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| **CALL FOR TENDER INTERNAL TERMS OF REFERENCE** |

**Programme:** Bangladesh

**Site:** Cox’s Bazar

**Date:** 11/09 /2018

1. Preamble

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

Description of the vendor markets

The vendor market targeted to sign Framework Service Agreements is as follows:

* Vehicle Rental services

Definition of requirements and selection criteria

* *The selection criteria based on vendor market:*

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| *Vendor market description* | *Selection criteria* |
| **Vehicle rental services** | In line with HI General Purchasing Conditions **1. Vendor capacity** * Location of vendor
* Fleet size in total
* Available vehicle models and quantities
* Proof of ownership or legal power of attorney
* Capacity to replace vehicles to undergo routine maintenance
* Capacity to replace drivers whenever they do not comply with HI regulations
* Capacity to relocate fleet and drivers when necessary

**2. Cars** * Comprehensive Insurance
* Model year and types
* Safety equipment provided (seat belt, extinguisher, AC, etc)
* Fuel type for each model offered
* Maintenance and free mileage

**3. Drivers** * Drivers & cars documents up to date
* Driver’s salary proportion of the rental fees (minimum 40% of the monthly fee)
* General working condition: 10 hours per shift maximum, a maximum of 6 shifts in a row (1 day rest per week)

**4. Financial proposal** * Guarantee of price stability in months
* Payment terms
* Payment methods
* All-inclusive monthly cost including salary of driver, insurance, fuel and maintenance
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* *List of requirements*

7 seater vans (MUV/SUV)

7 seater vans (Station wagon)

11 seater vans (Hiace)

11 seater hardtop (4X4)

Double cabin pickup (4X4)

Single cabin pickup (4X4)

5 Seater vans (sedan)

5 Ton truck

3 Ton truck

1 Ton pick-up / truck

Amongst the above needs, bids will be separated by Lot as below

LOT 1 - COX’S BAZAR, UKHIYA AND TEKNAF

LOT 2 - DHAKA, KURIGRAM AND SITAKUNDU

LOT 3 - TRUCKS (DHAKA, KURIGRAM AND SITAKUNDU)

Vendor market tender method

* *Vendor market tender method*

In order to select suppliers who will bid for the relevant vendor markets, Handicap International has chosen to use the National Open call for tender procedure.

In view of the geographically spaced HI operational areas we want to reach as many as possible the players available for vehicle rental services in our areas of operation.

We want to reduce the likelihood of service providers moving their fleet from one location to the other owing to challenges in securing decent accommodation for their drivers in the event of displacement from their usual areas of residence.

The country program lacks a global view of the available players in the vehicle rental market and hence the selected procedure will enable the country program to have a clearer indication of the number of players in this field. This process will therefore benefit not only one location but the entire mission as a whole.

It should be noted that there is lack of a comprehensive supplier database for vehicle rental, thus this process will help to construct a reference list for this market. Owing to this challenge it became impossible to opt for a restricted call for tender.

In order to have relevant tenderers relative to our needs, we preferred to open it up within the country and proceed with National Open call for tenders.

* *Term of performance of vendor markets*

At the end of the selection process, Framework Service Agreements will be signed for a period of 1 year minimum. Contract renewal terms and vehicle needs will be determined case by case. However, Handicap International will set a rule to launch a new call for tender every two years, which means that a Framework Service Agreement with a supplier cannot be extended beyond this period.

Method of selection and formation of contract award committees

* *Conditions of dispatch of tender documents to the tenderer*

Companies will personally or electronically receive the application files from a Handicap International representative based in, Dhaka, Cox’s Bazar, Ukhiya, Sitakundu, and Kurigram.

All bids will be received in hard copy files either physically or by courier services on or before the closing date of the tender. Bids may also be sent by email to the following address: logistics@bangladesh.hi.org

When physically handing over the file, the Handicap International representative will ask the tenderer to sign a receipt slip. A copy will be given to the tenderer and the other copy will remain with the Handicap International representative. This slip is proof that the complete file has been transmitted in due form.

On the other end, when sending files to Handicap International by courier, the prospective bidder will inform Handicap International of its intention to send bid in advance thorough email citing the courier company details such as name, contact number, physical address in Dhaka and Cox’s Bazar. Upon receipt of the package Handicap International will confirm to the bidder by email good reception of the package thorough responding to the initial mail from prospecting bidder. This correspondence will be proof that the complete file has been transmitted in due form.

When sending bids by email, participants should ensure that their bid is maximum 8GB in size. Handicap International will confirm receipt of the bid by replying to the email sent with the package after the closing date of the tender. This correspondence will be proof of complete file receipt.

The tenderer will receive a package,entitled **"Tender Submission Documents (HI/BD/COXB/18/001) for Vehicle Rental”**

* It will contain these tender documents:
* The Tenderer's identification form
* Supplier's General Purchasing Conditions
* Technical specifications
* Tender rules

The reply envelope to send the tender will be entitled "**Tender for (Vehicle Rental Services**)" with inscription “**NOT TO BE OPENED BEFORE TENDER OPENING DAY**”. The reference of the call for tender must also be indicated on the envelope (**HI/BD/COXB/18/001**).

* *The reception conditions of the tender documents by Handicap International*

The tenderer will use one big envelope clearly marked with the tender reference and vendor market containing 2 sets of other envelopes inside, to submit it’s tender separated and marked “original” and “copy”.

The first small envelopes of both the original and copy set should contain:

* The financial offers per location per model, dated, stamped and signed.
* Vehicle models list being offered
* Preferred location of deployment of fleet

The second small envelopes of both the original and copy set should contain all other administrative requirements listed below:

* A duly completed, dated, stamped and signed Tenderer's identification form.
* The supplier's general terms of purchase, dated, stamped and signed
* A photocopy of the voter's card of the person having completed the file
* A valid trade license
* A copy of the tax identification certificate (TIN)
* A copy of tax certificate
* Company banking details
* Declaration from banker on financial position accompanied by a certified bank statement for the last 6 months
* A blank company letterhead

For reasons of privacy and transparency, the envelope containing the tender documents, will be sealed by the tenderer prior to submission to the Handicap International Office. Otherwise, Handicap International will be obliged to decline the tender.

When the tenderer submits the tender documents at Handicap International, a receipt will be given. A copy will be given to the tenderer and the other copy will remain with the Handicap International representative. This slip is proof that the complete file has been transmitted in due form.

Tenders sent via electronic transmission will be tagged with a read receipt which will report if the mail has been opened prior to the tender closing date.

N.B.: Throughout the process from the submission of the tender documents to suppliers and until the deadline is reached, the official in charge of monitoring the call for tender will use the following documents and record all actions in them:

-The SUP correspondence register and list of applicants

-The Follow-up of Submission-Receipt of Tenders

* *Examination of the tenders*

Once the deadline for receipt of tenders has expired, a selection committee will be formed comprising of staff from both Dhaka and Cox’s Bazar offices. The number of participants in this committee will be a minimum of 5 and a maximum of 7 people. As a minimum, the following positions will be present in the committee:

* Cox Bazar Area manager
* Logistics Coordinator
* Finance Coordinator
* Supply chain Manager
* Support Services Coordinator
* Logistics Manager Dhaka

Prior to the evaluation, each committee member will sign a privacy statement. This committee then evaluates the bids according to usual principles of a call for tender. The following documents will be used for this purpose:

* The tender selection minutes
* The summary bid analysis

As the tender documents are opened, each member of the committee will initial the bottom of each page of the documents to certify that the documents have been seen.

* + *Opening of envelopes and awarding of the vendor market*

Envelopes will be opened by a selection committee composed of personnel from Handicap International. During this session, the Committee will study the applications and bids of each tenderer based on selection criteria and a predefined schedule.

Only complete tenders will be considered by the committee.

The tender opening session will be held in the Handicap International Office within two weeks after the tender submission deadline.

* + *Notification of results*

The winning tenderers will be contacted by HI to sign the Framework Service Agreements.

The other tenderers will be notified of the outcome of the call for tender by email, within three weeks after the tender submission deadline.

* + *Conditions for the cancellation of the call for tender*

The Committee may cancel the call for tender if the following conditions are met:

* The reception of one single valid tender
* A case of force majeure
* Proven suspicions of non-transparency in the tender process
* *Archiving of tender documents*

The tender documents will be archived in a specific folder named "Calls for tender - HI BD - COXB - 2018 ". Each tender will be separated by a separator, and will contain the following documents:

* + *General Information" separator*
* The calls for tenders internal terms of reference
	+ *"Calls for tender (Ref + Vendor Market Name)" separator*
* Copy of the tenderer's documents
* Supplier's General Purchasing Conditions
* Supplier bids received (tendered)
* List of applicants (HI)
* Supplier correspondence register
* Follow-up of Submission-List of Tenderers
* Privacy statement
* Call for tender selection minutes
* Summary Bid Analysis
* Selection letter to the tenderer having been awarded the tender

The original folder will be filed in the Logistics office and the copy files in Finance office.

Timeline

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| **Activity** | **Dates** |
| Publication Notice | 11 September 2018 |
| Tenderers clarification period | 12 Sept 2018 to 18 September 2018 |
| Closing date for receiving bids | 27 September 2018 |
| Opening sessions and internal evaluation | 30 September 2018 to 4 October 2108 |
| Award notice, contracts signature | 07 October 2018 and 11 October 2018 |

The call for tender process will take a minimum period of 2 weeks from the submission of the tender documents to pre-selected suppliers through to the signing of Framework Service Agreement by suppliers.

Expected outcomes

There are several outcomes expected at the end of this process:

* Facilitate the access of everyday services for the logistics department
* Lighten the load of procurement file document management
* Justify a clear and transparent supplier selection procedure to the auditors
* A detailed pool of available suppliers offering vehicle rental services in the different locations