

Request for Quotations (RFQ)

RFQ Number: Abt 2022-003
 Issuance Date: May 19, 2022
 Deadline for Offers: June 04, 2022
 Description: Request for quotes for Vehicle Rental Service
 For: Abt Associates Inc. for its Bangladesh Nutrition Activity (BNA) project activities.
 Funded By: United States Agency for International Development (USAID),
 Contract No. AID-388—18- CA-0000 5
 Implemented By: Abt Associates Inc.
 Point of Contact: bnaprourement@abtassoc.com

Abt. Associates Inc. is requesting quotation for transportation service in Dhaka and outside Dhaka (Patuakhali, Khulna, Faridpur, Jessore, Borguna, Rajbari, Cox's Bazar and other district as required) with driver for its Bangladesh Nutrition Activity project activities per following details. Rent A Car Service provider who has experience to provide the above service is encouraged to apply and given preference.

1. Vehicle specifications:

	Type A	Type B	Type C	Type D
a. Type :	4-seater Sedan	7-seater Van/Micro	10-seater Van/Micro	7 seater- 4WD Jeep
b. Made:				
c. Model:				
d. CC:	1500 cc	2000 cc	2000 cc	2200 cc
e. Manufacturing Year:				
f. Registration Year:	after 2017	after 2017	after 2017	after 2017
g. Number of Vehicle required	01 car monthly basis for Dhaka/ daily basis as required in Dhaka and Patuakhali, Khulna, Faridpur, Jessore, Borguna, Rajbari , Cox's Bazar and other district	daily basis as required in Dhaka and Patuakhali, Khulna, Faridpur, Jessore, Borguna, Rajbari , Cox's Bazar and other district	daily basis as required in Dhaka and Patuakhali, Khulna, Faridpur, Jessore, Borguna, Rajbari , Cox's Bazar and other district	daily basis as required in Dhaka and Patuakhali, Khulna, Faridpur, Jessore, Borguna, Rajbari , Cox's Bazar and other district

2. Driver's qualification for Dhaka:

- Proposed drivers shall have five (5) years' experience driving professionally, and shall have a valid Bangladeshi driver's license and clean driving record and valid national ID.
- Drivers must have experience driving vehicles for foreign passengers whose primary language, or proficiency in English.
- Drivers must have good understanding in English including working proficiency in talking, listening and writing (reports/logs)
- Driver must be physically and medically fit with acceptable eye vision
- Driver must be aware of traffic rules and have knowledge to resolve minimum technical issues of vehicle

3. Price quotation must include:

- Fixed rent per month for sedan car with driver for Dhaka
- Standard body rent of different types of vehicles with driver service for Dhaka, Faridpur, Khulna, Cox's Bazar, Patuakhali and other district
- Standard millage rate, Overtime rates and night halt rate and other cost for Dhaka and Patuakhali, Khulna, Faridpur, Jessore, Borguna, Rajbari, Cox's Bazar and other district as required

Type of Vehicles	Rent Per Month	Rent Per Day	Fuel Cost-CNG Per KM	Fuel Cost-Octane Per KM	Overtime	Daily Driver Allowance	Night halt allowance
Sedan Car- 4 seater Model 2016 and above							
Microbus – 7 seater Model 2016 and above							
Microbus –10 seater- Model 2016 and above							
Jeep- 4/7 seater- 4WD Model 2016 and above							

- Please also submit rates for pick and drop for Dhaka airport, Cox’s Bazar airport, Jessore airport to Khulna and Barishal to Patuakhali or rate per hour for a vehicle
 - All rates should be included TAX and excluding VAT.
 - All expenses during field trip should be borne by the rental car provider company or the agent and all payments will be made from Dhaka office within 30 days of receiving correct invoice and log sheets received from four districts.
 - Bank account details should be given to process the invoice.
4. **Taxes and VAT:** Tax will be deducted at source as per rules of Government of Bangladesh. VAT exemption coupon will be issued for claiming VAT upon submission of Mushok-6.3 with the invoice.
 5. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in taka). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web form to obtain a number: <https://fedgov.dnb.com/webform>.
 6. **Duration of Contract:** Initially for 12 months with possibilities of further extension based on the performance of the Company.
 7. **Additional details and requirements:** The Offeror will have to ensure that:
 - a. Vehicles are as per specifications and are well maintained
 - b. Vehicles must be independently owned or leased by the company.
 - c. Monthly rental vehicles for Dhaka must have been inspected and verified for mechanical soundness, and for passenger safety within 30 days of signing a purchase order with Abt Associates Inc. from any other reputed Service Center.
 - d. If any vehicle breaks down, requires maintenance, or otherwise displays difficulties of performance, an alternate vehicle must be provided by the offeror within 2 hours within Dhaka City.
 - e. Vehicles must have comprehensive Insurance Policy
 - f. Duty hours of Drivers-standard and overtime
 - g. Each vehicle should be equipped with following items at a minimum:
 - i. One spare tire in good condition.
 - ii. Working front and rear seat belts.
 - iii. Tool kit with all tools needed to change a tire and make basic repairs.
 - iv. A first aid kit box that includes minimum required items or suggested items by contractor.
 8. In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or Trade license, TIN Number, Bank a/c information along with VAT Registration copy and list of Organizations with whom they worked for last three years with contact details.



9. Maintenance and Back up support: Please mention the regular and major repairing strategy and backup support to replace the vehicles and drivers if it is require to ensure undisrupted support.

10. Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Finance and Admin Director
Bangladesh Nutrition Activity (BNA)
Abt Associates Inc.
Concord Bilkis Tower, Level-13
40/6, Gulshan Avenue, (Madani Road), Gulshan-2

Reference: RFQ No. Abt. 2022-003

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm and all vehicle rentals and service are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Abt Associates or BNA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Abt Associates prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company VAT #: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Company Trade License (Please attached a copy)

11. General terms: Abt Associates Inc. holds the right to reject or accept any offer for its own benefit. Submitting quotation does not guarantee award. Offerors are responsible for ensuring that their offers are submitted in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration. By submitting an offer in response to this RFQ, the offeror certifies that they are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Abt will not award a contract to any entity that is debarred, suspended, or considered to be ineligible by the



U.S. Government. USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Abt Associates Inc. for consideration.

12. Offers must be received no later than 4.00 pm Dhaka time on June 4, 2022 by only email to bnaprocurment@abtassoc.com