

REQUEST FOR PROPOSAL (RFP)
“PROVISION OF RENT-A-CAR SERVICES”

FOR

**DEMOCRACY REPORTING INTERNATIONAL,
COUNTRY OFFICE,
ISLAMABAD, PAKISTAN**

Date: 9 March 2018

Subject: Request for Proposal (RFP) – Provision of Vehicle Rental Services

Dear Sir / Madam,

Democracy Reporting International (DRI) is a nonpartisan, independent, not-for-profit international organization registered in Berlin, Germany, which promotes political participation of citizens, accountability of state bodies and the development of democratic institutions worldwide. DRI's Berlin, Germany contact details are: Prinzessinnenstraße 30, 10969 Berlin, Germany, phone +49 (030) 27877300.

DRI Country Office Islamabad is located at 1st Floor, Ufone Tower, Jinnah Avenue, Blue Area, Islamabad, Pakistan. Tel: +92-51-8357972.

Please submit your company/ firm's technical & financial proposal with official cover letter and send complete proposal document via courier or deliver in person at the given address. The deadline for submission of proposal is **Tuesday, 20 March 2018 by 1500 Hrs.**

For any further information and clarification, please contact undersign,

Thank you and best regards.

Sincerely,

Touseef Ahmad Jan
Logistic & Procurement Associate
Democracy Reporting International
1st Floor, Ufone Tower, Jinnah Avenue,
Blue Area, Islamabad, Pakistan
Tel: +92-51-8357972, 2310575, 2310576
Email: t.jan@democracy-reporting.org

1. Request for Proposal:

Proposals are invited from eligible firms/companies for providing Rent-A-Car Services. DRI requires Rent-A-Car Services for its program activities within Islamabad and in four provincial capital (Lahore/ Karachi/ Peshawar /Quetta). Qualified bidder will be offered a service contract of one year (initially), which will be extended annually for maximum three years, based on performance and subject to availability of project funding.

2. Description of the services required:

The selected service provider will provide high standard corporate travel services for DRI officials. For details, please see Annex-I, Terms of Reference.

3. Contents of this RFP Document:

The document consists of the following annexes and should be read in conjunction with any Addendum that may be issued by the DRI.

Annex I: Rent-A-Car Services - General Conditions;
Annex II: Proposer Information Form;
Annex III: Technical and Financial Evaluation Form;
Annex IV: Financial Quotation Format.

4. Amendment in Document:

At any time, prior to the deadline for submission of RFP document, DRI may amend the document by issuing addenda. Any addendum issued shall be part of the RFP document and shall be communicated to the participating firms in writing by DRI. To give prospective applicants reasonable time and not less than one week to take an addendum into account in preparing their RFP document, DRI may, at its discretion, extend the deadline for the submission of proposal.

5. Disclaimer:

The submission for this RFP document does not entail any commitment on the part of DRI, either financial or otherwise. DRI may cancel the process, any time, without assigning any reason.

7. Submission of Proposal:

Completed RFP document with original signed cover letter should be submitted via courier/ hand delivered, in a sealed envelope clearly marked with “RFP – Rent-A-Car Services” to the following address:

Touseef Ahmad Jan
Logistic & Procurement Associate
Democracy Reporting International
1st Floor, Ufone Tower, Jinnah Avenue,
Blue Area, Islamabad, Pakistan
Tel: +92-51-8357972, 2310575, 2310576
Email: t.jan@democracy-reporting.org

7. Deadline for submission of RFP document:

Deadline for submission of RFP document is **Tuesday, 20 March 2018 by 1500 Hrs.** RFP received after the deadline shall not be considered. Documents sent by e- mail or facsimile shall not be accepted.

8. Proposal Evaluation and Award criteria:

Proposals will be evaluated according to Annex-III - Technical & Financial Evaluation Form and contract will be awarded on best value for money basis.

9. Operational language

All written communications for this proposal must be in English.

10. Confidentiality:

Information and procedure relating to evaluation of RFP is confidential.

11. Notification of Award:

The successful bidder will be informed in writing that its proposal has been accepted.

Annex-I

Rent-A-Car Services – General Conditions

1. All quoted prices shall be inclusive of With-holding Tax as per tax law;
2. All quoted prices shall be in PKR according to Model and Specification;
3. For monthly based rent-a-car services, car will be driven by DRI driver (*who will be qualified, experience and with valid license holder*).
4. The vehicle(s) should be equipped with necessary safety and security equipment (including fire extinguisher, first aid kit, sun screens, an umbrella) and fulfill the compliance of safety or other motor vehicle requirements;
5. The vehicle(s) should be in very good running condition and should have good tyres;
6. The vehicle(s) should have a well-maintained maintenance Log Book (if applicable);
7. The vehicle(s) should be clean, inside and out, and free from any unpleasant odor.
8. The vehicle(s) should be comprehensively insured;
9. Price Quotation shall be in English language;
10. The vendor will be responsible for routine engine oil change, repairs, maintenance of vehicle(s) during the contract period;
11. During periods of repair and maintenance or in the case of damage or accident, the vendor will provide a replacement vehicle of same or higher quality to DRI;
12. In case of change in project priorities or due to performance issue, DRI may return vehicle(s) to the vendor with 30 days' notice without any financial penalty;
13. In the case of accident and any other legal matter, the vendor will handle all matters with the insurance company;
14. Decision will be made on best value for money with strong factor consideration of company's market reputation, back-ground security and safety standards record.
1. Company / Firms having their registered and operational offices in Karachi, Lahore, Peshawar & Quetta will have an added advantage.
2. DRI will deduct with-holding tax at source on all invoices according to tax law.
15. DRI has the right to accept or reject financial proposal without assigning any reason.

Annex II – Proposer Information Form

(Note: Please complete this section in full)

About the Company/Firm/Details:

Company/ Firm's Registered Name:	
Trading Name (If applicable):	
National Tax Number (NTN) (attach certificate):	
Sales Tax Registration Number (STN) (attach certificate):	
Company Address with telephone / email:	
Proposer's Authorized Representative: (Name/Designation/ Address/ Tel/Cell, Fax/ Email)	
Branch Offices/address in Lahore, Karachi, Peshawar & Quetta (if any):	
Total years of experience in Rent-A-Car Business:	
Official Banking Details:	

Annex –III - Technical & Financial Evaluation Form

“Please provide documentation for Technical Qualification”

S#	Description of Technical/ Financial Evaluation	Max Marks	Obtained
	TECHNICAL EVALUATION PART (70 Marks):		
1.	Provide Organizational Profile, total years of relevant experience in field since inception of business operations <i>(1 mark per year, max marks for 15 years plus experience)</i>	15	
2.	Provide National Tax Number as active tax payer <i>(2.5 Marks)</i> Provide Sales Tax Registration Number <i>(2.5 Marks)</i>	05	
3.	Provide letter of appreciations from other Clients with complete references with contacts (authorized representative of the Company/ firm, telephone, fax, email) <i>(DRI may contact for reference check)</i> <i>(2 mark for each letter, maximum 10 marks)</i>	10	
4.	Provide Geographical Coverage Fully Operational Office in Islamabad <i>(10 Marks)</i> Fully Operational Office in Lahore <i>(2.5 Marks)</i> Fully Operational Office in Karachi <i>(2.5 Marks)</i> Fully Operational Office in Peshawar <i>(2.5 Marks)</i> Fully Operational Office in Quetta <i>(2.5 Marks)</i> <i>Please provide detail</i>	20	
5.	Provide List of Company/ Firm’s Own Pool of Vehicles	10	
6.	Provide Provision of 24/7/365 days services: – at office <i>(5 Marks)</i> – services availability from home on personal cell phone, email or landline <i>(5 Marks)</i>	10	
	FINANCIAL EVALUATION PART (30 Marks):		
	<i>DRI will deduct with-holding tax at source according to tax law.</i>		
1.	Marks Obtained on Price Quoted in Section-A	05	
2.	Marks Obtained on Price Quoted in Section-B	05	
3.	Marks Obtained on Price Quoted in Section-C	05	
4.	Marks Obtained on Price Quoted in Section-D	05	
5.	Marks Obtained on Price Quoted in Section-E	05	
6.	Marks Obtained on Price Quoted in Section-F	05	
	Marks Allocation Formula: Lowest Financial Proposal/ Proposal Under Review x 5 = • The lowest will get full 5 marks in relevant field and the rest will get proportionate marks as per their financial offer in relation to the lowest bid submitted.		
	<i>Total Marks:</i>	100	

For Sections, please Refer to Annex-IV.

Annex-IV

(Rent-A-Car Vehicles Services on Monthly / Need Basis)
(All Quoted Prices Should be Inclusive of With-holding tax as per law)

Description of Required Services	Quoted Price
A: Services on Monthly Basis:	(PKR)
Toyota Corolla XLI, Model 2016 / 2017 (Please quote with complete specification)	
B: Services on “as and when required / need basis”	
Toyota Corolla XLI, Model 2016 / 2017 (With Driver, Fuel, Toll Tax Inclusive)	
Islamabad - Lahore (Drop Only)	
Lahore - Islamabad (Drop Only)	
Islamabad - Peshawar (Drop Only)	
Peshawar - Islamabad (Drop Only)	
C: Services on Day Rate (Need Basis)	
Daily Rate for 8 Hours in Islamabad	
Daily Rate for 8 Hours in Lahore	
Daily Rate for 8 Hours in Karachi	
Daily Rate for 8 Hours in Peshawar	
Daily Rate for 8 Hours in Quetta	
D: Airport Pick / Drops	
Airport Pick/ Drops for Islamabad / Lahore/ Karachi / Peshawar / Quetta	
E: Coasters/ Van for Group Travel	
Hiace Model 2015 / 2016 / 2017 (Full AC) (Please quote cost @ Daily Rate with Driver & with fuel/ toll taxes)	
Daily Rate for 8 Hours in Islamabad	
Daily Rate for 8 Hours in Lahore	
Daily Rate for 8 Hours in Karachi	
Daily Rate for 8 Hours in Peshawar	
Daily Rate for 8 Hours in Quetta	
Coaster 18-24 Seated Model 2015 / 2016 / 2017 (Full AC) (Please quote cost @ Daily Rate with Driver & with fuel/ toll taxes)	
Daily Rate for 8 Hours in Islamabad	
Daily Rate for 8 Hours in Lahore	
Daily Rate for 8 Hours in Karachi	
Daily Rate for 8 Hours in Peshawar	
Daily Rate for 8 Hours in Quetta	
F: Driver’s Logistics/ Others	
Driver’s Daily Allowance (Incase case of out-station visit)	
Driver’s Overnight Stay	
Local Travel Rate @ / KM in Islamabad	
Local Travel Rate @ / KM in Lahore	
Local Travel Rate @ / KM in Karachi	
Local Travel Rate @ / KM in Peshawar	
Local Travel Rate @ / KM in Quetta	

End.