



PLAN
INTERNATIONAL



INVITATION TO TENDER

Tender for Vehicles Rental service

Main Facts Table	
Request for Proposal (RFP) Reference	Ref No: 005-025/026
RFP launch date	12 August 2025
Deadline for submission of offers	By 4:00 PM of 26 August 2025

Organization Information		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? :	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		



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Invitation for Tender for Vehicles Rental service

1. Background Information on Plan International

Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working together with children, young people, our supporters and partners.

We have worked with children, young people and communities for more than 85 years and are committed to making a lasting impact on the lives of the most vulnerable and excluded children while supporting children's rights and gender equality.

Plan International's refreshed global strategy 2022-2027 strives to achieve a world where all girls are standing strong creating global change. To achieve this ambition, our goal until 2027 is: Girls and young women in all of their diversity reach their full potential as equal and active citizens in both development and humanitarian settings.

Read more about Plan International's Global Strategy: All Girls Standing Strong Creating Global Change at <https://plan-international.org/organisation/strategy/>

About the commissioning office

Since 1978, Plan International Nepal has been working with communities and the government to raise awareness about the importance of children's right and equality for girls. We remain committed to supporting vulnerable and marginalised children and their communities to be free from poverty. We have impacted lives of millions of children and established partnerships with like-minded allies.

Read more about Plan International Nepal country strategy 2023-2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

2. Summary of the Requirement

Plan International Nepal collaborates with local implementing partners in various locations and also responds to humanitarian crises during disasters across the country. Consequently, team members may need to travel to different working areas and other parts of Nepal as required.

To facilitate these travel needs, Plan International Nepal intends to establish a Long-Term Agreement (LTA) with a reliable vehicle rental service provider to arrange vehicle rental services on a need basis to support such travel requirements, as outlined in Annex-1.

Therefore, Plan International Nepal, Country Office, invites sealed bids from qualified and interested vehicle rental service providers to participate in this tender process.

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **[bid for Vehicle Rental Service]** as part of a competitive process. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **[Non-exclusive basis]** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. **Further details can be found in section 8 of this ITT document, 'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **Ref No** : **006-024/025** Provide Vehicle Rental Service
- **Annex – 1** : Price Quotation for Vehicle Rental
- **Annex – 2.a & 2.b** : Evaluation Criteria: Technical + Gender Responsive
- **Annex – 3** : Terms of References (TOR) deliverables from vendors.

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; **No electronic submission is entertained** and only accept the seal bid hard copy of the bid. Offers must be received by the deadline specified in the section ‘**3.3 Key Dates and Timelines.**’

Sealed bid hard copy should be submitted to below address

**Plan International Nepal
Nepal Country Office
Maitri Marga, Bakhundole, Lalitpur-3,
Phone: 01-5535580**

The offer and all correspondence and documents related to the tender must be written in **[English Languages]**

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

- Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to nepal.procurement@plan-international.org and must include the ITT reference number in the envelop as well as while seeking clarification.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	12 August, 2025
Deadline for supplier to ask questions if any for further clarification about tender documents and requirements	On or before 21 August 2025, by 5.00PM
Deadline for Plan to respond on questions	On or before 22 August 2025, by 5.00PM
Deadline for submission of offers (Required to submit bid, inclusive of all required annexes-hard copy in a seal bid envelop)	On or before 26 August 2025 by 4.00PM

Note: Late submission of offers than the prescribed date and time will not be accepted and will return back immediately.

3.4 Pricing

Bidders are required to complete the Annexes and requirements in ‘**Annex 1.** All prices must be quoted in **[Nepalese currency]**, and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for one-year period **can be extended for extra two years** upon the mutual discussion following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

Price validity = (Initial one year, additional two year can be extended upon mutual agreement)

4. Specification and Scope of Requirement

Please refer to 'Annex 1, Annex-2. a & 2.b, Annex-3 (TOR) for full details of the requirement.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in 'annex-5 and any other requested documentation, will be used to evaluate and score each bids against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes and submitted no later than the closing date specified in the section 3.3 The service providers must be registered with relevant authority of Nepal Government and provide copy of registration certification as applicable. PAN/VAT registration. Latest FY tax clearance certificate or evidence letter form IRO about the date extension. 	Pass/Fail assessment Bidders who do not meet these minimum requirements, bidders bid documents will not be further assessed for the selection process considering the fail.
Quality	Annex-2. a & 2.b- Evidence and Declaration base information	<ul style="list-style-type: none"> Evidence-Based Information & Gender Responsive: 25 marks (15+5) – Annex 2.a Declaration-Based Information: 25 marks – Annex 2.b 	50%
Price	Pricing	<ul style="list-style-type: none"> Completion of 'Annex 1, Lowest price 	50%

Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

6. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer

- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are 30 days after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd.

7. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

8. Submission Checklist

Document	Form
Tender documents along all annexes	Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes Fill up your quote price in the annexes- 1 & 2 signed and stamped it and submit whole tender documents.
Non-Staff Code of Conduct	Please sign and date this document and return with the whole document
Company registration (legal documents) Registration/ affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> • <i>Copy of company registration certificate (if applicable for this business)</i> • <i>Copy of company affiliation with sectoral business entity (if applicable)</i>
PAN/VAT registration certificate	<i>Copy of PAN/VAT registration,</i>
Tax clearance certificate-latest prevailing financial year.	<i>Copy of latest tax clearance certificate, if needed with extension.</i>

Annex 1-Pricing Annexes

Cost must be (in NPR) inclusive of fuel, driver, and all other relevant tax/Vat and expenses.

S.N.	Vehicle Type	Detail	Purpose / Suitable For	Example Vehicle Models (For Reference Only)	Per day rate	Half day rate	Remarks (Specify vehicle type offered)
1	Sedan / Hatchback	2WD, AC, 4–5-Seater	Short-distance urban and semi-urban travel	Similar to Suzuki Dzire, Hyundai i20, Tata Tigor, Kia Rio, etc Brand is not our preference.			
2	4WD SUV	4WD, AC, 7–8-Seater	Rural, hilly, and rough roads	Similar to Tata Safari, Scorpio-N, Force Gurkha, etc Brand is not our preference.			
3	4WD SUV	4WD, AC, Premium, 7-Seater	Long-distance remote and mountainous travel	Similar to Toyota Land Cruiser, Toyota Prado, Nissan Patrol, Mitsubishi Pajero, etc Brand is not our preference.			
4	Double Cabin Pickup (4WD)	4WD, Dual Cabin, AC, Cargo Space	Off-road and light goods transport	Similar to Toyota Hilux, Ford Ranger, Isuzu D-Max, etc Brand is not our preference			
5	Van	AC, 13-Seater	Small group travel - urban and semi-urban	Similar to Toyota Hiace, Nissan Caravan etc Brand is not our preference			
6	Shuttle Bus / Coaster Bus	AC/Non-AC, 20–25 seats	For short to mid-distance group travel	Similar to Ashok Leyland Coaster, Toyota Coaster, Tata LP 407, Brand is not our preference			
7	Deluxe Bus	AC, 30–40-Seater	Long-distance highway travel	Tata LPO Bus, Ashok Leyland Viking, Sutlej Deluxe Bus Brand is not our preference			

Key Terms:

- Above quoted rates must include all applicable taxes, VAT, driver, fuel and other related costs.
- Vehicle brand types mentioned above are for reference only; any brand/model meeting the requirement is acceptable.
- Vehicles must not be older than 7 years, newer models will receive higher marks. Provide details in **Annex 2.b**.
- Hiring up to 4 hours will be counted as half day, 6–8 hours as full day, drop-only trip requiring a night stay will be counted as 2 days; and round trips lasting more than one day will be charged on a per-day basis.

Annex 2-Technical Evaluation Criteria

Annex-2. a

Vehicle Rental Service quality evaluation + Gender Responsive - Evidence base information: (20+5=25 marks)

No.	Evaluation Criteria	Below information will consider while providing score. Bidders must submit documents to get the marks	Maximum Score	Bidders' response on defined criteria	
				If you submitted evidence, please write down "YES" under Documents Submitted column and otherwise write down "YES" under Documents not available column	
				Documents Submitted	Documents not available
1	Work experiences on Vehicle Rental Service	<ul style="list-style-type: none"> ► 5 years or more experience: 10 marks ► Less than 5 years' experience: prorated as (number of years of experience × 10/5 marks). <i>(Need to submit organization profile reflecting your work experience, how long you have been working in this sector, to whom you work with)</i>	10	<p>.....</p> <p>If the document is available, write "Yes" above and submit it as evidence.</p>	<p>.....</p> <p>If the document is not available, write "No" above.</p>
2	Provide the reference of experience letters from your clients to which the company has offered similar services in the last 3 years	<ul style="list-style-type: none"> ► 5 or more experience letters from different clients: 5 marks ► Less than 5 letters: prorated as (number of letters × 1 mark per client) (One experience letter from one client will be considered) 	5	<p>.....</p> <p>If the document is available, write "Yes" above and submit it as evidence.</p>	<p>.....</p> <p>If the document is not available, write "No" above.</p>
3	Range of Vehicles Availability	<ul style="list-style-type: none"> ► Number and variety of vehicles owned by the service provider for rental <p>Submit copies of vehicle ownership documents (registered in the provider's name) and ensure the vehicle types match those listed in Annex 1.</p> <ul style="list-style-type: none"> - Ownership of 5 –10 or more vehicles: 5 marks - Ownership of up to 5 vehicles: 3 marks - All vehicles sourced from third-party hiring: 0 marks 	5	<p>.....</p> <p>If the document is available, write "Yes" above and submit it as evidence.</p>	<p>.....</p> <p>If the document is not available, write "No" above.</p>
4	Gender Responsive (This is link with Tender documents 5 marks for GRP)	<ul style="list-style-type: none"> ► Entity owned by women, majority women staff, or women drivers available: 5 marks ► Any one of the above: 2 marks, None – 0 Marks <p>Submit supporting evidence for the above details.</p>	5	<p>.....</p> <p>If the document is available, write "Yes" above and submit it as evidence.</p>	<p>.....</p> <p>If the document is not available, write "No" above.</p>

Note: If your answer is "Yes," please write "Yes" and submit the relevant hard copy documents along with your tender. Failure to submit the required documents will result in no marks.

Annex-2. b

2.b Vehicle Rental Service quality evaluation – Declaration Base Information: (25 marks)

No.	Evaluation Criteria	Weighting Score	Maximum Score	Bidders' response on defined criteria
				Write your comment on the below lines on the basis of your offered service provision (if the space is not enough, you can use the separate paper sheet)
1	Delivery time upon request with conformation & reconfirmation	► Committed to provide service -within in said date or day after tomorrow - 5 mark ► Committed to provide service- in more than 2 days - 3 mark ► Other: 0 Marks <i>(Please write your response in the</i>	5	Please write your response here:
2	Assurance of the Service Quality	► Vehicles in good condition, with fire extinguisher, first aid kit, proper seat belt, fully functional mirror, basic safety tool, lights, AC, windows and other safety features in the vehicles. - Based on the service provider's full commitment to these aspects: 5 marks - For unreliable or incomplete responses: 0 marks	5	Please write your response here:
3	Vehicle Age - For Japanese	<u>Vehicle Age and Scoring</u> 0–1 year = 10 marks 2–4 years = 8 marks 5–7 years = 5 marks >7 years = Not eligible	10	Please specify here the model year or age of the vehicle you are offering.
4	Geographical Coverage of Service Area	<u>Scoring based on coverage:</u> • Service available in all 7 provinces – 5 marks • Service available in 4–6 provinces – 3 marks • Service available in 2–3 provinces – 2 marks • Service available in 1 province only – 1 mark • No coverage or less than 1 province – 0 marks	5	Please specify provinces and/or districts covered.

Note: 1. The information provided in the response section will be considered a commitment from your side and will be reflected in the Long-Term Agreement as part of the service delivery terms.

2. Please provide your response in the answer section above; skipping the answer will receive no marks

Annex 3 - Terms of Reference (TOR)

Vehicle Rental Service to Plan International Nepal

1. Background:

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We believe in the power and potential of every child. Plan International Nepal has been working in Nepal since 1978 to enable marginalized children as well as their families and communities, to access their rights to health, education, and protection. We are implementing programmes through local development partners in 13 districts in cooperation with Nepal government, civil society organizations and schools. Plan International Nepal is fully committed to the gender responsive safeguarding of all children and young people from all forms of violence.

2. Purpose

Plan International Nepal, Country Office Invites sealed bid from interested reputed Vehicle Rental Service Providers which have the capacity as per the specifications below:

3. Scope of Work

Provide vehicle rental service with qualified drivers to support Plan International Nepal staff movement as per the locations.

- Ensure that staff boarding the vehicles signs the vehicle log sheet.
- Ensure staff safety during the performance of services
- Must report any incident, major or minor, which occurs at any given time, immediately to Plan International Nepal, Country Office operations Department.
- Respect all irrespective of their identity, race, and ability without discrimination.
- Work actively to safeguard the rights of girls, children, and young people also maintain high standards of personal and professional conduct while working for Plan International.
- Service providers shall be fully responsible for payment of salary and other benefits including leave entitlement to their drivers as required by the governing labor laws. Plan International Nepal shall not be liable for any action, omission, negligence or misconduct of such driver, nor for any costs, expenses or claims associated with any illness, injury, death or disability of such driver performing services in connection with the contract. Plan International shall have no responsibility vis-à-vis the Driver.
- Service providers shall be fully responsible for garaging of the vehicles at night and no additional cost to the Plan International Nepal.
- Third party liability insurance is required to ensure each Vehicle rent and shall include coverage for all passengers including Plan International Nepal personnel and other authorized passengers.

4. Deliverables

I. The Service Provider must provide the Plan International Nepal with:

- a) Licensed driver(s) with valid Nepali driving licenses for its category with more than or equal to 5 years' experience.
- b) Proposed driver must be medically fit.
- c) Valid vehicle registration and insurance documents for each vehicle is must.
- d) Fully air-conditioned vehicles with spare tires, jack, spanner, fire extinguisher, and all required items to ensure the safety of the vehicle in compliance with Nepal Transportation law.
- e) The Service Provider will be fully responsible for the maintenance of vehicles, and pay all cost of the driver, road tax, Parking tax etc.
- f) A mandatory, detailed contingency plan(s) in the event of a mechanical breakdown of each vehicle, for each area of operation.

II. The Driver shall be:

- a) Sufficiently experienced with at least 5 years' experience as a Driver;
- b) Basic training in the maintenance of the vehicle;
- c) Familiar with local routes and destinations;
- d) Properly attired during hours of operation
- e) Ability to reply in an appropriate manner and be polite with passengers.

- f) Drivers should stay nearby in case passengers request for their support.
- g) Observes at all times basic courtesy to passenger(s), fellow motorists and road authorities.
- h) Respect Nepal Transportation law at all time.
- i) Alcohol or drug is prohibited during driving.
- j) Conversational knowledge of English is an asset but not mandatory.
- k) Female Driver is highly encouraged.

5. Contract Mechanism & Terms of Payment

- i. Period of Services will be three Years from Contract Signature. This period is subject to extension upon needs assessment and upon agreement by both parties (the contractor and the service provider). Plan International Nepal has the option to renew the Contract for additional Period, on the same terms and condition.
- ii. Payments shall be made on the basis of per assignment invoice. Plan International Nepal reserves the right to withhold payment if Plan International Nepal is service is not provided in accordance with this contract.
- iii. For the satisfactory completion of the services under the contract, Plan International Nepal shall pay within a month after completion of Service.
- iv. If the vehicle is out of service during the hours that it is to be available for Plan International Nepal, service provider shall provide an acceptable replacement vehicle.
- v. Applicable taxes will be deducted from the stated amount at the time of payment as per laws of Govt. of Nepal.

6. Proposal Preparation and Submission Requirements

Instructions for Proposal Preparation: The selection committee will evaluate the Offeror based upon the criteria listed below. Each section will be evaluated according to the criteria for evaluations in Annex 1.a, 1.b, and Annex 2. Offerors are expected to examine the specifications and all instructions in the TOR. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

Quotation for vehicle rental services

Plan International Nepal

Country Office

Maitri Marga, Bakhundole, Lalitpur-3

7. Supervision:

Logistics Coordinator of Plan Country Office will be the contact person for managing, supervising, coordinating for this service.

Signature of Authorized Person:

Name of Authorized Person:

Cell #:..... **Contact #:**

Name of Firm/Company:

Address:

E-mail ID:.....

Company Seal/Stamp:

Final Note: All pages must be printed, filled with the required information, signed and stamped on each page, and submitted as a hard copy in a sealed bid at the specified location within the given deadline.