



## Rural Support Programmes Network (RSPN)

### Call for Bids/Quotations: Provision of vehicle rental services to RSPN in Sindh

April 16, 2017

The Rural Support Programmes Network (RSPN) invites sealed bids/tenders from eligible contractors who can provide vehicle rental services to RSPN in all districts of Sindh province of Pakistan on the given terms & conditions.

#### 1. Instructions to bidders:

##### a) **Submission of bids/tenders:**

Eligible contractors shall submit their bids in sealed envelope by hand or through registered mail to:

Asad Ejaz Khan  
Admin & Procurement Officer  
Rural Support Programmes Network (RSPN)  
House No. 7, Street No. 49, F-6/4, Islamabad  
Ph: 051-2822476, Fax: 051-2829115, Email: [asad.khan@rspn.org.pk](mailto:asad.khan@rspn.org.pk)

**not later than 1700hrs (PST) on May 03, 2017**

Any bid received by RSPN after the deadline prescribed above will be returned unopened to the bidder.

The name and mailing address of the bidder shall be clearly marked on left hand side of the envelope. Also, the Reference # **RSPN /2017-04-10** shall be clearly written on the top right corner of the envelope. The following documents shall be made part of the bid. Failure to provide these requirements/documents may lead to the disqualification of the vendor.

##### b) **Documents to be submitted:**

- i) Contractor's Profile: Describing the professional and financial capacity of the firm with supporting documents (See Section - 4 for reference);
- ii) Valid Business registration certificate;
- iii) Provision of NTN and STN certificates;
- iv) Details of the contracts signed in last one year with list of clients;
- v) Copy of Memorandum and Articles of Association, if applicable;
- vi) Certification from/with the governing body/trade council, if any;
- vii) Complete details of addresses of offices of the bidder;
- viii) Financial statements of last two years;

- ix) Price Quotation as per the given format in Section - 3;
  - x) List of all vehicles in contractor's fleet along with details of the registered vehicles in the name of contractor;
  - xi) Details of dedicated hotline number/focal person for RSPN
  - xii) Signed declaration on a stamp paper as per the given format in Section - 5.
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- c) Each bidder shall submit only one bid, either individually or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.
  - d) **Language of bid:** All documents relating to the bid shall be submitted in English.
  - e) **Bid prices and Cost of bidding:** The Bidder shall fill in rates and prices for all items as required in Section - 3. Bid/offer shall be quoted inclusive of all taxes. Bid/offer shall remain valid for a period of one year from the date of start of contract.
  - f) **Currency of bids:** Bidder is required to quote their best offer/rates in Pak Rupees.
  - g) **Bid validity:** Bid shall remain valid for the period of 60 days. RSPN may request that the bidders to extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A bidder may refuse the request in which case the bidder may withdraw its bid without penalty. A bidder agreeing to the request will not be required or permitted to otherwise modify the bid.
  - h) **Deadline for completion of work/services:** The bidder/contractor will provide the vehicle(s) as and when requested by RSPN.
  - i) **Quality of work/services:** Services offered shall be in completeness and compliance of the bid with the minimum specifications described below. RSPN will not accept any below standard services and will not pay any compensation.
  - j) **Payments:** RSPN will make the payments through crossed cheque(s). All taxes as per rules laid down by the Government of Pakistan & Government of Sindh will be deducted from payments to the vendor.
  - k) RSPN reserves the right to accept or reject any or all bids/quotations without assigning any reason or compensation.

## **2. Responsibilities of Contractor:**

- i) The Contractor shall be responsible to provide the vehicle(s) to RSPN in all districts of Sindh, as required by RSPN, on a one-day notice of requirement by RSPN;
- ii) The vehicle(s) provided to RSPN shall be: Air conditioned, well maintained and in excellent running conditions; clean, inside and out, and free from any unpleasant odour; Road-worthy

and in good condition; Equipped with necessary tools like spare tire, mechanical jack and basic hand tools; and Should have medical box containing all necessary first aid medicines and lifesaving drugs;

- iii) The driver shall be: Properly trained in the operation and maintenance of vehicle; Having valid driving license and experience of at least 5 years' as a driver and must be reliable; Properly attired during hours of operation; Familiar with local routes and destinations.
- iv) The driver shall not play music in the vehicle until asked to do so;
- v) The driver shall at all times observe basic courtesy to passenger(s), fellow motorists and road authorities;
- vi) Food and accommodation of the driver in field visit will be the responsibility of contractor.

### 3. Price Quotation:

The rates shall be offered in the two tables given below:

Type of vehicle	Model	Rates for travel in all districts of Sindh where the travel time on a day exceeds 6 hours	
		Per Day Rate (Fixed)	Per Km Rate
Toyota Corolla Car or equivalent	2012 & above		
Toyota Vigo/Hilux or equivalent	2005 & above		
Toyota SUV (five door) or equivalent	2005 & above		
Toyota Hiroof Van or equivalent	2000 & above		
Toyota Coaster Saloon or equivalent	2000 & above		

Type of vehicle	Model	Rates for travel within city/twin cities in Sindh where the travel time on a day is less than or up to 6 hours		
		Starting Fare (Fixed)	Per Hour Rate	Per Km Rate
Toyota Corolla Car or equivalent	2012 & above			
Toyota Vigo/Hilux or equivalent	2005 & above			
Toyota SUV (five door) or equivalent	2005 & above			
Toyota Hiroof Van or equivalent	2000 & above			
Toyota Coaster Saloon or equivalent	2000 & above			



**4. Award criteria:**

<b>Criteria</b>	<b>Marks</b>
Rates for travel in all districts of Sindh where the travel time on a day exceeds 6 hours	35
Rates for travel within city/twin cities in Sindh where the travel time on a day is less than or up to 6 hours	25
Professional capacity	20
Fleet size	15
Dedicated hotline number/ focal person for RSPN	05

Note: RSPN reserves the right to award the contract on the basis of best price -quality ratio and reserves the right to make no or partial award.

**Signed Declaration:**

**<Stamp Paper>**

50 Rs.

**DECLARATION**

**TENDER REFERENCE # RSPN /2017-04-10**

In the response to your bids invitation advertised in the daily newspaper for the above contract we, the undersigned, hereby declare that:

1. This tender is valid for a period of 60 days from the last date for the submission of tenders.
2. I/We note that RSPN is not bound to precede with this invitation to tender and that it reserves the right to award contract as a whole or partially.
3. I/We agree to adhere to all of the terms and conditions as given in the **“Bid Terms & Conditions”** of the contracting authority as provided in the tender dossier.
4. I/We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, RSPN reserves the right to terminate the contract with immediate effect.
5. I/We are not bankrupt or being wound up, never been black listed from any department / company in or outside Pakistan, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the procedure provided for in national legislation or regulations.
6. I/We have not been convicted of an offence concerning professional conduct by any judgment.
7. I/We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
8. I/We declare that all documents /particulars /information furnished in connection with qualification is true / correct.
9. I/We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
10. I/We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
11. **I/We as sole proprietorship, firm, AOP, or company do not have any kind of relationship with the RSPN Staff; and if later this statement is not found in conformity with reality i.e. relationship is found, I/We would stand liable to RSPN as per the rules of RSPN.**

▪ **\*I do have a relationship with RSPN staff; the nature of the relationship should be clearly & explicitly disclosed in the declaration.**

Name of authorised representative: \_\_\_\_\_ Business Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Business Stamp: \_\_\_\_\_

**\* Delete this line if there exists no relationship with any RSPN staff. Ignore this line if no relation exists**