

## Terms of Reference (ToR)

Request for Quotation (RFQ) for Vehicle Services under the Long-Term Agreement (LTA)

Centre for Policy Dialogue (CPD), a policy-influencing think tank in Bangladesh, is looking for Request for Quotation (RFQ) from the established vendor for Vehicle Services (Rent-A-Car) under the long-term agreement (LTA). The major parts of this service are as follows:

The service provider will be responsible for the rental of vehicle service to the CPD as and when required for all its regular activities as well as for programmes and events inside and outside of Dhaka.

**The price offer will be as of following formats:**

**Format 1: Rent Inside Dhaka/and one day trip from Dhaka (Amount in BDT)**

Vehicle Name	Model	Vehicle Rent	Lunch/ Dinner	OT Per Hour	CNG Per KM	Fuel Per K.M
Toyota Axio-X	2016-2018					
Toyota Axio-X	2019-2022					
Toyota Allion	2016-2018					
Toyota Allion	2019-2022					
Toyota Premio	2016-2018					
Toyota Premio	2019-2022					
Toyota HiAce	2015-2018					
Toyota HiAce	2019-2022					
X-Noah/ Esquire	2016-2018					
X-Noah/ Esquire	2019-2022					
Hyundai H1	2016-2021					
PRADO	2016-2021					
Alphard	2016-2021					
Coaster Bus	2016-2021					

**Format 2: Rent Outside Dhaka: Domestic Airports and as on required districts (Amount in BDT)**

Vehicle Name	Model	Vehicle Rent Outside Dhaka, Domestic Airports	Lunch/ Dinner	OT Per Hour	CNG Per KM	Fuel Per K.M
Toyota Axio-X	2016-2018					
Toyota Axio-X	2019-2022					
Toyota Allion	2016-2018					
Toyota Allion	2019-2022					
Toyota Premio	2016-2018					
Toyota Premio	2019-2022					
Toyota HiAce	2015-2018					
Toyota HiAce	2019-2022					
X-Noah/ Esquire	2016-2018					
X-Noah/ Esquire	2019-2022					
Hyundai H1	2016-2021					
PRADO	2016-2021					
Alphard	2016-2021					
Coaster Bus	2016-2021					

**Other Terms & Conditions (please complete):**

1. Duty Hours:
2. Please mention diver allowance for night stay outside Dhaka.
3. Starting and closing times & miles will be counted from the CPD office, in that case, **parking km may be considered maximum in 10 km.**
4. **VAT & TAX:** VAT and TAX will be deducted from your bill as per Govt. rules.
5. **Ferry & Toll & Parking:** Ferry & Toll & Parking charge will be borne by the user or will be included with the bill.
6. **Fuel:** The rate of fuel (Octane & CNG) may be changed by mutual agreement subject to increase or decrease of price of fuel.

**Finance-related notes**

1. All payments for the selected vendor will be made through Account Payee Cheque or bank transfer.
2. CPD will deduct TDS from the billed amount as per, Income Tax Act 2023.
3. Selected vendor will need to issue Mushak-6.3 with the bill.
4. CPD will deduct VAT from the billed amount as per the government rule.

5. The selected vendor will need to produce original invoices with signed log sheets for each travel.

**Please submit the following documents with your proposal:**

1. Trade License
2. TIN certificate
3. Acknowledgement receipt for the last annual TAX return
4. BIN certificate
5. Bank account details
6. Existing client list including phone numbers.

**RFQ submission process:**

1. Proposal will be accepted only through e-mail in PDF format.
2. The e-mail subject line should mention “**RFQ for Vehicle Services.**”
3. Please send your proposal document **procurement@cpd.org.bd** by **10 December 2023**.

The CPD Procurement committee will assess all the submitted proposals as per process rules. The committee reserves the right to accept or reject this RFQ.

For any query regarding this RFP, please contact *Mr Sohel Rana*, 01949 179799, sohelrana@cpd.org.bd.