



PAKISTAN ENGINEERING COUNCIL

RFP FOR VEHICLE RENTAL SERVICES

Doc No: PEC/Admin/RFQ/2024/01

(pec.org.pk)

1. **Background:**

Pakistan Engineering Council (PEC) is a statutory body constituted under the Act of Parliament-1976 to regulate the engineering profession in the country. Its main statutory functions include registration of engineers, consulting engineers, constructors/operators and accreditation of engineering programmes run by universities/institutions, ensuring and managing of continuing professional development, assisting the Federal Government as think tank. PEC has regional offices in all provinces and number of branches in major cities over the country.

2. **Scope of Work:**

The Contractor will provide one or more rental vehicles with drivers on need basis. Type of vehicle rented will be appropriate to the needs of the particular trip. Please be aware that prices will be set at the quoted rates for the full year with the selected Contractor. The services will be hired for use in any city of Pakistan as per requirement. The contractor will be selected for any one or more than one cities as per their capacity and presence. The vendor must specify their presence in their cities where they can provide services. The services will be acquired through PEC offices referred at Annex-C.

3. **General Instructions:**

- i. The bids are invited using “**Single Stage, one Envelope**” method as per PPRA rule 36(a).
- ii. The bidding documents are to be submitted in a sealed envelope by **22nd November 2024 (01:00PM)** to PEC head office Islamabad.
- iii. The bid shall have a minimum validity period of forty five (45) days from the last date for submission.
- iv. The financial bid as per given format (Annex-A) will be accepted for consideration
- v. Financial proposal with partial quotes shall not be considered.
- vi. PEC expects bidders to comply all requirements and provide documentary evidences. If the bidder has any questions, they should ask before bid submission. Queries can be forwarded to the following email: Purchase@pec.org.pk for clarification only.

4. **Eligibility Criteria:**

The bidder shall be required to fulfil the following criteria with supporting documents for consideration of the proposal:

- i. The bidder must be a registered / incorporated company / firm in Pakistan and active with relevant Tax Authorities.
- ii. Applicant bidder must have experience with proven history of at least three (3) years for providing similar services to private/public sector organizations.
- iii. Client list along with three references with contact information
- iv. Completion of compliance sheet (attached at annex-B)

5. Responsibilities of Contractor:

The successful bidder shall be required to accept/meet the following conditions:

- i. The vehicles shall be compliant with applicable insurance, safety (as to cover any accident liability on passengers and drivers) or other motor vehicle requirements, as may be required by PEC or regulatory Authority.
- ii. Registered for operation during the period of Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law.
- iii. Vehicle shall have tracking facility
- iv. The Contractor will nominate a focal person to liaison with the PEC official/queries.
- v. With both options:
 - a. Fuel shall be provided by the Contractor.
 - b. Fuel to be provided by PEC
- vi. Comprehensive motor vehicle insurance coverage Working A/C, Heater, seat belts (all seats - front and back)
- vii. Excellent mechanical and body condition of vehicles
- viii. Valid technical inspection certificates of vehicles
- ix. Food and accommodation for the driver during field shall be managed by the contractor.

6. Conditions for the vehicle:

- i. The vehicle should be road-worthy, in good running condition, and not more than 5 years old
- ii. The vehicle should be equipped with necessary safety items, spare tire, mechanical jack and basic hand tools
- iii. The vehicle should have good conditioned tyres, not older than 2 years.
- iv. The vehicle should have a well-maintained Log Book
- v. The vehicle should be clean, inside and out, and free from any unpleasant odour
- vi. The Contractor must ensure the health safety measures to cope with pandemic i.e COVID-19.

7. Features of Vehicles:

- i. ABS Brakes
- ii. Genuine Anti-Lock System with full access Tracker.

- iii. Power Windows
- iv. Air Conditioning (proper heating and cooling)
- v. Removable Sunshades (no tinting)
- vi. Genuine Tool Kit and tyre accessories
- vii. Handy fire Extinguisher
- viii. Tyres are new (not older than 2 years)

8. Maintenance:

The company/firm should provide timely oil/filter change and mechanical maintenance service as required.

9. Insurance:

All vehicle must be covered under full insurance & all taxes paid.

10. Technical & Financial Evaluation Criteria:

The bidders who met the mandatory eligibility criteria would be considered for technical/ financial evaluation. All the information required for evaluation criteria should also be adequately supported by relevant documents. Bidder may attach documents highlighting the competitive edge and unique features of their bids.

S#	Description of Technical Evaluation	Max Marks	Obtained
1.	Provide Organizational Profile, total years of relevant experience in field since inception of business operations (4 mark per year, maximum marks for 5 years plus experience)	20	
2.	Provide List of Company/ Firm's Own Pool of Vehicles (Model 2015 and above) as required at Annex-A. (1 Mark for each vehicle)	30	
3.	Financial cost proposal (weightage)	50	
<i>Total Marks:</i>		100	
<i>Passing Marks:</i>		70	

Note: PEC may hire one or more than one bidders as per requirements and/or cities and/or categories.

11. Duration of Contract:

The period of contract shall be one year which can be extended on satisfactory performance and mutual agreement of both parties.

12. Terms & Conditions:

- i. At any time during the validity of the contract period, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by PEC, unless exceptionally justified and agreed by both parties.
- ii. No advance payment will be made to the Contractor.
- iii. Payment will be made against proper GST invoice, on monthly basis, submitted with vehicle log book signed off by the official who used the vehicle.
- iv. PEC will deduct applicable taxes as per rules.
- v. The Contractor will be responsible for the safety, maintenance and security of the car, and safe driving when a driver is provided.
- vi. The Contractor will solely be responsible for any loss or damage caused to the vehicle due to accident, theft or any other reasons. PEC has no responsibility whatsoever for any loss or damage to the car or its goods.
- vii. In case of unsatisfactory performance, the vendor invoices may be disallowed and/or contract can be cancelled.

FINANCIAL PROPOSAL FORMAT

Category-1: PER DAY & PER K.M RATES

Sr. No	Vehicle Type	Local Station Per Day/Per Km	Out station Per day/Per Km
1.	Toyota GLI/Yaris (1.3/1.5/1.8 CC) (Model of latest five years)		
2.	Honda Civic (1.3/1.5/1.8 CC) (Model of latest five years)		
3.	Toyota Vigo (1.3/1.5/1.8 CC) (Model of latest five years)		
4.	Sedan Car (1.3/1.5/1.8 CC) (Model of latest five years)		
5.	Hi-Ace Van (Model of latest five years)		
6.	Coaster (Model of latest five years)		

Category-2: PER MONTH & PER KM RATES

Sr. No	Vehicle Type	Local Station Per Month/Per Km Rates	Out station Per Month/Per Km Rates
1.	Toyota GLI/Yaris (1.3/1.5/1.8 CC) (Model of latest five years)		
2.	Honda Civic (1.3/1.5/1.8 CC) (Model of latest five years)		
3.	Toyota Vigo (1.3/1.5/1.8 CC) (Model of latest five years)		
4.	Sedan Car (1.3/1.5/1.8 CC) (Model of latest five years)		
5.	Hi-Ace Van (Model of latest five years)		
6.	Coaster (Model of latest five years)		

Category-3: PER MONTH & PER KM RATE WITHOUT FUEL

Sr. No	Vehicle Type	Local Station Per Month/Per Km Rates	Out station Per Month/Per Km Rates
1.	Toyota GLI/Yaris (1.3/1.5/1.8 CC) (Model of latest five years)		
2.	Honda Civic (1.3/1.5/1.8 CC) (Model of latest five years)		
3.	Toyota Vigo (1.3/1.5/1.8 CC) (Model of latest five years)		
4.	Sedan Car (1.3/1.5/1.8 CC) (Model of latest five years)		
5.	Hi-Ace Van (Model of latest five years)		
6.	Coaster (Model of latest five years)		

Per day rate for Driver night stay, covering all related expenses e.g meal, lodging etc.

City Name	Cost

Compliance Sheet
(to be filled by the bidder)

Company/ Firm’s Registered Name:	
National Tax Number (NTN): (attach certificate)	
Sales Tax Registration Number (STN): (attach certificate)	
Company Address with telephone / email:	
Authorized Representative: (Name/Designation/ Address/ Tel/Cell, Fax/ Email)	
Total years of experience in Rent-A-Car Business, proven history of at least three years’ experience:	
Name & Contact detail of three clients:	
<p>Cities of coverage with capacity to provide vehicle locally. The type of vehicle must be of as required Annex-A:</p> <p><input type="checkbox"/> Punjab: i-Name of City _____ ii-Type of Vehicle(s) _____</p> <p><input type="checkbox"/> Sindh: i-Name of City _____ ii-Type of Vehicle (s) _____</p> <p><input type="checkbox"/> KPK: i-Name of City _____ ii-Type of Vehicle (s) _____</p> <p><input type="checkbox"/> Balochistan: i-Name of City _____ ii-Type of Vehicle (s) _____</p> <p><input type="checkbox"/> Gilgit Baltistan: i-Name of City _____ ii-Type of Vehicle (s) _____</p> <p><input type="checkbox"/> AJK: i-Name of City _____ ii-Type of Vehicle (s) _____</p>	

List of PEC Offices (City wise) in Pakistan

Sr No	PEC H.Q/Regional/ Branch Office
1	PEC Head Office Islamabad
2	PEC Regional Office Lahore
3	PEC Branch Office Multan
4	PEC Regional Office Karachi
5	PEC Branch Office Larkana
6	PEC Brach Office Hyderabad
7	PEC Branch Office Sukkur
8	PEC Branch Office Nawabshah (Benazirabad)
9	PEC Regional Office Quetta
10	PEC Branch Office Turbat
11	PEC Branch Office Loralai
12	PEC Branch Office Khuzdar
13	PEC Branch Office Gawadar
14	PEC Regional Office Peshawar
15	PEC Branch Office Dera Ismail Khan
16	PEC Branch Office Abottabad
17	PEC Branch Office Sawat (Mingora)
18	PEC Branch Office Mardan
19	PEC Branch Office Muzaffarabad (AJK)
20	PEC Branch Office Mirpur (AJK)
22	PEC Branch Office Gilgit