



Trust for Democratic Education and Accountability (TDEA) is implementing  
“AFGP” funded by United States Agency for International Development (USAID)  
under the  
Contract No. AID-391-C-17-00006

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## **Invitation to Bids (ITB)**

### **ITB No. 0190**

### **One Year Contract for Rent A Car Services**

**Release Date:** August 18, 2018

**For:** TDEA/AFGP Project

**Contractor:** Trust for Democratic Education and Accountability (TDEA)  
/ Ambassador’s Fund Grant Program (AFGP)

**Funded by:** United States Agency for International Development (USAID),  
Contract No. AID 391 – C -17 – 00006

#### **1.0. Introduction**

The Trust for Democratic Education and Accountability (TDEA) is a not-for-profit organization focused on governance oversight, election observation and governance reforms in Pakistan since 2008. TDEA strives to strengthen public accountabilities by enhancing capability of citizens’ associations for the promotion of civil liberty, peace, improved governance and democracy in Pakistan. TDEA manages projects of varying size and scale. The execution methodologies also vary from direct implementation to working through partners.

TDEA has been awarded the five-year Ambassador’s Fund Grant Program (AFGP) by the United States Agency for International Development (USAID). On behalf of USAID, the AFGP will manage grants to civil society and other entities in all regions and provinces of Pakistan on a range of diverse themes.

#### **2.0. Instructions to Offerors**

- I. **Offer Deadline:** Sealed quotations must be received no later than **05:00 PM PST on Wednesday, August 29, 2018** by post or by hand. All quotations must be sent to following address:

**Procurement Department  
TDEA-AFGP  
Building No. 1, Street No. 5 (Off Jasmine Road)  
G-7/2, Islamabad.**

**Please mark ITB No. 0190 on the sealed Envelope.**

**Please Note, it is mandatory to fill section 3.0, 4.0, 5.0 and submit with your Quotation.**

**For queries and questions please email to [imraan.ashraf@afgp-tdea.org](mailto:imraan.ashraf@afgp-tdea.org)**

- II. **Source/Nationality:** All goods and services supplied under this order must meet USAID Geographic Code 937 in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#). OFAC sanctions, may apply to particular procurements of specific source or nationality.



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Please visit <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

- III. **Specifications:** Section 3 contains the technical specifications/requirements.
- IV. **Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including: insurance, inspections, transportations, taxes, etc). The quoted price should be **without GST**. Offers must remain valid for not less than **45 days** after the offer deadline.

Please note that TDEA do not pay General Sales Tax (GST) for USAID funded projects, as we are an exempted entity. However, we arrange the GST exemption certificates for our vendors through Economic Affairs Division (EAD) on case to case basis.

- V. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, TDEA/AFGP reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
- VI. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the ITB instructions, meets the source/origin/nationality requirements, and is judged to be the most advantageous in terms of the following evaluation criteria. Only those offers will be considered who meet or exceeds the requested specification. In judging the offers, the following criteria will be used with weights applied accordingly:

**Cost (100 Marks) — Based on total price offered**

**Total 100 Marks (Breakdown of Marks are given in below table)**

<b>Scores Allocations</b>
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Within City - Hourly Rate		Scores
Per Hour	Rate per Hour	10
Per Km Rate	Rate per KM	8
Overtime per Hour Rate	Rate per Hour	2
<b>Total</b>		<b>20</b>

Outstation Daily		Scores
Daily Rent	Rate per Day	30
Per Km Rate	Rate per KM	40
Night Stay and Meal of Driver	Rate per night	6
Overtime per Hour Rate	Rate per Hour	4
<b>Total</b>		<b>80</b>

**Note:** Company must have GST Number (General Sales Tax Number) otherwise quotation will be disqualified.



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TDEA/AFGP may (a) reject any or all bids, (b) accept other than the lowest cost bid, (c) accept more than one bid, (d) accept alternate bids, (e) accept part of the bid instead of whole and (f) waive informalities and minor irregularities in bids received.

- VII. Terms and Conditions:** Issuance of this ITB does not in any way obligate TDEA or USAID to award a purchase order, nor does it commit TDEA or USAID to pay for costs incurred in the preparation and submission of a proposal. This solicitation is subject to USAID/TDEA’s standard terms and conditions. Any resultant award or lease will be governed by these terms and conditions.
- VIII. Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original invoice to the TDEA/AFGP office, Islamabad for payment. The invoice shall be sent to the following address: **Procurement Department at TDEA-AFGP, Building No. 1, Street No. 5 (off Jasmine Road) G-7/2, Islamabad.**
- IX. Delivery:** The delivery terms are to deliver items ordered within mentioned date. The delivery estimate presented in an offer in response to this ITB must be upheld in the performance of any resulting contract.
- X. Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this ITB. It is very important that these commodities be serviced with a well-established and capable local technology service provider. The technology service provider/local agent must be an official provider, authorized dealer, or certified service provider or reseller of the brand offered.

To constitute a proper invoice, the invoice must include the following information and/or attached documentation. This information will assist in making timely payments to the Company:

1. Company legal name, NTN number, invoice date, and invoice number.
2. Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).
3. Bank account information to which payment shall be sent and method of payment.

The TDEA/AFGP office will pay the company invoice within thirty (30) business days after both

- a) TDEA/AFGP approval of the company deliverables.
- b) TDEA/AFGP receipt of the company invoice.

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice, and withholding Tax will be deducted from the total amount.

***USAID/Pakistan has, in cooperation with the USAID Office of Inspector General, established the Anti-Fraud Hotline to provide an avenue for the reporting of fraud, waste, and abuse which may be associated with USAID funded projects in Pakistan. Complaints are handled with complete confidentiality and individuals are encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan projects. Reports can be filed anonymously via the easy-to-use Hotline (toll free number 0800 84700); E-mail at [complaints@anti-fraudhotline.com](mailto:complaints@anti-fraudhotline.com); fax at 021-35390410; postal address at 5-C, 2nd Floor Khayban-e-Ittehad, Phase VII, DHA, Karachi, Pakistan; and on the website [www.anti-fraudhotline.com](http://www.anti-fraudhotline.com).”***



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**3.0 Technical Specifications**

Section 3 contains the technical specifications and requirements of the commodities. Line items are broken down into individual technical specifications.

For each technical specification and requirement line item listed hereunder.

<b>Contract Period: One Year</b>	
<b>Description</b>	<b>Specifications</b>
Toyota Corolla XLI - or equivalent	<ul style="list-style-type: none"> <li>• For pick and drop and field visits - inter and intra city</li> <li>• <b>On call basis</b> : Chauffeur Driven Car</li> <li>• Company must have GST Number(General Sales Tax Number)</li> <li>• Rent a car company must have nationwide (all major cities) Rent A Car service.</li> <li>• Model year: 2016 or up</li> <li>• Engine Capacity: 1300 CC, AC, Petrol.</li> <li>• Seating capacity: 5</li> <li>• The car should be mechanically and body wise in good condition.</li> <li>• Fuel, toll plaza, regular maintenance will be the responsibility of Supplier.</li> </ul>

Note: Quotation will be rejected in case of non-GST registered vendors.

<b>It is mandatory to fill out below section for processing of Quotation.</b>	
<b>Within City - Hourly Rate</b>	
<b>Per Hour</b>	Rs. _____ Per Hour
<b>Per Km Rate</b>	Rs. _____ Per KM
<b>Working Hours of Driver per Day</b>	_____ 12 _____ Hrs Per Day
<b>Overtime per Hour Rate</b>	Rs. _____ Per Hour
<b>Outstation Daily</b>	
<b>Daily Rent A Car with Driver</b>	Rs. _____ Per Day
<b>Per Km Rate</b>	Rs. _____ Per KM
<b>Night Stay and Meal of Driver</b>	Rs. _____ Per Night
<b>Working Hours of Driver per Day</b>	_____ 12 _____ Hours Per Day
<b>Overtime per Hour Rate</b>	Rs. _____ Per Hour



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**4.0 Offer Summary**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

GST No.: \_\_\_\_\_

NTN number: \_\_\_\_\_

Owner's name: \_\_\_\_\_

CNIC number: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Does the business have an active bank account? (*Circle one*)    YES    NO



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**5.0 Letter of Submission**

*The following letter must be completed and submitted with any offer:*

To: TDEA/AFGP  
Attention: Procurement Department

Reference: ITB No. 0190

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced ITB.

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced ITB. I further certify that the business named below—as well as the business’ principal officers and all commodities/services offered in response to this ITB—are eligible to participate in this procurement under the terms and conditions of this solicitation and under USAID regulations.

I certify the following: “The business named below, to the best of my current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.”

**The prices quoted in this offer are valid for 45 days.**

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

\_\_\_\_\_  
Business name

\_\_\_\_\_  
Name and title of authorized representative

\_\_\_\_\_  
CNIC Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date