

REQUEST FOR PROPOSAL(RFP)
Ref: RFP/2021/G3
RFP Submission Form for the provision of
Vehicle Hire for Centres and others
Timescale

Event	Date and Time
RFP Issue Date	19 th November 2020
Request for clarification of the RFP document content:	27 th November 2020
Closing date for submission of RFP Documents:	4 th December 2020
Bid Opening:	7 th December 2020

1. Introduction

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of MSI Reproductive Choices (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

2. Objective

To acquire the need base hire of the rental vehicle in order to safely, timely and comfortably travel SPN staff & visitors to different project sites in all over Nepal.

3. Language

All bids should be submitted in English.

The contract and all future correspondence will be in English.

4. Contract terms

The Framework Agreement/ Contract (FA) will be valid for a period of 1 year from the date of signature.

The contract will be a supply agreement/fixed term for the period stated above.

5. The Goods/Services required

5.1. Please refer to the Appendix 5 for Price Schedule_ Quotation

Scorpio SUV (4 WD), Pick Up Jeep 4-Wheeler for City areas and Remote areas all over Nepal

5.2 Vehicle/Driver Specification

- Road-worthy and in good condition
- The vehicle should not be more than 3 years old and should not exceed more than 80000 km
- Equipped with necessary safety items, including fire extinguisher, seat-belt restraints, spare tire, mechanical jack and basic hand tools
- Air conditioning and heating systems must be functional with cold and hot air system
- Vehicle should have valid registration and insurance documents includes 3rd party insurance mandatory
- Original vehicle registration, driver's license and other documentation should always be available in the vehicle being rented as required by Nepal Traffic Law.
- All the cost incurred like maintenance cost, road tax, accommodation cost, insurance cost or any other cost is to be included in vehicle rental price.
- Registered with a reputable pulling services firm with 24-hour on-call and on-the road assistance with nationwide coverage
- The vehicle should be clean, inside and out, and free from any unpleasant odor.
- Vehicle used up to 4 hours (Two way) is considered as half day trip.
- Driver needs to have valid driving license and familiar with location to travel.
- The driver should have minimum of 3 years' work experience as a driver; a safe and clean driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.
- The driver should not consume alcohol, smoke and chew any kind of tobacco while on duty
- The Driver shall adhere to SPN's Fleet Management and Safeguarding Policy and carry out instruction as given by SPN.
- Salary, overtime payment, insurance and any other payment/allowance to driver will be the responsibility of vehicle hire company.
- No other extra cost than quoted rate will be paid by SPN.

6. Bid evaluation criteria

SPN will seek to award the proposal to the most economically advantageous bid received. The criteria that will be assessed are:

6.1. Essential Criteria:

Bidders must meet the following criteria:

- Bidder’s registration in Nepal, submit copies of company registration, tax clearance, and all required documents listed on Checklist below
- Bidders must have at least 2 years’ experience in offering the goods or services in the category.
- Bidder can prove financial stability by providing tax clearance and audit report of last fiscal year.
- Bidder commit to meet our requirement as mentioned in above clause 5: The Goods/service required.
- Bidder’s must confirm and sign all the bidding documents along with attached code of conduct

6.2 Weighting Criteria

Only bidders who submit administrative documentations allowing to check administrative requirements as stated above (also please refer to checklist) will be evaluated. Bids from bidders who do not fulfil those criteria will not be evaluated.

The evaluation criteria will be as follows:

	Evaluation Criteria	Weight (Total 100%)
The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:		
1	Vehicle & Driver Specification compliance (evidenced by documentation submitted as well as client’s past references)	30
2	Cost/Price and Discount	70

SPN’s appointed RFP review committee will assess all criteria based on the information submitted in the RFP documents. The contract will be awarded to the Bidder scoring the highest combined scores.

Customer Service will be assessed from SPN’s previous experience or from the feedback gathered from the referees provided on the Questionnaire (App 3).

7. Requests for clarification

Please e-mail any requests for clarification to: ritu.bajracharya@mariestopes.org.np , cc to Samjana.gc@mariestopes.org.np

Please quote the bidding group reference in the subject of the email and reference the relevant section of the RFP documents which the query relates to. SPN will respond to all enquiries as soon as possible.

Please note that requests for clarification will not be accepted after date mentioned in the [Timescale](#).

8. Preparing the RFP Documents

Please ensure that all bids are completed in full. Incomplete bids will be rejected.

A list of the items that need to be submitted with your bid are included below:

Please tick ✓ in following whether "Yes, No or Not Applicable"					
S. No.	Documents Required	YES	NO	NOT APPLICABLE	Remarks if any
	Technical				
1	Application Letter				
2	Signed and Stamped RFP Submission Form /Term of Reference (<i>Appendix 1</i>)				Compulsory
3	A letter of commitment that all technical and safety requirements mentioned in section 5.2 will be adhered to at all times.				Compulsory
4	Experience letter with Client List				Compulsory
5	Catalogues/Brochures/Leaflets (showing Model and Brand of proposed vehicles)				Compulsory
6	Documentary evidence that proposed vehicles have valid registration documents as per Nepal Traffic Law				Compulsory
7	Copies of proposed drivers driving license and their resumes with at least 3 years' experience as a driver				Compulsory
8	Other Supporting Documents				If relevant
	Financial				
9	Copy of Company Registration				Compulsory
10	Pan/Vat Registration with renewal documents				Compulsory
11	Tax Clearance Certificate (Year 2076/77)				2075/76 certificate accepted if 2076/77 not yet available
12	Latest Audit Report (year 2076/77)				2075/76 certificate accepted if 2076/77 not yet available
13	Price Schedule/Quotation (Appendix 5)				Compulsory
14	Other Certificates if any				
	Other				
15	Signed Code of Conduct (Appendix 2)				Compulsory
16	Supplier Questionnaire (Appendix 3)				Compulsory
17	Bidders Representation Form (Appendix 4)				Compulsory

Submission of the bid

The Bidder shall submit their proposal in **one sealed envelope as detailed below:**

(a) Addressed to:

*Procurement Department
Sunaulo Parivar Nepal
Baluwatar (opp. Chinese Embassy) Nepal
Reference marked with **RFP/2021/G3 (Vehicle Hire - center)***

The **envelopes** shall indicate the **Name and Address of the Bidder**

Soft copy of signed and stamped Annex 1, 2, 3, 4 and 5 shall be required to be submitted in pendrive along with hardcopy in **SEALED ENVELOPE by **4th December 2020 5.00 pm.****

- In submitting a bid, it will be implied that the bidder accepts all the provisions of this RFP including all terms and conditions stated.
- SPN reserves the right to issue the response to any clarification request made by the bidder to all bidding Organizations.
- The information contained in these RFP documents and in any related written or oral communication is believed to be correct at the time of issue but SPN will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- By issuing these RFP documents, SPN is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- It is intended that the procurement will take place in accordance with the provisions of these RFP documents but SPN reserves the right to terminate, amend or vary the procurement process by notice to all bidding organizations in writing. SPN will accept no liability for any losses caused to bidders as a result of this.
- Bidders will not be entitled to claim from SPN any cost or expenses that they may incur in preparing their response irrespective of whether or not their proposal is successful.
- All information supplied to bidders by SPN, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to bidder's professional advisers) unless the information is already in the public domain.
- There must be no publicity by bidders regarding the Project or the future award of any Contract unless SPN has given expressed written consent to the communication.
- Any attempt by bidders or their appointed advisers to inappropriately influence the Contract award process in any way will result in their bid being disqualified.
- Any direct or indirect canvassing by a bidder or his appointed advisers in relation to this procurement or any attempt to obtain information from any SPN employees or agents may result in disqualification.
- SPN reserves the right to disqualify a bidder if he does not submit his bid in a manner consistent with the provisions set out in Instructions to Bidders.
- It is the bidder's responsibility to ensure that any sub-contractor and adviser abides by these Conditions of RFP.

9. List of Appendixes

Appendix	Appendix Reference Number
RFP Submission Form	Appendix 1
Code of Conduct	Appendix 2
Supplier Questionnaire	Appendix 3
Bidder Representation Form	Appendix 4
Price Schedule/Quotation	Appendix 5