

## Appendix: C

**Company Name:** \_\_\_\_\_.

**Publication reference:** \_\_\_\_\_

Offers can be submitted by Companies and by individual owners of vehicles.

However, this questionnaire forms an integral part of the bidder's offer and must be filled in.

<b>Eligibility Criteria: (20%), (Yes: 1, No: 0) Administrative /mandatory</b>		<b>Yes</b>	<b>No</b>
1.	Business must be registered in the Pakistan. Please attach proof.		
2.	Physical office must be available in Pakistan (provide detail of other offices in country)		
3.	Company should have Tax Registration (NTN & GST), FBR certificate, (attach proof)		
4.	Company accepts that HI will approach their named references, and base their selection with reference feedback as a factor.		
5.	Company should agree to provide audited financial accounts upon request.		
6.	Company must provide Certificate of Bank Maintenances Certificate on proper Bank Letterhead		
7.	Minimum 05 years of relevant experience with United Nations or other NGO/INGO's, companies, bank & public and private sector.		
8.	All prices stated must be inclusive of all relevant taxes (federal and provincial).		
9.	Company must provide Affidavit on Stamp Paper that company have not been blacklisted by any of Govt / Public authorities due any of reasons.		
10.	Company submitted all mandatory documents as requested in this CFT		
<b>Technical Criteria (40%):</b>			
1	Company have main parking site? If yes, mention address and capacity of parking		
2	Supplier have vehicles available in required provinces, please specify capacity for each province		
3	Can provide pool vehicles for HI? Specify how many Min 30-40 vehicles, ensure/share contract in case of third party contracting		
4	Is the company the direct owner of the whole fleet, or only part of it? Give the percentage of fleet owned by the company?		
5	Can you give us the name and address & business license/registration of subcontractors if you don't own the whole fleet?		
6	Can Provide Pool of Drivers? Specify how many Min 30-40 drivers		
7	Offers are inclusive of Driver Incentives. Drivers Insurance, Health Cover, Over time as per legal obligation and state the details etc.		
8	Can Supply requested vehicles within 03 days of request for monthly and 24 hours for daily vehicles, please mention days?		
9	The company must provide for each driver: a valid driver's for all drivers.		
10	Have you trained your drivers in eco-driving? Do you have the necessary certifications		

11	Company must ensure No DUAL employment of Drivers		
12	Can you only supply vehicles above 2020 Model?		
13	Can you supply hybrid or electric vehicles if so, and how many?		
14	Company agree to provide Replacement of non-functioning vehicle (including via accident) within 24 hours.		
15	Company must provide proof of insurance of vehicles, or signed affidavit of responsibility in case of accident. Please attach documents		
16	Is company providing drivers salary at minimum wage as per Government of Pakistan? Please attached proof, should be as per government set min wages.		
17	Company must ensure that drivers must pass driver fitness test every 6 months including eyesight test. Please attach proof.		
18	Company must designated point of contact available 24 hours. Please share detail.		
19	Company must provide accommodation to drivers within duty city of contract.		
20	All vehicles will be having fully functional tracking devices and access to reports for daily/monthly basis vehicles, reports for vehicles leased to HI, please specify detail		
<b>FINANCIAL CRITERIA (40%)</b>			
1	Is company agreed that stated prices are fixed for 12 months from the date of signing of the contract (contractor must consider potential tax increases in their quotes). Please specify.		
2	All prices stated are inclusive of all relevant taxes (federal and provincial)		
3	Last 02 years audit reports attached		
4	Condition of payment : bank transfer (yes or not)		
5	No advance payment & payment after full delivery at the end of the month (yes or not)		
6	Minimum payment release period max 21 days after submission of invoice		
7	Annual Turnover of the company is above 4 million.		
8	Company has the same account title as per it's registered name		