Request for Proposal (RFP)

Title: Request for Proposal (RFP) for Vehicle Rental Services under a Framework Agreement/TSC

Issue Date: 4 November 2026

Issued By: Jhpiego Bangladesh

1. Invitation for Proposals

Jhpiego Bangladesh invites qualified, experienced, and financially sound vehicle rental service providers to submit technical and financial proposals for the provision of vehicle rental services throughout Bangladesh.

The selected service provider(s) shall supply safe, reliable, and well-maintained vehicles with qualified drivers to support project implementation activities, field supervision, monitoring visits, workshops, meetings, and transportation of staff, consultants, and visitors.

Interested firms are requested to submit separate Technical and Financial Proposals in accordance with the requirements outlined in this Request for Proposal (RFP).

2. About Jhpiego

Jhpiego is an international non-profit health organization affiliated with Johns Hopkins University and a global leader in improving the health of women and families.

Jhpiego Bangladesh implements multiple development and public health projects across Bangladesh and requires dependable transportation services to support project operations.

3. Objective

The objective of this procurement is to establish a Framework Agreement with qualified vehicle rental service providers capable of delivering vehicle transportation services throughout Bangladesh.

4. Technical Specifications

All vehicles provided under the car rental service must:

- Be in good operating and roadworthy condition.
- Have valid registration and fitness certificates.
- Have comprehensive insurance coverage, where applicable.
- Have properly functioning air conditioning.
- Be equipped with functional safety seat belts.
- Be free from major mechanical defects.

Required Legal Documents

The bidder must provide copies of:

- Trade License
- TIN Certificate along with service provider must submit a copy of PSR (the proof of submission of return, submitted to Income tax authority).
- BIN/VAT Registration

Driver's Qualifications and Competency Requirements (Applicable to All Lots)

The Offeror shall ensure that each assigned driver meets the following qualifications and requirements:

- Education: SSC or equivalent qualification is preferred.
- Driving Experience: Preferably a minimum of eight (8) years of professional driving experience.
- Language Skills: Fluent in Bengali and basic proficiency in English.
- Physical Fitness: Physically fit to perform regular day-long driving assignments, including occasional extended working hours.
- Driving License: Must possess a valid driving license of the appropriate category.
- Technical Knowledge: Basic knowledge of vehicle maintenance, routine checks, and troubleshooting.
- Navigation Skills: Familiarity with road networks and the ability to use Google Maps or similar navigation applications.
- Safety Awareness: Basic understanding of vehicle and passenger safety and security.
- Teamwork: Cooperative, helpful, and able to work effectively with others.
- Professional Attitude: Positive behaviour, punctuality, honesty, discipline, and professional conduct.

5. Contract Duration

The anticipated contract period shall be:

- Initial Duration: Two (2) Years
- Extension: Subject to satisfactory performance and organizational requirements

Jhpiego reserves the right to extend, modify, or terminate the agreement as necessary.

6. Eligibility Criteria

Bidders must meet the following minimum eligibility criteria:

- Legal Registration: Must be legally registered in Bangladesh and possess valid business registration documents.
- Relevant Experience: Must have a minimum of three (3) years of experience in providing vehicle rental services.
- Organizational Experience: Must have proven experience in providing vehicle rental services to NGOs, INGOs, UN agencies, Government organizations, or corporate entities.
- Office and Support Facilities: Must have an established office and adequate operational and support systems to ensure effective delivery service throughout the contract period.

7. Proposal Submission Requirements

A. Technical Proposal

The Technical Proposal should contain:

Company Profile

- Company profile
- Organizational structure
- Office locations
- Contact information

Experience

Provide list of similar assignments completed during the last three years.

Include:

- Client Name
- Contract Period
- Reference Contact Person
- Purchase orders/contract agreements/email orders

Fleet Information

Provide details of available vehicles:

- Number of own vehicles (Detail list should be shared along with the proposal)
- Number of outsourcing vehicles
- Outsourcing vehicles networking capacity
- Vehicle Type
- Brand
- Model
- Year of Manufacture

8. Financial Proposal

All pricing should be included in VAT and excluded Tax. All the payments are subject to deduction of income tax as per rates and procedures prescribed by the National Board of Revenue (NBR) of Govt. of Bangladesh. Service Providers will provide Mushak 6.3 during the submission of invoices. Jhpiego will provide Mushak 6.6 or VAT coupon. All rates should be quoted in Bangladeshi Taka (BDT).

Offerors should separately mark any recommended options, spares, and supplies not specifically addressed or required in the RFQ. Offerors shall note any exceptions to the specifications and describe alternate proposals.

Offerors will not be reimbursed for any costs incurred relating to the preparation and submission of a proposal.

Package - A: Within Dhaka (Office/Station).

SL	DESCRIPTION	DAILY BODY RENT	HALF DAY RENT (4-5 hours duty)	MONTHLY RENT	PER KM/RATE	DRIVER ALLOWANCES		
					OCTANE	OVERTIME/ PER HOUR	DAILY ALLOWANCE	OVERNIGHT ALLOWANCE PER NIGHT
						Only If Applicable		
1	**Microbus:** Toyota-NOAH/ VOXY or equivalent Model: 2018-2026 Capacity: 7 Seated including Driver							
2	**Microbus:** Toyota Hiace – GL/Super GL or equivalent updated version Model: 2018-2026 Capacity: 12 Seated including Driver							
3	**Sedan Car**: Toyota Premio/Alion or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2018-2026 Capacity: 4 Seated including Driver							
4	**Sedan Car**: Toyota G/X/Corolla/X Axio or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2016-2024 Capacity: 4 Seated including Driver							
5	**AC Bus (40-52 Seater):** Equivalent to Toyota Costar Bus-Update version							

6	**AC Bus (26 Seater):** Equivalent to Toyota Costar Bus-Update version							
7	**SUV (AWD/4WD) -AC**				Based on applicable fuel			
8	**Pick-Up Van:** Equivalent to Toyota Hi-Lux 4WD A/C							

6-day week, (Saturday to Thursday regular work week plus Friday if needed by the office) and general working hours for the Driver will be 60 hours per week. No holidays will be considered except Friday. The car service provider will need to abide by the public holidays list of Jhpiego. Overtime will be entitled only for duties beyond 10 hours per day. Dhaka based cars will need to be visited within Dhaka city and Dhaka district.

Package - B: Dhaka to All over Bangladesh (Office/Station).

SL	DESCRIPTION	DAILY RENT	HALF DAY RENT	MONTHLY RENT	PER KM/RATE		DRIVER ALLOWANCES		
					CNG	OCTEN	OVERTIME/ PER HOUR	DAILY ALLOWANCE	OVERNIGHT ALLOWANCE PER NIGHT
							Only If Applicable		
1	**Microbus:** Toyota-NOAH/ VOXY or equivalent Model: 2016-2024 Capacity: 8 Seated including Driver								
2	**Microbus:** Toyota Hiace – GL/Super GL or equivalent updated version Model: 2016-2024 Capacity: 11 Seated including Driver								

3	**Sedan Car**: Toyota Premio/Alion or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2016-2024 Capacity: 4 Seated including Driver								
4	**Sedan Car**: Toyota G/X/Corolla/X Axio or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2016-2024 Capacity: 4 Seated including Driver								
5	**AC Bus (40-52 Seater):** Equivalent to Toyota Costar Bus-Update version								
6	**AC Bus (26-Seater):** Equivalent to Toyota Costar Bus-Update version								
7	**Pick-Up Van:** Equivalent to Toyota Hi-Lux 4WD A/C								

6-day week, (Saturday to Thursday regular work week plus Friday if needed by the office) and general working hours for the Driver will be 60 hours per week. No holidays will be considered except Friday. The car service provider will need to abide by the public holidays list of Jhpiego. Overtime will be entitled only for duties beyond 10 hours per day. Dhaka based cars will need to visit Dhaka city to all over Bangladesh.

Package - C: **Other districts (62 districts) except Dhaka and Cox's Bazar**

SL	DESCRIPTION	DAILY BODY RENT	HALF DAY RENT (4-5 hours duty)	MONTHLY RENT	PER KM/RATE	DRIVER ALLOWANCES		
					OCTANE	OVERTIME/ PER HOUR	DAILY ALLOWANCE	OVERNIGHT ALLOWANCE PER NIGHT
						Only If Applicable		
1	**Microbus:** Toyota-NOAH/ VOXY or equivalent Model: 2018-2026 Capacity: 7 Seated including Driver							
2	**Microbus:** Toyota Hiace – GL/Super GL or equivalent updated version Model: 2018-2026 Capacity: 12 Seated including Driver							
3	**Sedan Car**: Toyota Premio/Alion or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2018-2026 Capacity: 4 Seated including Driver							
4	**Sedan Car**: Toyota G/X/Corolla/X Axio or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2018-2026 Capacity: 4 Seated including Driver							

Note: Vehicle models for the remote area will be flexible, but the service provider will get the prior approval (verbal or written) from the procuring entity.

6-day week, (Saturday to Thursday regular work week plus Friday if needed by the office) and general working hours for the Driver will be 60 hours per week. No holidays will be considered except Friday. The car service provider will need to abide by the public holidays list of Jhpiego. Overtime will be entitled only for duties beyond 60 hours/week (10 hours per day). Districts based cars will need to visit other districts to all over Bangladesh.

Package - D: Within Cox's Bazar Sadar to nearest District (Chittagong Hill Districts)

SL	DESCRIPTION	DAILY BODY RENT	HALF DAY RENT (4-5 hours duty)	MONTHLY RENT	PER KM/RATE	DRIVER ALLOWANCES		
					OCTANE	OVERTIME/ PER HOUR	DAILY ALLOWANCE	OVERNIGHT ALLOWANCE PER NIGHT
						Only If Applicable		
1	**Microbus:** Toyota-NOAH/ VOXY or equivalent Model: 2018-2026 Capacity: 7 Seated including Driver							
2	**Microbus:** Toyota Hiace – GL/Super GL or equivalent updated version Model: 2018-2026 Capacity: 12 Seated including Driver							
3	**Sedan Car**: Toyota Premio/Alion or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2018-2026 Capacity: 4 Seated including Driver							
4	**Sedan Car**: Toyota G/X/Corolla/X Axio or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2018-2026 Capacity: 4 Seated including Driver							
5	**Jeep/Chander Gar 4WD-Non-AC**				Based on applicable fuel			
6	**Pick-Up Van:** Equivalent to Toyota Hi-Lux 4WD A/C							

Note: Vehicle models for the remote area will be flexible, but the service provider will get the prior approval (verbal or written) from the procuring entity.

6-day week, (Saturday to Thursday regular work week plus Friday if needed by the office) and general working hours for the Driver will be 60 hours per week. No holidays will be considered except Friday. The car service provider will need to abide by the public holidays list of Jhpiego. Overtime will be entitled only for duties beyond 60 hours/week (10 hours per day). Districts based cars will need to visit other districts to all over Bangladesh.

Package - E: Airport Pick-Up and Drop

SL	DESCRIPTION	DAILY BODY RENT	HALF DAY RENT (4-5 hours duty)	MONTHLY RENT	PER KM/RATE	DRIVER ALLOWANCES		
					OCTANE	OVERTIME/ PER HOUR	DAILY ALLOWANCE	OVERNIGHT ALLOWANCE PER NIGHT
						Only If Applicable		
1	**Microbus:** Toyota-NOAH/ VOXY or equivalent Model: 2018-2026 Capacity: 7 Seated including Driver							
2	**Microbus:** Toyota Hiace – GL/Super GL or equivalent updated version Model: 2018-2026 Capacity: 12 Seated including Driver							
3	**Sedan Car**: Toyota Premio/Alion or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2018-2026 Capacity: 4 Seated including Driver							
4	**Sedan Car**: Toyota G/X/Corolla/X Axio or equivalent others company like Nissan/ Mitsubishi, etc. Model: 2018-2026 Capacity: 4 Seated including Driver							

9. Evaluation Methodology

The evaluation will be conducted in two stages.

Stage A: Technical Evaluation 60%

Evaluation Criteria	Assessment indicators / required evidence	Scoring methodology	Score/Point
Company Experience	Number of years of experience in providing vehicle rental/transport services.	10 points for 10 or more years; 1 point for each completed year, up to 10 points.	10
Fleet Capacity:	Number of own vehicles and number of outsourced vehicles.	Score based on the total number of vehicles available, with higher scores for greater fleet capacity and availability.	10
Experience with NGOs/INGOs	Previous experience providing vehicle rental/transport services to NGOs, INGOs or development organizations.	10 points for 5 or more years; 2 points for each completed year of relevant experience, up to 10 points.	10
Operational Capability, Management Structure/Organogram	Management structure, organogram, staffing arrangements and capacity to manage transport operations.	Assessment based on the completeness and adequacy of the proposed management and operational structure.	10
Financial Turnover:	Financial report, audit report and/or bank statement for at least two years.	Assessment based on the financial documents submitted and demonstrated financial capacity.	10
Geographic Coverage (In Country):	List of geographical areas/districts where the service provider can provide vehicle rental/transport services.	Score based on the number and extent of geographical areas covered.	10
Total			**60**

**** Only technically qualified bidders achieving a minimum score of 40 points out of 60 in the technical evaluation will proceed to the financial evaluation.**

Stage B: Financial Evaluation 40%

The contract will be awarded to the multiple bidders(s) achieving the highest combined weighted score based on the technical evaluation (60%) and financial evaluation (40%), subject to meeting the minimum technical qualification threshold.

10. Payment Terms

- Monthly payment upon submission of invoice.
- Payment shall be made within the organization's standard payment cycle.
- Supporting documents must accompany invoices.

11. Service Level Requirements

The contractor shall:

- Respond to transport requests promptly.
- Vehicle replacement within 1/2 hours in side Dhaka & within ¾ hours outside Dhaka.
- Ensure driver's punctuality.
- Maintain professional conduct.
- Follow organizational safeguarding and security policies.
- GPS-enabled vehicles preferred.

12. Organization's Rights

The organization reserves the right to:

- Accept or reject any proposal.
- Cancel the procurement process at any stage.
- Request clarification from bidders.
- Award full or partial contract.
- Negotiate with selected bidder(s).

13. Compliance and Ethical Standards

Bidders shall confirm compliance with:

- Anti-Fraud Policy
- Anti-Corruption Policy
- Child Safeguarding Policy
- Human Rights Standards
- Labor Laws of Bangladesh

14. Required Submission Documents Checklist

SL	Document	Submitted (Yes/No)
1	Trade License	
2	TIN Certificate	
3	BIN/VAT Registration	
4	Tax Return Certificate (Current Fiscal Year)	
5	Company Profile	
6	Previous Experience and Client List	
8	Other requirement as per the technical evaluation criteria	
7	Financial Proposal	

15. Pre-award Assessment

A pre-award assessment will be conducted with the shortlisted or primarily selected vendors. The assessment will include the following:

- Physical verification of the service provider company
- Physical verification of the proposed vehicles
- Interviewing and driving test of the proposed drivers
- Collection of the organization's legal documents and other due diligence documents
- Collection of driver's CV
- And any other issues deemed necessary by the JHPIEGO.

16. Contract/Award Provisions

Jhpiego expects to issue a Technical Service Contract (TSC) for this work. Jhpiego will issue instructions/orders via email for the required vehicle services day to day basis throughout the performance period of the Technical Service Contract (TSC). The work is time-sensitive and must be completed within the timeline mentioned in the Solicitation Cover Page.

17. Submission of Proposals

The deadline for submission of Technical and Financial Proposals is as provided to the below-mentioned date on the Solicitation Cover Page. Proposal should be two parts (financial and technical) and submissions only hard copy in sealed envelopes in Jhpiego Country Office TENDER BOX.

Please clearly mention in the subject as **"Proposal for Vehicle Rental Services"** on the envelop. Proposals received after the deadline or incomplete proposals will not be considered.

Address: Plot-10, Apartment -A9, (Level 10), Road 90, Gulshan 2, Dhaka 1212

Submission Deadline: On or before 15 November 2026

18. Clarification

Any questions or request for clarifications from Offerors must be received by email and the date mentioned as below:
Email: BD-Procurement@jhpiego.org
Clarification Deadline: 10 November 2026

Declaration by Bidder

We hereby certify that all information provided in our proposal is true and correct and that we accept the terms and conditions outlined in this RFP.

Authorized Company Signatory

Name of Company	
Name of Authorized Person	
Title/Designation	
Signature	
Date	