

Request for Quotations (RFQ) for Blanket Purchase Agreement (BPA)

RFQ Number: PAR_BPA_2019_006

Issuance Date: **October 02, 2019**

Deadline for Offers: **October 16, 2019** by 17:00 (Local Time)

Description: Provision of Transportation Services in Dhaka division, Bangladesh

For: Bangladesh Promoting Advocacy and Rights (PAR)

Funded By: United States Agency for International Development (USAID),
Cooperative Agreement No. AID-720-388-18-CA-00003

Implemented By: Counterpart International Inc.

Number of anticipated awards: Multiple

Section 1: Instructions to Offerors

Introduction: The Promoting Advocacy and Rights (PAR) Project is a USAID & UKAid funded program implemented by Counterpart International in Bangladesh. The goal of Promoting Advocacy and Rights (PAR) is to support the creation of a more inclusive, resilient, and evidence-driven Bangladeshi civil society. The project aims to provide civil society with the skills, technology, financial resources, and connections to global networks that will enable it to work in partnership with the Government of Bangladesh (GOB) to advance good governance.

As part of the approved project activities, Counterpart requires Transportation Services for the activities that PAR will conduct in the future for its beneficiaries in order to achieve its organizational goals and objectives.

The purpose of this RFQ is to solicit quotations from eligible Vendors for the provision of transportation services. As a result of this RFQ, the Counterpart, PAR Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these services. This will allow the Counterpart, PAR Project to issue specific ordering documents, on an as-needed basis, for the procurement of these services over the next twelve (12) months. The Vendor shall furnish the services described in any purchase orders issued by Counterpart under this BPA. Counterpart is only obligated to pay for services ordered through purchase orders issued under this BPA and delivered by the Vendors in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Counterpart in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of an offer from consideration.

- 2. Offer Deadline and Protocol:** Offers must be received either by e-mail or in hard copy, no later than **October 16, 2019 by 17:00 hours (Local Time)**.

Electronic submission must be sent to procurement.par@counterpart.org no later than the due date and time listed in the timeline of the RFQ. The Subject line of the quotation email must be **“PAR_BPA_2019_006, Transportation Services in Dhaka division, Bangladesh”** Quotations submitted by e-mail must be limited to a maximum of 4 MB. They must be free from any of viruses

or corrupted contents, or the quotations shall be rejected. It shall remain offer's responsibility to ensure that the quotation will reach the address above on or before the deadline.

Quotations that are received by Counterpart after the deadline indicated above, for whatever reason, shall not be considered for evaluation and will be returned back to the vendors without opening if received in hardcopy otherwise, the vendor will be informed via e-mail about offers received after the RFQ's closing date and time.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 hours (local time) on **October 08, 2019** date by email to procurement.par@counterpart.org. Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA.

At this time, specific quantities or levels of efforts to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the PAR Activity Project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional services.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in BDT. Offers must remain valid for no less than sixty (60) calendar days after the offer deadline.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
 - Individuals responding to this RFQ are requested to submit a copy of their identification card.
6. **Delivery:** The delivery location for the items described in this RFQ is Dhaka, Narayanganj, Mymensingh, Savar, Kishorganj, Rajbari, Bangladesh. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Bangladesh.

Offerors may not offer or supply any services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

- 8. Taxes and VAT:** As a USAID project in Bangladesh, Counterpart-PAR will neither pay nor withhold value-added tax (VAT). This obligation will be settled through issuing a National Board of Revenue (NBR) VAT coupon. However, in accordance with Bangladesh government rules, Counterpart will deduct applicable income tax from the vendors' invoice, which will be duly deposited to government treasury. A copy of challan confirming this payment will be provided to you in due course.” All other taxes of every nature and kind, including without limitation social security, business, or property taxes, will be the sole responsibility of the Vendor. Counterpart will have no obligation to the Vendor with regards to any matters related to the Vendor’s tax obligations in the United States or any other country.
- 9. Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- 10. Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

#	EVALUATION CRITERIA	SCORE
1	Part 1: Technical Approach and knowledge: <ul style="list-style-type: none"> • Responsiveness to the technical specifications and requirements <ul style="list-style-type: none"> ▪ Driver evaluation • Vehicle inspection (to meet the minimum technical requirements) <ul style="list-style-type: none"> ▪ Ability to replace the car within the same day in case the rented car requires maintenance or is non-operational. ▪ The ability for the offeror to provide services, including warranty and routine maintenance, particularly in the areas outside of the capital city 	40
2	Past Performance: Record of well-established and successful delivery of similar services. The bidder has provided evidence of its ability to provide transportation services through references that can affirm the Bidder’s technical qualifications	30
6	Price: The overall cost presented in the offer	30
TOTAL		100

INSTRUCTIONS ON SUBMISSION OF OFFERS

You are requested to submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offerors must provide the following information:

- a. The solicitation/RFQ number;
- b. The name, addresses (street, email, other), and telephone number of the offeror;
- c. Brief qualifications of firm and its capacity to fulfill the technical specifications including corporate capabilities;
- d. Proof of eligibility to work and or a registration in Bangladesh.
- e. Brief bios or CVs of the driver with an updated and valid driving license who will undertake the work at COUNTERPART.
- f. Past performance information: include recent and relevant contacts for the same or similar services and other references (including points of contact with

- telephone numbers and email addresses);
- g. Price quote
- h. "Remit To" address, if different than mailing address.

It is contemplated one firm fixed price vendor contract will be awarded to the responsive Offeror whose offer has the highest evaluation score. COUNTERPART reserves the right to make an award based on initial submission. COUNTERPART reserves the right to make no award if it is determined that the offers submitted do not satisfy the needs of the organization. Offers shall be submitted via email and received no later than on the closing date and time. Offers received after the specified time and date will be considered late and will be considered only at the discretion of COUNTERPART. All written proposals submitted must be valid for a period of not less than sixty (60) calendar days from the stated closing date.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. Counterpart may or may not waive an immaterial deviation or defect in a quotation. Counterpart's waiver of an immaterial deviation or defect shall in no way modify the RFQ or excuse an offer from full compliance with RFQ specifications.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various Vendors, if in the best interest of the PAR Project.
- Counterpart may cancel this RFQ at any time.
- Counterpart may reject any and all offers if such action is considered to be in the best interest of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the PAR Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

11. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, the PAR Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Counterpart's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The PAR Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the PAR Project will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ,

the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least 12months. The Vendor shall furnish the supplies/services described in any ordering documents issued by the PAR Project under the BPA. The PAR Project is only obligated to pay for supplies/services to the extent ordering documents are issued under any BPA resulting from this RFQ.

- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Counterpart.

Counterpart has zero-tolerance for fraud. Fraud is an act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- A brief outline of the company, including:
 - a. Full legal name and address of the company or individual;
 - b. Full name of the legal representative (President or managing director) of the company (not applicable for individuals)
 - c. Year business was started or established.
- A detailed description of past experiences providing similar services to international NGOs.
- Name, address, and telephone number of three business references and approval to contact the listed reference. Counterpart reserves the right to request and check additional reference.
- Official quotation, including specifications of offered services (see Section 4 for example format)
- A copy of Offer's registration of business license (see Section 1.5 for more details)
- A copy of the offer's bank account information
- A copy of any certificates or certifications of its food safety and food handling practices
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

Counterpart is soliciting quotations from eligible vendors for as-needed, ad hoc procurement of transportation of services for PAR Activities related events. As a result of this RFQ, Counterpart anticipates issuing one or more blanket purchase agreements (BPAs) to establish specific pricing levels and parameters for ordering these services. Prospective Vendors may submit a quote the services below. Offerors are requested to provide per unit quotations containing the information below on official letterhead or official quotation format.

A Toyota sedan vehicle (2015 or newer) or equivalent with English-speaking driver on rental basis to the Counterpart International project office in Dhaka. Counterpart also occasionally anticipates car travel outside of Dhaka to places such as [add in cities or other geographic locations].

The specifications are :

The minimum requirements for the assigned vehicle:

- i. The vehicles should have valid registration documents
 - ii. The vehicle should have fully functional Air-conditioning
 - iii. The vehicle should have fully functional seat belts for all passengers and driver
 - iv. The vehicle should be equipped with good tires (including spare tire), jack, handle, wheel brace and tool kits. All mirrors, lights and other electrical systems must be fully functional
 - v. Working windshield wipers
 - vi. Very good brakes
 - vii. Jumper cables
 - viii. Windows and doors intact and operable
 - ix. Loud horn
 - x. Fire extinguisher
 - xi. First Aid Kit
 - xii. Any other required accessory and or spare parts
- During the whole contract period, the service provider will be responsible to carry out repair/maintenance of the vehicles at his own cost.
 - In case of breakdown/repair/non-availability of the assigned transport, the vendor will provide Counterpart International, Bangladesh with an immediate replacement transport of same or better type and quality
 - The service provider agrees to provide an English-speaking driver with a valid driver's license and demonstrated safety record. Counterpart reserves the right to request a replacement driver at its discretion; If the primary driver assigned is not available for duty, Service provider agrees to provide a replacement English-speaking driver at no additional cost;
 - The service provider shall subscribe to and pay for comprehensive insurance coverage for the vehicle(s). This insurance should cover all liabilities. Counterpart accepts no liability under any circumstances for the vehicle or the driver and third party.
 - The service provider shall take full responsibility for any damages, loss, theft, or bodily injury of the vehicles, the driver and other parties Counterpart shall not be liable for any action, omission, negligence or misconduct of such driver, nor for any costs, expenses or claims associated with any illness, injury, death or disability of such driver performing services in connection with this Contract. Counterpart shall have no responsibility vis-à-vis the driver
 - The service provider shall be fully responsible for the operation of the vehicle and ensure that the driver operates the vehicle in accordance with applicable law. The service provider shall be fully responsible for payment of salary and other benefits to its driver as required by the governing labor

laws, as well as for paying any fees incurred by the driver, including but not limited to fines for traffic violations.

- Transportation services shall be generally available during working days from Saturday to Thursday, @ 10 hours/day, from 08:00 am to 06:00 pm. During Ramadhan, the working day is 09:00 am to 04:00 pm. However, the transport may also be required to be used on Friday and public holidays. Thus, the total duty hours will be considered as 60 hours per week (48 hours per week during Ramadan).
- The service provider/driver will maintain a logbook for regular transport movement. Such logbook will include information on purpose of the use, mileage, time, date, user's signature, etc.
- Counterpart International is not liable to pay any VAT, Tax against the service provider's invoice. However, Counterpart International, Bangladesh office will endeavor to provide VAT coupon (approved by USAID and NBR) instead of cash amount against VAT.
- Days for drivers staying in or outside of Dhaka will be based on actual daily usage.
- During the Hartal and any other strike, the vehicle will not move for safety reasons.
- Use of the vehicle will be consistent with Counterpart International's Global Vehicle Use Policy.
- The vehicle must have the following in working order: 4 doors plus luggage area, Electric Central Locking, Electric Window Locking, Electric Windows, Air Conditioning, Power Steering, ABS Brakes, Tires and Spare Tire in Good Condition and functioning seat belts.
- Provide Vehicle equipped with functional emergency equipment in the vehicle at all times: fire extinguisher, jack, spare tire, tire iron, toolbox, first aid kit and a flashlight with batteries and necessary display of license plate.
- Provide references from other international organizations/companies for which you have worked

REQUIRED DRIVER QUALIFICATIONS

The driver(s) shall be:

- Properly trained in the operation and maintenance of the vehicle;
- Sufficiently experienced, with at least four years of experience as a driver;
 - Licensed for operating a motor vehicle, including for passenger service if available and are familiar with the Dhaka road code of conduct;
 - Familiar with local routes and destinations;
 - Properly attired during hours of operation;
 - Observe at all times basic courtesy to passenger(s), fellow motorists and road authorities;
 - In possession of no prior accident records; and
 - In possession of a mobile phone with an active number provided by the Service provider
- The service provider shall be responsible for the professional and technical competence of its employee and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. Counterpart reserves the right to review the qualifications of the driver before the commencement of service, or at any other time during the term of this Contract but shall have no obligation to do so. At Counterpart's request, the Driver shall be replaced with another meeting the above conditions within 24 hours after receiving written notification from Counterpart.

The table below contains the list of commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per unit quotations containing the information below on the official letterhead or official quotation format. In the events this is not possible, offerors may complete this Section 3 and submit a signed /stamped version to Counterpart.

Detailed Specifications and Requirements/Price Schedule:

Prospective vendor/s are requested to provide their quotations based on the table below. Prospective vendor/s can submit their quotations on their company letterhead or using the table below: The table below contains the technical requirements of the services. Offerors are requested to provide quotations containing the information below on the official letterhead or official quotation format.

- The quotation should include all associated costs for transportation services, including local taxes, etc.

As mentioned in the Scope of Work (SoW), CPI requires one vehicle for its daily operational use in Dhaka on long term contract (Table I) Kindly provide your costs accordingly for the vehicle + driver and all other anticipated costs:

While the cost for the vehicle will be fixed on a monthly basis, other costs will be paid based on the actual usage and receipts as and when authorized by Counterpart:

Table I (Rental vehicle for regular use in Dhaka and surroundings):

#	Item Description	Quantity	Unit	Unit price (BDT)	Total Price (BDT) for 12 months
1	Toyota Corolla or equivalent, the model year 2015 or above (including driver)	1 Vehicle	12 months		
	Mention VAT by percentage (@15%) or as per govt. rules				
2	Driver overtime for extra hours	1	Hour		
3	CNG gas cost	1	Km		
4	Octane cost	1	Km		
5	Driver's lunch	1	Lunch		
6	Driver's dinner	1	Dinner		
7	Driver's Night halt per night in Tk. (If stay outside of Dhaka city)	1	Accommodation		
8	Driver's DA/Food allowance per day in Tk. (If stay outside of Dhaka city)	1	DA		
9	Others (specify) Ferry, toll, parking, etc at actual per original receipt to be paid by COUNTERPART INTERNATIONAL.				

Section 4: Offer Cover Letter

(Must be submitted on the organization's commercial letterhead)

To: Counterpart International
Promoting Advocacy Rights (PAR) Activity
Dhaka, Bangladesh

Reference: RFQ No. PAR_BPA_2019_006

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm's principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations. Furthermore, we hereby certify that to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or PAR project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____