

Centre for Policy Dialogue (CPD)

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

Terms of Reference (ToR)

The Centre for Policy Dialogue (CPD), a leading think tank in Bangladesh, is seeking RFQ from the established vendor for Vehicle Services (Rent-A-Car) under the one-year LTA.

The service provider will be responsible for the rental of all types 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 and all over of Bangladesh.

The financial offer will be as of following three formats:

Format 1

Rent Inside Dhaka/and one day trip from Dhaka (Amount in BDT)

Vehicle Name	Model	Vehicle Rent (Including AIT 5%)	Lunch /Dinner	OT (per Hour)	CNG (Per KM)	LPG (Per KM)	Fuel (Per KM)
Toyota Axio-X	2018-2020						
Toyota Axio-X	2021-2024						
Toyota Allion	2018-2020						
Toyota Allion	2021-2024						
Toyota Premio	2018-2020						
Toyota Premio	2021-2024						
Toyota Hiace	2018-2020						
Toyota Hiace	2021-2024						
X-Noah/Esquire	2018-2020						
X-Noah/Esquire	2021-2024						
Hyundai H1	2018-2020						
Hyundai H1	2021-2024						
PRADO	2018-2020						
PRADO	2021-2024						
Alphard	2018-2020						
Alphard	2021-2024						
Coaster Bus	2018-2020						
Coaster Bus	2021-2024						
Mini Truck	2018-2020						
Mini Truck	2021-2024						

Format 2

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

Vehicle Name	Model	Vehicle Rent (Including AIT 5%)	Lunch /Dinner	OT (per Hour)	CNG (Per KM)	LPG (Per KM)	Fuel (Per KM)
Toyota Axio-X	2018-2020						
Toyota Axio-X	2021-2024						
Toyota Allion	2018-2020						
Toyota Allion	2021-2024						
Toyota Premio	2018-2020						
Toyota Premio	2021-2024						
Toyota Hiace	2018-2020						
Toyota Hiace	2021-2024						
X-Noah/Esquire	2018-2020						
X-Noah/Esquire	2021-2024						
Hyundai H1	2018-2020						
Hyundai H1	2021-2024						
PRADO	2018-2020						
PRADO	2021-2024						
Alphard	2018-2020						
Alphard	2021-2024						
Coaster Bus	2018-2020						
Coaster Bus	2021-2024						
Mini Truck	2018-2020						
Mini Truck	2021-2024						

Format 3

Other Terms & Conditions (please complete)

Duty Hours	
Diver allowance for night stay outside Dhaka, specific districts and favorite tourist spots	
Maximum Parking Kilometers	
VAT & TAX	
Ferry & Toll & Parking	
Fuel price adjustment	
Any others	

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

Evaluation Criteria

Criteria	Weight
Technical fitness, Submission of Relevant Documents and Experience for similar services	50
Competitive pricing and overall reasonable, justifiable financial proposal	50
Total	100

RFQ submission process:

1. Quotations must be submitted exclusively via email to "procurement@cpd.org.bd" in PDF format, ensuring that no CPD staff members are copied on the email.
2. The subject line of the email should clearly state: "RFQ for Vehicle Services."
3. Please submit your quotation, along with the required documents by 25 November 2025.
4. The quotation should be concise and must include three sections: technical proposal, financial proposal, and relevant documents.

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.

Disclaimers:

- CPD reserves the right to select or reject any vendor who will drop the quotation for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service-provider, and CPD may also take legal actions, if required.
- Failure to deliver according to the terms of the contract shall subject the vendor to penalties as will be stipulated in the final contract.
- CPD will not be liable to indemnify any third party in respect for any claims, debt, damage, or demand arising out of this contract.
- CPD will not accept any liability for the compensation for death, disability or hazards. Which may be suffered by the vendor chain through this contract while serving CPD, no such claims will be made against CPD.
- Bidders must avoid conflicting with CPD's principles or creating real or perceived conflicts of interest and must uphold integrity, independence, and impartiality, refraining from public statements that could harm their relationship with CPD.

- CPD enforces zero tolerance for fraud, corruption, or terrorist financing, requiring vendors and consultants to act with honesty and integrity. Violations may result in disciplinary measures, legal action, and reporting to law enforcement for prosecution.
- CPD may unconditionally terminate any agreement if a supplier violates national labour laws or fails to protect children's rights, including safeguarding them from violence, abuse, exploitation, or harm.
- CPD enforces zero tolerance for sexual exploitation and abuse (SEA) and requires adherence to its Safeguarding Policy by all staff, vendors, and associated personnel.