

Centre for Disability in Development (CDD)



Call For-Tender

REF: CDD/UKH/COX/Tender/2024-2025/01

For Provision of “Daily Basis Rent A Car”

PURCHASER IDENTIFICATION

Centre for Disability in Development (CDD)

Project Office: 417 Kaium Building, In front of Bangamata Fazilatunnesa Govt. Mohila College, Gorubazar Road, Ukhiya, Cox’sbazar- 4750.

Contact details: procurement.ut.cdd@gmail.com

Contact Number: 01717111168

Head Office: A-18/6, Genda, Savar, Dhaka-1340, Bangladesh Phone: 01713021695

Website: www.cdd.org.bd

The Centre for Disability in Development (CDD) is a not profit organization established in 1996 to develop a more inclusive society for persons with a disability. It is estimated that 16 million people in Bangladesh are living with a disability, receiving little or no assistance and excluded from mainstream life. CDD’s mission is to address this by simultaneously educating the community in how to be more inclusive whilst also enabling persons with a disability to participate in society by providing them with essential supports. In this way persons with disabilities can be given the same rights, freedoms, dignity and quality of life as everyone else. CDD works in partnership with a network of over 350 organization both nationally and internationally. CDD, has 15 site offices at Chattogram, Ramu, Ukhiya, Teknaf, Monohordi, Narsingdi, Fultola-Khulna, Debhata-Shatkhira, Rawmari-Kurigram, Pargaca-Rangpur, Sharankhola-Bagerhat, Char Vodrasan-Faridpur and Jamalpur.

Background of Tender:

CDD is going to rent “Daily Basis Vehicle” for field staff movement to support to the persons with disabilities in Ukhiya and Teknaf Upazila under the project named "Inclusive specialized services for vulnerable persons including persons with disabilities in Cox's Bazar Rohingya camps and host communities " (Phase 2) Y-3 and this project is funded by Handicap International (HI) - Humanity and Inclusion.

Instructions for submissions of Tender Schedule:

On the behalf of Centre for Disability in Development (CDD) are inviting price offer for the provision of “Daily Basis Rent A Car”. The tenderers are requested to read carefully and ensure compliance with all instructions herein. Non-compliance with any instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure:

a) The procurement is handled via an open tender.

2. Deadline for submission and period of validity:

a) The deadline for submission is **28-Sep-2024, 12:00 PM**. Bangladesh time

b) Your quotation must state the period of validity until 31st August 2025 from the deadline for the submission.

3. Costs and ownership of tenders:

a) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.

b) The CDD retains ownership of all quotes received under this Tender. Consequently, tenderers have no right to have their tenders returned to them.

4. Confidentiality and publication:

a) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.

b) The award of contract (name of company, type of vehicle, extent and duration of contract) might be made open to the public unless you disagree with your quotation, giving the reason for refusal.

5. Content of tenders and alternative offers:

a) All tenders submitted must comply with the requirements in the tender dossier and comprise (if you are unable to submit any of the following documents will automatically lead to disqualification of the bid):

- The Price of the quoted items, including specifications as indicated in the price schedule (ANNEX-C). The Price offer has to be dated, stamped and signed.
- Copy of updated Trade license with TIN and BIN certificate.
- Copy of 6 months Bank Statement or Bank solvency certificate.
 - “ANNEX-A Supplier Evaluation Questionnaire” to be filled out, stamped, signed and submitted together with your quote.
- The tenderer’s self-declaration “ANNEX-B Supplier Declaration Form” to be filled out, stamped, signed and submitted together with your quote.
- Proof of experience/credentials for equivalent vehicle service (provide the copy of previous work order/ Certification of work completion).
- Have to mention the vehicle model, number of seats, AC
- All updated documents of vehicles should be submitted along with the tender (Tax Token, Fitness, Vehicle Registration, Insurance)
- Vehicle service should be as per CDD required specifications, alternative will not be granted. Alternative offers are not permitted.

b) The original price schedule shall be used for quotation in its original form as provided by CDD in the tender document, however supplier should add his company letterhead pad to mentioning his price and teams & condition.

6. Financial offer

- a) Tenderer must quote the details of vehicle services.
- b) In case of a calculation mistake, the quoted unit price will be the deterrent.
- c) The quoted price should be inclusive of VAT.
- d) All prices are in Taka (BDT)

7. Submission of quote and further communication

- a) All quotes, including annexes and supporting documents must be submitted in a sealed envelope. Please state on the envelope:

Tender Documents – Please do not open!

REF.: CDD/UKH/COX/Tender-2024-2025/01 **For Provision of “Daily Basis Rent A Car” Address:** House- 417, Ward-05. Kayum Building, In front of Bangamata Fazilatunnesa Govt. Mohila College, Gorubazar Road, Ukhiya, Cox’sbazar- 4750.

- b) CDD will prefer the submission with the latest quote 2 days before the deadline, it will not be possible to extend the quotation submission deadline.
- c) CDD reserves the right to continue further communication after the submission of quotes via a combination of media (e.g. post, e-mail, phone).
- b) With submission of your price offer you confirm above mentioned conditions.

8. Evaluation & Award of Contract:

a) Procedure:

The decision for the award of contract will be determined via standard value method (Credit points divided by total price; ratio 50/50%). Credit points will be added up through the following criteria:

a) Cost (50%) b) Technical Offer (50%)

- Proof of experience/credentials in equivalent works / for equivalent services (based on previous work order/Certification of work completion),
- Specifications of Vehicle (Vehicle model)
- All documents analysis
- Cost analysis

The score for each criterion is either 10 % (unacceptable), 40 % (satisfactory), 60% (good), 80% (very good), 100 % (excellent). In case of equal results, the offer with the higher credit point scorer bidder will be awarded.

- a. The CDD may – but is not obliged to – ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee.

- 9) **Terms of contract** - The contract between the Two (02) parties will be for Eleven (11) months

10) Terms of delivery and payment:

- a) Payments shall be made monthly basis. Monthly bill will be paid at the end of every month after successful completion of service and after submission of the original invoice with the vehicle logbook.
- b) CDD will deduct TDS (Tax Deduction on Source) and VAT as per governmental rules (if applicable).
- c) Payment will be done by Account payee cheque in favor of your company.
- d) Vehicle service should be as per route plan. Any vehicle prior to 2017 model will not be accepted.

11) Bid Opening:

- a) All bids will open at CDD project office (Ukhiya, Cox’s Bazar) by **28-Sep, 2024, 12:30 PM**
- b) Tenderer can present at opening time.

12) CDD reserves the right:

- a. Accept or reject of partial or full tender process without assigning any reason.
- b. Accept/ reject any or all bids are without assigning any reason.
- c. Changed partial or full tender schedule any time before the submission date.

Annex : A (Application Evaluation Questionnaire)

Centre for Disability in Development (CDD) appreciates the suppliers' efforts in responding to these questions. It helps CDD to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between CDD. CDD may, but is not obligated to send restricted tender announcements and / or request for quotations to companies who completed this questionnaire.

Company name:	
Type of company (Proprietor, Partnership, Limited, Public):	
Year and place of creation:	
Trade License Number:	
TIN Registration Number:	
VAT registration number:	
Address:	
Administrative address: (different)	
Proprietor/ Managing Director Name:	
Phone number:	
Email:	
Sales/contact person-1 Name and position:	
Contact mobile number:	
Email:	
Sales/contact person-2:	
Contact mobile number:	
Email:	
Date of submission:	

Supplier Registration Name : _____

Represented by : _____

Place : _____

Date : _____

Signature : _____

Annex : B (Supplier Declaration form)

TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner** representing certify having read and understood the rules hereto.

On behalf of the **company Name** for which I act, accept the terms of CDD Best Business Practices and undertake to achieve the best performance should the contract be attributed to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organization or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labor Organization (ILO), in particular regarding child labor, discrimination, freedom of association, respect of the minimum wage, slave labor issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption or any illegal activity and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp:

Annex : C (Price Schedule)

SL	Items Required	Quantity	MoU	Unit Price	Line Amount
1	<p>Vehicle Specifications: Hiace (AC): 10 Seat, Model: 2017 and above Rate: Per Day rate with Body Rent, Driver and fuel Approximately Uses: Upto 900km</p> <p>Route 01: Departure: Court Bazar to Camp 12 & 14 and its surrounding areas. As per requirement, it will have to serve at Camp 04, 1W, 09, and KRC (HI Camp). Return: Camp 14 - Camp 12 – CDD Ukhiya Office - Court Bazar.</p>	1	Vehicle		
2	<p>Vehicle Specifications: Hiace (AC) : 10 Seat, Model: 2017 and above Rate : Per Day rate with Body Rent, Driver and fuel Approximately Uses: Upto 1100km</p> <p>Route 02: Departure: Ukhiya (CDD Project Office) – Jaliapalong Union (Ukhiya) and surrounding areas. As per requirement, it will have to serve/move to the Cox's Bazar city Return: Jaliapalong Union - CDD Ukhiya Office & Cox's Bazar to CDD Ukhiya Project Office</p>	1	Vehicle		
3	<p>Vehicle Specifications: Hiace (AC) : 10 Seat, Model: 2017 and above Rate : Per Day rate with Body Rent, Driver and fuel Approximately Uses: Upto 900km</p> <p>Route 03: Departure: Court Bazar, Ukhiya to Camp-07 and its surrounding areas. As per requirement, it will have to serve Camp 04,1W, 09, KRC (HI Camp) and Cox's Bazar City. Return: Camp-07 to Ukhiya Project Office to Court Bazar & Cox's Bazar to CDD Ukhiya Project Office</p>	1	Vehicle		
4	<p>Vehicle Specifications: Hiace (AC) : 10 Seat, Model: 2017 and above Rate : Per Day rate with Body Rent, Driver and fuel Approximately Uses: Upto 1000km</p> <p>Route 04: Departure: a) Teknaf (CDD Project Office) – Sabrang Union (Teknaf) and its surrounding areas. b) Teknaf (CDD Project Office) – Whykong Union (Teknaf) and its surrounding areas. As per requirement will be serviced/moved Camp 22,26,27, and NRC Return: Sabrang / Whykong Union - CDD Teknaf Office As per requirement, it will have to serve/move to the Ukhiya Project Office.</p>	1	Vehicle		
5	<p>Vehicle Specifications : Hiace (AC) : 10 Seat, Model: 2017 and above Rate :Rate : Per Day rate with Body Rent, Driver and fuel Approximately Uses: Upto 1000km</p> <p>Route 05: Departure: Court Bazar to Camp 17 & 20 and its surroundings areas.</p>	1	Vehicle		

	Return: Camp 17 - Camp 20 – CDD Ukhiya Office - Court Bazar.				
6	Vehicle Specifications : Hiace (AC) : 10 Seat, Model: 2017 and above Rate : Per Day rate with Body Rent, Driver and fuel Approximately Uses: Upto 1400 km Route 06: Departure: Court Bazar to Camp-22 and its surrounding areas. As per requirement, it will have to serve to the surrounding Camp Return: Camp-22 to Ukhiya Project Office to Court Bazar	1	Vehicle		
7	Fuel Cost (Per Kilometer Rate if applicable/ Outside Route Map)	1	K.M		
Total Amount (Including VAT)					

- CDD will deduct TDS (Tax deduction at source) and VAT as per governmental rules (if applicable).
- The period of validity until 31st August 2025 from the deadline for the submission.
- Delivery Lead Time-

Date of offer:

Stamp & Signature of Bidder