

Centre for Disability in Development (CDD)



Bringing hope, dignity and meaning to life

Call For-Tender

REF.: CDD/COX/Tender-2026/001
(Ref: PR# 2026-CDD-COX- 001)

For the Provision of “Rent A Car”

PURCHASER IDENTIFICATION

Centre for Disability in Development (CDD)

Project Office: Jane Alam House, Malvita Para, Beside Poshu Hospital, Ukhiya, Cox's Bazar 4750,
Phone: +8801734-135363, +8801872-111222

Head Office: A-18/6, Genda, Savar, Dhaka 1340

Contact details: e-tender.ukhiya@cddbd.onmicrosoft.com

Website: www.cdd.org.bd

The Centre for Disability in Development (CDD) is a non-profit organization established in 1996 to develop a more inclusive society for persons with disabilities. It is estimated that 16 million people in Bangladesh are living with a disability, receiving little or no assistance, and excluded from mainstream life. CDD's mission is to address this by simultaneously educating the community in how to be more inclusive, whilst also enabling persons with a disability to participate in society by providing them with essential support. In this way, persons with disabilities can be given the same rights, freedoms, dignity, and quality of life as everyone else. CDD works in partnership with a network of over 350 organizations, both nationally and internationally. CDD offices at Ramu, Ukhiya, Teknaf, Narsingdi, Kurigram, Dinajpur, and Sharankhola-Bagerhat.

Background of Tender:

The Centre for Disability in Development (CDD) intends to procure rental car services for its Cox's Bazar-level operations. CDD is currently implementing several projects in Ukhiya Upazila to support both the Rohingya population and the host community.

To facilitate safe, secure, reliable, and efficient transportation for personnel engaged in field operations, CDD seeks to engage a qualified and experienced rental car service provider. The selected service provider will be responsible for providing dedicated transportation services to support the timely and effective movement of staff while carrying out their official duties.

The provision of these transportation services is an integral part of CDD's commitment to ensuring high standards of operational safety, security, efficiency, and staff welfare. Interested and eligible service providers are invited to submit their proposals in accordance with the requirements, specifications, and terms and conditions set forth in this tender document.

Instructions for submissions of Tender Schedule:

On behalf of the Centre for Disability in Development (CDD), we invite eligible and qualified service providers to submit their price offers for the provision of “**Rent-A-Car Services**” in hard copy by depositing them in the tender box located at Janealam House, Beside Poshu Hospital, Malvita Para, Ukhiya, Cox’s Bazar 4750. Soft-copy submissions will not be accepted.

Tenderers are requested to carefully read and fully comply with all instructions, requirements, specifications, and terms and conditions set forth in this tender document. Failure to comply with any of the stated requirements may result in the disqualification of the bidder from the tender process.

1. Procurement Procedure:

The procurement of the Rent-A-Car Services will be conducted through an **open tender process**. All eligible and qualified service providers are invited to participate in the tender in accordance with the requirements, terms, and conditions specified in this tender document.

2. Deadline of submission and period of validity:

- a) The deadline for submission of tender proposals is **13 October 2026 at 3:00 PM (Bangladesh Standard Time – BST)**. Proposals submitted after the specified deadline will not be considered.
- b) The quotation must remain valid until **31 December 2027**, starting from the deadline for submission of the tender.

3. Costs and ownership of tenders:

- a) Any costs incurred by tenderers in preparing and submitting their quotations shall be borne entirely by the respective tenderers and shall not be reimbursable by CDD.
- b) CDD shall retain ownership of all quotations received under this tender. Accordingly, tenderers shall have no right to request the return of their submitted quotations or any accompanying documents.

4. Confidentiality and publication:

- a) All recipients of the tender documents, regardless of whether they submit a tender, shall treat the contents and information contained in the tender documents as strictly confidential and shall not disclose such information to any third party without prior written consent from CDD.
- b) The details of the contract award, including the name of the successful service provider, the type of service, the scope and value of the contract, and the duration of the contract, may be disclosed to the public in accordance with CDD’s applicable policies and procedures. If a tenderer objects to such disclosure, the tenderer must clearly state the reasons for the objection in its quotation.

5. Questions Concerning the Procurement. All questions regarding this RFQ should be directed to:

Md. Abdur Rajjak - Procurement and Logistics Officer

at this email address:

e-tender.ukhiya@cddbd.onmicrosoft.com

The cut-off date for submission of questions and requests for clarification is:

10 October 2026

6. Content of tenders and alternative offers:

a) All tenders submitted must fully comply with the requirements set out in this tender dossier and must include all documents specified below. Failure to submit any of the required documents may result in the automatic disqualification of the bid:

- The price of the quoted services, including the specifications as indicated in the Price Schedule (ANNEX-C). The price offer must be dated, duly stamped, and signed by the authorized representative of the tenderer.
- **Copy of updated Trade license (2026-2027)**

- **TIN certificate with the latest return Submission.**
- **13-digit BIN certificate.**
- **Copy of proof of Experience documents**
- **Copy of Bank Statement or Bank solvency certificate.**
- The quotation must be submitted on the supplier's official company letterhead. The supplier may include additional terms and conditions, provided that these do not conflict with the requirements, specifications, and terms and conditions set out in this tender document.
 - "ANNEX-A Supplier Evaluation Questionnaire" to be filled out, stamped, signed, and submitted together with your quote.
 - The tenderers' self-declaration "ANNEX-B Supplier Declaration Form" to be filled out, stamped, signed, and submitted together with your quote.
 - Proof of experience/credentials for equivalent service (provide a copy of the previous work order/ Certification of Service Agreement).
 - Have to mention the delivery time in the Price Offer, to complete the delivery of Services.
 - The Service should be as per CDD required specifications; an alternative Service will not be granted. Alternative offers are not permitted.
- b) The original price schedule shall be used for quotation in its original form as provided by CDD in the tender document.

7. Financial offer

- a) Tenderer must quote by Service/items and by total quantity.
- b) In the event of a calculation error in the quoted unit price, the quotation may be considered non-compliant and may be rejected.
- c) Quoted price should be inclusive of VAT and TAX "Rent A Car Service." It is hereby noted that any subsequent change in the VAT or tax rates by the Bangladesh Government shall not result in any adjustment to the rates submitted.
- d) Your separate **Financial Offer** must contain an overall offer in Bangladeshi Taka only.

8. Submission of quote and further communication

- a) All quotes, including annexes and supporting documents, must be submitted in a sealed envelope. Please state on the envelope:

Tender Documents – Please do not open!

REF.: CDD/UKH/COX/Tender/2026/001 (Ref: PR# 2026-CDD-COX-001) for Provision of "**Rent A Car Service**" under the CDD, all projects of Cox's Bazar Operation.

Address: Jane Alam House, Malvita Para, Beside Poshu Hospital, Ukhiya, Cox's Bazar 4750.

- b) CDD will prefer to submit the quotation within the mentioned deadline; otherwise, it will not be possible to extend the quotation submission deadline.
- c) CDD reserves the right to continue further communication after submission of quotes via a combination of media (e.g., post, e-mail, phone).
- d) By submission of your price offer, you are confirming to agree to the above-mentioned conditions.

9. Evaluation & Award of Contract:

a) Procedure:

The decision for the award of the contract will be determined via the standard value method (Credit points divided by total price; ratio 50/25/25%). Credit points will be added up through the following criteria:

- **Cost (50%)**
- **Documents Analysis (25%)**
- **Technical Offer (25%)**

Total Marks: 100

Cost: 50

- Consider the lowest rate of the bidder.

Documents Analysis: 25

- Updated Trade License, TIN, Updated Tax Return Certificate, Bank Statement, BIN, Annex-A, Annex-B, Annex-C, Quotation in supplier's Pad

Technical Offer: 25

- Proof of experience/credentials in equivalent works / for equivalent services (based on previous work order/Certification of work completion/ Work Agreement). Minimum Two Working Experience Certificates, Per experience mark- 5, **Marks-10**
- Delivery time (lead time, time of completion to delivery of Service), **Marks- 05**
- Specifications as per the Call for Tender (Brand, Model, Vehicle Picture), **Marks- 10**

Score for each criterion is 0-40 (unacceptable), 40-59 (satisfactory), 60-79 (good), 80-89 (very good), 90-100 (excellent). In case of equal results, the offer with the higher credit point score will be awarded.

b) The CDD may – but is not obliged to – ask each tenderer individually for clarification of its quote, including samples, breakdowns of prices, etc., within a reasonable time limit to be fixed by the evaluation committee.

c) Terms of contract - The award will lead to a Service Agreement by CDD and forms a one-time service.

10. Terms of delivery and payment:

- a) Payments shall be made monthly based on the completion of successful Services.
- b) Payment on invoices only, following receipt of service with vehicle logbook and documents in order.
- c) The invoice must contain the CDD order number.
- d) Payment on invoice only, following receipt of **Rent A Car Service** and documents in order.
- e) CDD will deduct TDS (Tax Deduction at Source) and VAT as per governmental rules (if applicable).
- f) Payment will be made by an account payee cheque/online transfer in favor of your company.
- g) **Rent A Car Service** has to be delivered at the CDD Project office, Jane Alam House, Malvita Para, Beside Poshu Hospital, Ukhiya, Cox's Bazar 4750 as per office requirement.

11. Bid Opening:

- a) All bids will open at the CDD project office on 14 October 2026, 3:30 PM
- b) Tenderer can be present at the opening time (if anyone is present).

12. CDD reserves the right:

- a. Accept or reject the partial or full tender process without assigning any reason.
- b. Accept/ reject any or all bids without assigning any reason.
- c. Changed partial or full tender schedule any time before submission date.

Annex : A (Application Evaluation Questionnaire)

Centre for Disability in Development (CDD) appreciates the suppliers' efforts in responding to these questions. It helps CDD to identify potential suppliers and facilitate/speed up the supplier selection process. Please note that the completion of this questionnaire does not equate to any contractual link between CDD. CDD may, but is not obligated to, send restricted tender announcements and/or requests for quotations to companies that completed this questionnaire.

Company name:	
Type of company (Proprietor, Partnership, Limited, Public):	
Year and place of creation:	
Trade License Number:	
TIN Registration Number:	
VAT registration number:	
Address:	
Administrative address: (different)	
Proprietor/ Managing Director Name:	
Phone number:	
Email:	
Sales/contact person-1 Name and position:	
Contact mobile number:	
Email:	
Sales/contact person-2:	
Contact mobile number:	
Email:	

Supplier Registration Name : _____
Represented by : _____
Place : _____
Date : _____
Signature : _____

Annex : B (Supplier Declaration form)

TO BE COMPLETED BY THE SUPPLIER

I, the undersigned, **Name of owner,** representing, certify having read and understood the rules hereto.

On behalf of the **company Name** for which I act, I accept the terms of CDD Best Business Practices and undertake to achieve the best performance should the contract be awarded to

I the undersigned, certify that **company name** has not been involve and will take all necessary steps not to be involved in or supply material support or any other resource to individuals or entities that commit, attempt to commit, recommend, facilitate or participate in fraud, active or indirect corruption, collusion, coercive practices, involvement in criminal organization or any other illegal activity or that do not respect Human Rights or basic social rights and minimum work conditions as defined by the International Labor Organization (ILO), in particular regarding child labor, discrimination, freedom of association, respect of the minimum wage, slave labor issues and compliance with work conditions and hygiene.

Finally, I hereby certify that **company name** is not involved in any current legal action or court proceedings as plaintiff or defendant, in its own name or on behalf of any other entity, for actions relating to fraud, corruption, or any illegal activity, and has never been found guilty of such practices.

Name:

Position:

Date:

Signature & Stamp:

Annex: C (Price Schedule) Rent A Car Service

SL	Items Required	Specification	Quantity of Vehicle	UoM	Unit Price	Line Amount
1	Starting point: * As per Office Requirement (Cox's Bazar/Ramu/Chakaria/ Ukhiya/Teknaf/Chattogram) to anywhere in: * As per Office Requirement (Cox's Bazar/Ramu/Chakaria/ Ukhiya/Teknaf/Chattogram) return/to a Dropping Point Staff Bus for all Project	Effective from 1 November 2026, a 14-seater microbus, model 2017 or later, vehicle body rent per month including driver cost.	4	Monthly		
		Fuel cost (Octane) per Kilometer	1	Km		
		CNG cost per Kilometer	1	Km		
		14-seater microbus, model 2017 or later, vehicle body rent per day including driver cost	1	Day		
		Fuel cost (Octane) per Kilometer	1	Km		
		CNG cost per Kilometer	1	Km		
		Effective from 1 November 2026, a 10-seater microbus, model 2017 or later, vehicle body rent per month including driver cost.	3	Monthly		
		Fuel cost (Octane) per Kilometer	1	Km		
		CNG cost per Kilometer	1	Km		
		10-seater microbus, model 2017 or later, vehicle body rent per day including driver cost	1	Day		
		Fuel cost (Octane) per Kilometer	1	Km		
		CNG cost per Kilometer	1	Km		
		Effective from 1 November 2026, a 7-seater microbus, model 2017 or later, vehicle body rent per month including driver cost.	1	Monthly		
		Fuel cost (Octane) per Kilometer	1	Km		
		CNG cost per Kilometer	1	Km		
		a 7-seater microbus, model 2017 or later, vehicle body rent per day including driver cost.	1	Day		
		Fuel cost (Octane) per Kilometer	1	Km		
		CNG cost per Kilometer	1	Km		
		Drivers overtime per hour ((will be considered after 10 hours) from starting time (Minimum 30 minutes need to be crossed for Charging Overtime)	1	Hour		

Note: The above-mentioned minibus shall be supplied strictly in accordance with the prescribed specifications and shall fully comply with the approved requirements. Compliance with all stated technical, safety, and quality requirements is mandatory.

- The number of vehicles may increase or decrease depending on operational requirements. Payment will be made based on the actual number of vehicles utilized and the services provided.
- CDD will deduct TDS (Tax deduction at source) and VAT (Value Added Taxes) as per governmental rules (if applicable).
- The period of validity is until 31 December 2027 from the deadline for the submission.

Terms and Condition:

- The vehicle shall be parked at the CDD-designated office/location when not in use.
- The vehicle must have valid registration, a valid fitness certificate, an up-to-date tax token, valid insurance coverage, seat belts, and all other legally required documentation and safety features.
- The vehicle must be equipped with essential safety and comfort items, including a fire extinguisher, toolbox, mosquito repellent, air freshener, spare tire, Flashlight, fog light, tissue box, hand sanitizer, and other necessary items.
- The driver must hold a valid driving license and have a minimum of five (5) years of professional driving experience. The driver should have a minimum educational qualification of Grade 8, be capable of maintaining the vehicle log sheet, have basic English communication skills, and be appropriately dressed and presentable.
- The driver shall not be replaced without the prior approval of the HIRER (CDD). If replacement is required, it shall be made only through mutual consultation and agreement between both parties.
- The driver must be capable of operating the vehicle in compliance with BRTA requirements and the instructions and security procedures of the CiC Office applicable to the camps.
- A vehicle log sheet shall be maintained and updated after each use, recording the required details of each journey.
- The driver must be available from 7:00 am to 6:00 pm, Sunday to Thursday. However, the vehicle could be used during the weekend and holidays as well as beyond the above working hours in exceptional cases.
- All toll taxes and parking fees, if any, incurred in connection with the HIRER's official activities shall be borne by the HIRER (CDD).
- The service provider shall be liable for any or all damages or any claims whatsoever (personal or damage to the vehicle) following an accident, including claims for transported goods, caused by the driver of the vehicle or brought about as a result of the technical state of the vehicle.
- The service provider shall ensure that vehicles are properly maintained and functional at all times. Any necessary repairs must be immediately carried out. The service provider is responsible for all repairs and spare parts necessary for the proper functioning of the rented vehicle.
- The service provider shall be responsible for any violations of traffic rules and regulations.
- The service Provider will not be allowed to increase the unit charges within the agreement period.
- The service provider must be able to provide alternate car, both in case of monthly basis and daily basis when the vehicle is undergoing maintenance and repairs that prevents CDD from using the vehicle.

Date of offer

Stamp & Signature of Bidder