

REQUEST FOR QUOTATIONS(RFQs) FOR HIRING VEHICLES ON MONTHLY RENTAL BASIS.

RFQ Number: TCKP-RFQ-2019-20
Issuance Date: December 24th 2019
Deadline for Offers: January 10th, 2020
Description: Vehicle Rental Services
For: Getting four (4) vehicles / GLI Cars for Tourism Corporation
Khyber Pakhtunkhwa (TCKP), on monthly rental basis.
Point of Contact: TCKP Manager Administration.

SECTION-1: Instructions to Bidders :

1.1 Introduction:

Tourism Corporation Khyber Pakhtunkhwa (TCKP) is involved in sustainable tourism promotion & development in the Khyber Pakhtunkhwa Province.

TCKP requires the services of a vehicle rental company/firm to provide vehicles on monthly rental basis for staff field visits all over Pakistan on monthly rental basis.

Bidders are responsible for ensuring that their offers are in accordance with the instructions, terms & conditions described in RFQ-Advertisement. Failure to adhere with instructions given in this RFQ may lead to disqualification of an offer from consideration.

1.2 Offer Deadline and Protocol: Offers must be submitted through sealed envelope no later than **Friday January 10th, 2020** by 2:00 positively to TCKP. Offers received after the specified time and date will not be entertained.

1.3. Scope of Work:

All the offered vehicles in response to this RFQ must be in excellent working condition. Please note that, unless otherwise indicated, stated specifications or models are for illustrative description only.

1.4. Quotations/Proposals:

The Financial Proposal/Quotation is used to establish the best value among proposals, and serves as basis for final acceptance of the quotes. The Financial Proposal/Quotation must include a detailed budget, as well as a budget narrative which explains the basis for the estimate of each budget element (where required). Supporting information should be provided in sufficient detail to allow a complete analysis of each cost element. Cost must be expressed in Pakistani Rupees.

The anticipated contract type for this procurement will be a firm fixed price services agreement, initially for a period of one year extendable. The successful bidder will be required to adhere to the terms of the fixed price services agreement with TCKP. Bids must remain valid for not less than ninety (90) calendar days after the offer deadline. Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, taxes and all other costs. Pricing must be presented in PKR. Bidders are requested to provide proposals on official letter head or format.

Company / firm will be responsible for arranging alternate (same nature of vehicle within (2-3 days), in case of any repair etc. in the provided vehicles.

In addition, bidders responding to this RFQ are requested to submit the following:

- A copy of their official registration or business license.
- Company profile and NTN certificate.
- Copies of registration / paid tokens, of the vehicles.

1.5 Delivery: The delivery of the required vehicles shall be made at the H.Q's office of Tourism Corporation Khyber Pakhtunkhwa (on the mentioned address).

1.6 Source/Nationality/Manufacture: Complete details of the quoted vehicles, make-model-year of manufacture, km consumed etc, shall specifically be mentioned in the bid document.

1.7 Eligibility

By submitting an offer in response to this RFQ, the bidder shall submit a certificate (on stamp paper) that they are not blacklisted / debarred / suspended or otherwise by any government department / organization, whatsoever. TCKP will not award a contract to any entity that is debarred, suspended, or considered to be ineligible by any government department/organization.

1.8 Language

The Bid language shall be English and bidder(s) shall provide all responses in English.

SECTION-2: Offer Checklist

To assist bidders in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter**, shall be signed by an authorized representative of the bidder.
- Official quotation** as per the specified format in Section 3, including specifications of offered services
- Mandatory annexes** such as Company Profile, NTN, Registrations Certificates(s), Experience letters / past or current service contracts, of similar nature.

SECTION-3: Specification

The table below contains the technical requirements of the required vehicles and bidders are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, bidder may complete the Section of "Monthly Vehicle Rent"³ and submit a signed/stamped version to TCKP :

Vehicle availability time (after receipt of purchase order/service contract):- hours/Days

Best offer quotations are requested as selection and award will be on lowest priced, technically acceptable basis (see Section 1.6 for details).

SECTION-4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the bidder:

To: Tourism Corporation Khyber Pakhtunkhwa, Peshawar Cantt.
Reference: **RFQ # TCKP-RFQ-2019-20 – Vehicle Rental Services**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to provide the required vehicles as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm as well as the firm's principal officers and all services offered in response to this RFQ are eligible to participate in this RFQ under the terms of this solicitation and under KP-Government regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any TCKP staff members;
- We have no close, familial, or financial relationships with any other bidder(s) submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation are authentic and accurate.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone, Website: _____

Company Email address: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

SECTION-5: Tender Notice.

Tourism Corporation Khyber Pakhtunkhwa invites sealed bids from authorized dealers/companies/firms, registered with concerned authorities (Directorate of Tourists Services-KPRA-FBR & other Tax authorities etc) for hiring of four number of good condition fully loaded vehicles (Cars-1500cc Model-2018 OR newer), on monthly rent basis. These vehicles will be used in plain as well as hilly areas of the country, by the official / drivers of the Corporation. Detail TORs can be seen / downloaded from TCKP's website www.kptourism.com as well as KP-PRA website. As per KPPRA Rules TCKP reserves the right to accept or reject any or all bids by assigning cogent reason.

Quotations complete in all respects, in sealed envelope (single stage & single envelope), clearly mentioning bid for 'Rent-A-Car', must reach the undersigned up till January 10th, 2020 at 2:00pm positively, which will be opened on the same day, by TCKP in the presence of the bidders / authorized representatives at 3:00pm.

MANAGER(ADMINISTRATION)
TOURISM CORPORATION-KP.