

Request for Proposal (RFP)
For
Vehicle Rental Service

Ref: MABD/ADM/GEN/0519/01

Issue Date: 28 May 2019

BBC Media Action

South Breeze Centre (4th Floor)
House 5, Road 11, Block G, Banani
Dhaka-1213, Bangladesh
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Proposal Data Sheet

The Client is: **BBC Media Action**

Represented by:

Richard Lace, Country Director, BBC Media Action, South Breeze Centre (4th Floor), House 5, Road 11, Block G, Banani, Dhaka-1213, Bangladesh

The identification of the Request for Proposal is:

Ref No: MABD/ADM/GEN/0519/001; Date of Issue: 28 May 2019

Scope of Work:

BBC Media Action Dhaka Office requires at least two (2) service providers for vehicle rental service for sedan/saloon-type car, 8 seater and 12-seater microbus or micro van, 4 Wheel Drive Vehicle is optional to include proposal in response to this RFP. All the vehicles should be 2012 or newer model. In the case of sedan car, it must be a minimum of 1500 cc. All vehicles must be in excellent condition, have fully operational air-conditioning and use liquid gasoline not CNG (without gas cylinder). Hybrid model any vehicles not allow. Vehicles must be prior inspected to judge if suitable by the BBC Media Action to be operated always in a safe and secure manner, according to the BBC Media Action Travel and Security Policy.

Drivers are entitled for monthly allowance (BDT 15000/-) and daily allowance (BDT 350/-) to be paid by BBC Media Action in addition to the monthly /daily rent of the vehicle.

The Method of selection is: Quality and Cost Based Selection (QCBS)

The submitted proposal shall be written in the English language.

The response for Proposal:

The response to this RFP should be submitted in the following 2 folds method separately:

i. Technical Proposal:

Please send your Technical Proposal in a sealed envelope, duly marking the envelope as “**TECHNICAL PROPOSAL**” in 1 Hard Copy (bound copy).

ii. Financial Proposal:

Please send your Financial Proposal in another separate sealed envelope, duly marking the envelope as “**FINANCIAL PROPOSAL**”.

The Proposal Envelop:

Please enclose the TECHNICAL PROPOSAL and the FINANCIAL PROPOSAL envelopes in another sealed envelope, duly marking “**Vehicle Rental Service**”.

Proposal Submission Place:

Please submit your sealed proposal Reception Desk, BBC Media Action, South Breeze Centre (4th Floor), House 5, Road 11, Block G, Banani, Dhaka - 1213, Bangladesh

On or before 13 June 2019; 4:00 PM.

NB: For Eid – ul – Fitr our office will be closed 2 Jun and 4,5,6 June,19 so please avoid the closing date to submit your proposal.

Documents to be submitted with the Technical Proposal:

1. Legal Documents
 - a. Updated trade license (Mandatory)
 - b. TIN certificate (Mandatory)
 - c. VAT registration (if any)
2. List of minimum 15 vehicles (only for sedan car, 8 seaters and 12-seater microbus or micro van) registered in their own name or agreement copy from the other parties for vehicle outsourcing with Registration Certificate of the Vehicle.
3. Organizational clear management and operation management structures with an organogram.
4. Experience certificate from reputed customer with work/purchase order for at least two (2) similar nature of services by the participant during the last three (3) years.
5. Details of maintenance or workshop and garage facilities.
6. And attachment of any other relevant documents to best illustrate the proposal shall be highly appreciated not more **10 pages**.
7. A physical team will visit to verify the proposed vehicle and maintenance facilities those who will pass the technical evaluation of the proposals.

Documents to be submitted with the Financial Proposal:

- a) A duly completed and signed financial offer to be submitted as per financial template with specification (Annexure-A _ Financial offer).
- b) Your offer should be inclusive VAT, AIT and any other charges (*if any*).
- c) Financial offer to be in BDT (Bangladeshi Taka).
- d) Your offer should be valid for at least one year

General Terms and Conditions:

1. A Proposal must be complete, signed by an authorized signatory and delivered no later than the submission time and date stipulated above.
2. BBC Media Action may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of this RFP.
3. BBC Media Action may reserve the right to waive any minor discrepancies in a quote.
4. This RFP does not legally obligate BBC Media Action to award a contract or issuing purchase order. BBC Media Action reserves the right to accept or reject any or none of the proposals those will be submitted in response to this RFP. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.
5. The offer should be valid for three months from the closing date of the request for Proposal.

Contract will be awarded to: At least Two (2) bidders will be awarded for the services with a negotiated rate between BBC Media Action and both the vendors.

Contract Period: initially one year but contract will be extended another one year based on selected bidder's last year performance.

NB: Within Contract Period, service provider cannot raise any issue about price increase, Daily or Monthly Vehicles shortage, Drivers sick or shortage. in that situation contract will be cancelled.

Delivery Place: Monthly basis vehicles will run specially Dhaka & Cox's Bazar (in future it will be extended another district) and daily basis vehicles will run any place within Bangladesh.

Vendor Selection:

The submitted proposal that complies with all of the specifications, requirements, offers the lowest price, as well as other evaluation criteria indicated, shall be selected. Any offer that doesn't meet the requirement shall be rejected.

Evaluation & Comparison of Proposals:

A two-stage procedure to be followed for evaluating the proposals. Evaluation of the technical proposal will be completed prior to any financial proposal being opened and compared. The financial proposal will be opened after only the technical proposals are evaluated.

The Technical Proposal will be evaluated on the basis of its responsiveness to the Term of Reference (TOR) attached with the RFP.

In the Second Stage, the price proposal of all vendors, who have attained minimum 60% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method.

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals will receive points in inverse proportion. A formula is as follows:

In QCBS the Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P=the weight given to the Financial Proposal; T + P= 1) indicated in the PDS: $S=St \times T \% + Sf \times P\%$.

Technical weight (T) : 60%

Financial Weight (P) : 40%

Technical Pass Mark : 60%

Technical Evaluation Criteria:

Criteria	Points
Legal Documents (Mandatory)	-
List of vehicles with Registration Certificate of the Vehicle	15
Operation management structures and Organogram	10
Experience	15
Workshop and garage facilities	10
Total Points	50

Quality Assurance:

Services provided shall be reviewed on completeness and compliance of the minimum specifications described in the RFP.

Calculation error adjustment:

Any discrepancy between the unit price and the total price shall be re-computed by BBC Media Action. The unit price shall prevail and the total price shall be corrected.

If VAT & AIT and other indirect calculation is not shown or not mentioned, will be considered as all taxes inclusive prices.

If the supplier does not accept the final price based on BBC Media Action's re-computation and correction of errors, the submitted response to this RFP will be rejected.

Payment Terms:

- a. The Service Provider shall submit valid invoices to BBC Media Action in Bangladesh Taka Currency with proper documents- log sheet, parking ticket, toll bill etc. as follows:
 - For long-term rental and Drivers' allowances: By the 1st week of next month.
 - Fuel and overtime for long-term rental: In the next month upon submission of invoices.
 - Short-term rentals will be invoiced: After receiving the service along with fuel and other allowances.
- b. Payment will be made within 15 days after submission of valid invoice. Deduction of Income Tax at Source will be applicable as per the Bangladesh Income Tax Ordinance and VAT will be addressed as per the VAT rules.

Terms of Reference

Background

BBC Media Action is the BBC's international development charity. We use media and communications to reduce poverty and promote human rights in developing countries. We partner with civil society, local media and others to produce creative programmes in multi-media formats which inform and engage audiences around key development issues, and strengthen the media sector through capacity building. Our work is built on insights from our research and engagement with communities, and is focused on three key themes: governance and human rights, health and resilience.

SCOPE OF WORK

The scope of the Service Provider is limited to facilitating BBC Media Action by providing vehicles along with skilled drivers according to the scope outlined below:

I. Particulars of the Vehicles

- a. Required Vehicles:** BBC Media Action Dhaka Office requires vehicle rental service of sedan/saloon-type car, 8 seaters and 12-seater microbus or micro van, 4 Wheel Drive Vehicle is optional to include proposal in response to this RFP. In the case of sedan car, it must be minimum of 1500 cc. All vehicles must be in excellent running condition, have fully operational air-conditioning and use liquid gasoline not CNG. Hybrid model any vehicles not allow. Any local improvisation to the vehicle is not allowed such as gas cylinder, extra seating, overhead carrier on sedan or micro van. Year of manufacture must be 2012 or upper model. Before finalizing the contract, all vehicles will be prior inspected to judge if suitable for the BBC Media Action. Vehicle must operate at all times in a safe and secure manner, according to the BBC Media Action Travel and Security Policy. (Annexure-B).
- b. Usages:** Vehicles will cover two basic categories of rentals- long-term rental [*monthly (full calendar month) basis rental*] and short-term rental (*daily basis*). All long-term rentals shall be made available exclusively to the BBC Media Action. They shall be assigned to the BBC Media Action for the duration of the rental period or as long as the vehicle is judged to be suitable in the opinion of the BBC Media Action. Use of assigned cars under long-term rental by any individual, organization or entity of any kind, other than by the BBC Media Action, shall not be allowed. Short-Term Rental vehicles will report to BBC Media Action office within 2 hours' notice. Starting Time and starting kilometre will be calculated from BBC Media Action office or the place of reporting as instructed.
- c. Road Tax, Fitness Certificate and Insurance:** Service Provider will be responsible for up to date vehicles registration, road tax, tax token, fitness certificate, insurance or any other legal documents / permission as required by the Bangladesh Road Transport Authority or any other constitutional authorities.

All the vehicles provided by the Service Provider to BBC Media Action must carry the following documents:

- Registration Certificate of the Vehicle
- Valid Fitness Certificate
- Valid Tax Token
- Valid Insurance
- Valid Driver's Licence
- First Aid Medicine Box
- Fire Extinguisher

All legal compliances in accordance with the Bangladesh Law to operate vehicles on the road must be followed. All legal paper of the supplied cars or vehicles must be up-to-date as required by the local traffic rules and regulations, and a copy of these up-to-date documents must be submitted to the BBC Media Action. The Service Provider will be responsible for paying all penalty or fines if imposed by any authority on any of the supplied cars, vehicle or on any driver of those vehicles for violation of any rules or regulation of Bangladesh.

- d. **Maintenance:** The Service Provider will arrange regular servicing and maintenance of the monthly basis cars or vehicles at anywhere in Bangladesh. Supplier need to obtain prior consent from BBC Media Action for smooth operation. Any maintenance, repairing and cleaning work should be done during the weekends upon mutual agreement between both the parties. The Service Provider will also be responsible for temporary replacement of a car or vehicle as preproperate in case the regular car or vehicle is engaged for any maintenance work at anywhere in Bangladesh. 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.
- e. **Security and Garage:** The Service Provider will be responsible for the safety and security of supplied vehicles. The driver, provided by the Service Provider will ensure safe driving of the cars and vehicles and safeguard of the cars or vehicles from any loss, theft, damage or destruction of any kind or damage and loss due to public disorder or during political unrest or street violence. BBC Media Action will not be responsible for any damage, accident or theft of any cars or vehicles in any circumstances. The Service Provider will ensure with the driver for the safety of the supplied cars or vehicles during duty or off duty hours. Upon agreement between both the parties garaging or parking of vehicles will be arranged.

2. Requirement Schedule:

- a. Long-term rental [*monthly (full calendar month) basis rental*]: Monthly basis 1 sedan cars and 6 microbuses / micro van with at least 8 seats would be used throughout the whole year;
- b. Additional 10 (*approximate*) vehicles might be needed for a period for 3-4 months

with a frequent interval (subject to program requirement).

- c. Short-term rental (*daily basis*): Approximate 5 short-term vehicles would be needed on daily basis per week as when need of the project.
- d. Number of vehicle (month contract) will decrease or increase subject to the need of BBC Media Action.

3. Drivers

- (a) For long-term rentals, the Service Provider shall assign drivers to the BBC Media Action for its exclusive use for the duration of the rental.
- (b) Driver's Daily allowance, monthly allowance and flexibility and unpredictability allowance will be directly paid by service provider and will be reimbursed upon submission of invoices to BBC Media Action.
- (c) Drivers' Qualification: For long-term rentals, all driver should have minimum experience of five years and this experience calculated since their first professional driving license issuance date.
- (d) Long term drivers will not work for any other individual, organization or entity of any kind, and shall be assigned only for the BBC Media Action.
- (e) Assigned drivers shall be nominated in writing by the Service Provider and approved by the BBC Media Action, and the Service Provider will replace the driver at any time if not judged suitable by the BBC Media Action.
- (f) The Service Provider shall agree to nominate in writing drivers confirmed as suitable by the BBC Media Action for short-term assignments and long-distance driving.
- (g) Driver's category for "driver" and/or "senior driver" will be decided by BBC Media Action.
- (h) Assigned and approved drivers confirmed by the BBC Media Action must adhere always to the travel security and safety policies of the BBC Media Action (Annex B).
- (i) Assigned drivers and approved drivers must submit to training and meet all minimum requirements as outlined in the BBC Media Action travel security policy.
- (j) Assigned drivers for long term rental will work six days a week with 10 hours a day which includes two hours to be used as a lunch or rest break. Such assigned drivers will be given one day off during the week. In case when the driver works 7 days consecutively, BBC Media Action will pay for full duty hours of overtime for the 7th day.
- (k) In case of out-station overnight stay, BBC Media Action will provide the driver with accommodation as per BBC Media Action standard.
- (l) The Service Provider will be fully responsible for all drivers' contractual obligations, including salaries, benefits and bonuses and other facilities.
- (m) The service provider will be arranging annual leave (specially 2 festival) for all drivers and in that leave time service provider will be arranging replace drivers.
- (n) If any Long-term drivers will take annual leave, service providers will arrange replace driver during the leave time.

4. Privilege:

- a) BBC Media Action shall not be responsible for damages of the cars or vehicles resulting from use by the BBC Media Action, or for any technical malfunction, fire,

- natural disaster, war and civil disturbance of any kind and accident.
- b) BBC Media Action may use official logo, banner or sticker on the supplied cars or vehicles as when required.

5. Eligibility:

BBC Media Action invites organizations/firms to demonstrate their interest in providing above services and shall provide information with documentary evidences as applicable to establish that they have;

- 1 Legal Documents
 - d. Updated trade license (Mandatory)
 - e. TIN certificate (Mandatory)
 - f. VAT registration (if any)
- 2 List of minimum 15 vehicles (only for sedan car, 8 seaters and 12-seater microbus or micro van) registered in their own name or agreement copy from the other parties for vehicle outsourcing with Registration Certificate of the Vehicle.
- 3 Organizational clear management and operation management structures with an organogram.
- 4 Experience certificate from reputed customer with work/purchase order for at least two (2) similar nature of services by the participant during the last three (3) years.
- 5 Details of maintenance or workshop and garage facilities.

6 Contract Period:

There will be initially 1 (one) year contract starting from July 2019 with possibility of extension for another 1 (one) year.

For anymore clarification please don't hesitate to communicate us.

Your response will be kindly appreciated.

Thanking you-

On behalf of BBC Media Action

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