



National Rural Support Programme

Regional Office, Hyderabad

**Request for Proposals (RFP)
for Rental Vehicles under project project
Multi-Sectoral Support to flood affected and
Food Insecure Communities in Khairpur, Dadu &
Sanghar Districts of Sindh.**

Hyderabad, January 24, 2023

Our ref.: RFP# NRSP/01/22/rental vehicles/2023

Dear Sirs/Madam,

SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR SUPPLY OF VEHICLES ON RENTAL BASIS

This is an invitation to RFP for the above mentioned subject. Please find enclosed the following documents, which constitute the RFP package:

- A. Instructions to bidders (ITB)**
- B. Technical Specifications/Offer and Financial Offer**
 - **Annex i +ii** **technical specifications + technical offer**
 - **Annex iii** **Financial Offer**
- C. Further information**
 - **Annex iv** **Declaration**

We look forward to receiving your proposal and bid security in the form of Demand Draft/Pay order/Call Deposit in the name of NRSP before the submission deadline at the address specified in the ITB.

By submitting a proposal you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the NRSP sends it to the electronic address you referred to in your offer.

Yours sincerely,

NRSP Procurement Committee
Regional Office, Hyderabad.

SECTION A

A. INSTRUCTIONS TO BIDDERS

PUBLICATION REF.: RFP# NRSP/01/22/rental vehicles/2023

National Rural Support Programme is implementing the project titled “**Multi-Sectoral Support to flood affected and Food Insecure Communities in Khairpur, Dadu & Sanghar Districts of Sindh**” funded by the Save the Children in district of Khairpur, Dadu & Sanghar.

The overall objective and specific objective of the project are:

Objective: To strengthen coping capacities of the affected communities by rendering access to critical lifesaving assistance for their survival, protection, and recovery against the adverse effects of floods.

Specific objective: To avert hunger and improve communities’ resilience to the ongoing adversity through integrated food security, livelihoods, health & nutrition, and WASH assistance

1.1 The subject of the contract is to supply the below specifications vehicles on monthly rental basis.

Lot No	Name of Item	Description	Qty Required.	Period	Work area
1	Item-I Rented Vehicle (4x2) Saloon Car with driver without fuel	Vehicle Salon Car model 2018 or above, 1300cc or above Seating capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Khairpu .	1 No. vehicle	Around 9 months from the date of hiring	District Khairpur While travel may include the rest of Sindh province of Pakistan.
	Item-II Rented Vehicle (4x2) Sedan Car with driver without fuel	Vehicle Salon cars Model 2018 or above, 900 to 1000 CC, Seating Capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, first aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Khairpu .	1 No. Vehicle		

2	Item-I Rented Vehicle (4x2) Saloon Car with driver without fuel	Vehicle Salon Car model 2018 or above, 1300cc or above Seating capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Dadu	1 No. vehicle	Around 9 months from the date of hiring	District Dadu While travel may include the rest of Sindh province of Pakistan.
	Item-II Rented Vehicle (4x2) Sedan Car with driver without fuel	Vehicle Saloon cars Model 2018 or above, 900 to 1000 CC, Seating Capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, first aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Dadu	1 No. Vehicle		
3	Item-I Rented Vehicle (4x2) Saloon Car with driver without fuel	Vehicle Salon Car model 2018 or above, 1300cc or above Seating capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Sanghar	1 No. vehicle	Around 9 months from the date of hiring	District Sanghar While travel may include the rest of Sindh province of Pakistan.
	Item-II Rented Vehicle (4x2) Sedan Car with driver without fuel	Vehicle Saloon Cars Model 2018 or above, 900 to 1000 CC, Seating Capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, first aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Sanghar	1 No. Vehicle		

at National Rural Support Programme, Regional Office, Hyderabad-Mirpurkhas dual carriage way, near Gul Mohar Restaurant, Rahuki Hyderabad or in respective district as mentioned above.

- 1.2 The vehicles must comply fully with the technical specifications set out in the RFP package (technical annex) and conform in all respects with the quantities and specifications.
- 1.3 The Prices quoted shall be DDP for monthly rental at the delivery location i.e. Hyderabad or for respective district, Sindh.

- 1.4 Drivers offered must have at least 5 years experience of driving LTV's motor cars/jeep, must hold driving license valid for minimum 1 year within Pakistan,
- 1.5 Drivers must be fully conversant with local laws, traffic rules and road conditions of duty area.
- 1.6 Drivers will be required to work 7 days per week including weekends (if required), No overtime will be allowed.
- 1.7 Vehicles rental (with driver) should be quoted on monthly basis for each lot and item separately as mentioned above excluding fuel for project period of 9 months. The rental period may be reduced or extended if needed as per project requirements.
- 1.8 All running, repair & maintenance will be managed by the Supplier which includes (Air/Petrol Filters, Oil change, Service).Service schedule should be mentioned and will be recorded and checked by NRSP.
- 1.9 Vehicles fuel will be provided by National Rural Support Programme as per actual consumption.
- 1.10 At designated duty stations driver's meals & accommodation is complete responsibility of the Supplier. Outstation meals and accommodation will be provided by National Rural Support Programme.
- 1.11 All critical replacements of vehicles & drivers (within 24 hrs) will be arranged by the Supplier with no exception. In case of failure, National Rural Support Programme will arrange its own hired vehicles and all expenses will be deducted from the Supplier as per actual till the time of replacement.
- 1.12 All types of insurance (comprehensive/third party) shall be managed by the Supplier and all third party losses will be the Supplier's responsibility and Suppliers will ensure to indemnify NRSP & Save the Children from third party liabilities.
- 1.13 All toll taxes will be reimbursed by NRSP and any other fines/penalties/violations tickets will be paid by the Supplier
- 1.14 Vehicle log-books must be maintained and updated by drivers on daily basis and signed by NRSP's authorized person. Log Book will be provided by NRSP.
- 1.15 Parking of vehicles(on NRSP office premises or otherwise) is sole responsibility of the Supplier
- 1.16 As per NRSP policy, on road safety First Aid Kits must be available in all vehicles, this will include fire extinguisher, first aid kit, spare wheel and wheel brace must be carried, tow rope, basic tool box, torch and spare batteries, vehicle jack or any other mutually agreed basic tools.
- 1.17 NRSP Procurement committee reserves the right to alter the quantity, if required.
- 1.18 A supply agreement will be signed with successful bidder(s) for timely supply of appropriate quality items/services and method of payment. Failure to meet the conditions of the agreement will result in cancellation of the agreement at the risk and cost of the Supplier.
- 1.19 National Rural Support Programme reserves the right to forfeit the Bid Security in case of breach of the agreement or failure to supply the vehicles and drivers on quoted prices and terms & conditions.
- 1.20 RFP publication does not constitute any commitment on part of National Rural Support Programme unless a written agreement is signed by both parties.
- 1.21 Procurement committee reserves the right to cancel/reject any or all offers without assigning any reason.
- 1.22 Exact quantities may vary slightly from estimated numbers.
- 1.23 Bidders are not authorised to RFP for a variant solution in addition to the present RFP.

1.24 Time table

	DATE	TIME*
RFP Publication	January 24, 2023.	00. 00 AM
Deadline for submission of Proposals	January 31, 2023	02:00 PM
RFP opening session	January 31, 2023	02: 30 PM

* All times are in PST.

2. Participation

2.1 Eligibility.

- Participation in RFP is open to all legal persons having registered business entity including sole proprietorship, Association of Persons (AOP), partnership firm, private or public limited companies having valid NTN with active tax payer list on FBR online portal.

2.2 Exclusion from participation.

Bidders must have to certify in a declaration that they are not in one of the following situation

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment;
- They have been guilty of grave professional misconduct proven by any means;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of country where the contract to be performed.
- They have been subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interest

2.3 Exclusion from award of contract

Contracts may not be awarded to RFPs which during the procurement procedure:

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

2.4 These terms refer to all nationals of the above states and to all legal entities, companies or partnerships effectively established in the above states. For the purposes of proving compliance with this rule, bidders being legal persons, must present the documents required under that country's law.

2.5 The eligibility requirement detailed in sub clauses 2.1 and 2.2 applies to all members of a joint venture/consortium and all subcontractors, as well as to all entities upon whose capacity the bidder relies for the selection criteria. Every bidder, member of a joint venture/consortium, every capacity-providing entity, every subcontractor providing more than 10 % of the supplies must certify that they meet these conditions. They must prove their eligibility by a document dated less than one year earlier than the deadline for submitting RFPs, drawn up in accordance with their national law or practice or by copies of the original documents stating the constitution and/or legal status and the place of registration and/or statutory seat and, if it is different, the place of central administration. The NRSP may accept other satisfactory evidence that these conditions are met.

2.6 To be eligible to take part in this RFP procedure, bidders must prove to the satisfaction of the NRSP that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

- 2.7 Where RFPs include subcontracting, it is recommended that the contractual arrangements between bidders and their subcontractors include mediation, according to national and international practices, as a method of dispute resolution.

3. Origin

- 3.1 All supplies/vehicles under this contract may originate from any country.

4. Type of contract

Service Contract for Rental Vehicles on Monthly Basis

5. Currency

RFPs must be presented in Pak Rupees

6. Lots

This RFP procedure is divided into three lots. Separate lot for each district. The bidder will be required to submit the RFP for each lot separately. For each lot the rate will be quoted for both the items separately. However the RFPe can submit the RFP for one lot or for more than one lot.

7. Period of validity

- 7.1 Bidders will be bound by their proposals for a period of 30 days from the deadline for the submission of RFPs.
- 7.2 In exceptional cases and prior to the expiry of the original proposal validity period, the NRSP may ask bidders in writing to extend this period by 30 days. Such requests and the responses to them must be made in writing. Bidders that agree to do so will not be permitted to modify their proposal and they are bound to extend the validity of their proposal guarantees for the revised period of validity of the proposal. If they refuse, without forfeiture of their earnest money, their participation in the RFP procedure will be terminated.
- 7.3 The successful bidder will be bound by its proposal for a further period of 30 days. The further period is added to the validity period of the proposal irrespective of the date of notification.

8. Language of RFP

- 8.1 The RFP, all correspondence and documents related to the RFP exchanged by the bidder and the NRSP must be written in the language of the procedure, which is English.

9. Soumission of Proposals

- 9.1 The NRSP must receive the proposals before the deadline specified in 9.2. They must include all the documents specified in point 11 of these Instructions and be sent to the following address either by hand or by courier (in case of submission through courier it is responsibility of bidder to reach the proposal on the date and time given, any delay from courier will not be client responsibility).

Procurement Committee,

National Rural Support Programme,

Regional Office, Hyderabad-Mirpurkaha Dual carriage way, Near

Gul Mohar Restaurant, Rahuki Hyderabad

Tel: +92-303-7772135

Latest by January 31, 2023 by 02:00 pm.

9.2 All Proposals, including annexes and all supporting documents, must be submitted in a sealed in one envelope bearing only:

- a) the above address of client and bidder
- b) the reference code of this RFP procedure, (i.e.RFP# NRSP/01/22/2023/rental vehicles/2023);
- c) the words 'Not to be opened before the proposal opening session January 31, 2023 till 2:30pm, ' in the language of the RFP package.
- e) the name of the bidder.

The technical and financial offers/proposals must be placed together in a sealed envelope.

10. Content of RFPs

Failure to fulfil the below requirements will constitute an irregularity and may result in rejection of the RFP. All RFPs submitted must comply with the requirements in the RFP package and comprise:

Part 1: Technical offer/proposal:

- Bidder must have to complete the technical offers on the Annexed format "Technical Bid Form". Proposals received without technical bid will be treated as rejected. Bidders may use their letter pad for printing of technical bid form. Copy of NTN certificate and proof of active tax payer.

Part 2: Financial offer/proposal:

- Financial Offer: Bidders must have to use the annexed "Financial bid form" for completing their financial offer. A financial offer must be calculated on the basis of DDP (Delivered duty paid) for the rental of vehicles. Bidders may use their letter pad for printing of technical bid form.

Part 3: Documentation:

- The Bid security (earnest money), for Rs.20,000/- (Rupees Twenty Five thousand only) per lot in shape of demand draft/pay order/caller deposit in the name of NRSP.
- Bidder's declaration for Annex -IV

Remarks:

Bidders are requested to follow this order of presentation.

11. Rejection of Proposals

The proposal will be rejected if

- The documents does not bear signature of the authorized person.
- It is received through fax/e-mail.
- If it is submitted without or less or not as per mentioned instrument the bid security/earnest money .
- If it is received after the expiry of the due date and time.
- Incomplete Proposals

12. Taxes and other charges

- The quoted rates should be inclusive of all applicable taxes (WHT, SST etc). by the government. In case of any exemption Bidders should have to provide a valid exemption certificate as per government rules.
- Bidders must have to provide the comprehensive insurance including third party liability of the vehicles offered.
- The quoted prices should be included of all transportation, carriage, handling and all other costs.

13. Additional information before the deadline for submissions of Proposals

The RFP package is clear that bidders do not need to request additional information during the procedure. If the NRSP, on its own initiative or in response to a request from a prospective bidder, provides additional information on the RFP package, it must send such information in writing to all other prospective bidders at the same time.

Bidders may submit questions in writing to the following address before the deadline as given in Clause 2 , time table, specifying the **publication reference and the contract title**:

Procurement Committee,

National Rural Support Programme,

Regional Office, Hyderabad-Mirpurkaha Dual carriage way,

Near Gul Mohar Restaurant, Rahuki Hyderabad.

Tel: +92-303-7772135

Aswad.memon@nrsp.org.pk

The NRSP has no obligation to provide clarifications after this date.

Any prospective bidders seeking to arrange individual meetings with the NRSP during the RFP period may be excluded from the RFP procedure.

15. Alteration or withdrawal of Proposals

- 15.1 Bidders may alter or withdraw their proposals by written notification prior to the deadline for submission of proposals referred to in Article 10.1. No proposal may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the RFP procedure.
- 15.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 10. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- 15.3 No proposal may be withdrawn in the interval between the deadline for submission of proposal referred to in Article 10.1 and the expiry of the proposal validity period. Withdrawal of a proposal during this interval may result in forfeiture of the earnest money.

16. Cost of preparing Proposals

No costs incurred by the bidder in preparing and submitting the proposal are reimbursable. All such costs will be borne by the bidder.

17. Ownership of Proposals

The NRSP retains ownership of all proposals received under this RFP procedure. Consequently, bidders have no right to have their proposal returned to them.

18. Opening of Proposals

- 18.1 The opening and examination of proposals is for the purpose of checking whether the proposals are complete, whether the requisite earnest money have been furnished, whether the required documents have been properly included and whether the proposal are generally in order.
- 18.2 The proposals will be opened in public session on January 31, 2023 at 02:30 pm at
**National Rural Support Programme,
Regional Office, Hyderabad Mirpurkhas dual carriage way,
Near Gul Mohar Restaurant Rahuki Hyderabad
Tel: +92-303-7772135**
by the committee appointed for the purpose.
- 18.3 At the proposal opening, the bidders' names, the proposal prices, any discount offered, may be announced.
- 18.4 After the public opening of the proposal no information relating to the examination, clarification, evaluation and comparison of proposals, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 18.5 Any attempt by bidders to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of proposals, to obtain information on how the procedure is progressing or to influence the NRSP in its decision concerning the award of the contract will result in the immediate rejection of their proposal.
- 18.6 All proposals received after the deadline for submission specified in the contract notice or these instructions will be kept by the NRSP. The associated guarantees will be returned to the bidders. No liability can be accepted for late delivery of proposal. Late proposals will be rejected and will not be evaluated.

19. Evaluation of Proposals

- 19.1 Examination of the administrative conformity of proposals

The aim at this stage is to check that proposal comply with the essential requirements of the RFP . A proposal is deemed to comply if it satisfies all the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the RFP, limit the rights of the NRSP or the bidder's obligations under the contract or distort competition for bidders whose proposals do comply. Decisions to the effect that a proposal is not administratively compliant must be duly justified in the evaluation minutes.

If a proposal does not comply with the RFP, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

- 19.2 Technical evaluation

After analysing the proposals deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each proposal, classifying it as technically compliant or non-compliant.

19.3 In the interests of transparency and equal treatment and to facilitate the examination and evaluation of proposals, the evaluation committee may ask each bidder individually for clarification of its proposal including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the proposal may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of proposal. Any such request for clarification must not distort competition. Decisions to the effect that a proposal is not technically compliant must be duly justified in the evaluation minutes.

19.4 Financial evaluation

- a) proposals found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
- where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
 - except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
- b) Amounts corrected in this way will be binding on the bidder. If the bidder does not accept them, its proposal will be rejected.

19.5 Award criteria

- Evaluation will be made lot wise.
- The sole award criterion will be the required/given technical specification, condition of vehicles, delivery time and price.
- Lowest price will not be the sole criteria; condition of vehicles and delivery time will be considered.
- NRSP reserves the right for conducting inspection by its own personnel or reputed third parties of the offered vehicles. The selected bidder has to offer the items for inspection in such a manner that it does not affect the delivery schedule.
- NRSP reserves the right to split the contract between two or more suppliers as per received offers.
- The technically compliant proposal that offers the best price-quality ratio will be chosen.

20. Signature of the contract and performance guarantee

20.1 The successful bidder will be informed in writing that its proposal has been accepted (notification of award). Before the NRSP signs the contract with the successful bidder, the successful bidder must provide the **documentary proof** (original copies), including company incorporation/registration, experience certificates, financial accounts, NTN and GST Certificate, bank statement or any other document needed by the evaluation committee according to the selection criteria.

20.2 The successful bidder must also provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria within 5 working days following the notification award or if the successful bidder is found to have provided false information or fake documents, the award will be considered null and void. In such case the NRSP may award to the next lowest bidder or cancel the RFP procedure.

20.3 The NRSP reserves the right to vary quantities specified in the RFP by +/- 25 % at the time of contracting and during the validity of the contract. The total value of the supplies may not, as a result of the variation rise or fall by more than 25 % of the original financial offer in the RFP. The unit prices quoted in the proposal shall be used.

- 20.4 Within 14 days receipt of the contract signed by the NRSP, the selected bidder must sign and date the contract and return it, with the performance guarantee (if applicable), to the NRSP. On signing the contract, the successful bidder will become the Contractor and the contract will enter into force.
- 20.5 If it fails to sign and return the contract and any financial guarantee required within 14 days after receipt of notification, the NRSP may consider the acceptance of the proposal to be cancelled without prejudice to the NRSP's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful bidder will have no claim whatsoever on the NRSP.

21. Bid Security/Earnest Money

The Bid security (Earnest Money) Of Rs.20,000/- (Rupees twenty thousand only) per lot in shape of demand draft/pay order/call deposit in the name of NRSP to be submitted with the financial proposal.

22. Ethics clauses

- 22.1 Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the NRSP during the process of examining, clarifying, evaluating and comparing RFPs will lead to the rejection of their candidacy or RFP and may result in administrative penalties.
- 22.2 Without the NRSP's prior written authorisation, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.
- 22.3. When submitting a proposal, bidders must declare that they are not affected by a conflict of interest and have no equivalent relation in that respect with other bidders or parties involved in the project. Should such a situation arise during execution of the contract, the Contractor must immediately inform the NRSP.
- 22.4 Contractors must at all times act impartially and as faithful advisers in accordance with the code of conduct of their profession. They will refrain from making public statements about the project or services without the NRSP's prior approval. They may not commit the NRSP in any way without its prior written consent.
- 22.5 For the duration of the contracts Contractors and their staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state. In particular and in accordance with the legal basic act concerned, bidders that have been awarded contracts must abide by core labour standards as defined in the relevant International Labour Organisation conventions (such as the Conventions on freedom of association and collective bargaining; Abolition of forced and compulsory labour; Elimination of forced and compulsory labour; Abolition of child labour).
- 22.6 Contractors may accept no payment connected with the contracts other than that provided for therein. Contractors and their staff must not exercise any activity nor receive any advantage inconsistent with their obligations to the NRSP.
- 22.7 Contractors and their staff are obliged to maintain professional secrecy for the entire duration of contracts and after their completion. All reports and documents drawn up or received by Contractors will be confidential.
- 22.8 The contract governs the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the implementation of the contract.
- 22.9 Contractors must refrain from any relationship likely to compromise their independence or that of their staff. If the Contractor ceases to be independent, the NRSP may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.

- 22.10 The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the NRSP fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the NRSP.
- 22.11 All RFPs will be rejected or contracts terminated if it emerges that the award or implementation of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has any appearance of being a front company.
- 22.12 The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.
- 22.13 The NRSP reserves the right to suspend or cancel the procedure, if the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the Contract, the NRSP may refrain from concluding the Contract.

23. Cancellation of the RFP procedure

If a RFP procedure is cancelled, bidders will be notified by the NRSP. If the RFP procedure is cancelled before the proposal opening session the sealed envelopes will be returned, unopened, to the bidders.

Cancellation may occur, for example, if:

- the RFP procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable proposal has been received or there has been no valid response at all;
- the economic or technical parameters of the project have changed fundamentally;
- exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- all technically acceptable proposals exceed the financial resources available;
- there have been substantial errors, irregularities or frauds in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the bidder to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event will the NRSP be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a RFP procedure even if the NRSP has been advised of the possibility of damages. The publication of a contract notice does not commit the NRSP to implement the programme or project announced.

24. Penalty

- The NRSP reserve the right to forfeit the bid security (earnest money) in case the successful bidder regrets or fail to provide the vehicles.

- In case of down time of any/all the rental vehicles NRSP will arrange its how hired vehicles and all expenses will be deducted from the supplier as per actual till the time of replacement of down vehicles received.

25. Appeals

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to the NRSP at complaints@nrsp.org.pk.

Singature and Stamp

SECTION “B”

***ANNEX I+ II* : TECHNICAL SPECIFICATIONS + TECHNICAL OFFER/PROPOSAL**

Contract title: Supply of Vehicles on Rental basis

p 1 /...

Publication reference: RFP# NRSP/01/22/rental vehicles/2023

Columns 1-2 should be completed by the Contracting Authority

Columns 3-4 should be completed by the bidder

Column 5 is reserved for the evaluation committee

Annex III - the Contractor's technical offer

The bidders are requested to complete the template on the next pages:

- Column 2 is completed by the Contracting Authority shows the required specifications (not to be modified by the bidder),
- Column 3 is to be filled in by the bidder and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)
- Column 4 allows the bidder to make comments on its proposed supply and to make eventual references to the documentation

The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications.

1 Lot Number	2 Specifications Required	3 Specifications Offered (Make and model of the vehicle) (To be filled by bidder)	4 Notes, remarks, ref to documentation (to be filled by bidder)	5 Evaluation Committee's notes
01	<p>Rented Vehicle (4x2) with driver without fuel Vehicle Salon Car model 2018 or above, 1300cc or above Seating capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Khairpu .</p>			
	<p>Rented Vehicle (4x2) with driver without fuel Vehcile Salon cars Model 2018 or above, 900 to 1000 CC, Seating Capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, first aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Khairpu .</p>			

	<p>Rented Vehicle (4x2) with driver without fuel Vehicle Salon Car model 2018 or above, 1300cc or above Seating capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Dadu</p>			
2	<p>Rented Vehicle (4x2) with driver without fuel Vehicle Saloon cars Model 2018 or above, 900 to 1000 CC, Seating Capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, first aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Dadu</p>			
3	<p>Rented Vehicle (4x2) with driver without fuel Vehicle Salon Car model 2018 or above, 1300cc or above Seating capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Sanghar</p>			

<p>Rented Vehicle (4x2) with driver without fuel Vehcile Saloon Cars Model 2018 or above, 900 to 1000 CC, Seating Capacity of 04 persons, with working air condition, with driver, spare tyre, seat belts, tool box, first aid kit with literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in District Sanghar</p>			
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A. Company Name:

<p>B. Company Owner(s) / Partners full names:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	<p>C. Company Legal Authorized Representative for this RFP:</p> <p>Complete Name:</p> <p>Position in the Company:</p> <p>Signature:</p>
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D. Additional Information about the Contractor:

1- Company Type as per Registration (√ or X)

Public Limited Co	Private Limited Co	AOP	Others

2- Company' National Tax Number _____

3-Company' Sales Tax Registration Number _____

4- Full Name of 3 Key Representatives of Company:

Name	Position	Location	Mobile Number

5- Bank Account Details (Company):

Bank Name	Branch Code	Account No

I undersigned, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

RFP# NRSP/01/22/rental vehicles/2023

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of bid, even if discovered later.

Name:

Position:

Signature & Stamp:

Date:

ANNEX III : Budget breakdown (Model financial offer/proposal)

PUBLICATION REFERENCE: RFP# NRSP/01/22/rental vehicles/2023

NAME OF BIDDER: < >

A	B	C	D	E	F
ITEM NUMBER	QUANTITY	RENTAL PERIOD (MONTHS)	SPECIFICATIONS OFFERED (INCL BRAND/MODEL) (TO BE FILLED BY BIDDER)	MONTHLY RENTAL WITH DRIVER PKR (TO BE FILLED BY BIDDER)	TOTAL PKR (BxCxE) (TO BE FILLED BY BIDDER)
Lot-1 (Item-I)	01	09			
Lot-1 (Item-II)	01	09			
Lot-2 (Item-I)	01	09			
Lot-2 (Item-II)	01	09			
Lot-3 (Item-I)	01	09			
Lot-3 (Item-II)	01	09			

Authorized Signature: _____

Name of Company: _____

Date: _____

SECTION “C”

ANNEX IV

Declaration (to be submitted on bidder letter head)

In the response to your bids invitation letter for the RFP # NRSP/01/22/rental vehicles/2023 we, the undersigned, hereby declare that:

- This bid is valid for a period of 30 days from the final date for the submission of bids.
- We note that NRSP is not bound to precede with this invitation to bid and that it reserves the right to award contract as a whole or partially.
- We agree to adhere to all of the terms and conditions of the NRSP as provided in the ITB.
- We will assure the quality of services will be according to specification provided by NRSP.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision of the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.

Name: _____

Designation: _____

Business Stamp: _____

Date: _____

RFP#NRSP/01/22/rental vehicles/2023