**Revised-Scope of Work for Driver Services for SAPLING, Bandarban Office**

**Project Name : SAPLING**

**Procurement No : 20-05-02**

**Award # : AID-FFP-A-15-00010**

**Location : SAPLING Bandarban District office & as required**

**BACKGROUND:**

Bandarban-based SAPLING staff members regularly require hired vehicle services to travel to and around Bandarban for the purpose of accomplishing various official tasks including attending regular meetings with GoB staff and other stakeholders, visiting project sites, beneficiaries and sub-grantees and conducting various logistical errands. To that end, SAPLING is seeking a qualified and licensed company that can provide these services satisfactorily, reliably, safely and efficiently as per the requirements herein and HKI policy.

1. **GENERAL PURPOSE:**

The general purpose of this SoW is to hire a qualified and experienced company/firm/vendor to provide vehicle and driver services for SAPLING’s Bandarban office located at **Chimbuk Road, Bandarban Zilla Parishad Rest House, Bandarban.**

Term: These services are needed **from June 10, 2020 to March 31, 2021** for official travel to different places in and around Bandarban city and any other places of Bangladesh in general, if needed.

1. **Drivers requirements:**
   1. Driver must be English speaking (functional) licensed driver - the driver of the Vehicle should be reasonably educated with good enough English speaking to communicate with expatriate staff on a basic level.
   2. Driver must have a minimum of two years of experience driving in Bandarban or in Chittagong Hill Tracts areas (ideally for the international community).
   3. Driver must have 2-3 strong references that evidence good driving practices that promote the safety, security and wellbeing of staff.
   4. Driver must be skilled driver, physically and medically fit and possess a valid driving license.
   5. Vendor must submit a copy of the valid driving license to be submitted to Field Operation Manager, SAPLING-HKI, Bandarban office upon deployment of the driver.
   6. Driver must be committed to ensuring the safety of passengers
   7. Driver must be willing to be oriented on and capable to follow HKI safety and security policies and protocols
2. **Vehicle Requirements:**
3. **Vehicle are to be in good condition, fully operational, well-maintained and meet the minimum specifications provided in this RFQ.** HKI reserves the right to inspect the physical condition of the Vehicle and then select.
4. The Vehicle that is provided to HKI must have seat belts for all seats. Without seat belts no vehicle will be accepted by HKI.
5. Vehicle must have all valid legal documents like registration/bluebook, Fitness, Tax token and tax paper, insurance, (route permit, if applicable) etc. and a copy of these documents to be submitted to Field Operations Manager, SAPLING-HKI, Bandarban office upon deployment of the vehicle. Renewal of all those documents is the responsibility of vendor. Failure to provide them at any point in the contract will be breach of contract.
6. The Vehicle must have a mobile phone charging option
7. Vehicle must be clean including the interior or exterior of rented Vehicle.
8. Vehicle must come equipped with a first aid kit, spare tire and tools to fix a spare.
9. Vehicle must be robust enough for safety and comfort of passengers on unpaved roads in CHT and through extreme weather such as heavy rain.
10. Types of Vehicles required:
    * **01 (one) SUV - all-terrain, 4 wheel drive vehicle, AC is needed for on-going monthly use. Price quoted should be based on a monthly rate.** The model of the Vehicle to be provided shall be 2013 and onward.
    * **01 (one) vehicle of various type is needed for ad-hoc trips price quoted should be based on a daily rate.** The model of the Vehicle to be provided shall be 2013 and onward.

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| **Description** | **Location** | **Quantity** | **Remarks** |
| **SUV all-terrain, 4 wheel drive vehicle, AC**  **(***Please see* **Annexure -1)** | Vehicle will be based at Bandarban Office | 01 | Priced on Monthly basis |

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| **Description** | **Location** | **Quantity** | **Remarks** |
| **Multiple types of vehicles**  **(***Please see* **Annexure -2)** | Vehicle will delivered to Bandarban Office when needed as defined herein and in the Work Order | 01 | Priced on Daily Basis |

1. **Vendor requirements:**
2. Vendor must have 3 years experience in the vehicle rental business and must have experience providing vehicles in CHT
3. **Delivery/Performance Terms:**
4. For ad-hoc requests (daily priced) of vehicle hire, HKI will provide notice of need for vehicle 48 hours in advance of the trip; however, no later than 24 hours
5. a replacement vehicle must also be able to be provided in a matter of hours (or less) in case a problem occurs with the assigned vehicle meeting the specifications herein
6. The vehicle may be required to remain overnight in places outside Bandarban for days as required by project needs.
7. Vendor must be able to provide an immediately available appropriate backup driver in case of illness, vacation or other eventuality.
8. Vendor is responsible for all and any type of regular and periodical service and repairs/maintenance of vehicle.
9. **Duty Days and Hours**: Duty days for driver are generally planned to be 26 days a month, the days may increase or decrease in a month. If increased more than 26 days in a month, the driver will be paid overtime as per quoted overtime rate, but no additional cost will be paid for the vehicle; with an average of 9.5 hours every day. Vehicle will be fully assigned to HKI during the period agreed to in the Work Order and vendor cannot take away the assigned vehicle for another party. Generally, the vehicle would not be required on official SAPLING holidays which may or may not correspond to Bangladesh Govt holidays. However, in case a vehicle required on any weekends and/ or any holidays as per requirements of the program, this will be informed to the vendor in advance.
10. **Timeframe:** Till March 31, 2021 that may be extended or curtailed based on needs.
11. **Point of Contact:** Field Operations Manager, SAPLING-HKI, Bandarban office.

**Annexure -1 (monthly rent basis):**

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| --- | --- | --- | --- | --- | --- | --- |
| SL # | Description of vehicle | Monthly rental charge (including Driver’s salary, Tax etc.) | Rate of CNG/Km  (BDT) | Rate of fuel  Km/liter (Diesel)  (BDT) | Rate of fuel  Km/liter (Petrol)  (BDT) | Rate of fuel  Km/liter (Octane)  (BDT) |
| 1 | SUV all-terrain, 4 wheel drive vehicle, AC  Year: 2013 or newer  Brand:  Model:  CC: 2700 and onward |  |  |  |  |  |
| Overtime for Driver per hour beyond duty hours in BDT | | | | | |  |
| Driver’s Food allowance per day in BDT (applicable only for overnight stay outside base station) | | | | | |  |

\*Validity of Offer: One year after final selection

**Annexure -2 (Daily basis):**

| SL # | Description of vehicle | Seat Capacity | Daily rental charge (incl. Driver’s salary, Tax etc.) | Rate of CNG/ Km  (BDT) | Rate of fuel Km/ liter (Diesel)  (BDT) | Rate of fuel  Km/liter (Petrol)  (BDT) | Rate of fuel  Km/liter (Octane)  (BDT) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | SUV all-terrain, 4 wheel drive AC vehicle  Year: 2013 or newer  Brand:  Model:  C.C: 2700 and onward | 4 |  |  |  |  |  |
| 2 | Double cabin Pick up Van, A/C, 2 Ton Capacity, with/without carry boy  Year: 2013 or newer  Brand:  Model: | 4 |  |  |  |  |  |
| 3 | Microbus (A/C),  Year: 2013 or newer  Model:  Brand: | 7 |  |  |  |  |  |
| 4 | Microbus (A/C),  Year: 2013 or newer  Model:  Brand: | 10/12 |  |  |  |  |  |
| Overtime for Driver per hour beyond duty hours in BDT | | | | | | |  |
| Driver’s Night halt per night in BDT | | | | | | |  |
| Driver’s Food allowance per day in BDT (applicable only for overnight stay) | | | | | | |  |

\*Validity of Offer: One year after final selection