



US Forest Service International Programs – implementing the Community Partnerships to Strengthen Sustainable Development (Compass)

**Request for Proposal (RFP)
To Supply of Transportation Services for Compass Program**

To : Vendors/Suppliers
 From : Compass Program
 Issued on : 03/12/2020
 Solicitation Number : RFP-2020-002
 Subject : Supply of Transportation Services for Compass Program

Quotation Submission Deadline: On or before at 5 PM, 20th December 2020 (Bangladesh Time)

The Compass Program currently seeks offer from interested vendor to supply the below items.

Description

S.L	Description	Month/Unit	Delivery Location	Remarks
1	Vehicle Services- Monthly with driver Monthly Vehicle Rent for Compass Dhaka office. Number of Vehicle: 1 unit Type: Micro Bus AC,7 seats, Model: 2014 or above	12 Months	Rupayan Golden Age, 6th Floor, 99, Gulshan Avenue, Dhaka-1212, Bangladesh	See the attached Annex to submit cost proposal
2	Vehicle Services- Monthly with driver Monthly Vehicle Rent for Compass Cox's Bazar office: Number of Vehicle: 1 unit Type: Micro Bus AC,7 seats, Model: 2014 or above	12 Months	Within the Cox's Bazar City Corporations	See the attached Annex to submit cost proposal
3	Vehicle Services- Daily with driver Daily vehicle rent for Dhaka, Cox's Bazar and Other Field offices: Need based Number of vehicle (estimated): 10 units per month for 12 months, Total= 10x12=120 units	12 Units	Dhaka, Cox's Bazar and other areas of Bangladesh	See the attached Annex to submit cost proposal

	Type: Micro Bus AC,7 seats, Model: 2014 or above/ Sedan Car AC, 5 seats, Model:2014 or above/ Micro Bus AC 10 Seats, Model: 2014 or above			
4	Others Cost: Driver Over time, Per diem, Over night stay, Fuel cost, toll, etc.	1 package		See the attached Annex to submit cost proposal

Delivery time: 20 business days after signing the Purchase Order

Quote Guidelines and Instructions:

Please submit all quotes/proposal on company letterhead. All quotes must be valid for a minimum of Thirty (45) days from the date of Quote submission.

Required legal and other documents:

- Copy of Valid Trade License/Company Registration Certificate
- Copy of Valid BIN Registration Certificate
- Copy of Valid e-TIN certificate
- Client list and past performance documents

Note: Potential vendors who will not submit all legal documents, their quotations/proposal will not be considered for the evaluation process.

Selection Criteria:

Compass Program will review and evaluate quotes submitted by the deadline according to the following criteria:

- Cost Proposal- 60 points
- Past Performance, office at Compass working area, working with development organization/NGO/INGO, client list, vehicle replacement time, company profile, etc.- 40 points
- Required legal documents- Pass/Fail

Payment Terms:

Payment will be made monthly basis and within 30 days after receiving complete invoice and log sheet.

Quotations Submit Guideline:

The price must include TAX. VAT should be identified separately as separate line item. Tax will be paid following Bangladesh Government rules and regulations and VAT will be paid through USAID VAT coupons issued by Government of Bangladesh. Please submit your quotation/proposal as per attached spreadsheet.

Please see the Annex's:

Annex A: Cost Proposal Submission sheet

Quotes Submission Address:

Please submit the quote and other information directly to the below email:

To: compassprocurementbd@compass-bd.org

Attention: Operations, Procurement and Logistic Manager

Compass Program

Address: Rupayan Golden Age, 6th Floor,

99, Gulshan Avenue, Dhaka-1212

Bangladesh

Inquiries:

If you have any questions/inquiries, please email: compassprocurementbd@compass-bd.org on or before 5:00 pm, 13th December 2020. No other communications and/or clarifications will be provided without in writing.

Terms

Compass Program reserves the right to cancel this solicitation at any point and is under no obligation to issue a subcontract as a result of this solicitation.

Compass Program will not reimburse any expenses related to the preparation of any quotations/proposal related materials or delivery.

OTHER REQUIREMENTS INCLUDES

Transportation Services with Driver and Vehicles Specifications

1. Vehicles Required

Compass Program requires different type of vehicles for operations in Dhaka, Cox's Bazar and other areas in Bangladesh over nights and day trips as well as monthly services:

- Sedan Car
- Micro: 7-seater
- Micro bus: 10-seater

2. Vehicle Standards

- All vehicles model must be after 2014 or above

- The vehicle should not be branded with any organization's names or advertisement.
- All vehicles must be up to date and must have current registration with proper authority. Must be road worthy and be road ready. All vehicles will be tested and go through dry run. Any vehicle that does not pass this regular ad hoc check will be rejected.
- The rent charge shall cover the cost of all maintenance, registration cost, any cost imposed by Government of Bangladesh and its authorities, taxes, legal fees and insurance.
- K.M. should be recorded to the log sheet from the reporting location and time
- All vehicles must have excellent air-conditioning. Without air-conditioning the car will be rejected.
- All trips related to purchasing gas, fuel and maintenance must be paid by the vendor.
- The vendor must be paid driver's salary. The overtime rate be mentioned separate both for Dhaka city and outside Dhaka including over-night allowances.
- The driver will be the vendor's employee. The vendor will take all liabilities related to the driver including their insurance, driving license.
- The vendor shall ensure the vehicles are maintained properly and regularly. Compass shall not pay for the maintenance hours and/or related costs and such costs will be deducted from invoice if billed.
 - The driver shall be responsible for maintaining a vehicle logbook as required by the Compass Program. If logbook is not recorded correctly, Compass will not pay for those trips or mileage. Therefore, the vendor must train all the drivers according to the requirement of Compass Program.
- The following equipment shall be provided with each vehicle: Tool kit, Spare Tire, Jumper Cables, First Aid Kit, umbrellas. Mosquitos sprays, air-fresheners, sanitizer, and Tissue Boxes.
- All drivers and vehicles must maintain security protocols at all time.
- Drivers shall not share any information related to Compass Program business- or work-related matters with anybody without prior permission of Compass Authority.

3. Driver Schedules

- Drivers must be available for pre-booked journeys that may start or end later in the day than the standard standby hours above.
- Drivers may be required to work on weekend, holidays and/or special occasions and anytime during the day if pre-booked.

4. Overnight stays

- Overnight stays for vehicles and drivers must be arranged by the vendor if required.
- It is the responsibility of the driver to arrange his own accommodation. The vehicle and location/security of overnight parking is the responsibility of the driver. Compass will not take any responsibility of such arrangements.

5. Allowances for approved Overnight stay

- Must be proposed as per of the offer and Compass may require specific rate if required.

6. Safety and security

- Drivers must follow to instructions issued by the Compass Program
 - Drivers must not share details of any planned journeys with anyone else and treat all information relating to their work as confidential.
- All drivers must have a valid driver's license and provide a verified copy to Compass
- All vehicles must be licensed and insured.
- All vehicles must contain a working fire extinguisher and a basic wound care first aid kit.
- All drivers must complete any fuel and journey logs as required
- Compass has the right to ask the Vendor to remove any drivers on the spot without giving any cause or reasons. In such case, the vendor must remove the driver on the spot and provide an alternative acceptable driver within a reasonable time.
- Driver must not answer mobile phone while driving except call from Compass transport supervisor when safe (i.e. at stop).
- No un-authorized person shall be allowed by the drivers in the car without prior permission of Compass authorized person.
- Monthly vehicle drivers for Cox's Bazar must be from Cox's Bazar knowing the roads and driving conditions in these areas.

