

# Request for Proposal

for

## Vehicle Fleet Management

### 1. Background

The Ready-Made Garments {RMG} Sustainability Council (RSC) is an unprecedented initiative to carry forward the significant accomplishments made in workplace safety in Bangladesh. The RSC conducts structural, electrical, fire life safety and boiler safety inspections, supports and monitors remediation, conducts safety training and operates an independent occupational safety & health complaints mechanism available to workers in RMG factories in Bangladesh.

The RSC operates within the regulatory framework of the laws of Bangladesh, closely co-operating with and supporting the relevant regulatory agencies of the Government of Bangladesh.

The raison d'etre of the RSC is to deliver a world class sustainable workplace safety programme. In order to do this the RSC must leverage on the staff, as we are professional service firm, no different to any international engineering consultancy/management consultant.

The RSC carries out inspections at the concern factories mainly at Savar, Gazipur, Narayanganj, Chittagong and other locations across Bangladesh.

### RSC's Vision, Aim, Mission and Objectives

#### Vision

A world class workplace safety programme, enabling sustainable business and developing the supply chain

#### Aim

Its our aim to maintain and create a safe and trustable RMG industry as the preferred production source for international fashion business promoting development and employment in matters of social responsibility on a broad national platform of major stakeholder.

#### Mission

Our mission is to sustain and continuously develop by commitment, empowerment and training the common goal of a safe, human and sustainable Bangladeshi RMG industry in a tri-partite approach, including industry, unions and brands, by jointly implementing a sectorial safety standard minimizing health perils and preventing avoidable accidents.

#### Objectives

The specific objectives of the RSC are:

1. To promote, govern and oversee the implementation of Occupational Health and Safety Standards and to verify the compliance with applicable safety standards in the RMG and related industries in Bangladesh especially in the areas of Structural Integrity, Electrical Safety, Fire and Life Safety and Boiler Safety.

2. To conduct inspections in the areas of structural, electrical, fire, and boiler safety as well as inspections to investigate safety complaints, and special inspections following Safety Committee findings and industrial accidents, and eventually regarding industrial relations, skills development, and environmental standards; to monitor, verify and recognise remediation.
3. To maintain and further develop an extensive fire and building safety training programme to provide extensive and detailed training on Occupational Health and Safety in the factories.
4. To cover effective safety procedures and precautions, as well as enable workers to voice concerns and actively participate in activities to ensure their own safety and to develop a depository of know-how and information regarding existing safety hazards for the industry.
5. To promote, adopt and require compliance with existing or future national and international laws, regulations and standards for fire and building safety applicable for the RMG and other industries in Bangladesh industry, also through relationships with national and international stakeholders.
6. To maintain and further develop a publicly accessible database with regularly updated aggregated list of all suppliers in Bangladesh with specific details about factory safety standards, inspection reports, remediation status and other relevant non-competitive issues.
7. To supervise exporting RMG industry and related factories and permanently monitor safety, compliance, and sustainability of existing and new factories and to provide recognition of safe workplaces for garment employers and employees.
8. To maintain and further develop a worker complaint mechanism operating with independence and free from interference from in-and-outside RSC, ensuring that workers from factories can raise concerns about health and safety risks in a timely fashion, safely and confidentially. To provide for quick and effective remedy protecting anonymity, real and perceived impartiality, protection from reprisal and independent decision-making in complaint resolutions.
9. To promote better Industrial Relations (IR), Skills Development, Welfare and Environmental Sustainability, Pollution Control, and other Climate Positive Initiatives.
10. To appoint qualified Safety Officers and support staff as required to implement the RSC programme, and to appoint a Board of Directors, Advisory Council, an Executive Committee and other necessary subcommittees to support the RSC governance and implementation of its programmes.

**1. Context:**

RSC seeks to engage a vehicle service provider. RSC asking quotation for Vehicle Fleet Management.

**2. Scope of work (SoW):**

The vehicle vendor will be expected to meet the technical and financial requirements as follows:

**Technical requirements:** Tender specifications must comply with the technical requirements according to the following list:

1. Number of cars required: Sedan Toyota Axio 11, Van Toyota Noah 25.
2. Registration of the cars: Not before 2016
3. RSC reserves the right to provide notice the vendor for whatever reason to reduce the number of vehicles at any time giving 30 days of notice.
4. The monthly rental fee which includes 3rd party insurance coverage, all taxes, Driver's salary and cost of total kilometer run at the rate of agreement.

5. Monthly bill (rent & kilometer cost) shall be submitted by the vendor by the 7th day of the next immediately following the month of service provided. The RSC shall ensure the payment within 2nd week of the immediately following the month of service provided.
6. RSC requires life and accident insurance coverage for the drivers, passengers and for the vehicle including 3<sup>rd</sup> party coverage, the cost of which will be borne by the vendor. Vendor shall provide a copy of the current and valid insurance policy.
7. The rented vehicle shall be parked at a safe office or residential location to be determined by the RSC. It is agreed that the MD and/or Chief Safety Officer and/or Head of Workplace of the RSC may drive the rented vehicle and they shall be covered under the insurance for the vehicle.
8. All the rented vehicles shall be serviced regularly after running 3000 kilometers by the vendor's cost. Maintenance repairs/replacement cost shall be Vendor's responsibility. RSC shall be responsible for repair of flat tires. All engine, body, and other repairs are the full responsibility of the Vendor. Oil and filter changes and replacement of worn tires shall be the responsibility of the Vendor.
9. Vendor shall furnish the RSC a similar condition and model replacement vehicle (Van, Sedan Or SUV) when the vehicle is not operating for whatever reason or when the vehicle is being serviced.
10. The vehicle to be furnished with a skilled, experienced & well-mannered driver who shall be chosen in consultation with the RSC. The driver must have valid driving license. A copy of driving license and NID shall be provided to the RSC. The Driver's work hours shall be Saturday to Thursday 8.00 am to 6.00 pm with a one-hour lunch break. RSC shall pay the Vendor for any authorized overtime hours worked by the driver at the rate of Taka (one hundred) per hour. Overtime hours are required of the driver and RSC shall give sufficient notice of when overtime is required to the best extent possible. Should the assigned driver not wish to work overtime hours, vendor shall provide a driver to work such hours which RSC requires a driver.
11. During the contract period RSC shall provide the following allowances for the driver:
  - **Conveyance:** for duty before 6.00 am, the driver shall receive BDT 300.00 as conveyance. For after 8.00 pm until 10.00 pm, the driver shall receive BDT 300.00 as conveyance.
  - **Daily Allowance (DA):** Driver will receive TK 150.00 as daily allowance if duty goes beyond 9:00 pm.
  - **Tour allowance (TA):** for duty outside of Dhaka which requires overnight stay, the driver shall receive BDT. 1000.00 (one thousand) for food and accommodation cost and shall receive TK 200.00 as tour allowance only for the returning day. In the event the RSC provides meals and accommodation directly for the driver, that portion of TA shall not be provided.
12. During RSC duty the driver shall accurately maintain the logbook as provided by the RSC and shall be submitted monthly or as required by the RSC.
13. Either party can cancel the contract by giving 30 days advance notice in writing.
14. Vendor shall pay all the Taxes of any sort related to vehicle required by the Government of Bangladesh or any other concerned Government Agency. The RSC shall deduct Taxes from the rent payment as required under the Law and deposit the same to the concern authority. The RSC shall provide vendor a receipt copy and/or sufficient proof of such deduction.

**15. Financial Proposal (in BDT):**

- 15.1 Monthly Sedan (Toyota Axio) rent;
- 15.2 Per kilometer petrol/ fuel rate for Sedan (Toyota Axio);
- 15.3 Monthly Van (Toyota Noah) rent;
- 15.4 Per kilometer petrol/ fuel rate for Van (Toyota Noah);
- 15.5 Drivers' Monthly salary

**Financial requirement:** Financial requirement is to ensure value for money i.e., quality service with budgeted cost.

### 3. Motor pool rental service provider credentials

- Suppliers' office location nearest to RSC office, address, Trade license, TIN and BIN.
- Suppliers' expertise with reference client base.
- Suppliers' experience with Motor Pool rental service.
- Technical capacity of the suppliers.
- Financial ability to run the show without any interruption.

### 4. Tender Submission Instruction

The vendor is required to submit a technical proposal and a separate commercial proposal into two separate sealed envelopes by **7 July 2022**. All the tender submission must be deposited into a specified locked box at the RSC office. Any tender submission after due date & time shall not be consider.

### 5. Evaluation techniques / guidelines

Evaluation and selection shall be based on distance from the RSC office, cost, expertise, experience, and financial capability of the Vendor.

### 6. Tender Approval

The RSC Finance Committee/Board shall approve award of tender submitter.

### 7. Negotiation

Negotiation with any tender submitter is allowed subject to approval of RSC Finance Committee/Board.

### 8. Form of Contract

The vendor is to submit their standard service agreement including standard terms and conditions and along with RSC's technical requirement clause 3-14. The Agreement is to contain and not limited to a conflict of interest and confidentiality clause. Payments terms and taxes are to be discussed during tender negotiations. Validity of the vendor's offer is to be 3 months from date of submission.

### Attachments:

#### Tender checklist

	Documents required	
	Technical & Commercial Proposal	
	Trade license	
	TIN & BIN certificate	
	Bank details with solvency certificate	