



STANDARD REQUEST FOR QUOTATION (SRFQ)



Hiring of Vehicle

Name of Work	:	Hiring of SUV Vehicle with Driver for Delegation Duty
Hiring Duration	:	For 3 Weeks (tentatively from 10 to 21 March 2024)
Method of Procurement	:	Open Tender
Concerned Division	:	PPD, ANTI-CORRUPTION COMMISSION
Bidder's Name & Address	:	

**Administration and Finance Services
Secretariat Services**

ANTI-CORRUPTION COMMISSION

March 2024

Project title: **Hiring of SUV Vehicles**

Source of Funding: **RGoB**

Contract Ref: ACC/SS-ADM(20)2024/

To: <Insert Your Agent/Owner name>

<Write Address of Firm/Owner>

Dear Sir/ Madam,

1. You are invited to submit your priced bid for the hiring of the following vehicle:

i) SUV above 2000 CC, preferably Prado, Fortuner, Seltos/Creta/Santa Fe

2. The service provider (s) may quote for any or all vehicles under this invitation. Each vehicle shall be evaluated and the contract awarded separately to the firm(s) offering the lowest evaluated price for each vehicle.

3. The service provider (s) shall submit either through email or in hard copy addressed to and delivered at the following address and submitted to:

In the email, the address must be addressed to: akrinzin@acc.org.bt, tashiw@acc.org.bt, rnamgay@acc.org.bt and mdorji@acc.org.bt

In hard copy, the address must be addressed to the Head, Secretariat Services of Anti-Corruption Commission, Kawangjangsa, Thimphu, Bhutan

4. The deadline for receipt of your quotation(s) by the purchaser at the indicated address is **29 March 2024, 10:00 am** and Opening shall be done on the same day at **11:00 am**.

Schedule of Items and Priced Quotation (Bid Form)

Sl. No	Item Description	Type of Vehicle	Vehicle Model and Vehicle No.	Registration No.	Quantity	Rate/KM (Nu.) more than 100 KM in a day	Rate/KM run (below 100 KMs) [Halt Charges)- Lump sum (Nu.)	Remarks
1	Hiring of Vehicle	SUV-above 2500 CC, preferably Prado Fortuner, Seltos/Creta /Santa-Fe			3 Nos.			

The rate should be quoted per Km if the distance covers more than 100 km and halt charges if the distance covers less than 100 Km.

Total Amount in Nu. (in words) Total Amount (Nu.)
Hiring Duration	<i>The vehicle will be hired for 21 Days</i>
Warranty Provided	<i>NA [Months from date of supply or commissioning of the Goods.</i>

Signature of Service Provider	Supplier's Official Stamp
Name of Service Provider	
Date	

Technical Specification of the vehicle required

SI No.	Item Description	Vehicle Specifications
1	Vehicle Hiring	1. Good running condition Model: 2019 & above (not older than 5 years)
		2. The vehicle must have a valid registration certificate and roadworthiness certificate issued by BCTA.
		3. The insurance of the vehicle should be Comprehensive. However, if the insurance is a third party, then the agent should take full risk during any mishaps.
		4. The vehicle must be maintained neat and clean all the time during the period.
		5. Driver must hold a minimum of 3 years driving license issued by BCTA.

The Service Provider/Vehicle Owner is required to mention the make/model (as applicable) of the goods to be supplied and must attach the appropriate original printed literature/brochures for the various items listed.

Signature of Service Provider/Vehicle Owner	Service Provider's/Vehicle Owner's Stamp
Name of Service Provider/Vehicle Owner	
Date	

Documents required to be submitted as part of the Quotation

The quotation submitted by the hiring agent shall comprise the following:

- a) A duly completed and signed priced quotation as per the Schedule of Items and the Priced Quotation;
- b) A valid Trade License etc;
- c) A valid Tax Clearance Certificate;
- d) Bid- securing declaration;
- e) Valid Vehicle Registration Certificate;
- f) Valid Driving License of the Driver who will be driving the vehicle;
- g) Valid Road worthiness certificate of the vehicle;
- h) Valid vehicle insurance certificate; and
- i) Any other requirements specified in this document.

Terms and Conditions:

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the Supplier shall form any part of the Contract.

1. Bids must be accompanied by a bid-securing declaration using the Form 1.
 - i. The Bid Securing Declaration shall be valid for thirty (30) days beyond the bid validity period. In exceptional circumstances, before the expiration of the Bid validity period, the Employer may solicit the Service Provider's consent to an extension of the Bid validity period. The request and responses shall be made in writing. The validity of the Bid Securing Declaration shall be suitably extended.
 - ii. Any bid not accompanied by a Bid-Securing Declaration.
 - iii. The Bid-Securing Declaration shall be executed:
 - a) If the Service Provider withdraws the Bid after Bid opening during the period of Bid validity.
 - b) If the Service Provider does not accept the correction of the Bid price as Clause per 3 (b) (iii);
 - c) In the case of a successful Service Provider, if the Service Provider fails within the specified time limit to sign the Agreement; or furnish the required Performance Security.
 - iv. In case the Service Provider fails to comply with Clause 5 of this T&C, the Service Provider shall be excluded from being eligible for Bidding or submitting a Bid in any tender with the Employer for two years.
2. Quotation by fax is **not** acceptable.
3. The quotation should be submitted as per the following instructions and under the attached Contract. The attached Terms and Conditions of Supply are an integral part of the Contract.

a) **PRICE:** all prices shall be quoted in Ngultrum. The quoted price shall be inclusive of all related costs including taxes, duties and other levies for the entire hiring duration. The duration of hiring – **the vehicle shall be hired for the contract duration of 14 days (tentatively from 10 to 21 March 2024) for Delegation Duty.**

b) **EVALUATION OF QUOTATION:**

I. The bid will be evaluated as per the following criteria:

- Financial Offer;
- Technical Specifications; and
- Past experiences

II. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows;

- where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- where there is discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless in the opinion of the Employer there is a gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.
- if the service provider refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited.

c) **AWARD OF HIRING SERVICE:** the award will be made to the service provider who is offering the lowest evaluated price that meets the specifications- **The contract will be awarded to the technically qualified Best Evaluated Bidder for each vehicle required at the convenience of the agency. The successful service provider will sign a contract as per attached form-2 of the contract and terms and conditions of hiring.**

- d) **VALIDITY OF THE OFFERS:** your quotation(s) shall be valid for a period of **60 days** from the deadline for receipt of quotation(s).

Further information can be obtained from: Head, Secretariat Services of Anti-Corruption Commission **Kawajangsa, Thimphu, Bhutan**

- v. Depending on the final requirement, the purchaser may increase or decrease the quantities of the work/supply order.
- vi. The quotation(s) will be opened in the presence of the service provider or their representatives who choose to attend at the specified venue and time.
- vii. The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
- viii. The service provider whose bid is accepted will be notified through a Letter of Intent after the decision of the Tender Committee. The terms of the accepted offer shall be incorporated in the Letter of Acceptance **form- 4**.
- ix. No advance shall be paid to the contractor from the purchaser.
- x. **The drug test of the concerned driver** of the successful bidder shall be submitted along with an acceptance letter.
- xi. **Bidding documents are shared in Google Docs (can only view), the interested bidder should download them in MS Word format, fill them out, scan them and submit them either in hard or through email.**
- xii. **Each page of this bid document should be scanned in colour and submitted if you're submitting through email.**
- xiii. The payment of the invoice shall be made by the purchaser within (35) days upon submission of the original Invoice and TPN number against the service provided as listed in the requisition order.
- xiv. The Service Provider shall be required to submit a performance security of lump sum amount of **Nu.10,000.00**, the quoted price in the form of a cash warrant, demand draft, bank cheque or unconditional Bank Guarantee issued by a financial institution located in Bhutan, which shall be furnished along with acceptance letter as per Form 2. The performance security shall be valid till the end of the warranty period and will be returned after the end of the warranty period.
- xv. Payment of the Invoice shall be arranged by the Purchaser, within thirty (25) days upon submission of the original Invoice and TPN number, against the actual supplied quantities of goods as listed in the Purchase Order.
- xvi. The quoted price shall include all taxes, duties, insurance, payment of driver, fuel and maintenance, parking fees and other consumables involved and nothing extra shall be paid.
- xvii. The Purchaser may, by written notice, terminate the work/supply Order (or Contract if

applicable) in whole or in part at any time for its convenience:

- a) if the Service Provider fails to perform any other Terms and conditions specified with the work/supply order, or exceeds the maximum amount of liquidated damages.
 - b) if the Service Provider fails to perform any other obligation(s) under the supply Order, or
 - c) if the Service Provider does not take any remedial action within a period of (7) seven calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s), or
 - d) if the Service Provider, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order; and
 - e) The purchaser may hire any of the cars in case the service provider fails to supply the vehicle within the stipulated time and realizes the difference between the quoted price & market price from the security deposit.
- xviii. A vehicle should be in excellent running condition with minimum basic features. The poor condition of the vehicle will not be hired considering the safety of the traveler.
- xix. The hiring charges should include the payment for the driver, meals, accommodation, fuel, maintenance cost, parking fees of the vehicle, other consumables and all related taxes and nothing extra shall be paid.
- xx. All the related expenses on POL including the repair and maintenance (major or minor), new tyres/tubes, opening and refitting, spare parts cost etc., the hiring agent shall have to bear the cost.
- xxi. In the event of a sudden breakdown, the agent should arrange an alternative vehicle as a replacement immediately depending upon the urgent requirement to avoid delay in work. Failing to do so shall lead to the cancellation of the contract as deemed necessary.
- xxii. The Client shall not be liable for any payment for loss or damage due to accident. The hiring agent shall be held accountable.
- xxiii. The driver should strictly adhere to the road safety laws while driving and any official traveling in the vehicle has the right to remind/object if the driver fails to follow the laws. The driver should be well experienced.
- xxiv. Halt charge will be paid instead of payment per KM when the travel does not involve long distances above 100 km.

Bid-Securing Declaration

Date: _____

IFB No.: _____

To _____

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Bidding Data Sheet within 14 days of your instruction and failure to do so will automatically exclude us from being eligible for Bidding or submitting Bid in any contract with the Employer for two years if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having not accepted the correction of errors in accordance with the Instructions to Bidders; or
- (c) Having been notified of the acceptance of our Bid by the Employer during the period of Bid validity, (i) fail or refuse to furnish the performance security or (ii) fail or refuse to execute the Contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty(30) days after the expiration of our Bid.

Signed: _____

In the capacity of _____

Name: _____

Duly authorized to sign the Bid for and on behalf of _____

Dated on _____ the day of _____ Corporate Seal
(where appropriate)

Affix Legal Stamp

Performance Security If Opting for Submitting in Form of a Bank Guarantee

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid submission]*

IFB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*, and any demand for payment under it must be received by us at this office on or before that date. We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee.

[Signatures of authorized representatives of the bank and the Supplier]

Sample Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT made the *[insert number]* day of *[insert month]*, *[insert year]*,

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of the type of legal entity, for example, an agency/ministry/bodies, or a corporation incorporated under the laws of Bhutan]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency/ies]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract, viz.:
 - (a) This Contract Agreement;
 - (b) Terms and Conditions;
 - (c) Technical Requirements (including Schedule of Supply and Technical Specifications);
 - (e) The Supplier’s Bid and original Price Schedules;
 - (f) The Purchaser’s Notification of Award of Contract;
 - (g) The form of Performance Security;
 - (h) The form of Bank Guarantee for Advance Payment;
 - (i) *[insert here any other document(s) forming part of the Contract]*
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

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5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related 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 Bhutan on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official

witness]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert signature]*

[insert identification of official

witness]

[Use Letter Head format of Hiring Agent]

(Sample Letter of Acceptance)

Ref. No.

Date:

The Head, Secretariat Services
Anti-Corruption Commission
Kawajansa, Thimphu

Subject: <Insert Subject here>

Dear Sir,

This is in response to your Letter of Intent (**LoI ref. no. INSERT**) Notification of Award for the award of contract work for “Hiring of SUV Vehicles” at the rate of (**Insert Awarded Rate**).

We hereby certify that we have read the entire terms and conditions of the tender documents including all Annexure/schedules etc. which form part of the contract and I shall abide here by the terms, conditions and clauses contained therein.

As per your instruction, I am hereby attaching the (**Insert Bank Name**) Bank Guarantee/Demand Draft/Cash Warrant/Cheque Ref, No. (**Insert ref. NO.**) amounting to Nu. (**Insert Amount in figures**) (**Insert Amount in Words**) as a Performance Security for the above-mentioned contract and Drug Test Report of the drivers.

Therefore, I unconditionally accept the conditions of the above-mentioned bid documents in totality and any other requirements mentioned in LoI or will fulfil any other requisites as per the desire of the ACC during the contract execution phase.

Yours faithfully,

Signed _____
(Name/Designation/Seal of Authorized Personnel of the Hiring Agent)