



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH



Request for Quotation Document (National)

Name of the Package: Procurement of Hiring of Vehicle for PIU

Package No. NCS-01

Program Implementation Unit (PIU)

SICIP-BGMEA Program

(A program of Finance division, Ministry of Finance, Government of the People's Republic of Bangladesh)

September 2026



Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the BPPA to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple Physical Services. All concerned are advised to refer to the Public Procurement Rules, 2025 issued to supplement the Public Procurement Act, 2006; available on BPPA's website: <http://www.bppa.gov.bd/>. Notes and guidance are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 90 to 94 of the Public Procurement Rules, 2025 and in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (PPS1B) applies when a Procuring Entity intends to select a Quotationer (a Service Provider) for the Procurement of Physical Services other than hiring service Personnel through outsourcing policy under RFQ Method (RFQM) pursuant to Rule 90(3) of the Public Procurement Rules, 2025.
4. Pursuant to Rule 92(1) and Rule 92(2) of the Public Procurement Rules, 2025, RFQ shall be invited through letter or e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 92(3) of the Public Procurement Rules, 2025, RFQ Document shall be issued or made available to potential Quotationers 'free-of-cost'.
6. The time-limit for Request for Quotation shall in no case exceed seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025. The Procuring Entity must provide minimum three (3) days for submitting Quotations.
7. No Securities such as Quotation Security (i.e. Tender Security) and Performance Security shall be required pursuant to Rule 91(6) of the Public Procurement Rules, 2025.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 93(1), Rule 93(2) and Rule 94(1) of the Public Procurement Rules, 2025 as specified in the RFQ.
9. The criteria for evaluation, pursuant to Rule 91(4) of the Public Procurement Rules, 2025, shall be pre-disclosed.
10. Pursuant to Rule 90(5) of the Public Procurement Rules, 2025 the Quotation for low value Physical Services shall be on the basis of either 'Unit-Rate' or 'Lump-sum' depending on the level of estimating the quantity of physical services. The Activity Schedule format of the 'Unit-Rate' basis is attached with the RFQ Document. The Procuring Entity has chosen this Activity Schedule, as appropriate, for this particular procurement.
11. Splitting the object of Procurement is not permissible pursuant to Rule 90(4) (ka) of the Public Procurement Rules, 2025.
12. The Procuring Entity shall invite the successful Quotationer to sign the contract, pursuant to Rule 94(5) of the Public Procurement Rules, 2025, following recommendations of the Evaluation Committee and approval thereupon by the Approving Authority.
13. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 60 of the Public Procurement Rules, 2025.



Program Implementation Unit (PIU)

SICIP BGMEA Program

Level-3, BGMEA complex, House # 7/7A, Sector-17, Block # H-1, Uttara, Dhaka-1230

REQUEST FOR QUOTATION

For

Procurement of Hiring of Vehicle for PIU (Package No. NCS-01)

RFQ No: SICIP-BGMEA/2026-27/NCS-01

Date: 28 September 2026

To

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1. The **Chief Coordinator, SICIP-BGMEA Program** has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Service Specifications and, if applicable, drawings for the intended Physical Services would be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on **Unit-Rate** basis.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security and Performance Security shall be required for submission of the Quotation and performance of the Physical Services (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned **on or before 01 October 2026 at 03.00 PM**. The envelope containing the Quotation must be clearly marked "**Quotation for Procurement of Hiring of Vehicle for PIU**" and **DO NOT OPEN** before **01 October 2026 at 03.30 PM**. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. Quotation shall be submitted as per Activity Schedule of Physical Services.
10. All Quotations must be valid for a period of at least 21 days from the closing date of the Quotation.
11. No public opening of Quotations received by the closing date shall be held.
12. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the applicable law, if the Contract is awarded.
13. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.



14. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Clearance Certificate (or Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year FY 2025-2026, VAT Registration Number/Business Identification Number (BIN) and Financial Solvency Certificate** showing liquid asset of at least BDT 450,000.00 (*Four Lakh and fifty thousand Taka*) from any scheduled Bank; without which the Quotation may be considered non-responsive.
15. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
16. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
17. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025 (Not Applicable).
18. Performance of the Physical Services shall be completed within 12 months from the date of commencement.
19. Letter inviting the successful Quotationer to sign the Contract shall be issued within *three (3) days* of receipt of approval from the Approving Authority. The Contract shall have to be signed within **three 03** working days of issuing such Letter of Invitation.
20. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

Munir Chowdhury

Chief Coordinator

SICIP-BGMEA Program

Level-3, BGMEA complex, House # 7/7A, Sector-17, Block # H-1, Uttara, Dhaka-1230

Phone No. +8801791050064, Fax No N/A, e-mail: polash.bgmea.sicip@gmail.com

Distribution:

- 1 President, BGMEA;
- 2 Website of SICIP for information and wide circulation.
- 3 Website of BGMEA for information and wide circulation.
- 4 Notice Board.
- 5 Office Copy.



Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: SICIP-BGMEA/2026-27/NCS-01

Date: dd/mm/yy

To:

Munir Chowdhury

Chief Coordinator

SICIP-BGMEA Program

Level-3, BGMEA complex, House#7/7A, Sector-17, Block #H-1, Uttara, Dhaka-1230.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for performance of Physical Services named [insert name of physical service]

The total Price of our Quotation is [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive, coercive or obstructive practices. Furthermore, I am/ We are aware of Para 28(e) of the Conditions of Contract and pledge not to indulge in such practices in competing for or in executing the Physical Services.

I am/We are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.



Signature of Quotationer with Seal
Date:

Activity Schedule

Vehicle Hiring for Transportation Services of PIU Office of SICIP-BGMEA Program

Item No	Description of Items of Service (in sufficient details) ¹	Unit ²	Quantity ³	Unit Rate in BDT ⁴	Amount in BDT
				<u>In figure</u> <u>In word</u>	
To be filled in by the Procuring Entity				To be filled in by the Tenderer	
01	Rent of Microbus (Toyota X-Noah or Similar Standard not older than 2021 or 5 years from the running year Including Salary of Driver and All Types of Maintenance Cost)	Month	12		
02	Fuel (Octane) Cost for Toyota X-Noah or Similar Standard's Per Km (It will be counted as per actual use of vehicle and payment will be given as per actual use of each month)	Km	2000		
03	Contingency ^{1(a)}	LS	1	20,000	Twenty thousand taka only.
Total Cost (including VAT and Tax)					

Note

¹Items required for the entire Contract Period for providing the Services should be indicated by the Procuring Entity (PE).

^{2,3}Units and quantities shall be provided by the Procuring Entity.

⁴Unit rates or prices for each item (except contingency) shall be entered by the Tenderer which shall be inclusive of profit and overhead for all items of the Services described in the Activity Schedule. All kinds of applicable taxes, custom duties, fees, levies, VAT and other charges payable by the Service Provider under the Contract, or for any other cause shall also be included in the unit rates or prices.

^{1(a)}Taka 20,000 (Twenty thousand) has been kept as contingency in order to cater for the cost of driver's overtime and any other cost not specified in the Performance Specification subject to the decision of PE. The contingency amount shall be released only against actual expenditure, supported by proper document and subject to verification and approval of PE. Contract Price shall be total price plus contingency.

[insert number] number corrections made by me/us have been duly initialed in this page of BoQ. My/Our Offer is valid until dd/mm/yy [insert Quotation Validity date].

Signature of the Quotationer with Seal

Date: dd/mm/yy

Note (use only when this approach deemed appropriate):

1. For Low value and simple nature of Physical Services and all the components of the Services can only be determined accurately.
2. Services performed are re-measured for payments.



Program Implementation Unit (PIU)
SICIP-BGMEA Program

Address: Level-3, BGMEA complex, House # 7/7A, Sector-17, Block # H-1, Uttara, Dhaka-1230

Invitation for signing Contract

[Rule 94 (5) of PPR, 2025]

RFQ No.

Ref:

Date: dd/mm/yy

To:

[name of Service Provider _____]
[address _____]

This is to notify you that your **Quotation** dated [dd/mm/yy] for the performance of the Physical Services named [insert name of Service] for the Contract Price of Tk [state amount in figures and in words] as corrected, has been approved by the competent authority.

You are thus requested to attend the office of the undersigned to sign the Contract within [insert days] of issuing this Letter of Invitation; but in no case later than [specify dd/mm/yy].

You may proceed with the performance of the Physical Services only upon signing the Contract. You may also please note that this invitation shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal.

Attachment: Draft Contract

Signature of the Procuring Entity with name and designation

Date: dd/mm/yy



Contract Agreement

THIS AGREEMENT made on this [insert day] day of [insert month and year] between [name and address of Procuring Entity] (hereinafter called "the Procuring Entity") of the one part and [name and address of Service Provider] (hereinafter called "the Service Provider") of the other part:

WHEREAS the Procuring Entity invited Quotation for certain Physical Services named [insert name of Physical Services] and has accepted the Quotation submitted by the Quotationer for the performance of those services in the sum of Taka [insert Contract price in figures and in words] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereinafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Letter of Invitation
 - (c) the Conditions of Contract
 - (d) the Specifications
 - (e) the Drawings (if any)
 - (f) the priced Activity Schedule
 - (g) any other document listed anywhere in the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Services as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Entity to execute and complete the services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Service Provider in consideration of the execution and completion of the Physical Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Procuring Entity

For the Service Provider

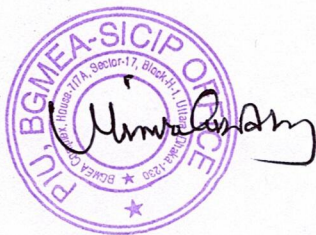
Signature

Name

Designation

National ID No.

In the presence of
Name



Conditions of Contract

1. Conditions of Contract contained herein shall be binding upon both the contracting parties for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Conditions of Contract shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.
3. The Service Provider shall have to commence the performance of Physical Services within **03** days of signing of the Contract Agreement and complete in conformity in all respects with the provisions of the Contract within 12 months.
4. The Service Provider shall immediately submit to the Procuring Entity a Programme of Physical Services showing the timing for all the activities and components of Physical Services.
5. The Service Provider shall maintain Pro-Rata progress of the Physical Services. Progress shall be determined in terms of the value of the Physical Services performed.
6. The Service Provider shall be entitled to an extension of the Intended Completion Date if the Procuring Entity delays in handing over the Site or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
7. The Procuring Entity shall check and verify the Physical Services executed by the Service Provider and notify the Service Provider of any Defects found.
8. Notwithstanding any testing and examination, the Procuring Entity by visual inspection or field/lab tests may instruct the Service Provider to:
 - a. remove and replace any item or service or part thereof which is not in accordance with the Contract,
 - b. remove and re-execute any other work or part thereof which is not in accordance with the Contract, and
 - c. execute any work which is urgently required for the safety of the Physical Services.
9. The Service Provider shall submit to the Procuring Entity the monthly bill for the Hiring of Vehicle for PIU, and payment shall be made upon certification of the bill by the Procuring Entity (PE)."
10. The Service Provider shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
11. Notwithstanding any other practice, the method of measurement and mode of payment shall be based on the type of the Contract corresponding to the Activity Schedule below:

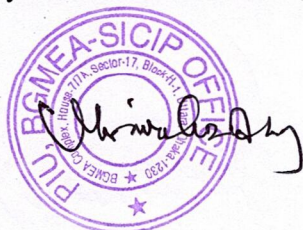
Unit-rate Basis

Measurement shall be made of the net quantity of each item of the Physical Services actually executed in accordance with the Activity Schedule. The first progressive payment shall be made only after twenty (20) percent progress

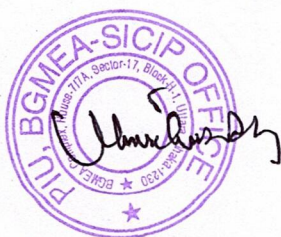


achieved. The Procuring Entity shall make payments to the Service Provider in Taka currency, while the Final payment shall be made upon fulfilment of all contractual obligations by the Service Provider.

12. The Service Provider's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the applicable law.
13. The total Contract Price is BDT [insert figure] BDT [in words].
14. Physical Services under Variation Orders (except in case of Lump-sum basis) shall under no circumstances exceed ten (10) percent of the Contract Price subject to threshold specified in Rule 90 (1) and 90 (6) (ka) & (ga) of the Public Procurement Rules, 2025, as appropriate.
15. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Conditions of Contract in line with the Rules, where necessary.
16. The Procuring Entity shall retain or in other words deduct from each progressive payment due to the Service Provider at the rate of five (5) percent of the invoice amount as Retention Money until completion of the whole of the Physical Services under the Contract. This Retention Money shall be kept in PE's end for meeting any claims during the Defect Liability Period. (Not Applicable)
17. The Service Provider shall apply by notice to the Procuring Entity for issuing a Completion Certificate of the Physical Services, and the Procuring Entity shall do so upon deciding that the work is completed.
18. The Procuring Entity shall, within seven (7) working days after receiving the Service Provider's application:
 - a. issue the Completion Certificate to the Service Provider stating that the Physical Services were completed in accordance with the Contract, or
 - b. reject the application, giving reasons and specifying the Physical Services required to be done/redone by the Service Provider to enable issuance of the Completion Certificate.
19. The Procuring Entity shall Take-Over the Site and accept the Physical Services performed not later than three (3) working days of issuing the Completion Certificate.
20. The Procuring Entity may issue a notice for correction of Defects within seven (7) days from the Service Provider's request for **Final Payment** stating the scope of corrections or additions that are necessary.
21. If the Service Provider has not corrected a Defect or taken due measure against any non-performance within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected or services performed by it, and the Service Provider shall remain liable to pay the expenditures incurred on account of correction of such Defects or performance of such services.
22. The Service Provider shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while performing the services. Any claim arising out of performance of the Physical Services shall be settled by the Service Provider at his/her own cost and responsibility.



23. Loss or damage to the Services or Materials to be incorporated in the Physical Services between the Start Date and the end of the performance shall be remedied by the Service Provider at the Service Provider's own cost, if the loss or damage arises from the Service Provider's acts or omissions.
24. The Retention Money shall be returned to the Service Provider within fourteen (14) days after performance of the whole services.
25. The Procuring Entity may, by written Notice sent to the Service Provider, terminate the Contract in whole or in part at any time, if the Service Provider:
- a) fails to sign the Contract or commence the Services within the specified time; or
 - b) fails to achieve satisfactory progress of Physical Services in accordance with the Programme of Physical Services; or
 - c) fails to complete the Service performance as per drawing and specifications; or
 - d) after receipt of a written notice from the Procuring Entity does not remedy its failure within the time period specified therein.
 - e) in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in performing the Services.
 - f) fails to perform any other obligation (s) under the Contract.
 - g) engages in any of practices mentioned in the Rule 149 of the PPR 2025.
26. In case of acting following paragraph no 28, the Service Provider has to pay a penalty at the percentage to apply to the contract price of the Physical Services not completed, representing the Procuring Entity's additional cost for completing the uncompleted Physical Services, is 15 percent of the revised official estimated cost of the uncompleted Physical Services.
27. The Procuring Entity and the Service Provider shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
28. The Service Provider shall be subject to, and aware of provision on corruption, fraudulence, collusion, coercion and obstruction in Section 64 of the Public Procurement Act, 2006 and Rule 149 of the Public Procurement Rules, 2025.



Performance Specifications

A. Vehicle Hiring for Transportation Services of PIU Office of SICIP-BGMEA Program

Purpose of the Service

The purpose of the service is to provide a suitable, safe, reliable and well-maintained vehicle with a qualified driver for transportation of officials of the Program Implementation Unit (PIU), SICIP-BGMEA Program for official purposes, including official travel, field visits, monitoring visits, meetings and other program-related activities.

Areas Included in the Scope of Services

The Hiring of Vehicle for PIUs will be required for transportation to the following areas.

1. The services shall primarily be provided to the PIU Office of SICIP-BGMEA Program, Uttara, Dhaka.
2. The vehicle shall be used for transportation of PIU officials within Dhaka for official purposes.
3. The vehicle shall occasionally be used for official travel to any locations in Bangladesh.

Detailed Definition of Services

The Service Provider shall provide the services with the vehicles having following specifications:

1. The vehicle's Model shall be not older than 2021 or 5 years from the running year or newer.
2. The body of the vehicles shall be so well painted and dented that it looks like new with acceptable aesthetic view.
3. The seats and the seat-cover shall look good, neat and clean and free from aesthetic problem as per passengers' satisfaction.
4. The vehicles shall have all built-in-facilities including Air conditioning.
5. The microbus shall have the octane driven provision.
6. The meter of the vehicles shall be operative for reading the meter.

Detailed Days and Times

1. The Service Provider shall provide the vehicle service on working days (06 days a week with 01 weekly holidays) approximately 25/26 days per month. For any official reason the service have to be provided on holidays.
2. If the vehicles run on the holidays, then all conditions for service provided on working day shall be equally applicable.
3. The service level shall be uninterrupted except Force Majeure situations.



General Specifications

Minimum Vehicle Requirements:

- Model Year: 2021 or newer
- Condition: Brand New/Reconditioned (maximum 50,000 km run)
- Engine: 1800-2000 cc
- Transmission: Automatic
- Fuel: Must be supplied by Service Provider/Contractor (Octane)
- Seating Capacity: 7-9 persons
- Air Conditioning: Dual Zone
- Airbags: Minimum 2
- ABS: Required
- Power Steering: Required
- Power Windows: Required
- Central Locking: Required
- Reverse Camera: Required
- USB Charging Port: Required
- Bluetooth: Required
- Tires: Radial
- Spare Tire: One
- Fire Extinguisher: One
- First Aid Box: One
- Tool Kit: Complete

Daily Activities

1. The Service Provider shall provide the service for a period of approximately 12 (twelve) hours in a day. After 12 (twelve) hours duty in a day the Overtime for the driver shall be applicable and the overtime rate would be Tk 50 (Fifty) per hour.
2. The estimated running of the vehicles per day will be 80 Km. Mileage counting will be started at the location where the vehicle will report (determined by the program authority) in the morning and will be ended at the location where the vehicle will be released in a day.
3. The driver, along with, the vehicle shall reach the defined place(s) as per specific schedule provided by the employer.
4. The driver shall maintain a logbook at his/her own responsibility and shall make it updated.
5. The driver shall commence his/her duty from such a time as required to reach the officials at the office 5 minutes/10 minutes earlier to 9.00 am.
6. The drivers shall not drive the vehicles recklessly but with safety following the traffic rules.



Weekly Activities

1. Routine inspection of vehicle engine, brake system, tire pressure, and battery.
2. Cleaning and sanitization of interior and exterior.
3. Weekly review of logbook entries and performance records.

Monthly Activities

1. Submission of monthly invoice with logbook records.
2. Submission of updated vehicle documents (if renewed during the month).
3. Preventive maintenance check-up.
4. Review meeting with designated personnel regarding performance.

Specific Activities

1. The service provider shall be responsible for the cost of driver, repair and maintenance, fuel and insurance etc. for the hired vehicles. The employer shall not pay more than the actual use of vehicles per month.
2. The service provider shall be responsible for the garage required for the vehicles.
3. As per requirement of the employer the service provider shall be bound to provide services to any place of Bangladesh any time without showing any excuse unless there is any force majeure situation.
4. Without valid reason acceptable to the employer, if the service provider fails to comply the request in serial 3 above, the penalty shall be imposed proportionate to the monthly rent for the non-compliance with the request by the employer. The valid reason will be determined by the employer and that shall be the final.
5. If any time the vehicles become out of order, the Service Provider shall instantly arrange an alternative vehicle of equivalent standard and facilities.
6. If a vehicle troubles within service, alternative arrangement (satisfactory to PE) should be made within 1/2 hours. If fails PE will arrange alternative vehicle at own cost but the cost will be deducted from the suppliers next payment certificate. If due to unavoidable circumstances, any alternative vehicle is to be provided by the service provider, the vehicle should be equivalent of the original.
7. If because of illness or any other reason, the assigned driver fails to drive the hired vehicle, the Service Provider shall arrange an alternative driver that holds the valid driving license.
8. For all time communication with the driver, the Service Provider shall supply a cell phone to the assigned drivers at their cost.
9. The Service Provider shall not engage the hired vehicle along with the drivers for any other purpose within the period contracted for providing the Services.
10. The Service Provider shall be bound to change any driver any time depending upon the feedback from the user(s).



Equipment, Consumables, and Other Finished Goods to be Delivered

The Service Provider shall provide, at its own cost:

- Roadworthy vehicles with all necessary accessories.
- Spare tire, basic tools, and emergency repair kits.
- Regular lubrication, engine oil, brake oil, and consumables.
- Replacement parts such as tires, batteries, filters, belts, wipers, lamps, etc.
- Professional GPS/Tracking (if requested by the Procuring Entity).
- Vehicle logbooks, cleaning support, flash lights, safety triangles, fire extinguishers, and first-aid kits.

Finished Goods Specifications Table:

Item No.	Name of Goods/Products	Full Technical Specifications and Standards	Remarks
1	Microbus (01 Unit)	• Vehicle Type: Microbus • Brand: Toyota X-Noah or similar standard • Model: 2021 or newer • Engine capacity: 1800-2000 cc • Seating capacity: 7-9 persons • No. of doors: 05 (Including Back Door) • Air condition: Full Auto Function with Dual AC • FUEL: Octane driven fuel must be supplied by Service Provider/Contractor. • Color: Silver/Black/Blue/Pearl or chosen by the procuring entity (should be at pristine condition) • General: Excellent engine condition along with other parts and accessories like brake, accelerator, suspension, self-ignition, batteries, etc.	
2	Vehicle Log Book	Standard vehicle operation logbook with daily tracking format	Provided by Service Provider
3	Safety & Emergency Kit	Fire extinguisher, first-aid box, reflective triangle, flashlight	Included with vehicle

Requirements for Service Provider's Staff and Labor

The Service Provider shall provide a competent, experienced and qualified driver for the hired vehicle.

The driver shall:

- Physically fit and capable of performing long-hour driving duties.
- Possess valid driving licenses issued by BRTA.
- Have no disqualifying criminal or disciplinary history.



- Wear professional attire and maintain proper etiquette.
- Demonstrate acceptable character, integrity, and professionalism.
- Must follow instructions of the PIU and maintain discipline.
- The Service Provider must immediately replace the drive deemed unsuitable by PE.

Payment's procedure:

The successful service provider will be required to submit invoices immediately after completion of services. Payment will be made in favor of the Service Provider within 15 (fifteen) working days upon satisfactory of services received and submission of correct invoice along with necessary documents. Under no circumstances Program will not entertain any request for cash payment or partial payment for the invoice. Wherever applicable, tax as prescribed by Taxation Authority, will be deducted from the invoice.

Payment shall be made on a monthly basis and shall comprise the following two (2) components:

Part-1: Fixed Monthly Rental Charge

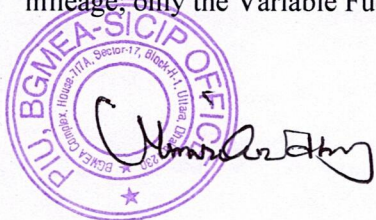
The Fixed Monthly Rental Charge shall remain unchanged throughout the contract period. The quoted fixed monthly rate shall include all costs associated with the provision and operation of the vehicle:

- Monthly vehicle rental charge;
- Driver's salary;
- Engine oil, lubricants, filters, and other consumables;
- Routine, preventive, and corrective maintenance;
- Repair and replacement of spare parts;
- Replacement of tires, batteries, wiper blades, lamps, and other accessories;
- Vehicle registration, road tax, tax token, fitness certificate, route permit (if applicable), and comprehensive insurance;
- Cleaning, washing, and regular servicing of the vehicle;
- Road tolls, toll plaza charges, parking fees, ferry charges, and other applicable road or route-related charges;
- Driver's daily allowance, accommodation, and other reasonable expenses when travel outside Dhaka requires an overnight stay;
- All administrative and overhead expenses incurred by the Service Provider; and
- All applicable taxes, VAT, duties, levies, and other charges imposed under the prevailing laws of the Government of Bangladesh.

Part-2 (a): Variable Fuel Cost

The Fuel Cost shall be reimbursed separately based on the **actual distance travelled (kilometers)** as recorded in the vehicle logbook and certified by the authorized representative of the Procuring Entity.

- Fuel shall be (**Octane**) supplied entirely by the Service Provider.
- The estimated average monthly running distance is approximately 2,000 kilometers.
- If the actual monthly running distance exceeds or falls below the estimated range, the fuel cost shall be calculated based on the actual distance travelled.
- No adjustment shall be made to the Fixed Monthly Rental Charge due to any variation in monthly mileage; only the Variable Fuel Cost shall be adjusted accordingly.



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Part-2(b): Variable Contingency Cost

An amount of BDT 20,000 (Taka Twenty Thousand) has been kept as a contingency provision to meet the cost of the driver's overtime and any other unforeseen cost not specified in the Performance Specification, subject to the approval of the Procuring Entity (PE). The contingency amount shall be payable only against actual expenditure, supported by proper documentation and subject to verification and approval by the PE. Driver overtime shall be payable only for hours actually worked beyond 12 hours in a day, at the prescribed rate of BDT 50 per hour. Any unutilized amount of the contingency provision shall not be payable.

Road Tax, Fitness Certificate and insurance:

Service Provider will be responsible for updating vehicles registration, road tax, tax token, fitness certificate, insurance or any other legal documents as required by the Bangladesh Road Transport Authority or local representative of BRTA.

Vehicle provided by the Service Provider must carry the following documents:

- I. Registration Certificate of the Vehicle
- II. Valid Fitness Certificate
- III. Tax Token
- IV. Valid Insurance
- V. Valid Driver's License

All legal compliances in accordance of Law of Bangladesh to operate vehicles on the road must be followed. All legal paper of the supplied vehicles must be up-to-date as required by the local traffic rules and regulations, and a copy of these documents will be kept by the Program. The Service Provider will be responsible for paying all penalty or fines if imposed by any authority on any of the supplied vehicle or on any driver of those vehicles for violation of any rules or regulation of Bangladesh.

Maintenance:

The Service Provider will arrange regular servicing and maintenance of the vehicles with prior consent by the Program management for smooth operation. Any maintenance, repairing and cleaning work should be done during the weekends upon mutual agreement between both the parties. The Service Provider will also be responsible for temporary replacement of the vehicle if there is maintenance work (for monthly rent). The Service Provider will be responsible for replacement of all parts and equipment, including but not limited to tires, battery or any other parts of the vehicle required maintaining suitable operation of the vehicle. In case of unsatisfactory service or unsatisfactory performance of supplied vehicle, the Service Provider will be responsible for replacing the vehicle immediately.

Drivers:

- (a) Driver's Daily allowance and distance driving allowance (outstation charge) including accommodation cost (if required) will be directly paid by Service Provider.
- (b) Drivers' Qualification:
 - i. As per Tender Data Sheet.
- (c) Assigned drivers shall be nominated in writing by the Service Provider and approved by



Program, and the Service Provider will replace the driver at any time if not judged suitable by Program.

- (d) The Service Provider will be fully responsible for all drivers' contractual obligations, including salaries, benefits and bonuses and other facilities.

VAT & TAX:

VAT & AIT (Advance Income Tax) shall be deducted at Source as per GoB rules.

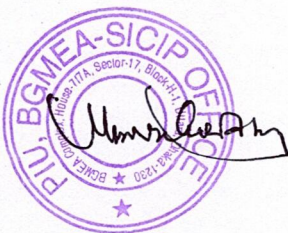
Termination:

The Program reserves the right to terminate the contract at any time for any reason whatsoever by giving the successful service provider one month notice in writing. If the successful service provider wishes to terminate the contract then they are to provide one month notice in advance to Program. The Program decision is final in case of any dispute that arises in connection with these termination arrangements.

For any Fraud case/Terrorism found or breach of contract, Project will terminate the contract/Agreement within 7 days' Notice to the service provider and Outstanding payment will be settle within next 15 (fifteen) working days subject to the submission of all the relevant documents.

Emergency Support:

Service Provider must provide the emergency support in weekend, Govt. holiday, public holiday and out of office hours etc. if required. If the vehicle runs in a holiday, then the fixed cost will not be changed only the variable cost will be charged according to the working days provision.



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B. Performance Monitoring

1. Objective

The representatives of the Program Authority and the Service Provider shall review the performance of the Hiring of Vehicle for PIU at least once every three months, or as often as necessary, with a view to ensuring the required quality, safety, reliability and continuity of transportation services.

2. Progress Meetings

The Program Authority shall designate an officer from the PIU Office to monitor and coordinate the Hiring of Vehicle for PIU.

The designated officer shall monitor and review:

- (a) major shortcomings in the Hiring of Vehicle for PIU and corrective measures taken;
- (b) complaints or feedback received from PIU officials regarding the vehicle or driver and action taken by the Service Provider;
- (c) the condition, cleanliness, safety and suitability of the vehicle;
- (d) the availability and performance of the driver and arrangements for replacement where necessary;
- (e) compliance with vehicle registration, fitness, tax token, driving license and other applicable legal requirements; and
- (f) other matters related to the contractual obligations of the Service Provider.

3. Output and Quality Standards

The Hiring of Vehicle for PIU shall meet the following minimum performance requirements:

- The vehicle shall be available at the designated location within the prescribed reporting time.
- The vehicle shall be clean, hygienic, comfortable and roadworthy.
- The vehicle shall comply with the specified model-year requirement.
- The vehicle shall have a properly functioning air-conditioning system and operational odometer/meter.
- All required vehicle and driver documents shall remain valid throughout the contract period.
- The driver shall be punctual, properly licensed, professional and courteous.
- The driver shall comply with applicable traffic rules and ensure safe transportation of PIU officials.
- The vehicle's logbook shall be properly maintained and accurately reflect daily movement and mileage.
- Any breakdown or unavailability of the vehicle shall be addressed immediately by providing a suitable replacement vehicle.
- Emergency transportation support shall be provided whenever required, including during weekends, Government/public holidays and outside normal office hours.
- There shall be no recurrent complaints regarding the driver's behavior, negligence, unsafe driving or poor performance.
- Services shall be provided continuously throughout the contract period except in Force Majeure situations.

