



BIDDING DOCUMENTS
For selection of supplier/s to supply

Hiring of Rental Vehicles

Association for Community Development (ACD)

House # 5, Street # 1, Near P.E.F College, Rehman Baba Road,
University Town, Peshawar.
Phone No. 091-5701426 - 5840514

INVITATION TO TENDER NO: 003/2022/NFM III/BMGF

Advertisement and Publication Date:

31st July, 2022

Deadline of Bid Submission:

15th August, 2022 till time 10:30 AM (Local time)

Bids Opening Date & time:

15th August, 2022, at 11:00 AM (Local time)



INVITATION OF BIDS

INVITATION TO TENDER NO: 003/2022/NFM III/BMGF

Association for Community Development (ACD), Peshawar, Khyber Pakhtunkhwa a sub recipient (SR) of Mercy Corps (Principal Recipient) for the project titled “Contribute towards achieving the targets of National Strategic Plan for reducing the burden of TB and MDR-TB in Pakistan”, under funding by the Global Fund (GFATM) & BMGF.

ACD invites sealed bids under its procurement protocols from highly reputed authorized suppliers for provision of rental vehicle/s through **Single Stage-Single Envelope** bidding procedure comprising a single package containing technical and financial details for the financial year 2022-23 so as to reach to the office of undersigned through registered Mail Services, Courier Services or by hand submission on or before **15th August 2022 at 10:30 AM**. The bids shall be opened publically on the same day by the Procurement committee in the presence of representatives of the bidders who choose to attend at **11:00 AM** in the office of the undersigned. The rates will be valid till 30th June, 2023.

S. #	Description
i.	Hiring of rental vehicle with driver
ii.	Hiring of rental vehicle without driver

Terms & Conditions:

1. Bidder must be registered with Income Tax and Sales Tax Departments. Bidder should appear on Active Tax Payer List (ATL) of FBR.
2. Only on original firm letter pad duly typed and signed on each page quotations will be acceptable. Conditional/alternate rates, hand written tenders will not be accepted.
3. Bidding documents along with detailed specifications/list in English, can be obtained free of cost from the office of the undersigned during office hours. The bidding documents can also be downloaded from official website of ACD at www.acd.org.pk/tender starting from **2nd August, 2022**.
4. The bid must be accompanied with 2% Bid Security of the total bid value in the shape of Demand Draft (DD)/Call Deposit Receipt (CDR) in the name of the undersigned. **No Bank cheques or Pay Order shall be acceptable,**
5. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Government/Semi Government/civil society organization/institutions.
6. The successful bidder will sign an agreement on judicial stamp paper accepting all the terms and conditions mentioned above and in SBD and will not go in any court of law against the procedure of award of contract to any bidder.

DIRECTOR

ASSOCIATION FOR COMMUNITY DEVELOPMENT
House # 5, Street # 1, Near P.E.F College, Rehman Baba Road,
University Town, Peshawar.
Phone No. 091-5701426, 5840514

Terms & Conditions

- The bidder shall bear all costs associated with preparation and submission of its bid.
- At any time prior to the deadlines for submission of Bids, the Procuring Entity may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by issuing addendum.
- Any addendum thus issued shall be part of the Bidding Documents and shall be uploaded on official website of ACD at www.acd.org.pk/tender. To afford bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Entity may at its discretion extend the deadline for submission of Bids.
- The bid prepared by the bidder and all correspondence and documents relating to the Bid, exchanged by the bidder and the Procuring Entity shall be written in the English Language
- The bid prepared by the bidder shall comprise of the following components:
 - Detail specification inclusive of all applicable taxes on firm's letter head
 - Bid Security furnished
- The unit rates and prices of required items shall be quoted by the bidder in Pak. Rupees. No alternate/conditional prices of items will be acceptable.
- Each bidder shall furnish, as part of his bid, a Bid Security in the amount stipulated in Bidding Data in Pak. Rupees in the form of Deposit at Call (CDR). Demand Draft (DD) or a Bank Guarantee (BG) issued by a Scheduled Bank in Pakistan in favour of the Procuring Entity **valid for a period up to One Hundred and Twenty (120) days beyond the bids submission date**. The bid security shall be submitted from the account of the firm/bidder/supplier who submits the bid.
- Submitted CDR will be verified from respective bank in due course of time and if found fake the bidder will be disqualified and recommended for black listing. Any bid not accompanied by an acceptable Bid Security shall be considered by the Procuring Entity as non-responsive. Bid security shall be released to unsuccessful bidders upon submission of request by the bidder
- Bids shall remain valid up to 30th June, 2023. Which can be extended for another term period with the mutual consent of both the parties.
- In the event of the specified date for the submission of bids declared a holiday for the employer, the bids will be received up to the appointed time on the next working day.
- Bids submitted through e-mail, fax, telegraph or telex shall not be considered. Any bid received by the Procuring Entity after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.
- Any bidder may modify or withdraw his bid after bid submission provided that the modification or written notice of withdrawal is received by the Procuring Entity prior to the deadline for submission of bids.
- Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security.
- The bidder's name, Bid Prices, the presence or absence of Bid Security, and such other details as the Procuring Entity at its discretion may consider appropriate, will be announced by the Procuring Entity while opening the bid. The Procuring Entity will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.
- To assist in the examination, evaluation and comparison of Bids the Procuring Entity may, at its discretion, ask the bidder who quoted lowest rates for provision of vehicle if desired by the Procuring Entity for inspection.
- Prior to the detailed evaluation, the Procuring Entity will determine the substantial responsiveness of each bid to the Bidding Documents. It will include determining the requirements listed in Bidding Data and under the evaluation methodology and criteria.
- A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by

the bidder by correction of the non- conformity.

- Heretofore, no bidder shall contact Procuring Entity on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Procuring Entity. The evaluation result shall be completed at within (15) days prior to award of purchase order to the successful bidder/s.
- Any effort by a bidder to influence Procuring Entity in the Bid evaluation, bid comparison or purchase order award decisions may result in the rejection of his Bid.
- The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted, as well as such other information required in the Bidding Documents.
- The Procuring Entity will award the work order to the bidder/s whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price may be conditional with vehicle approval if the procuring entity desires, provided that such bidder/s has been determined to be qualified to satisfactorily perform the supplies.
- The Procuring Entity reserves the right to accept or reject any bid, and to the bidding process and reject all bids, at any time prior to award of purchase order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Entity's action.
- Prior to expiration of the period of bid validity prescribed by the Procuring Entity, the Procuring Entity will notify the successful bidder/s in writing through email that his bid has been accepted.
- Successful supplier/s shall response to Procuring Entity for "**Letter of Acceptance**" within two (2) days from the date of intimation by the Procuring Entity.
- Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

Instructions to Bidders:

- **Name of Hiring Entity:** Association for Community Development (ACD)
- **Brief Description of services:** Hiring of rental vehicle/s.
- **Hiring Entity's address:**
House No. 5, Street No. 1, Near P.E.F College, Rehman Baba Road, University Town, Peshawar. Phone No. 091-5701426, 5840514.
- **Hiring Entity's Address for the Purpose of Bid Submission:**
House No. 5, Street No. 1, Near P.E.F College, Rehman Baba Road, University Town, Peshawar.
- **Deadline for Submission of Bids:** 10:30 AM (local time) on **15th August, 2022.**
- **Venue, Time, and Date of Bid Opening:**
Venue: House No. 5, Street No. 1, Near P.E.F College, Rehman Baba Road, University Town, Peshawar.
Date: 11:00 AM (Local time) on **15th August, 2022.**
- Bid shall be quoted entirely in Pak. Rupees. The payment shall be made in Pak. Rupees through in the shape of cross cheque on the name of the business account, subject to deductions of all applicable taxes at source, as per Government of Pakistan and Government of Khyber Pakhtunkhwa rules.
- **The following mandatory documents shall be attached with the Bidding Documents;**
 - Legal status along with proof of being a Taxpayer.
 - Appearance on Active Taxpayer List (ATL), of FBR. Payment will be linked with the active Taxpayer status as per FBR Database.

- Organizational profile, include details of relevant experience of past performance covering the last one calendar year, list of clients, and copies of contracts
- National Tax Number (NTN) and Sales Tax certificate issued to each registered firm.
- Bidder will have to print the Terms & Conditions, Instruction to Bidders, Evaluation methodology Criteria along with detailed Specification of vehicles; of the Bidding Documents on their original letter head duly signed and stamped on each page.
- Bidder to provide an **affidavit** duly signed and stamped declaring not to have been barred by a procuring entity with regard to their professional conduct or the making of false statement or misrepresentation as to their qualification of have not been otherwise disqualified pursuant to disbarment proceedings.
- The **affidavit** duly signed and stamped to declare to the effect that the firm is not blacklisted.
- Bidders to submit an **affidavit** of approved Code of Conduct for Suppliers/Bidders as per the executive Management Team of the GFATM duly signed and stamped on each page.
- **Amount of Bid Security:**
 - 2% Bid Security of the total bid value in form of a demand Draft (DD) or a Bank Guarantee (BG) issued by a Scheduled Bank in Pakistan in favour of the Procuring Entity valid for a period up to One Hundred and Twenty (120) calendar days beyond the bid submission date.
- **EVALUATION METHODOLOGY CRITERIA:**
 - The evaluation methodology to be used for the evaluation of bids received shall be the lowest quoted price and Technical Compliance Selection (TCS) methodology including inspection and approval of vehicle by the hiring entity.
 - As a last resort, if vehicle provided by the lowest bidder may not approve by the procurement committee/hiring entity, the purchasing/hiring entity shall select next three (03) bidders with the highest price respectively until the procurement committee/hiring entity approve the vehicle/s.
 - During the initial contract of 3 months the contract agreement will be continued upon the satisfactory evaluation report otherwise agreement will be discontinued/terminated.
 - The purchasing/hiring entity reserves the right to either award all the vehicles to one supplier or to each vehicle to a separate supplier.
 - The purchasing/hiring entity reserves the right to decrease/increase the number of vehicle/s.
- **Initial contract with vendor:**
 - Current Financial 2022-23 (up to 30th June, 2023) starting from the date of contract agreement. Renewable upon the mutual consent agreement of both the parties for another term period and on the satisfactory performance of services provision.
 - Based duty station for vehicles will be ACD main office at Peshawar from where the vehicle will move/travel within Peshawar, to all districts of KP and even to Islamabad including other provinces.
 - Vehicle must be in perfect working condition from all aspects like good condition of engine, interior, exterior, suspension, air conditioner, tyres, seat belts etc.
 - Vehicle must have comprehensive insurance (valid for geographical areas as mentioned above) including all third party liability, passengers, cargo, accident, theft, major repair etc. insurance must be valid for any drivers, be the designated driver of supplier/s, ACD employees or any other person authorized by ACD to drive.
 - Supplier will be responsible to provide the vehicle along with the driver in BMGF grant. The driver must be Pakistani citizen having valid driving license, literate and well aware of the traffic rules and maintaining the

vehicle log book and aware about the environment of an organization.

- Driver will not be eligible for any TA/DA and/or any other incentives during the travel or during office timings. Supplier will bear the expenditure of accommodation and food for driver. ACD will not pay any cost/charges related to accommodation/food of driver during the field.
- Supplier will be responsible to fix the issue in case of accident, theft, major repair & maintenance, anything happens to the vehicle/s.
- Supplier will be responsible to provide replacement of vehicle without any cost or additional charges in case of any major mechanical fault incurred to the vehicle.
- ACD will bear the cost of the fuel, toll tax & scheduled maintenance of vehicle/s like POL, engine oil & filters replacement as part of ACD policy.
- ACD will provide parking to the hired vehicle/s in the premises of ACD Peshawar main office but will be on supplier's own risk and ACD will not be responsible for anything at all, if any mishap happens to the vehicle/s.
- ACD will not be liable or responsible for anything at all, if any mishap happens to the vehicle/s whether it is in the travelling or at the premises of ACD office at Peshawar.
- Payment shall be made to the supplier on monthly basis within seven working days after submission of bills/invoices. Payments will be released after verification of quality and quantity.
- Quoted rates should be inclusive of all applicable Govt taxes. All applicable taxes will be deducted from the payments as per law.
- Payment will be made through cross cheque on the name of business account/supplier.
- If the selected supplier fails to provide the required documents the he will be considered as non-filer/non responsive and will not be considered.
- Management of ACD reserves the right to accept or reject any or all the bids/quotation.

SCHEDULE TO BID

A. Hiring of Rental vehicle without driver for MC-PPM Project: 01 in number

Type of vehicle	Specifications	Remarks
Toyota Corolla	1300 cc XLI/GLI, Model: 2017 or above, without driver without POL on monthly basis, Insured vehicle, White colour.	Upon approval by inspection of vehicle by the procuring entity
Toyota Corolla	1600 cc XLI/GLI, Model: 2017 or above, without driver without POL on monthly basis, Insured vehicle, White colour.	Upon approval by inspection of vehicle by the procuring entity
Toyota Hilux Pickup (Double Cabin)	4x4 Model: 2012 or above, without driver without POL on monthly basis, Insured vehicle, White colour.	Upon approval by inspection of vehicle by the procuring entity

Seal & Signature of Bidder: _____

Date: _____

B. Hiring of Rental vehicle with driver for MC-BMGF Project: 01 in number

Type of vehicle	Specifications	Remarks
Toyota Corolla	1300 cc XLI/GLI, Model: 2017 or above, along with driver without POL on monthly basis, Insured vehicle, White colour.	Upon approval by inspection of vehicle by the procuring entity
Toyota Corolla	1600 cc XLI/GLI, Model: 2017 or above, along with driver without POL on monthly basis, Insured vehicle, White colour.	Upon approval by inspection of vehicle by the procuring entity
Toyota Hilux Pickup (Double Cabin)	4x4 Model: 2012 or above, along with driver without POL on monthly basis, Insured vehicle, White colour.	Upon approval by inspection of vehicle by the procuring entity

Seal & Signature of Bidder: _____

Date: _____