ARTICLE 7: DANGEROUS OR PERISHABLE GOODS

The supplier agrees to inform HI of the precautions, instructions, recommendations and applicable restrictions for the transport, warehousing and handling of perishable or dangerous goods.

The supplier agrees to provide all required official documentation for perishable and dangerous goods, particularly for international shipping.

Product expiry dates must be displayed clearly and permanently on packaging. The supplier guarantees that the remaining shelf life of the product at the time of delivery is longer than eighty percents (80 %) of its total initial shelf life.

#### ARTICLE 8: LIABILITY

The supplier is entirely liable for the delivery of goods in compliance with the terms and conditions of the purchase order or contract, and with the laws, regulations, recommendations, standards and good professional practices applicable to the sector.

The supplier is solely liable for any damage caused by its staff or sub-contractors during the execution of the purchase order or contract.

The supplier agrees to hold a valid civil liability insurance policy for the entire duration of their contractual agreement with HI.

#### ARTICLE 9: ORDER CANCELLATION

Any order unfilled by the supplier or non-compliant with one or several of their contractual obligations may be lawfully cancelled by HI if the failure to comply is not addressed in the fourteen (14) calendar days following formal notification by HI by registered mail with acknowledgement receipt.

HI will notify the supplier in writing of the cancellation, which will take effect to the sole detriment of the supplier, and this notwithstanding all damages suffered or incurred by HI.

#### ARTICLE 10: PRICE

Unless stipulated otherwise by HI, the prices indicated on the purchase order are firm and not subject to change. They include all costs associated with the manufacture, packaging, loading, shipping and unloading of the goods. Prices for goods to be exported from the European Union to outside of the European Union do not include VAT.

#### ARTICLE 11: INVOICING AND PAYMENT



Two copies of all invoices will be issued and sent to the HI office that sent out the order within seven (7) calendar days of delivery. If several orders are contained in one delivery, a separate invoice will be issued for each order.

All invoices will feature the exact references of the delivery note and the order to which they correspond.

#### ARTICLE 12: SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

HI reserves the right to denounce the order at any time, if the supplier is implied in acts of fraud, corruption, money laundering, or is implied in a criminal organization or quite other illegal activity or is in situation of conflict of interests or abuse of power towards the representatives of HI. HI also reserves the right to denounce the order at any time if the supplier does not respect the international laws in Human Rights or fundamental rights in labor law such as define by the International Labour Organization (ILO)((INTERNATIONAL LABOR ORGANIZATION)), in particular concerning the non-child labor, the non-discrimination in the employment(use), the labor-union freedom and the right(law) of organization, the respect for salaries minimum and the equality of payment, the not appeal for the hard labor and the respect for durations and for conditions of work and hygiene. HI also reserves the right to denounce the order at any time if the supplier participates whatever shape it is for the distribution of antipersonnel land mines and bombs with sub-ammunitions (production, business, financing, shareholding, transport, storage, etc.), in the business or in the arms dealing, (Arms category A and B - as defined in the French Law article n°2012-304 of the 6 of march 2012) or if he devotes to practices who would make him comparable to a "war profiteer" (use of the economic springs(competences) of a conflict, an abuse of dominant position bound to the existence of a conflict), or still if he has links with terrorist networks about or their nature (acts of violence committed to populations or civil installations committed by an organization). Finally, HI attempts to use techniques and processes of production respecting the fundamental rules of environmental protection (mainly towards the deforestation, towards the use of chemical agents getting the protection of the biodiversity) and expects from his suppliers and persons receiving benefits (providers) for a similar approach.

#### ARTICLE 13: APPLICABLE LAW AND ATTRIBUTION OF JURISDICTION

HI purchase orders and contracts are governed by Bangladesh law.

## Appendix : D (Good commercial practices)

### Preamble

These Best Business Practices provide the basis of all working relations between HI and its suppliers.

They are general rules valid unless specific terms are mentioned in the agreement. In the event of contradictory terms between documents, the terms of the agreement or of the call for tenders file will take precedence over these Best Business Practices.

#### I. Supply procedures principles

HI has set up transparent procedures to attribute contracts, of which the key principles are:

- *Transparency* in the supply procedure
- *Proportionality* between procedures followed to attribute agreements and the value of contracts.
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to buy goods/services in the country
- Financial and economic capacity
- Technical expertise
- Professional capacity

Usual criteria to attribute a contract are:



- The principle of the lowest bid (the cheapest bid satisfying all the conditions required)
- Best value for money

## **II. Misconduct, ineligibility and exclusion**

HI considers each case of misconduct below as a valid reason to exclude a bidder from a call for tender procedure and end all working relations and agreements with them:

- Fraud: defined as all intentional actions or omissions regarding:
  - The use or presentation of false, incorrect or incomplete declarations or documents, which would lead to fraudulent appropriation or reprehensible retention of HI's or institutional funding bodies' funds.
  - Concealment of information, having the same consequences.
  - Use of those funds for reasons other than those for which they had been originally attributed.
- Active corruption: promising or deliberately granting an advantage to any person so that they may act or refrain from acting according to their duty in such a way as to damage, or be capable of damaging the interests of HI or of institutional funding bodies.
- Direct corruption: offering HI employees money or gifts in kind to obtain additional contracts or to continue an agreement
- Collusion: agreement between two rival companies, which would have the probable effect of increasing prices, cutting production and increasing profits of allied companies to a greater extent than their natural increase. An attitude of collusion is not automatically based on the existence of explicit agreements between companies. It may also be tacit.
- Coercive practices: damaging or threatening to damage, directly or indirectly, persons or their property in order to influence their involvement in a supply procedure or influence the performance of an agreement.
- Involvement in a criminal organisation or any other illegal activity established by judgement by the American Government, European Union, United Nations or any other HI funding body.
- Immoral human resources practices: use of child labour and non-compliance with fundamental social rights and work conditions of employees or subcontractors.

HI will exclude from the supply procedure any candidate or bidder in any of the following cases:

- Being in a situation of bankruptcy or liquidation, or in receivership, in an arrangement situation (with creditors), having suspended business, in proceedings relating to those subjects or in a similar situation resulting from a procedure resulting from national regulations or law.
- Being sentenced for an offence within the framework of its professional activity by a court decision having the force of res judicata.
- Having been found guilty of grave professional misconduct proven by any means
- Not having satisfied obligations relating to the payment of social security contributions or tax in compliance with legal provisions, either in the country in which the business is established in HI's country of intervention or in the country in which the Agreement will be executed.
- Having been found guilty of fraud, corruption, involvement in a criminal organisation or any other illegal activity that could damage the financial interests of communities.
- Having been declared responsible for grave breach of contract due to non-compliance with contractual obligations in a previous procurement procedure.

HI will not attribute agreements to candidates or bidders who, in the course of the procedure will be:

- the subject of conflicting interests
- guilty of inaccurate declarations by providing information requested by HI to take part in the agreement procedure or by not providing such information.

## **III. Administrative and financial sanctions**

Should the supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices, HI would impose:

- Administrative sanctions: A candidate's misconduct will be notified to competent civil or commercial authorities as will be the immediate end of any professional relations with it;
- Financial sanctions: HI will request the refunding of expenses directly and indirectly related to the conduct of the new call for tenders or contract attribution procedure. If relevant, the bid guarantee or performance guarantee will be kept by HI.



#### IV. Information and Access for Funding Bodies

HI will immediately inform institutional funding bodies and will provide them with relevant information should a supplier, candidate or bidder be involved in corruptive, fraudulent, collusive or coercive practices.

Furthermore, entrepreneurs accept to guarantee right of access to their financial and accounting documents so that HI's Institutional Funding Bodies may conduct verifications and audits.

#### V. Documents to be presented by the supplier

Below are the minimum documents that any company or individual entrepreneur wishing to work with HI needs to produce:

- Supplier's / company representative's personal national identity paper
- Status and registration papers of the company
- Mission order or proxy authorising the representative to sign the Agreement
- Copy of tax registration

**NB:** Additional documents may be requested for a specific contract.

Furthermore, the Supplier must have minimum administrative equipment to be able to issue an Invoice, Delivery note and own an official stamp.

### TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner** representing certify having read and understood the rules hereto.

On behalf of the **company** for which I act, accept the terms of HI Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organisation or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labour Organisation (ILO), in particular regarding child labour, discrimination, freedom of association, respect of the minimum wage, slave labour issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp :