

## REQUEST FOR PROPOSAL(RFP)

Ref: RFP/ SPN/2024/006

### RFP Submission Form for the provision of Vehicle Hire Timescale

Event	Date and Time
RFP Issue Date	17/June/2024
Request for clarification of the RFP document content:	26/June/2024
Closing date for submission of RFP Documents:	01/July/2024
Bid Opening:	02/July/2024

#### 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 Marie Stopes International (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. SPN is seeking for vehicle service providers in below mentioned location.

1. Kathmandu
2. Biratnagar
3. Pokhara
4. Narayanghat
5. Janakpur
6. Bhadrapur,

7. Nepalgunj,
8. Dhangadhi,
9. Simara,
10. Bhairawa

### **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 (FWA) will be valid for a period of 2 years from the date of signature.

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

### **5. The Goods/Services required**

Vehicle Renting companies from Kathmandu, Biratnagar, Pokhara, Narayanghat, Janakpur, Bhadrapur, Nepalgunj, Dhandadhi, Simara, Bhairawa are requested to submit their quote for areas in their province.

Required vehicle : *Scorpio SUV (4 WD), Pick Up Jeep 4-Wheeler for City and rural areas*

*Car (2WD) for City and urban area*

5.1. Please refer to the Appendix 5 for Price Schedule\_ Quotation

5.2. Obligation of Rental Company

5.2.1. The Vehicle Shall be:

- Clean, inside and out, and free from any unpleasant odour
- Road-worthy and in good condition. The vehicle should not be more than 4 years old and should not exceed more than 100000 km
- The Vendor shall ensure all vehicles supplied to the SPN have a mandatory 3rd party insurance. A comprehensive insurance cover is preferred. Compliant with applicable safety or other motor vehicle requirements. The Drivers must also be covered with accidental insurance.

- Equipped with necessary safety items, including fire extinguisher, first aid kit, seat-belt restraints, spare tire, mechanical jack and basic hand tools.
- Registered with a reputable pulling services firm with 24-hour on-call and on-the road assistance with nationwide coverage
- Registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by Nepal traffic law.

5.2.2. Driver Shall be:

- Vendor shall assign own driver with valid driving license with good driving experience and properly inducted on SPN working conditions. The Driving License copy, and Blue Book copy will have to be submitted beforehand.
- The Driver should not have any criminal background. Should have good knowledge in traffic rules and regulations.
- The Driver shall adhere to SPN's Fleet Management and Safeguarding Policy and carry out instruction as given by SPN.
- Familiar with local routes and destinations.
- The driver should not answer calls while driving.

5.2.3. The service provider shall supply the vehicles to the SPN with effect from signing of this contract.

5.2.4. The Service provider shall be responsible for all the repair and maintenance including fuel of its vehicles serving SPN under this contract. The Vendor has to reimburse the SPN expenses incurred in urgent cases.

5.2.5. Payment Terms:

- Daily rental payment must constitute of twenty-four-hour period
- The rental payment for each vehicle is based up on the actual days each vehicle is used by the Lessee and certified against a signed driver daily log sheet
- Payment shall be done within 30 days up on booking requisition, submission of correctly completed daily Log-sheets and supplier invoice. SPN will not make any payment unless these documents are submitted promptly and fully completed to SPN's entire satisfaction. If documents are not properly completed SPN reserves the rights to reject them and will

make no payment until the documents are re-submitted fully completed with all supporting documentation.

- Service providers shall be fully responsible for payment of salary and other benefits including leave entitlement to their drivers as required by the governing labor laws. SPN 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 the contract. SPN shall have no responsibility vis-à-vis the Driver. All the expenses of the driver such as food, lodging and other miscellaneous shall be borne by the service provider.

## **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 meets 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:

	<b>Evaluation Criteria</b>	<b>Weight (Total 100%)</b>
The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:		
1	Relevant experience of the agency (Customer service / at least 3 Reference letter)	10
2	Number of relevant fleet available (Own vehicle)	20
3	Number of relevant fleet available (Rented vehicle)	10
4	Cost comparison	60

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 [procurement.spn@mariestopes.org.np](mailto:procurement.spn@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](#).

<b>Please tick ✓ in following whether "Yes, No or Not Applicable"</b>					
<b>S. No.</b>	<b>Documents Required</b>	<b>YES</b>	<b>NO</b>	<b>NOT APPLICABLE</b>	<b>Remarks if any</b>
	<b>Technical</b>				
1	Application Letter				Compulsory
2	Signed and Stamped RFP Submission Form /Term of Reference ( <i>Appendix 1</i> )				Compulsory

3	Detail Vehicle list including number of vehicle available, ownership document (blue book) and their model details for own vehicle.				Compulsory
4	For rental vehicles :- Detail Vehicle list including number of vehicle available, ownership document (blue book) and their model details, Legal agreement status and location.				Compulsory
5	Experience letter with Client List				If relevant
6	Catalogues/Brochures/Leaflets				If relevant
7	Copy of Company Registration				Compulsory
8	Pan/Vat Registration with renewal documents				Compulsory
9	Tax Clearance Certificate (Year 2079/80)				Compulsory
10	Latest Audit Report (Year 2079/80)				Compulsory
11	Other Supporting Documents if any				If relevant
	<b>Financial</b>				
12	Price Schedule/Quotation ( <b>Appendix 5</b> )				Compulsory
13	Other Clarification about quote if any				If relevant
	<b>Other</b>				
14	Signed Code of Conduct ( <b>Appendix 2</b> )				Compulsory
15	Supplier Questionnaire ( <b>Appendix 3</b> )				Compulsory
16	Bidders Representation Form ( <b>Appendix 4</b> )				Compulsory

## 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:

## 9. 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/ SPN/2024/006 (Vehicle Hire)*

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

**Please do not send soft copy documents via email. The documents must be delivered in *SEALED ENVELOPE* by 1<sup>st</sup> July 2024, 5:00 pm at the reception of Sunaulo Parivar Nepal support office Baluwatar (opposite Chinese Embassy), Kathmandu.**

- 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.

## 10. List of Appendixes

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