

Participation file

International Call for Tender

**To Establish Framework Agreement for the hiring of CAR RENTAL
Services in PAKISTAN**





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Purchaser identification

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

**Address: House No. 459 Main Service Road East, E-11/3,
Islamabad Pakistan**

Contact: +92 51 2286541

Email: procurement@pakistan.hi.org

**Person in charge of the contract:
Logistics Department**

Website: www.hi.org

Created in Lyon in 1982, Handicap International Federation (HI) is an independent and impartial aid and development organization 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 organization 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 organization 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 is an international organization; working in the field of disability & running its operations in Pakistan since 2005 in different regions of KPK after the earthquake & in different regions of Sindh after flood & Handicap International is looking for annual umbrella rental vehicle contract in its regional locations in the province of Islamabad, KPK, AJK & Sindh.



1. Contract description

Handicap International Pakistan mission invites experienced and qualified bidders to submit their bids for the establishment of framework agreement(s) (FWAs) for the provision of vehicle rental including insurance and maintenance services for all HI Programs in Pakistan funded by all donors. Through this tendering process, HI will select either one or more than one service provider for each and or for multiple lots. When HI would need the services, Purchase Order shall be issued to the suppliers contracted through the Framework Agreement(s). The price and conditions of purchase applicable to the Purchase Orders will be the ones that will be set in the Framework Agreements. The project activities of Handicap International will be in the following geographical locations covering:

- LOT 1: Federal
- LOT 2: Khyber Pakhtunkhwa
- LOT 3: Sindh
- LOT 4: Punjab
- LOT 5: Baluchistan
- LOT 6: Azad Kashmir

See the attached Annex 1 “Quotation Form” for more details.

Bidders must submit tenders for one or more lots. **The Bidder must have a registered office in Islamabad and in the other provinces, based on the lot(s) for which offer(s) is/are being submitted.**



The complete specification of vehicles required including technical description required by Federation Handicap International are outlined in detail for each lot in the Quotation Form - APPENDIX I.

The Call for Tenders aims at selecting reliable services and supplier(s).

Total quantities mentioned in this Call for Tenders are estimates of Federation Handicap International's needs and can in no case be considered as a firm commitment from Federation Handicap International.

A technical description of vehicles required by Federation Handicap International is contained in the technical specifications (see part B- Technical and Commercial specifications).

Economic conditions of the framework agreement:

HI shall sign non-exclusive Framework Agreements with multiple Tenderers. The Framework Agreement will have a term of **01 years**, extendable upon written agreement between the parties. The Tenderers 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 and evaluation criteria in **section 5 & 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 **16 September 2023** 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.

Invoicing shall be based on Purchase Order issued under the framework agreement and in accordance with the pricing conditions given in the framework agreement.

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

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.



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	Aug 6, 2023
Deadline for questions from Bidders	Aug 16, 2023
Deadline for HI to answer all queries	Aug 22, 2022
Deadline for Bid Submission	Within 16:30 HRS AUG 27, 2023
Award Contact	SEPT 10, 2023
Go Live	Sept 16,2023

Please note that the above timings / dates are being shared for indicative purposes only and are subject to change. If a due date falls on a local holiday, the next workday will be considered. 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 bids must be received, either at the specific address, no later than Within **16.30 Hours on AUG 27, 2023** (All the date & times are in Pakistan 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 organization 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;
- If the commercial registration not stated that they are, allow to provide such material or services;

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 initialed 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 plan 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 subcontractors;
- Send Handicap International its contracts with subcontractors upon request;

5. Participation procedure

5.1 – Response Format

The call for tender file consists of the following documents. If any of the documents as mentioned below is missing, the tender file will be considered administratively non-compliant and will not be evaluated further:



- 1- The Participation file
- 2- Quotation Form
- 3- Annexes 1
- 4- Appendixes from A to E

Instruction for Administrative Compliance:

- Duly signed, and stamped all pages of this “Participation file”
- All annexes from A to E and Annex 1 must be duly signed, dated and stamped
- Bidders must clearly provide vehicle details, brand, model, transmission, in the Quotation form including the lead-time

List of Mandatory documents for tender submission are

Documents	Yes/No
1) The “ Tender Dossier ” duly completed and signed	
2) A duly completed, dated, stamped and signed participation file, Filled quotation form including all Annexes from A to E, Annex 1 and HI General Purchasing terms – Mandatory	
3) A copy of valid business registration license – Mandatory	
4) Power of Attorney for the signature of tender documents.	
5) A photocopy of the national ID card of the owner/Proprietor/CEO/Managing Director etc. with postal address, phone and email contact – Mandatory	
6) Copy of each vehicle Insurance papers or cover letter	
7) Proof that proposed vehicles are properly registered in Pakistan Region Business turnover - Bank account statement for last one year (Essential)	
8) A “ Token Tax ” proof of token tax paid for the year 2023	
9) The details of the names, address and contact telephone of Five (5) clients for whom the same type of services were provided in various and disperse geographic locations. HI reserves the right to contact these references, without notifying the Tenderer. (Essential)	
10) Company must provide Affidavit on Stamp Paper that company have not been blacklisted by any of Govt / Public authorities due any of reasons.	
11) Financial statement of at least four (04) of the previous five (05) years – Mandatory	
12) Work experience certificates of copy of contract/work orders from clients – Mandatory	
13) Minimum 3 contact persons/ representatives information (Full name, National ID, Address, Family name, Phone and email details - Mandatory	



14) FBR Registration: (NTN) Certificate (Essential)	
15) Sales Tax Registration Certificate GST (Federal/Provincial) (Essential)	

For Technical and financial evaluation:

- Technical proposal (other than pricing information), mentioned in the list above “List of Mandatory documents needs to be attached to the tender file.
- All prices shall be expressed in PKR, including detailed breakdown of price(s) both without taxes and also with all applicable taxes.

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 provided templates may be treated as void.
- All correspondence, documentation, framework agreements, offers, etc. shall only be in English.

Submission of Tenders:

Companies interested in submitting a bid shall make sure that they are eligible for participation in this tendering process by providing all the documents, proof of the scope of work and their financial capacity.

- All documentation submitted should be done in their own clearly labelled envelopes. (e.g. , Bidder response documents, financial accounts, registration, proof of similar etc.) which are submitted in one single envelope as detailed above
- Bids to be submitted to Handicap International Country Office:
Federation Handicap International, House No. 459, Service Road East, E-11/3, Islamabad
- All tenders must be received at HANDICAP INTERNATIONAL Islamabad office not later than XXX Day Date, AUG 27, 2023 not later than 4:30 PM (Pakistan Standard Time) through hand-delivery with a receipt signed by HANDICAP INTERNATIONAL representative staff.
- The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in Section 5 of this participation file. .

Interested tenderer can submit only hard copies of the bidding documents in the sealed envelope bearing only the following information:

- **The above address**
- **The reference code of this tender procedure: PAK-PESH-ISLA-0059**
- **Clearly written by Hand on the envelope “Not to be opened before the tender opening session”**
- **The name of the bidder**

The tenders shall be sent by registered courier service or personal delivery against receipt to the above mentioned address.



An electronic version of the offer (either on a CD / DVD or on a USB key) is required and must be provided in sealed bid/offer.

NB: Late, wrongly presented/unsealed or by email proposals will not be entertained, and will result in disqualification from the tendering process.

All proposals will be irrevocable after the Call for Tenders closing date.

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.

➤ **Requests for clarification**

If Handicap International, on its own initiative or in response to a request from an applicant, adds to or clarifies information in the participation file, this information shall be sent in writing and shared with all other applicants at the same time.

Should the bidder have questions or require any clarification, they should refer them in writing by sending an email to procurement@pakistan.hi.org or contact.

Deadline for receiving requests for clarification from HI is: 16 Aug 2023

This schedule may be modified by Handicap International, if it needs to do.

6. Bid selection criteria

Administrative compliance:

HI shall deem administratively compliant the bid which:

- Include all documents listed in section 5 above
- Be submitted Hard copies in sealed envelopes (scanned / digital copies CD/DVD or Flash drive)
- Meet the requirements listed in section 5 above

Evaluation:

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

Bid Selection Criteria	100 %
Competitive Pricing: The lowest Tenderer considering the total package (including all relevant costs, such as: vehicle rent, insurance, periodic and break-down repair and maintenance, replacement lead-time of vehicle(s), drivers 'salary and allowances) will get highest score;	40 %



*Financial evaluation breakdown (Lot wise) attached through Quotation form	
Office and workshop (maintenance services) The company / bidder has office(s) and workshop (maintenance services) within HI project activity area (s) 10 % The company / bidder has either office or workshop(s) (maintenance services) within HI project activity area (s) 5 % The company / bidder has third-party contract(s) for repair & maintenance in the respective location(s) 2.5 %	10 %
Physical and mechanical Condition of the fleet - Quality check Vehicles are of the same model and specifications as requested in the quotation form."	15 %
The company owned 10 Sedan Cars, 10 SUVs and 5 other similar vehicles that is aligned with HI's minimum monthly demand for each lot 10 % (for details refer to Annex I – Quotation form) at each geographical location mentioned The company owned 5 Sedan Cars, 5 SUVs and 3 similar vehicles that is aligned to with HI's minimum monthly demand 5 % (for details refer to Annex I – Quotation form) for each geographical location mentioned The company owned less than 3 Sedan Cars, 3 SUVs and 2 other similar vehicles that is aligned to with HI's minimum monthly demand 1 % (for details refer to Annex I – Quotation form) for each geographical location mentioned	10 %
The company has comprehensive Insurance policy including Third party 10 % (Score with proof of insurance policy provided) The company has Basic Insurance policy including Third party 5 % The company has no Insurance policy 0 % NS: Scoring for insurance (10%) will be only applied if valid proof of insurance policy has been provided to HI. IN the absence of no proof of insurance type and coverage, HI will assign 0% score	10%
The company should demonstrate a minimum of five (5) years of relevant work experience, preferably with INGOs, UN agencies etc. A score of 1% will be assigned for each year of experience, provided that supporting documentation, such as previous contracts and work orders, is attached.	05 %
Minimum delivery and response time: Delivery and replacement of vehicle(s) within 24 to 48 hours 10 % Delivery and replacement of vehicle(s) within 48 to 72 hours 5% Delivery and replacement of vehicle(s) more than 72 hours %	10%

➤ **Another considering factor:**

- Tenderer can be rewarded for any of the LOT or for all the LOTS mentioned in this ICFT and simultaneously multiple Tenderers can be selected for each lot.



➤ **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's 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.
- 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 Tenderer

7. Cancellation of a call for tenders procedure
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In the event of the cancellation of a call for tenders procedure, tenderers shall be informed by Handicap International.

If the call for tenders procedure is cancelled before any of the external envelopes have been opened, the sealed envelopes shall be returned to tenderers unopened.

A cancellation may occur when:

1. The tendering procedure has been unsuccessful, i.e. Handicap International has received no valid or financially viable bids, or no bids at all;
2. The project's economic or technical parameters have been fundamentally modified;
3. Exceptional circumstances or force majeure makes the normal execution of the project impossible;



4. All technically compliant bids exceed the available budget;
5. Irregularities have occurred in the procedure, especially if these have prevented fair competition.

In no circumstances shall Handicap International be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for tenders, even if Handicap International has been warned of the possibility of damages.

The publication of a purchase notice does not commit Handicap International to implementing the announced programme or project.

8. 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.

Handicap International shall evaluate the bids in terms of total acquisition cost.

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 aspart 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":



Appendixes to this ICFT

Following Appendixes are part of this contract and shall be signed+stamped and to be enclosed with bid submission.

Annex : 1 Quotation Form

Appendix A : Vehicle Maintenance Standards

Appendix B : Technical and commercial specifications

Appendix C : Supplier Questionnaire

Appendix D : Vehicle Maintenance Standards

Appendix E : Minimum Requirement for First Aid Box & Tool Kit

Appendix F : Technical Control. (To be filled by Logistics Department for only selected supplier)

POLICIES TO ADHERE WITH:

1. Anti-Fraud and Corruption Policy
2. General Purchasing conditions of HI
3. HI Best Business Practices
4. HI Protection of Beneficiaries from Sexual Exploitation
5. HI Child Protection Policy
6. Code of Conduct

I hereby acknowledge that I have read and accepted the attached policies. I am committed to strictly adhering to all policies with ZERO TOLERANCE for any violations.

Name:

Sign, Stamp & Date: