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| **VEHICLE RENTAL TECHNICAL SPECIFICATION**  |

Preamble

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

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

Equipment and accessories

The bidder agrees to supply vehicles fitted with the below equipment and accessories. This is not an exhaustive list however it serves as the minimum acceptable standard.

Seat belts on all seats

Spare wheel

Jack

Wheel spanner and basic tool kit

Radio

Air condition

Fire extinguishers

Driver’s reflective jacket

List of requirements

The below does not represent an exhaustive list of requirements, however it covers most of our current program needs and could be changed during the time of the agreement.

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

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

The above requirements are separated by Lot and suppliers have to bid according to the following lots. Suppliers may also choose to participate on selected Lots of their choice if they don’t want to bid for all the lots below

**LOT 1: COX’S BAZAR, UKHIYA, TEKNAF**

To bid for this lot suppliers have to choose option 1 method to calculate their financial offers **(refer to calculation of rental paragraph for full details)**

**LOT 2: DHAKA, SUTAKUNDU, KURIGRAM**

To bid for this lot suppliers have to choose option 2 method to calculate their financial offers **(refer to calculation of rental paragraph for full details)**

**LOT 3: TRUCKS**

To bid for this lot suppliers have to use only option 3 methods for calculating their financial offers **(refer to calculation of rental fees paragraph for full details)**

Areas of operation

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

Dhaka project areas

Sitakundu 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 as necessary

HI will allocate cars according to the needs.

Duty station will be fixed and schedule provided to the drivers according to day and night shift

For now, HI needs drivers working at night only within Cox’s Area.

There is no security clearance for Ukhia or Teknaf.

However, due to the security situation, internal curfew could be modified.

Calculation of rental fees

Bidders may choose one option to use throughout their bids to submit their financial offers taking into consideration the requirements per LOT per location as stated above.

**Option 1 (for LOT 1 areas)**

Daily flat rate per vehicle type per location

Monthly global cost all-inclusive per vehicle type per location (flat rate for a full calendar month)

The above rates should cover the below costs

* Fuel
* Driver’s salary (at least 40% of the total rental fees per month)
* Repairs and maintenance
* Insurance

**Option 2 (for LOT 2 areas)**

Daily rate per vehicle type per location giving breakdown costs

Monthly rate per vehicle type per location giving breakdown costs

Costs to include but not limited to

* Fuel
* Body rent
* Driver’s salary
* Repairs and maintenance
* Insurance

Additional information for this option to consider when calculating costs

* Daily rate based on a **10 hour day long** for all types of cars
* Daily rate based on a **5 hour day long** for all types of cars
* Monthly rate based on a **26 day month** per car type
* Daily rate for airport pick and drop off and use within Dhaka city per car type
* Monthly rate for airport pick up and drop off and use within Dhaka city per car type

**Option 3 (for LOT 3 TRUCKS APPLICABLE FOR DHAKA, SITAKUNDU AND KURIGRAM AREAS)**

Truck rate per load per capacity of truck

Daily rate for movement within an area of operation per truck if applicable

Rates for movements between bases for each truck type

The supplier agrees to provide a replacement of driver in case of leave, sickness, and misconduct.

HI will not provide accommodation or food allowance to the driver or per-diem.

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 5 working shifts in a row)

Bids must be quoted in BDT inclusive of all taxes and applicable charges as per Bangladesh laws.

Equipment 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, and service maintenance must be done.

The Supplier must undertake regular maintenance on the vehicles and bears all expenses regarding fuel, repairs, maintenance. The Supplier agrees to provide a replacement vehicle in case a vehicle is out of service.

Pictures for both interior and exterior may be provided for each vehicle offered.

Ownership

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.

Additional Charges

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

Suppliers agrees to pay all fines, penalties or assessments incurred pursuant to any conviction or charge by virtue of any by-law, regulation or legislation of any governmental authority.