
Invitation to Bids (ITB)
ITB No. 423
One Year Agreement for Rent A Car Services

Release Date: March 14, 2024
For: TDEA
Contractor: Trust for Democratic Education and Accountability (TDEA)
Funded by: TDEA

1.0. Introduction

The Trust for Democratic Education and Accountability (TDEA) was established in October 2008. TDEA strives to strengthen public accountability by enhancing the capabilities of individuals to work for civil liberties, improved governance, democracy, and peace in Pakistan.

2.0. Instructions to Offerors

- I. **Offer Deadline: Offer Deadline:** Sealed quotations must be received not later than **5:00 P.M. (PST), on March 26, 2024** by post/courier or by hand. All offers must be sent to the following address:

**Procurement Unit
TDEA-FAFEN
House No. 40, Orchard Scheme, Orchard Road (Off Murree Road),
Margalla Town, Islamabad.**

Please mark ITB No. 423 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 Procurement@tdea.pk

- II. **Specifications:**
See section 3 specifications
- III. **Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (without sales tax). Offers must remain valid for not less than 30 days after the offer submission deadline.
- IV. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, TDEA reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
- V. **Evaluation and Award:** The award will be made to a responsible offeror(s) 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)

Scores Allocations		
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Within City		Scores
Daily Rent	Rate per Day (12 hours)	10
Per Km Rate	Rate per KM	8
Overtime per Hour Rate	Rate per Hour	2
Total		20

Out City		Scores
Daily Rent	Rate per Day (12 hours)	30
Per Km Rate	Rate per KM	40
Overtime per Hour Rate	Rate per Hour	2
Driver's meal and accommodation allowance per night	Rate Per Night	8
Total		80

TDEA 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.

- VI. Delivery:** The delivery terms are to deliver items ordered within one day of order receipt. The delivery estimate presented in an offer in response to this ITB must be upheld in the performance of any resulting contract.
- VII. Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original GST invoice to the TDEA office, Islamabad for payment. The invoice shall be sent to the following address: **TDEA Address House No. 40, Orchard Scheme, Orchard Road (Off Murree Road), Margalla Town, Islamabad.**

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 office will pay the company invoice within thirty (30) business days after both

- a) TDEA approval of the company deliverables.
- b) TDEA 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.

3.0. **Specifications**

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

Chauffeur driven vehicles with Fuel, toll plaza, AC and Heater as per the following breakup

Quotation for Car Rental Services INTRACITY (Federal Capital, Four Provinces and Gilgit Baltistan)					
S. No.	Description of Required Rental Vehicles	INTRACITY (Within City)	Pak Rupees (without sales tax)		
			Daily Rent (12 hours)	Per KM Rate	Over Time Per Hour Rate
1	Rental of Car 1300 cc	Within City (Islamabad, Rawalpindi Karachi, Lahore, Quetta, Peshawar, Faisalabad, Sukkur, Hyderabad, Multan and Gilgit)			
2	Rental Saloon Coaster				
3	Rental High Roof Hiace				
Quotation for Car Rental Services INTERCITY (Federal Capital, Four Provinces and GB)					
S. No.	Description of Required Rental Vehicles	INTERCITY (Outstation)	Pak Rupees (without sales tax)		
			Daily Rent (12 hours)	Per KM Rate	Over Time Per Hour Rate
1	Rental of Car 1300 cc	Outstation (Federal Capital, Four Provinces and Gilgit Baltistan)			
2	Rental Saloon Coaster				
3	Rental High Roof Hiace				
4	Driver’s meal and accommodation allowance per night				

Important Notes/ToRs:

1. Rate(s) should be quoted as per the format given above.
2. Service provider must have registered with tax authority.
3. Model year: 2020 or up for 1300 cc cars.
4. List of services provided to renowned national & international institutions during the last two years.
5. List of cars at Head office and branch offices
6. List of branch offices/sub offices with addresses/location
7. Service provider must have nationwide (all major cities) Rent A Car service.
8. On call basis Chauffeur driven vehicles with Fuel, AC and Heater
9. For pick and drop and field visits - inter and intra city.
10. Every Driver should have a valid driving license and should be well mannered, well- disciplined with a neat and clean dress.
11. Vehicles should have a proper locator/tracker system linked with Google Maps.
12. Drivers should be well versed with Google Maps/pin/GPS/Navigation System to locate the required location(s) during travel.
13. Service provider will be responsible for all road taxes and other relevant fees on rented vehicles while the vehicle is on duty.
14. Keep record of all trips required by the staff and maintain a log for each trip and vehicle.
15. The vehicle should be mechanically and body wise in good condition.
16. The vehicle should be clean inside and out, properly maintained and free from any unpleasant odor.
17. Equipped with necessary safety items such as seat belts, spare tires and mechanical jack.

Note: Quotation will be rejected in case of non registered vendors with tax authority.

4.0. Offer Summary

Business name: _____

Address: _____

GST No.(if any): _____

NTN number: _____

Owner's name: _____

CNIC number: _____

Email ID: _____

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



5.0. **Letter of Submission**

The following letter must be completed and submitted with your sealed quotation.

To: **TDEA-FAFEN, House No. 40, Orchard Scheme, Orchard Road (Off Murree Road), Margalla Town, Islamabad.**

Attention: Procurement Department

Reference: ITB No. - 423

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.

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 30 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

Contact Number

Signature

Date

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