

# Terms of Reference (TOR)

## Vehicle Rental Services monthly

For JAAGO Foundation Trust in Cox's Bazar and Bandarban

### 1. Background:

JAAGO Foundation Trust is a leading non-profit organization in Bangladesh working to empower communities through initiatives in education, youth engagement, climate action, good governance, and women's empowerment. Over the years, JAAGO Foundation Trust (JFT) has collaborated with national and international development partners, corporate entities, and government agencies to implement a wide range of programmes and projects across Bangladesh.

To support the implementation and operational requirements of UNICEF and other donor-funded projects, JFT requires reliable monthly vehicle rental services for project operations, staff movement, field visits, monitoring activities, and programme implementation in Cox's Bazar and Bandarban districts.

In this context, JAAGO Foundation Trust invites Expressions of Interest (EOI) from qualified, experienced, and legally compliant vehicle rental/rent-a-car service providers for the provision of vehicles on a monthly rental basis to support its programme and operational activities in the project locations.

### 2. Purpose

The purpose of this Terms of Reference (TOR) is to identify and pre-qualify competent and experienced vehicle rental service providers to establish a Framework Agreement for an initial period of one year commencing from June 2026.

Under this arrangement, the selected vendor(s) will provide vehicle rental services to support transportation requirements for project staff, programme activities, field visits, monitoring missions, and operational functions in Dhaka, Cox's Bazar, Bandarban, and Chattogram, as required by JAAGO Foundation Trust and its donor-funded projects.

The Framework Agreement is intended to ensure timely, cost-effective, safe, and reliable transportation services while maintaining compliance with organisational procurement policies and donor requirements.

### 3. Scope of Services



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Interested vendors are expected to provide:

### 3.1 Vendor Standard and Compliance (Mandatory Requirement):

The bidder must ensure that the proposed vehicle meets the following minimum standards:**Vehicle model:** The vehicle model 2019 and onwards for Microbus 10 seaters.

The vendor also confirm-

- ◆ Brand: Toyota HI-Ace
  - ◆ CC: 2200 or higher
  - ◆ Seat: 10
- 
- The vehicle must be fully operational Air Conditioning System: **Declaration should be submitted**
  - The vehicle must be Clean, well-maintained and presentable: **Declaration should be submitted**
  - Should not be a major structural and mechanical defects: **Declaration should be submitted**

### Mandatory Documentation(Fail = Disqualification)

- Valid Registration Certificate: Document should be submitted
- Fitness Certificate(up to date): Document should be submitted
- Route Permit: Document should be submitted
- Tax Token: Document should be submitted

### 3.2 Driver Competency and Conduct:

- Up to date professional valid driver licence: Document should be submitted
- Minimum 7-10 years working experience: provide experience certificate
- Professional conduct and communicational skills: Declaration should be submitted
- Competency in maintaining the vehicle log book: Declaration should be submitted

### 3.3 Safety and Security Management:

- Functional Seat belts for all passengers: Declaration should be submitted
- The vehicle must have CC Camera in the vehicle with GPRS tracker System: Declaration required
- Comprehensive insurance coverage: Declaration required
- Equipped with: Declaration required
  - Fire extinguisher



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- First aid kit
- Regular preventive maintenance system in place: Declaration required
- No records of serious accident past two years: Declaration required

### **3.4 Vendor Profile and experience:**

- Minimum three years' experience in vehicle rental services in NGO/INGO: Document Required
- Submission of client reference: documents/declaration required

### **3.5 Financial and Legal Compliance:**

- Bank information: Document required
- Capability to submit compliant invoices and supporting documentation: Declaration/attach documents
- Financial stability to sustain service delivery without interruption (bank solvency certificate: Documents required)

### **3.5 Coverage and Flexibility:**

- Service availability area: Declaration needed
  - Cox's Bazar district
  - Bandarban district
  - Rangamati district
  - Khagrachori district
  - Chattagram

### **3.4 Operational Support**

- Timely vehicle availability
- Backup/replacement vehicles in case of breakdown
- Replacement of drivers in absence of main driver
- Availability in remote/field locations (if required)

## **4. Components of Financial Proposal**

The bidder should submit the financial proposal considering the following components. The proposal can be a package or individual lines.

- Monthly rental of vehicles as body rent



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- Driver Salary and benefits, overtime and others
- Per kilometre rates for Fuel Cost
- As CNG vehicle is not acceptable so the bidder should use fuel vehicle

Apart from this, the vendor must cover the following:

- Road Cost (Toll & Parking Charge)
- Safety, Security & Garage facility to be ensured by the vendor himself. And vehicle should be parked adjacent to our office due to easy availability as and when required. If the amount is required it should be included in the financial proposal.

## 5. Information to be Submitted

Interested vendors should submit:

- Company profile
- List of available vehicles (make, model, year)
- Proof of ownership/lease agreements
- Copies of registration, insurance, and fitness certificates
- Driver details
- Client references (at least 2)
- Description of service coverage areas

## 6. Evaluation matrix

SL #	Criteria	Point metric	Evaluation approach
1	Vehicle Standard and Compliance	25%	Physical Condition Model and documents
2	Driver Competency and Conduct	20%	Experience, licensing and behaviour
3	Safety and Risk Management	15%	Equipment maintenance and compliance
4	Vendor Profile and Experience	15%	Past performance, references
5	Financial and Legal Compliance	15%	Documents and invoicing capability
6	Coverage and Flexibility	10%	Area coverage and adaptability

## 6. Shortlisting & Next Steps



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- Only **shortlisted vendors** will be invited to participate in the formal RFP/tender process
- Submission of an EOI does **not guarantee a contract award**

## 7. Submission Details

TOR must be submitted by:

**Deadline:** June 02 (Tuesday) 2026.

**Email Submission:** [procurement.jft@jaago.com.bd](mailto:procurement.jft@jaago.com.bd)

OR

**Hard Copy Submission:** House-57, Riad-7B, Block-H, Banani, Dhaka-1213, Bangladesh

**Subject Line:** *EOI – Vehicle Rental Services*

## 8. Contact Information

For queries, please contact:  
Md. Himel, Assistant Manager  
Administration Department  
Jaago Foundation Trust  
+8801777742198

## 9. Ethical Compliance

JAAGO Foundation Trust (JFT) maintains strict policies on:

- Anti-corruption
- Safeguarding and protection
- Ethical business conduct
- Vendors must comply with these standards.



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Application Submission Letter  
(To be submitted on the Applicant's Letterhead)

Date: \_\_\_\_\_

Ref. No.: \_\_\_\_\_

To  
Sr. Manager, Finance & Admin  
Procurement & Administration Department  
JAAGO Foundation Trust  
House #57, Road #7B, Block-H, Banani  
Dhaka-1213, Bangladesh

**Subject: Submission of Price Quotation for Monthly Rental Vehicle Services in Chattogram Division**

Dear Sir,

With reference to the Terms of Reference (TOR) published on bdjobs.com dated \_\_\_\_\_, we are pleased to submit our **price quotation** for providing monthly rental vehicle services in the Chattogram Division on behalf of our company.

We hereby confirm that all required documents, duly signed and authorized, have been prepared and submitted in accordance with the requirements outlined in the TOR, **including the completed checklist. In cases where any supporting document could not be submitted, a declaration/explanation has been attached accordingly.**

We further declare that the information and documents submitted with this application are true, valid, and complete to the best of our knowledge.

We understand and acknowledge that JAAGO Foundation Trust reserves the right to accept or reject any or all applications and/or cancel the procurement process at any stage without assigning any reason and without incurring any liability to the applicants..

Thank you for your consideration. We look forward to the opportunity to work with your organization.

Sincerely,

Authorized Signature

Name of Authorized Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Seal:



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Declaration is required in the Table (Tick  
√ if attached) to be filled up by the vendor

SL	Description of Attached Document	Please put the Tick Mark in the	Remark
<b>A. Vehicle Standard and Compliance</b> ( <i>Physical Condition Model and documents</i> )			
1	Vehicle model, Brand: Toyota HI-Ace, CC: 2200 or higher, Seat: 10		
2	Air Conditioning System is working perfectly and operational		
3	The vehicle must be Clean, well-maintained and presentable		
4	Major structural and mechanical defects		
5	Valid Registration Certificate		Document should be submitted
6	Fitness Certificate (up to date)		
7	Route Permit		
8	Tax Token		
<b>B. Driver Competency and Conduct</b> ( <i>Experience, licensing and behaviour</i> )			
1	Driver's CV (if yes, pls. attach)		
2	Up-to-date professional valid driver's licence (if yes, pls. attach)		
3	Minimum 7-10 years working experience: provide an experience certificate		
4	Professional conduct and communication skills: (Declaration needed)		
5	Competency in maintaining the vehicle log book: (Declaration needed)		
<b>C. Safety and Risk Management</b> ( <i>Equipment maintenance and compliance</i> )			
1	Functional Seat belts for all passengers (Declaration needed)		
2	The vehicle must have CC Camera with GPRS tracker System (Declaration required)		
3	Comprehensive insurance coverage (Declaration required)		
4	<ul style="list-style-type: none"> <li>- Fire extinguisher</li> <li>- First aid kit</li> <li>- Regular preventive maintenance system is in place</li> <li>- Ensure the vehicle's availability near the office at Cox's Bazar</li> </ul> (Declaration needed)		
<b>D. Vendor Profile and Experience</b> ( <i>Past performance, references</i> )			



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1	Vendor profile(if yes, pls attach)		
2	Minimum three years of experience in vehicle rental services in NGO/INGO (documents/declaration required)		
3	Submission of client reference: (documents/declaration required)		
<b>E. Financial and Legal Compliance</b> ( <i>Documents and invoicing capability</i> )			
1	Bank information/bank account (Please provided the bank information)		
2	Capability to submit compliant invoices and supporting documentation (Declaration/attach documents)		
3	Financial stability to sustain service delivery without interruption(bank solvency certificate (Declaration/attach documents)		
<b>F. Coverage and Flexibility</b> ( <i>Area coverage and adaptability</i> )			
1	Service availability area: Declaration needed <ul style="list-style-type: none"> <li>● Cox's Bazar district</li> <li>● Bandarban district</li> <li>● Rangamati district</li> <li>● Khagrachori district</li> <li>● Chattagram</li> </ul>		



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