

Dhaka, 19 April 2021

Invitation to tender Ref. GRC014-211004

Dear Madam or Sir,

You are invited to submit a quotation regarding framework agreement of **vehicle rental services**. The documents attached contain further information about the item specifications and instructions for submitting a quotation. By participating in this tender you're accepting the terms and conditions as settled in these documents.

Please acknowledge via email safe receipt of this invitation as soon as possible together with your confirmation of your intention to tender.

I am looking forward to receiving your quotation.

Best regards,



Gaurav Ray
Senior Representative
German Red Cross Bangladesh

Annexes:

1. *Bill of Quantity (BoQ)*
2. *Instructions for tender*
3. *Declaration of Conformity*
4. *Sample of Framework Agreement*

Bill of Quantity (BoQ)

Monthly Basis (Any area of Bangladesh including Cox's Bazar)

SL	Vehicle Details	Particulars	Quantity	Unit	Amount (BDT)
01	Vehicle Name: Toyota HiAce, Vehicle Type: 2WD/ Minibus Production Year: 2011 Onwards, Capacity: 10-Seater or equivalent, Color: White preferable, Maintenance: Including	Vehicle Body Rent	1	Monthly	
		Driver Allowance	1	Monthly	
		Fuel Cost	1	Kilometer	
		Driver Stay Cost, Out Side Base	1	Night	
		Driver Over Time	1	Hour	
02	Vehicle Name: Toyota NOAH, Vehicle Type: 2WD/ Minibus, Production Year: 2011 Onwards, Capacity: 7-Seater or equivalent, Color: White preferable, Maintenance: Including	Vehicle Body Rent	1	Monthly	
		Driver Allowance	1	Monthly	
		Fuel Cost	1	Kilometer	
		Driver Stay Cost, Out Side Base	1	Night	
		Driver Over Time	1	Hour	

Daily Basis (Base Station: Dhaka & Cox's Bazar)

SL	Vehicle Details	Particulars	Quantity	Unit	Amount (BDT)
01	Vehicle Name: Toyota HiAce, Vehicle Type: 2WD/ Minibus Production Year: 2011 Onwards, Capacity: 10-Seater or equivalent	Vehicle Body Rent	1	Daily	
		Driver Allowance	1	Daily	
		Fuel Cost	1	Kilometer	
		Driver Stay Cost	1	Night	
		Driver Over Time	1	Hour	
02	Vehicle Name: Toyota NOAH, Vehicle Type: 2WD/ Minibus, Production Year: 2011 Onwards, Capacity: 7-Seater or equivalent, Maintenance: Including	Vehicle Body Rent	1	Daily	
		Driver Allowance	1	Daily	
		Fuel Cost	1	Kilometer	
		Driver Stay Cost	1	Night	
		Driver Over Time	1	Hour	

- ***This rate needs to be included VAT.***
- ***Vehicle need to be provided as per GRC actual requirement.***
- ***The framework agreement will be made for one year with possible extension, so price need to valid for the period.***

Reference: GRC014-211004 Instructions for submissions of quote

Please be informed that German Red Cross (GRC) Bangladesh is planning to make framework agreement with potential supplier/s for **Renting Vehicle/s** in order to implement GRC project activities in different areas in Bangladesh (Specially in Cox's Bazar). The tenderers are requested to read carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure

The procurement is handled via open procedure.

2. Deadline of submission and period of validity:

- 1) Deadline of submission is **25.04.2021 12:00PM.**
- 2) Your quotation valid for the period of one year.

3. Costs and ownership of tenders

- 1) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.
- 2) The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

4. Confidentiality and publication

- 1) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.
- 2) According to German/European procurement law information about the award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

5. Content of tenders and alternative offers

- 1) All tenders submitted must comply with the requirements in the tender dossier and comprise:
 - Specifications of quoted items including any documentation required as indicated in the technical specifications.
 - Financial offer and payment conditions.
 - Tenderers self-declaration (Annex: "**Declaration of Conformity**")
 - Copy of Trade License/ Registration of the supplier
- 2) Alternative offers are not permitted.

6. Financial offer

- Tenderer must quote by items and – if applicable – by lot.
- Item price, inspection charges and transport charges are itemized separately in the financial offer. Transport costs must be stated per lot if applicable.
- All prices are in **BDT**.
- Quoted price should **inclusive of VAT**.

7. Submission of quote and further communication

- 1) All quotes, including annexes and supporting documents must be submitted **through secured email:**

Email: tender@grc-bangladesh.org

Please use tender reference **(GRC014-211004)** as subject line of your email.

- 2) Tenderers must raise questions in written 2 days prior to deadline for submission of quote, otherwise the extension of the deadline is not feasible anymore.
- 3) GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).

Hard copies of quotation will not accept due to lockdown situation and Covid 19 crisis trough out the country.

8. Evaluation & Award of Contract

- 1) Procedure:

The decision for the award of contract will be determined via standard value method (Credit points divided by total price; ratio 50/50%). Credit points will be added up through the following criteria:

- ✓ **Cost**
- ✓ **Proof of experience for similar work specially in Cox's Bazar**
- ✓ **Insurance for offering vehicles** (example: Full comprehensive/Third party)
- ✓ **Odometer Running for offering vehicles** (Example: Less than 100000/ 150,000/ 200000/ 250000km running).

Score for each criterion is either 0 (acceptable), 1 (bad), 2 (satisfactory), 3 (good), 4 (very good), 5 (excellent). In case of equal results the offer with the higher credit point score will be awarded.

- 2) In case of competitive procedure GRC reserves the right to award a contract based on the first non-negotiated offer. GRC will not enter into any negotiation.
- 3) The GRC may – but is not obliged to – ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The samples will remain property of the GRC. The tenderer has to bear possible additional costs for a sample delivery abroad.
- 4) Terms of contract :
The award will lead to a framework agreement by GRC and forms a one-time-service agreement. Please find a template attached for your information only.

9. Terms of delivery and payment

- 1) Delivery of services need to be ensured by supplier as per the need of GRC.
- 2) Payment on invoice only, following receipt of services and documents in order.
- 3) GRC will deduct TDS (Tax deduction of source) as per govt. rules (if applicable).
- 4) Payment will be given by AC payee cheque in favour of your company.

10. Self-Declaration

The signee of the attached “Declaration of Conformity” (Ref. Annex) assures that

- 1) no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists,
- 2) the tenderer fulfills GRC's claim on good governance, environmental and social responsibility,
- 3) the tenderer agrees on participation in checks and audits as described.

Certification

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement 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.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants and auditors commissioned by the German Red Cross or the relevant donor.

Furthermore he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

place, date

signature

Service Contract

Contract ID:
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Contract number:
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<p>Contract entered into between International Federation of Red Cross and Red Crescent Societies/ German Red Cross (IFRC/GRC) And (the Service Provider)</p>

IFRC address and contact details:	<p>Physical Address: International Federation of Red Cross and Red Crescent Society (IFRC), Bangladesh Country Office/ German Red Cross (GRC) 684-686, Red Crescent Sarak, Bara Maghbazar, Dhaka 1217, Bangladesh. Postal address: Same as above Telephone: Telephone: +880 2 9337314, +8801711220916, +8801755628346</p>
Service Provider address and contact details:

1. Services	<i>Service provider to provide a monthly basis vehicle for use by German Red Cross (GRC) at Cox's Bazar and other parts of Bangladesh as per below conditions and GRC Vehicle Order.</i>
2. Duration	The service contract will start from and will valid up to Depending on programme needs, the contract may be extended with both party agreement.
3. Service Fee	As full consideration for the Services performed by the Service Provider under the terms of this contract, upon the Services have been satisfactorily performed, the GRC shall pay the Service Provider on a monthly basis according to the services obtained throughout the month as per this Contract. The vehicles' rental cost includes all costs related to vehicle body rent, maintenance of the vehicle, insurance with other legal papers agreed thereof and as per below Annex 1
4. Terms and Conditions	<i>This contract is subject to the bellow General Terms and Conditions for all Service Contracts.</i>

For the International Federation of Red Cross and Red Crescent Societies:

Name and title:	Date	Signature

I acknowledge that I have read and accept all terms and conditions of this contract, including the attached General Terms and Conditions for all Service Contracts.

Name and Title:	Date	Signature