INVITATION TO BID Ref: MAP/MAUK/23/4901-54

Require Rental Vehicles for Lower & Upper Chitral

Date: November 3, 2023

Muslim Aid is a registered British non-profit organization which was established in the UK in 1985 and is working globally in 11 countries. The organization works to serve humanity and relieve poverty, through its socio-economic projects for WASH, education, livelihoods and health, whilst also aiming to respond to emergencies within 72 hours regardless of race, religion or gender. Muslim Aid Pakistan's country office was established in 2005 under the under-Trust Act 1882.

Muslim Aid takes this opportunity to request you to quote of the prices for the rental vehicles.

M/S Name: _____
Address:

From: Procurement Department
Muslim Aid

1. Financial Proposal

Sr. No.	Location	Qty	Vehicle make/model	Month	Rates
1	**Double Cabin** SSR 4x4 For Lower & Upper Chitral	2	Seating Capacity of 04 persons with AC, spare tyre, seat belts, toolbox, toe chain, fire extinguisher, good mileage, Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel. **Note: please mention year of manufacturing clearly in the bids.**	Per Month	
	Double Cabin Tiger 4x4				
	Double Cabin Vigo 4x4				
2	**Land Cruiser 4x4** For Lower & Upper Chitral 1992 to 1998 Model	2	Seating Capacity of 04 persons with AC, spare tyre, seat belts, toolbox, toe chain, fire extinguisher, good mileage, Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel. **Note: please mention year of manufacturing clearly in the bids.**	Per Month	
	PRADO 1999 to 2003 Model				

3	**Toyota Crolla GLI/XLI** for Lower Chitral 2014-18 Model	1	Seating Capacity of 04 Persons with AC, spare tyre, seat belts, toolbox, toe chain, fire extinguisher, good mileage, tyres condition 80%. With literate driver having a valid driving license able to fill log book. Vehicle must be in good condition and rates will be quoted without fuel.	Per Month	

2.General Terms & Conditions

2.1 General

1. The condition of the vehicle should be excellent well maintained. The compliance to the minimum legal requirements and documentation of the vehicle under the laws of Pakistan is the responsibility of lessor.

2. That the rent agreement would be initially for 11 months which may be extended with mutual consent of both parties.

3. That the rent of vehicle will be paid to the supplier via cross cheque at the end of each month after successful delivery of services. All applicable taxes will be implemented. (if exemption claimed, notification should be attached with the bid)

4. A driver having valid driving license and well driving ability according to the country laws will be provided by the lessor who will perform driving duties on behalf of Muslim Aid operations as per daily action plan, however valid original copy of registration, police clearance of driver from local police station, vehicle clearance certificate.

5. The vehicle shall remain with lessee on 24 hours basis. Lessor will arrange maintenance on his/her part while no sum will be forwarded except for emergency by the lessee which will be paid back by the lessor.

6. Vehicle driver shall maintain necessary minimum documents as per requirement regarding traveling e.g. log books, oil change requests etc.

7. The Muslim Aid will pay the running cost of the vehicle (i.e. fuel and lubricants). The engine oil and oil filter shall be changed on the completion of 2500 KM for SSR & Land Cruiser while for Toyota Crolla this will apply after completion of 3500 KM.

8. There shall one day margin be given to the driver for the purpose of vehicle maintenance in each month. The lessor is responsible to arrange alternate vehicle if the vehicle requires more than one day which if he fails to do so will lead to deduction of rent on daily basis.

9. That Muslim Aid will not be responsible for any damage, theft, accident etc. of the vehicle.

10. Muslim Aid reserves the right to reject any or all quotations without assigning any reason thereof.

2.2. Bid Submission Requirements

1- The following documents should be accompanying with the RFQ/Tender.

- Updated Company Profile (if available)
- Previous work experience (if available)

2.3. Sealed Quotations addressed to **"Purchase Committee"** clearly mentioned at the top of the envelope **4901 – Rental Vehicle for Lower & Upper Chitral** should be sent at Muslim Aid address mentioned below through courier or by hand (quotation received through email will be considered rejected) by **17th November, 2023 (Friday 5:00 pm).**

MUSLIM AID PAKISTAN – Islamabad Office

1st Floor, Plot# 1-4, Executive Business Centre,
Main Double Road, FECHS, E-11/2, Islamabad

2.4. Validity of Bid

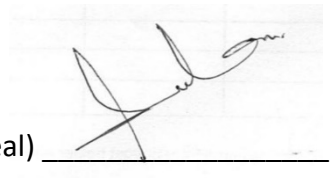
Bids shall remain valid for at least 06 months from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

2.5. Reference

Please submit at least two references letters of, I/NGOs, semi/government offices where your company is already supplying Tool Kit for Fermentation Techniques (if possible).

2.6. Registration

Please submit proof of company registration certificate (if applicable), NTN certificate, professional certificate (if applicable) with the quotation.



For Muslim Aid (Sign & Seal) _____ bidder (Sign & Seal) _____

3.Declaration of Conflict of Interest

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the bidding process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subjects of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions.

Signed by: …… For and behalf of: ……

Position in Company: …….. Date……..

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@muslimaid.org.pk

Muslim Aid has zero tolerance for corruption & bribery and is committed to listen and address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.