

**Request for Quotation (RFQ)**

**Procurement of Services**  
(Non-Consultant)



**Hiring of Vehicle Rental Services**  
**(under Framework Contract)**

Ref# PK-PSU-257329-NC-RFQ

**Program Support Unit (PSU),**  
**Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program**  
**Planning & Development Board,**  
**Government of the Punjab**

Vogue Towers, Daftarkhwan 5<sup>th</sup> Floor, 15 M.M Alam Road, Block C-2 Gulberg-III,  
Lahore. Ph# 042-99332566-69, Fax # 042-35750283

**June, 2022**

## Request for Quotation (RFQ)

The Program Support Unit (PSU), Planning & Development Board, Punjab invites quotations from eligible firms for “**Vehicle Rental Services**” for Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program through Request for Quotation (RFQ)/Shopping method as defined in World Bank Procurement Regulations. For this purpose Program Support Unit (PSU) invites quotations from eligible firms to perform above referred non consultancy services under frame work contract for a period of one year extendable subject to satisfactory performance and mutual consent on the fixed unit rates:

### 1. Eligibility Criteria:

You are requested to submit copies of the following documents as evidence of your eligibility:

- a) Minimum of 10 years of experience in providing car rental services;
- b) Registered taxpayer with FBR and PRA authorities;
- c) Owned fleet of more than 50 vehicles registered in company's name;
- d) Average Annual-Turnover of last 2-years must not be less than 10 million;
- e) Experience of working with Government / donor funded projects (at least 10 similar project) in last 10 years (attach copies of work orders);
- f) The firm must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan.

### 2. Validity of offers

The offers shall be valid until ninety (90) days from the date of opening of the quotation.

### 3. Preparation of Quotations

- (a) Quotation shall be evaluated on unit/cumulative rate basis, and the Purchase Order shall be issued to the respective firm offering the lowest evaluated price for all items in total against estimated quantities.
- (b) Your price quotation/(s) shall be for all the items as described in attached Scope of Service.

### 4. Quoted Price

The quoted price will be including all applicable taxes.

### 5. Clarifications

Any clarification request regarding this RFQ may be sent in writing to **Program Director (PIU) / Unit Head (PSU)**, Planning & Development Board, Vogue Towers, Daftarkhwan 5<sup>th</sup> Floor, 15 M.M Alam Road, Block C-2 Gulberg-III, Lahore before **July 16<sup>th</sup>, 2022 at 02:00 P.M.** The Purchaser will forward copies of its response to all Suppliers including a description of the inquiry but without identifying its source.

### 6. Sealing and Marking of Quotations

Quotations should be placed in a single envelope, clearly marked with the reference above, the name of the Supplier and the Implementing Agency.

## 7. Submission of Quotations

- a. Quotations are to be submitted in the form attached **by courier or by hand**.
- b. The deadline for submission of Quotations is on or before **19<sup>th</sup> July, 2022 at 11:00 AM**.
- c. The address for submission of Quotations is:

**Attention:** Project Director (PIU) / Unit Head (PSU)

**Address:** PSU, PRIDE Program, Planning & Development Board, Vogue Towers, Daftarkhwan 5<sup>th</sup> Floor, 15 M.M Alam Road, Block C-2 Gulberg-III, Lahore. Ph# 042-99332566-69, Fax # 042-35750283

## 8. Opening of Quotations

Quotations will be opened by the Purchaser's representatives on the same day after the deadline for the submission of Quotations i.e. **19<sup>th</sup> July, 2022 at 11:30 AM**

## 9. Evaluation of Quotations

Quotations will be evaluated on lump sum basis to ensure compliance with the Technical Specifications and quoted price and any other requirements of the RFQ as per Schedule.

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

## 10. Award of Purchase Order

The Purchase Order will be awarded for the respective Supplier who:

- a. offers the lowest evaluated price,
- b. technically compliant quotation in accordance with the Evaluation Criteria above.

The Purchaser shall invite by the quickest means the successful Supplier for any discussion/clarification that may be needed to conclude the Purchase Order.

The purchaser shall publish a evaluation report on its website with free access, before issuance of purchase order, and 10 days grievance period will be given. The information shall include the name of the successful Supplier, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.

On behalf of the Purchaser:

### **Program Director (PIU) / Unit Head (PSU)**

Program Support Unit (PSU), PRIDE Program, Planning & Development Board  
Vogue Towers, Daftarkhwan 5<sup>th</sup> Floor, 15 M.M Alam Road, Block C-2 Gulberg-III, Lahore  
Tel. 042-99332566-69, Fax. 042-35750283

Email: [ps.psu.pride@gmail.com](mailto:ps.psu.pride@gmail.com) [For information purposes only]

## Evaluation of Quotations

### Evaluation Criteria:

The Procuring Agency's evaluation of a quotation may take into account, in addition to the Price quoted in compliance to the "Scope of Services" and the documents submitted with the RFQ. **The Service providers are advised to submit description of goods (with brand name / make model etc.) and compliance to scope of services to be performed with the quotation.**

The Intended Completion Date is One (01) Year w.e.f. signing of contract extendable with mutual consent on the fixed unit rate. The Project is Hiring of firm for Vehicle Rental Services (under framework contract).

The Qualification Information to be submitted is as follows:

- a) Minimum of 10 years of experience in providing car rental services;
- b) Registered taxpayer with FBR and PRA authorities;
- c) Owned fleet of more than 50 vehicles registered in company's name;
- d) Average Annual-Turnover of last 2-years must not be less than 10 million;
- e) Experience of working with Government / donor funded projects (at least 10 similar project) in last 10 years (attach copies of work orders);
- f) The firm must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan.

## **Purchaser's Requirements**

### **(Scope of Services)**

- i) All designated drivers shall have a valid license and must be in uniform.
- ii) All cars shall have functional air conditioning.
- iii) Requirement of vehicles and place of duty can be anywhere and anytime throughout the province of Punjab.
- iv) On some occasions the Firm may be asked to arrange vehicle(s) immediately as per the requirement of the Client – in which case no notice requirements will apply. Any delay in the provision of the same can hamper Client's operational commitments which in no case is acceptable to the organization and might lead to termination of the contract.
- v) Boarding, lodging and food of the designated drivers shall be the responsibility of the Firm.
- vi) Payment will be made on monthly basis.
- vii) All type of maintenance with regards to the vehicle and drivers will be the responsibility of the Firm. In case of any mechanical/technical fault or damage of the vehicle, the Firm shall be obligated to replace the vehicle immediately.
- viii) Security of the car is the responsibility of the Firm. The Client shall not be responsible for any theft or loss to the vehicles.
- ix) The per day rent of the vehicles shall include driver wages, food, and over time etc.
- x) The contract may be revoked by the Client at any time in case of unsatisfactory services or failure to perform services after serving prior warning notice and all payments will be withheld by the Client and moreover, the legal action may be initiated against the Firm. The following are included without limitation in the definition of "unsatisfactory service":
  - a. absence without intimation, reckless driving, frequent accidents, misbehavior by drivers etc.
  - b. Drivers shall be responsible to ensure proper hygiene of self and cleanliness of vehicle at all times.
  - c. Driver must maintain proper log book / travel detail and enclose it with the invoice.
  - d. Drivers must be aware of local routes within the particular duty city.
- xi) In case of repair, the Firm shall provide an alternate similar vehicle on urgent basis without any delay and in this regard no extra charges shall be paid by the Client.
- xii) Firms shall be responsible to provide the latest model of vehicles i.e. 2018 or above.
- xiii) Firm shall provide the insured vehicles which shall be covered for any damages, losses/theft claim of vehicles. The Client shall not be responsible for any damages, losses/theft of vehicles in any case.
- xiv) Firm shall not change the vehicles and drivers without the prior approval of the Client. Character certificates, medical certificate, attested copy of CNIC, 01 passport size photograph and copy of driving license will be provided to the Client for each driver.
- xv) If the Client will not be satisfied with the performance of any driver then the Firm shall immediately replace the driver. In case of noncompliance, payment of that period shall be deducted.
- xvi) The firm will provide the price/unit rates inclusive of all applicable taxes)

## Price Schedule

Sr. No.	Rates Required for	No of Unit	Fuel rate per KM	Rate per hour per Unit	Rate per Day Per Unit	Rate Per Month Per Unit
1	Honda Civic or equivalent; 1800 CC (2018 Model or above) with driver (having valid license holder) in uniform	01				
2	Toyota Corolla or equivalent; 1300 CC (2018 Model or above) with driver (having valid license holder) in uniform	01				
3	Honda City or equivalent; 1300 CC (2018 Model or above) with driver (having valid license holder) in uniform	01				
4	Suzuki Wagnor or equivalent; 1000 CC (2018 Model or above) with driver (having valid license holder) in uniform	01				
5	Suzuki Cultus or equivalent; 1000 CC (2018 Model or above) with driver (having valid license holder) in uniform	01				
6	Toyota Euro 14 Seated or equivalent; (2018 Model or above) with driver (having valid license holder) in uniform	01				
7	High Roof Van (2018 Model or above)	01				
<b>Total Price (on unit basis) inclusive of all applicable taxes</b>						
<b>Note: For evaluation purpose 1500 Kilometers per vehicle and 03 Vehicles for each category will be consider</b>						

### ANNEX 3: Quotation Forms Supplier Quotation Form

<b>From:</b>	<b>[Insert Supplier's name]</b>
<b>Supplier's Representative:</b>	<b>[Insert name of Supplier's Representative]</b>
<b>Title/Position:</b>	<b>[Insert Representatives title or position]</b>
<b>Address:</b>	<b>[Insert Supplier's address]</b>
<b>Email:</b>	<b>[Insert Supplier's email address]</b>

<b>To:</b>	<b>PSU, PRIDE Program, P&amp;D Board</b>
<b>Purchaser's Representative:</b>	
<b>Title/Position:</b>	Project Director (PIU) / Unit Head (PSU), P&D Board
<b>Address :</b>	Vogue Towers, Daftarkhwan 5 <sup>th</sup> Floor, 15 M.M Alam Road, Block C-2 Gulberg-III, Lahore
<b>RFQ Ref No.:</b>	
<b>Date of Quotation:</b>	

Dear *[insert name of Purchaser's Representative]*:

#### **SUBMISSION OF QUOTATION**

##### **1. Conformity and no reservations**

In response to the above named RFQ we offer to supply the Services, as per this Quotation and in conformity with the RFQ. We confirm that we have examined and have no reservations to the RFQ.

##### **2. Quotation Price**

The Price Schedule is as under *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

##### **3. Quotation Validity**

Our Quotation shall be valid until the date specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

##### **4. Not Bound to Accept**

We understand that you reserve the right to:

- a. accept or reject all Quotations and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. Annul the RFQ process at any time prior to the award of the Purchase Order without incurring any liability to Suppliers.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation: *[insert complete title of the person]*

signing the Quotation

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed [insert date of signing] day of [insert month], [insert year]