

Annex I: Scope of Work (SoW)

Non-Fixed Price Framework Agreement for Purchasing Vehicle Spare Parts in Dhaka for 2 years

1. Background

The organization operates a fleet of vehicles in Dhaka to support program implementation. To ensure operational efficiency, safety, and reliability, regular maintenance and timely replacement of vehicle spare parts are essential. Given the variability in demand and market price fluctuations, the organization intends to establish a non-fixed price framework agreement with qualified suppliers for a period of two (2) years.

2. Objectives

The objective of this assignment is to engage one or more qualified vendors to supply genuine, high-quality vehicle spare parts on an as-needed basis at competitive market rates throughout the contract period.

3. Scope of Work

The selected supplier will be responsible for:

- Supply a wide range of vehicle spare parts, including but not limited to Engine components, Brake system parts, Suspension and steering components, Electrical parts
- Provide spare parts for multiple vehicle brands and models used by the organization.
- Ensure all supplied items are genuine, new, and compliant with manufacturer specifications.
- Deliver requested items within agreed timelines to designated locations in Dhaka.
- Replace defective or non-compliant items at no additional cost within a specified period.
- Provide invoices and supporting documents, including price breakdowns and (where applicable) reference to market rates or supplier price lists.

4. Procurement Mechanism

- The framework agreement will be established on a **non-fixed price basis**. CARE Bangladesh will sign a “Framework Agreement” with the selected vendor, but signing of the Agreement doesn’t guarantee any purchase order.

- Prices will be determined at the time of each purchase through Mini-competition among pre-qualified vendors. Suppliers need to submit quotations in response to RFQ.
- The supplier must ensure that quoted prices are competitive and aligned with current market rates.
- The organization reserves the right to request multiple quotations and conduct price verification.

5. Contract Management

- CARE Bangladesh reserves the right to enter into Framework Agreements with multiple suppliers for the same category of goods and/or services.
- This Framework Agreement (FWA) does not constitute a guarantee or commitment by CARE Bangladesh to procure any minimum quantity of goods or services from the Supplier. Any procurement under this FWA shall be subject to specific project needs, availability of funds, and internal approvals.
- Following the execution of this Framework Agreement, CARE Bangladesh may, at its sole discretion, issue system-generated Purchase Orders (“POs”) to the Supplier. Each PO shall clearly specify the scope, quantity, value, delivery timeline, and any other applicable terms and conditions.
- The Supplier shall not supply any goods or services, nor incur any related costs, unless and until a valid Purchase Order has been formally issued by CARE Bangladesh in accordance with the terms of this Framework Agreement. CARE Bangladesh shall not be liable for any costs incurred outside of an authorized PO.
- Vendor performance will be monitored based on price competitiveness, delivery time, quality, and responsiveness.

6. Delivery Location:

- **Within Dhaka City**

7. Duration

The contract will be valid for an initial period of 2 years, which may be extended to 01 more year subject to satisfactory service provided during the contract period.

8. Evaluation Criteria

Proposals will be evaluated based on:

Technical Proposal: 70%

Financial Proposal: 30%

8.1. Technical Evaluation Criteria: (70%)

SL	Criteria	Assigned Score
1	Previous Works & Awards	
1.a	Provide 3 -5 or more client experience/testimonials/ work orders.	30%
2	Organizational Expertise	
2.a	Valid Legal Documents (Trade License, BIN, TIN, Proof of Tax Return, copy of cheque leaf, i.e. any other applicable documents)	20%
3	Verification of Physical Presence	
3.a	Physical verification of the supplier's office in Dhaka*	20%
Total		70%

* Team will visit the supplier's office in Dhaka to verify its physical presence and assess its operational capacity.

8.2. : Financial Evaluation Criteria: (30%)

- Lowest price offeror will get the highest score.

9. Application Process:

Interested vendors must submit:

- Company profile and registration documents (Valid Trade License, E-TIN Certificate, Latest Proof of Tax Returns, BIN)
- Details of service capacity, facilities, and technical personnel
- Client list with contact details and category of organization.
- Reference work orders (minimum 3-5 or more, preferably with values of $\geq$ BDT 50,000).

10. Payment Terms

- The Service Provider will be paid upon receipt of satisfactory service per Purchase Order.

- Quantity may increase and decrease, and payment will be made on actual service received.
- Payments in local currency will be paid as per standard procedure. There will not be any scope to pay in advance before starting the work. Supplier shall provide CARE Bangladesh with periodic and final invoice statements indicating Services performed, expenses incurred, past payments made, and any other information CARE Bangladesh shall reasonably request. Supplier shall provide a final invoice statement whenever requested by CARE Bangladesh based on the agreed date after the date set for the completion of the Services in this SOW.
- CARE Standard Payment Terms are 30 days from receipt of goods or services and accurate and complete. Payment will be made on a basis upon submission of proper invoices and verification of completed work. All payments are subject to applicable tax and vat deductions at source.
- VAT and Tax will be deducted at source as per GoB rules. The supplier must submit Mushak 6.3 along with the invoice.

11. Penalty

If the service provider fails to provide services of any or all the contract within the period (s) specified in the Contract / Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price / Purchase Order amount, as penalty, a sum equivalent to the percentage stated bellow:

Total Delay Penalty - (% of Contract/PO Value)

First 5 days - 2%

From 6-11 days - 4%

From 12-20 days - 6%

Above 20 days delay: the termination clause may also be applicable

****Deduction of the penalty amount will not be applicable in case if any extended completion time/ period is officially agreed and accepted by CARE Bangladesh after the completion date mentioned in PO.**

CAR Model					
	MODEL	MODEL CODE	Brands	DATE ACQUIRED	TYPE
1	NISSAN URBAN	TDB4RPFE25EWB-HDL-K23 W	NISSAN	16-Feb-10	MICROBUS
2	NISSAN URBAN	TDB4RPFE25EWB-HDL-14EW	NISSAN	2-Aug-10	MICROBUS
3	TOYOTA HIACE	HI-ACE	TOYOTA	22-Oct-19	MICROBUS
4	TOYOTA HIACE	HI-ACE	TOYOTA	22-Oct-19	MICROBUS
5	TOYOTA HIACE	HI-ACE	TOYOTA	4-Nov-21	MICROBUS
6	TOYOTA LAND CRUISER PRADO	RZJ95R -GKMRK	TOYOTA	25-Nov-04	JEEP
7	TOYOTA KLUGER	ACU20W	TOYOTA	10-Nov-07	JEEP
8	TOYOTA KLUGER	ACU20W	TOYOTA	17-Mar-08	JEEP
9	TOYOTA KLUGER	2-AZ	TOYOTA	17-Mar-08	JEEP
10	TOYOTA RAV4	ZSA42R-ANXGKQ	TOYOTA	7-Jul-15	JEEP
11	TOYOTA RAV4	ZSA42R-ANXGKQ	TOYOTA	7-Jul-15	JEEP
12	TOYOTA RAV4	TOYOTA RAV4	TOYOTA	24-Nov-15	JEEP
13	TOYOTA RAV4	TOYOTA RAV4	TOYOTA	24-Nov-15	JEEP
14	TOYOTA RAV4	ZSA42R-ANXGKQ	TOYOTA	24-Nov-15	JEEP
15	TOYOTA RAV4	TOYOTA RAV4	TOYOTA	24-Nov-15	JEEP
16	TOYOTA RUSH	F800RE-GQGF	TOYOTA	19-Dec-18	JEEP
17	NISSAN X-TRAIL	T32	NISSAN	23-Dec-18	JEEP
18	NISSAN X-TRAIL	X-TRAIL	NISSAN	18-Nov-19	JEEP
19	NISSAN X-TRAIL	X-TRAIL	NISSAN	18-Nov-19	JEEP
20	MITSUBISHI XPANDER	Xpander	MITSUBISHI	20-Nov-19	JEEP
21	NISSAN X-TRAIL	X-TRAIL	NISSAN	30-Sep-21	JEEP
22	NISSAN X-TRAIL	X-TRAIL	NISSAN	30-Sep-21	JEEP
23	MITSUBISHI OUTLANDER				JEEP
24	MITSUBISHI OUTLANDER				JEEP
25	MITSUBISHI PAJERO SPORT		MITSUBISHI	16-Aug-23	JEEP
26	TOYOTA HILUX PICKUP	KUN25R-PRMDH	TOYOTA	25-Feb-08	PICKUP
27	TOYOTA HILUX PICKUP	KUN25R-PRMDH	TOYOTA	28-Mar-10	PICKUP
28	TOYOTA HILUX PICKUP	KUN25R	TOYOTA	24-Nov-15	PICKUP
29	TOYOTA HILUX PICKUP	GUN 125R-DTFLH	TOYOTA	19-Jan-19	PICKUP
30	TOYOTA HILUX PICKUP	GUN 125R-DTFLH	TOYOTA	19-Jan-19	PICKUP
31	MITSUBISHI L200	KL3TJNJTR	MITSUBISHI	24-May-17	PICKUP
32	MITSUBISHI L200	KL3TJNJTR	MITSUBISHI	24-May-17	PICKUP
33	TOYOTA HILUX PICKUP		TOYOTA	16-Aug-23	PICKUP
34	TOYOTA HILUX PICKUP		TOYOTA	16-Aug-23	PICKUP
35	TOYOTA AVANZA	F602RM-GQSFJ	TOYOTA	9-Jun-11	SEDAN