

BLAST/PROC/050/012023

TENDER DOCUMENT
[Open Tendering Method- OTM]
FOR
Package Name: Vehicle Rental Service

Planned Timetable	
Issue Request for Proposal	January 29, 2023
Pre-bid meeting with suppliers/service providers	February 2, 2023 (11.30am to 12.30 pm) Zoom Online Meeting
Questions from Suppliers due date	February 5, 2023 (by 05.00 pm)
Answers to Suppliers questions due date	February 6, 2023 (by 05.0 pm)
Bid submission due date	Sunday, February 12, 2023 (by 05.00 pm)
Bid Opening date	February 13, 2023 (at 10.00 am)
Bid evaluation & Due diligence check	February 16, 2023
Tender review process and final approval of award	February 22, 2023
Contract issue	February 26, 2023

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A. INTRODUCTION

1) **Bangladesh Legal Aid and Services Trust**

BLAST is one of the leading legal services organizations in Bangladesh, and the only one that provides access to legal aid across the spectrum, from the frontlines of the formal justice system to the apex court. Currently operating in 20 districts across the country, BLAST works through its staff lawyers (and paralegals and researchers) at headquarters and in each district unit, in collaboration with its enlisted panel of about 2600 lawyers across the country who provide legal redress to clients on a pro bono basis, with a nominal honorarium. BLAST has gained proven expertise in providing legal aid to poor and disadvantaged clients, having undertaken about 80,000 cases to date. It is also involved in regular coordination meetings with local administration officials, in particular with key actors within the justice system, including members of the judiciary and legal profession, and with civil society organizations.

2) **The Purpose of this OTM (Open Tendering Method)**

It is the intent of this OTM (Open Tendering Method) to secure competitive proposals to select a supplier or vendor for the BLAST to establish a **Service Agreement (SA) for one (01) Year for vehicle rental service** in Cox's Bazar. All eligible Service providers that qualify and are technically competent for the supply of the tables in the price list schedule provided/attached are invited to submit their proposals.

The Bidders shall be domiciled in and shall comply with all **Government Regulations to operate in Bangladesh**. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year of 2022-2023. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3) **Cost of Bidding**

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and BLAST hereinafter referred to as "the Purchaser", will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4) **The Bidding Documents**

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- *The Open Tender Document – OTM (this document, signed and sealed in each page)*
- *Tender submission letter.*
- *Price offering sheet for related service.*
- *Vendor Information Form*
- *Speciation's submission and compliance sheet*

- Notification of Award
- Sample Purchase order

5) Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at purchase@blast.org.bd The request for clarification must reach the purchaser not later than **February 5, 2023**. The Purchaser will respond by e-mail providing clarification on the bid documents by the **February 6, 2023**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents where possible. A pre-bid meeting will take place on **February 2, 2023 at 11.30am to 12.30pm over the online Zoom meeting** where all interested bidders are invited to attend and can also ask for any clarification during the meeting.

Zoom meeting web link:

BLAST is inviting you to a scheduled Zoom meeting.

Topic: BLAST/PROC/050/012023 | Pre-Bid meeting on Vehicle rental service

Time: February 2, 2023; 11.30 AM TO 12.30PM ASTANA, Dhaka

Join Zoom Meeting

<https://us06web.zoom.us/j/82325195256?pwd=YU9reTBWVDA0QmRuSjAwNGc2L25aZz09>

Meeting ID: 823 2519 5256

Passcode: 098343

C. PREPARATION OF BIDS:

6) Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English only.

7) Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

- Updated Trade License regarding Vehicle Supplies (Transport Supplies / Rent-a-Car) is **Mandatory**.*
- E-TIN Certificate (**Mandatory**) with Updated **Taxpayers documents** in Bangladesh.*
- VAT Registration Certificates/ **Business Identification number (BIN) (Mandatory)**. (Supplier should have ability to process invoice in Mushak 6.3)*
- A Cover letter explaining interest to be a supplier or company.*
- Profile/brochure of the company/supplier***
- List of last three (3) years' work experience (Attach copies of contracts/Purchase orders/Work orders/Certificates of completion etc.)*
- Suppliers/company need to submit last 01 year (Jan, 2022 – Dec, 2022) financial bank statement.*
- The bid proposal should submit in a sealed envelope for hardcopy submission.*
- Three (3) References** from current or past **valued clients**.*

- j) Appendix-1 – Tender Submission Letter (**FORM BG1**)
k) Appendix-2 – Vendor Information Form (**FORM BG2**) **completed and signed**
l) Appendix-3- Vehicle information (provide a table of vehicle details for company own vehicle or outsourcing, mentioning vehicle type, seat capacity, model, registration no, total mileage used, etc.)
FORM BG3
m) Appendix-4 – For the quality service assurance need to provide driver qualifications, driving license details, driver experience etc. **FORM BG4**
n) Appendix-5 – Price schedule for rental service. **FORM BG5 completed and signed**
o) The Tender Document – OTM (this document, signed and sealed in each page)

8) Bid Prices.

The Bidder shall clearly indicate the unit price of the goods/service they proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the TENDER response shall be agreed to be in effect for a minimum of ONE (01) YEAR beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the TWELVE (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

9) Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in (BD TAKA).

10) Document Establishing Goods Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods/services' essential technical and performance characteristics.
- A **clause-by-clause** commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

11) Bid Security

For the Purpose of this Tender Process, **Bid Security is applicable**. The amount of the Tender Security shall be [3%] of total quoted price in favor of [**Bangladesh Legal Aid and Services Trust**] Tenderers shall furnish as part of its Tender. A Tender Security in original form (not copy) and in the amount, as specified in the Tender Document. Tender Security Remain valid for at least twenty-eight (28) days beyond the expiry date of the Tender Validity in order to make a claim in due course against a Tenderer in the circumstances.

12) Period of Validity of Bids

Bids shall remain **valid for 90 working days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13) Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future BLAST tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14) Submission and Marking of Bids:

Bidders can submit hard copy printed sealed bid or can do online submission to a restricted BLAST email address.

Online bid submission:

Bidders can send the bid documents through email if unable to submit the hard copy. For online/ email submission to purchase@blast.org.bd and bidders need to mention the tender reference number **BLAST/PROC/050/012023: Vehicle rental service** in the email subject. And, multiple email is acceptable if the size of proposal more than 15MB. Email submission of bids should be received to BLAST mentioned email **on or before 05:00 pm of the February 12, 2023.**

Hard copy bid submission:

Bidder shall submit **Sealed Bids (Sealed Envelope)** marked with tender reference number **BLAST/PROC/050/012023: Vehicle rental service**. Sealed envelope should be received by the **BLAST on or before 05.00 pm of the February 12, 2023** delivered by hand or by courier by the bidder or authorized representative and put into the bid box placed at the address below. Bids send through courier, BLAST will not take any responsibility to collect it from courier office or any delay of courier office will not

be considered. BLAST will only consider bids that will be found inside the bid/tender box placed in BLAST office in Dhaka.

Bid Submission address: Bangladesh Legal Aid and Services Trust (BLAST), 4th Floor, YMCA Development Center, 1/1 Pioneer Road, Kakrail, Dhaka-1000.

All bids shall be placed in the box provided for the purpose. **Bids submitted after the deadline will not be accepted.** The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the OTM, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the BLAST office indicating their company name, telephone number, and date of submission.

Format

The Bidder's proposal shall include a technical proposal and a financial proposal, in a sealed envelopes.

15) Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16) Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

17) Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the BLAST Procurement Evaluation Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weightage (%)
Mandatory Documents/ Certifications	Refers to Bidder's ability to demonstrate that they have valid, Trade License as Transport suppliers / vehicle supplier), updated VAT/ BIN Certificate/document, e-TIN Certificate and, last Tax return certificate. N.B. Bidder who will submit all mandatory documents, those are only qualify for next level of evaluation.	Pass/ Fail
Criteria 1: Previous Experience	Refers to Bidders ability to demonstrate relevant experience working with UN/INGOs/private company/Govt./semi Govt. and work in Rohingya camp context will be advantages. Only valid proof of similar experience certificate/contracts copy/Purchas orders copy of last three (03) year will be considered. Scoring process: Working experience more than 05 different organization/company will get highest score (out of 15).	15%
Criteria 2: Quality service assurance	Refers to Bidder's provide driver qualification details and operation mechanism to provider will be evaluated. - Drivers (Male – Female) minimum skills: Valid driving license, Experience as per appendix-04	20%

EVALUATION CRITERIA	Description	Weightage (%)
	- Company profile: Year of establishment, Area of services, Adequate trained and experienced staff in operation management, client list, Area of coverage, Operation mechanism, driver benefits, Insurance etc. Based on the bidder's profile review and in the operation management team/staffs and drivers will get the highest score.	
Criteria 3: Capacity of the service provider	Refers to bidders maximum capacity of standard number of vehicles as per the details in appendix 3: - More capacity to supply vehicles as per appendix-03 . Scoring process: if the provider has capacity to deploy more than fifteen (15) vehicles to BLAST will get highest score (out of 15%) and less number will get as per ratio.	20%
Criteria 4: Financial Capacity	Supplier will submit last one (01) fiscal year financial bank statement. More than Size/turnover of organization (Minimum – 1 crores to 1.5 Crore Yearly) get the highest score.	05%
Criteria 5: Financial proposal	Offer should be following Scope of service (SoS) requirements and given price format (appendix-05). All prices should be inclusive of VAT & Tax charges as per the government policy and rules and inclusive of any service charges (if any). The Financial Proposal should include the (<i>driver salary, overtime, body rent, parking fees, maintenance fuel VAT and AIT</i>)	40%
	Total =	100%

Special note: BLAST will prepare a preference sheet where service providers will be ranked as 1st preference, 2nd preference and 3rd preference etc. based on their scores, capacity and service quality. Only 1st ranked service provider will be awarded for the contract.

18) Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier is announced.

19) Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Service Agreement for the specific goods and/or services.

F. CONTRACTING

20) Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder who's bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Service Agreement and perform its obligations satisfactorily.

21) Warranty

The Supplier/Service provider shall warrant that the goods/service will be provided to BLAST will have warranty of nature friendly and not harmful for any service receiver or its clients and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by BANGLADESH Law if any.

With successful bidder, BLAST may enter into a contract that may have provision for certain percentage (maximum 10% of total contract value) of security/ warranty deposit/withholding amount for certain period (three to six month).

22) Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23) Price Schedules and Location

Vendors interested in the provision of Goods/Services to BLAST should NOTE that all categories apply to BLAST Project Offices.

List of Goods and Services for Service Agreement as per mentioned Price Schedule/Scope of service required Categories is attached (appendix -5).

24) Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

25) Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.
The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARD:**26) Bidder Non Collusion Statement**

BLAST prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to BLAST disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, BLAST may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

H. Attached Form

Tender Submission Letter (FORM BG – 1)

*[This letter shall be completed and signed by the Authorized Signatory
Preferably on the Letter-Head pad of the Tenderer].*

Tender Submission Letter

Issued Ref.: BLAST/PROC/050/012023

Issued On:, February 2023

To

Mohammad Iqbal Mahamud

Deputy Director- HR & Administration], BLAST
YMCA Development Center, 1/1 Pioneer Road,
Kakrail, Dhaka-1000, Bangladesh

I/We, the undersigned, offer to execute in conformity with the Terms and Conditions for delivery of the Goods and related services named **[Vehicle Rental Service]**.

The total Price of my/our Tender is BDT

In Words (BDT):

My/Our Tender shall remain valid for the period stated in the TENDER Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are not submitting more than one Tender in this “Open Tendering” process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the Open Tender Document issued by you on [insert date.....]

I/We understand that you reserve the right to reject all the Tender or annul the procurement proceedings without incurring any liability to me/us.

Signature of Tenderer with Seal

Date:

In signing this letter, and in submitting our Tender, we also confirm that:

- a) our Tender shall be valid for the period stated in the Tender Document (Clause 12) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- b) Tender Security is attached in the form of a *Pay Order* in the amount stated in the Tender Document (Clause 11) and valid for a period of twenty-eight (28) days beyond the Tender Validity date;
- c) we have examined and have no reservations to the Tender Document, issued by you on *[insert date]*;
- d) we are submitting this Tender as a sole Tenderer
- e) we are not a Government owned entity and we meet the requirements of this Tender
- f) we, declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents.
- g) furthermore, we are aware of concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract.
- h) we, confirm that we do not have a record of poor performance, such as abandoning the Supply, not properly completing contracts, inordinate delays, or financial failure, and that we do not have, or have had, any litigation against us.
- i) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed;
- j) we understand that you reserve the right to accept or reject any Tender, to cancel the Tender proceedings, or to reject all Tenders, without incurring any liability to Tenderers.

Signature:

[insert signature of authorised representative of the Tenderer]

Name:

[insert full name of signatory with National ID]

In the capacity of:

[insert designation of signatory]

Duly authorised to sign the Tender for and on behalf of the Tenderer

[If there is more than one (1) signatory add other boxes and sign accordingly].

Vendor Information- (FORM BG2)

*The information provided will be used to evaluate the Company before contracting with the BLAST.
Please complete all fields.*

Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name		
*For individual vendors, provide legal first and last name		
*Previous names of the company (if applicable)		
*Address		
*Website		
*Phone/Fax Numbers	Phone:	Fax:
*Primary Contact	First Name:	Last Name:
	Phone Number:	Email Address:
*Number of Staff		
*Name(s) of Company Owner(s) or Board of Directors or CEO		
*Parent companies, if any		
*Subsidiary or affiliate companies, if any		

Financial Information

*Bank Name and Address	
Branch Name	
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	

*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes No
Vendor Preferred Currency	
*Bank account number	<u>This field is to be completed upon notification of awarding of order/contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order/contract</u>
IBAN number (if applicable)	<u>This field is to be completed upon notification of awarding of order/contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order/contract</u>

Documentations as applicable:

*Registration Number OR Trade license Number	
*TIN number	
13 Digit BIN number	

References

Client Name:	<u>Contact Name, designation, organization name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, designation, organization name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, designation, organization name, Phone, Email Address:</u>

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.

4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the BLAST's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no BLAST employee, officer, consultant or other party related to BLAST has a financial interest in the Company's business activities, nor is any BLAST employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to BLAST.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Vehicle information- (FORM BG-3)

Please fill up the below form for vehicle information and emergency deployment time of vehicles:

S.N.	Owned or, outsourcing from 3 rd Party	Vehicle Type	Seat Capacity	Model	Registration Number	Odometer/ Total Milage	Remarks
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Quality service assurance (Driver's qualification) FORM BG-4

Drivers' qualifications table

Bidders need to provide details information as per below tables. Based on this information scores will reflect on Criteria -2.

S.N.	Drivers Name	Education Qualification (Minimum JSC/Class 8 passed)	Driving experience in Years	Valid professional Motor driving license (BRTA)			Class (es) of Vehicle authorized to drive (Light/Heavy etc.)
				Driving license number	Issue date/renewal date	Expiry date/Validity	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Acceptance Criteria

BLAST is preferring to have quality vehicle with efficient service from the provider where BLAST will select the service provider for SERVICE AGREEMENT process following the selection criteria. BLAST also may wish to ask successful bidders to provide dope test report of assigned drivers for BLAST service. BLAST also can have the rights to do random dope test of drivers any time if suspected any kind of unauthorized drug use or addiction to alcohol or any other contents that are prohibited as per country law.

Bidders need to tick the below table if relevant details and documents are provided:

No	Required document	Yes/No
Technical Proposal		
	A forwarding letter/cover letter/Tender submission letter	
	Company profile;	
	Copy of Valid Certificate of Business Registration (Mandatory) with relevant government agencies or memorandum and article of association/valid trade license.	
	Copy of Identification documents (NID Cards) of the company/organization owners;	
	Copy of updated and valid VAT registration certificate (Mandatory)	
	Copy of updated and valid TIN certificate (Mandatory)	
	TAX return certificate of last financial year.	

Pricing/ offer Table, Appendix – 05 (FORM BG5)	
Vehicle information List, Appendix - 03 (FORM BG3)	
Quality service assurance (Driver’s qualification), Appendix - 04 (FORM BG4)	
Vendor Information Form (fully filled and signed), Appendix – 02 (FORM BG2)	
Open Tendering Method (OTM) Submission Form (signed and stamped);	
Previous Experience documents (Purchase orders/ contracts/ agreement copies)	
Financial bank statement: Supplier will submit last 1 year financial bank statements	

Other Requirements

All bidders need to carefully go through the required bidding documents and information for proper tender submission. Evaluation and final selection will be based on the documents and information provided by the bidders as their tender pack. Potential supplier /bidder’s office will be visited and BLAST will also do supplier background checks, quality check of vehicle etc. before awarding and signing of any contracts.

Price schedule for rental service- FORM BG-5

Price Schedule (Monthly)

Monthly vehicle rental (Including driver salary, overtime, body rent, parking fees, maintenance fuel VAT and AIT)

Issued Ref.: BLAST/PROC/050/012023

Issued On: 29 January, 2023

Sl. No.	Description of Services	Unit (Nos)	Qty (Month)	Unit Price Including VAT & AIT (BDT)	Total Price Including VAT & AIT (BDT)
1	2	3	4	5	6
01	<p>Similar to Model: HICE Micro TRX-2014-2018 Duration : 01st March - 31st December, 2023 Duty : 01. Staff drop & pickup from Cox's Bazar - Ukhiya Project Office to - Ukhiya base Camp office. 02. Sitting Capacity : 10 Seat without Driver 03. Air Condition: Full Air Condition. 04. Duty Schedule: 05 days per Week (7.30 am to 7.30pm) it may varies depending on office requirement and time schedule. 05. Per day using (KM) : 100-110 KM.</p>	1	10		
02	<p>Similar to Model: HICE Micro TRX-2014-2018 Duration : 01st March - 31st December, 2023 Duty : 01. Staff drop & pickup from Cox's Bazar - Ukhiya Project Office to - Ukhiya base Camp office. 02. Sitting Camasity : 10 Seat without Driver 03. Air Condition : Full Air Condition. 04. Duty Schedule : 05 days per Week (7.30 am to 7.30pm) it may varies depending on office requirement and time schedule. 05. Per day using (KM) : 100-110 KM.</p>	1	10		
03	<p>Similar to Model: HICE Micro TRX-2014-2018 Duration : 01st March - 31st December, 2023 Duty : 01. Staff drop & pickup from Cox's Bazar - Ukhiya Project Office to - Ukhiya base Camp office. 02. Sitting Camasity : 10 Seat without Driver 03. Air Condition : Full Air Condition. 04. Duty Schedule : 05 days per Week (7.30 am to 7.30pm) it may varies depending on office requirement and time schedule. 05. Per day using (KM) : 50-60 KM.</p>	1	10		

Sl. No.	Description of Services	Unit (Nos)	Qty (Month)	Unit Price Including VAT & AIT (BDT)	Total Price Including VAT & AIT (BDT)
1	2	3	4	5	6
04	Similar to Model: HICE Micro TRX-2014-2018 Duration : 01st March - 31st December, 2023 Duty : 01. Staff drop & pickup from Cox's Bazar - Ukhiya Project Office to - Ukhiya base Camp office. 02. Sitting Capacity : 10 Seat without Driver 03. Air Condition: Full Air Condition. 04. Duty Schedule: 05 days per Week (7.30 am to 7.30pm) it may varies depending on office requirement and time schedule. 05. Per day using (KM) : 50-60 KM.	1	10		
Total :					
Total (In word):					

Service to be delivered	Staff drop & pickup from Cox's Bazar - Ukhiya Project Office to - Ukhiya base Camp office.
Service Period	01st March to 31st December, 2023

[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until [Insert Tender Validity date].

Signature of the Tenderer with Seal	Date:
Name of the Tenderer	

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Purchaser and Col. 5 & 6 by the Tenderer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including driver, insurance etc. Whatsoever up to the point of delivery of services in all respects to the satisfaction of the Purchaser

Terms and Conditions of the service

Vehicle:

1. Make the vehicle and a driver available to the BLAST Bangladesh for the duration of this Agreement.
2. Supplier will Certifies to the best of its knowledge and belief that the Vehicle is in sound and safe condition and free of any known faults or defects that would affect its safe operation under normal use.
3. Vehicle Rental cost: Provider need to submit price quotation including all the cost related to vehicle (Vehicle body rent, fuel, driver salary, parking, maintenance, toll, tax, vat and others relevant cost) Must be use following authorized log sheet and need to submit log sheet copy with invoice.
4. In the event of vehicle requisition by law enforcement agency, supplier will arrange alternate vehicle
5. All the vehicles provided by the Service Provider to BLAST, the vehicle must carry the following valid original documents and materials to each car:
 - Registration Acknowledgement Certificate / Smart Card of the Vehicle
 - Valid Fitness Certificate
 - Tax Token
 - Valid professional Driver's License
 - First Aid Medicine Box with the kits as per the BLAST policy and list.
 - Fire Extinguisher with validity
 - Umbrella
 - Tow Stripe
 - Help Cable
 - Seat belt attached with all the seats of passengers' and drivers.
 - All necessary vehicles tools, i.e: Jack, Jack Liver, Spanners - Dali Set (ring wrench), Screw drivers, Wrench, Jumper Cable, Throw Stripe, mini Torch, small hammer, ,
6. Supplier is responsible to keep update all legal documents, i.e: Registration Acknowledgement Paper / Smart Card; Fitness, Tax Token etc. Supplier will take necessary steps to renew of any documents before its expiry date. BLAST will not issue any reminder. Using of any expiry documents or items or in the absence of any above items will lead to financial penalty BDT 500/= each day for each document / each items;
7. The vehicle cannot use Gas Cylinder either CNG or LPG. The cylinder must be removed from the vehicle.
8. Service Provider will provide vehicle as per need of the BLAST. Service provider must attend emergency calls as and when required within maximum **12 hours** after having received the information over the phone or e-mail.
9. If BLAST will discontinue any monthly rental vehicle, at least 7 calendar days before will notify to the supplier (unless any disciplinary / compliance issue).
10. Be liable for responding to and resolve any legal issues arisen from possessing and movement of vehicle and for no reason BLAST shall be subject to bearing any cost that be claimed by legal or any agencies or persons.
11. BLAST will not be responsible for any kind of accident/ injury or death of any staff of the service provider while providing the service. During the service if any damage or accident take place the service provider will take all responsibilities. BLAST never given any compensation for Accidents and Damages.
12. Ensure that drivers who operate the car are sober and fit to drive and will follow the traffic rules of the BRTA / Govt./ BLAST fleet policies at all times
13. **Maintenance:** The Service Provider will arrange regular servicing and maintenance of the cars or vehicles with prior consent by BLAST Fleet Team for smooth operation. Any maintenance, repairing and cleaning work should be done during the weekends or after duty upon mutual agreement between both the parties. The Service Provider will also be responsible for temporary replacement of a car or vehicle if there is maintenance work. The Service Provider will be responsible for replacement of all parts and equipment, including but not limited to tyres, battery or any other parts of the car required maintaining suitable operation of the vehicle. In case of unsatisfactory service or unsatisfactory performance of supplied vehicle, the Service Provider will be responsible for replacing the vehicle immediately
14. The service provider will bear the other cost such, vehicle parking tool during working hour (Airport /Market), bridge toll, road toll, Pouroshave toll, Bazar tool etc.

15. BLAST is not responsible to arrange parking space, but supplier can park vehicle in BLAST designated location based on the availability of space.
16. Monthly rental car will be fully under the supervision of BLAST Fleet Team. During weekend / holiday the vehicle cannot be used by the supplier or driver. If identified, financial penalty may will take (deduction of one day rent) / immediate release of that vehicle with deduction of rent.
17. Rental status should start from the reporting office from where the PO will be issued. (Note: BLAST will not cover vehicle fuel cost or any other associated cost of vehicle coming from service provider garage to BLAST reporting office)
18. Air conditioning (AC) system must be functional. If any problem arises, supplier will take urgent action to make the AC functional.

Driver

19. Supplier will provide a set of photocopies of all vehicle documents and a duly completed CV (BLAST provided format) and copy of Driving license and National ID card
20. Driver must have the professional driving license.
21. Each Driver will attend mandatory induction before commencing of his duty. No Induction – No duty. This is applicable for regular driver / alternate driver.
22. Medical Fitness certificate (completion of pathological test: diabetics, blood pressure eye test, hearing capability) must be provided.
23. Dope test report also must be provided before commencing the duty by driver. BLAST also have the rights to advise the supplier to do the random dope test of drivers any time if suspected any kind of unauthorized drug use or addiction to alcohol or any other contents that are prohibited as per country law.
24. Driver's age must be above 21 years and not over 50 / 55 and Driver's must be minimum of class eight education level completed. Driver must have at least 3 years' professional experience as a driver.
25. Supplier will provide ID card to the driver.
26. Duty time :
 - Monthly Rental: 12:00 hours each day for 5 days (Sunday – Thursday). Driver will get two days break of each week. If the driver needs work during holiday/BLAST declared holiday or continuous seven days, driver will be eligible to get alternative day off.
27. Driver must record all trips to the logbook, which will be verified and approved by Fleet team.
28. If the trips record found mismatch to the logbook (missing of date, error of odometer rating) the payment may not will be provided without justification.
29. Driver is responsible to keep cleanliness of the vehicle. If he fails to keep cleanliness, penalty is BDT 500/=
30. Driver must carry the valid driving license; he will take necessary steps to renew before its expiry date. If the driver work with expiry driving license, each penalty is BDT 500/=
31. The Service Provider will be fully responsible for all drivers' contractual obligations, including salaries, benefits and bonuses and other facilities.
32. Supplier is responsible to arrange of leave of drivers. Supplier will notify to BLAST Fleet Team as least three 3 days before about the leave and arrangement of alternate drivers. The alternate driver will meet the Fleet team to get necessary briefings. Without briefings, driver will not allow to perform duty
33. Supplier will arrange quality check of each vehicle in UKHIYA / COX Bazar / Dhaka office before deploying for duty. BLAST team will check the quality of vehicle and will also arrange a skills test for the drivers. If the driver fails to proof his/her skills – driver will not allow.
34. Overnight stay will be only allowed if for any BLAST business vehicle has to stay overnight away from its normal business station. This allowance should cover driver's accommodation, per-diam cost.
35. If the GoB has increase or decrease the fuel rate during the contract period, BLAST will not pay additional rate.
36. All bidders need to carefully go through the required bidding documents and information for proper tender submission. Evaluation and final selection will be based on the documents and information provided by the bidders as their tender pack. Potential supplier /bidder's office will be visited and BLAST will also do supplier background checks, quality check of vehicle etc before awarding and signing of any contracts.

37. For each PO invoicing, provider need to submit the bills with necessary Musuk challan and revenue stamps and any required documents as per BLAST requirements. Providers need to have correct figures/ invoice amount and details after assessing log book properly. It is expected that provider will submit invoice within three working days of any PO delivery date or vehicle deployment expire date or agreed invoicing scheduling date with BLAST.
38. For timely invoice submission and correct date and document will be considered as performance indicator of provider and in any case provider fails to meet the satisfactory bill submission as mentioned deadline, provider may discard by BLAST for further PO issuance.
39. BLAST will issue PO to provider to confirm numbers of Vehicles and required service for monthly basis. PO will have specific Vehicle rental duration. Once the PO mentioned deployment is over, provider need to withdraw the vehicle from the service unless BLAST does issue another PO for new duration or does any formal communication form authorized BLAST person to continuation of service for any further duration.

Notification of Award (FORM BG-6)

Contract No:

Date:

To:

[Name of Contractor]

This is to notify you that your Tender dated [insert date] for the supply of Goods and related Services for [name of contract] for the Contract Price of Tk [state amount in figures and in words] as corrected and modified in accordance with the Instructions to Tenderers, has been approved by [name of Purchaser].

You are thus requested to take following actions:

- i. accept in writing the Notification of Award within seven (7) working days of its issuance pursuant
- ii. furnish a Performance Security in the specified format and in the amount of Tk [state amount in figures and words], within fourteen (14) days of receipt of this Notification of Award.
- iii. sign the Contract within twenty-one (21) days of issuance of this Notification of Award but not later than (specify date), in accordance with Clause 19 (section E)

You may proceed with the execution of the supply of Goods and related Services only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

Signed

Duly authorised to sign for and on behalf of [name of Purchaser]

Date:

