

## REQUEST FOR PROPOSAL AND INFORMATION

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For supply of Vehicle Rental and Driver Services

Rev 201711

**Issuance Date:** 18 January 2018

**Proposal submission deadline:** ONE WEEK FROM DATE OF ISSUANCE ABOVE (5PM YANGON TIME)

**This document is confidential to Koe Koe Tech and may be used only by organisations responding to this Request for Proposal and Information**

## 1. COMPANY BACKGROUND

Koe Koe Tech Company Limited is a company registered in Myanmar in the business of developing and offering IT software and services in Myanmar with the aim to develop local grown talent in IT skills. Koe Koe Tech's products are for Myanmar and they include applications such as May May for maternal and child healthcare, MyanKhon for tax collection, HMIS as health management information system for clinicians, and other social software services. For further information regarding the Koe Koe Tech please refer to our website at [www.koekoetech.com](http://www.koekoetech.com)

## 2. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this RFP is to encourage certain selected suppliers to submit information / proposals to Koe Koe Tech for the supply of a van vehicle rental and driver services in Myanmar with the aim to conclude a Vehicle Rental and Driver Services Agreement with the chosen supplier or suppliers. Through this RFP, Koe Koe Tech intends to select a transport provider who has a proven capability to provide Koe Koe Tech with the required services.

The initial scope shall cover the needs for Koe Koe Tech for one year from the date of engagement of supplier.

## 3. PROPOSAL INSTRUCTIONS

### 3.1 Definitions

The following expressions shall have the meanings as follows. The definitions cover all documents in this RFP. Additional definitions are included in Enclosure A.

#### **Area**

Means mainly in Yangon and parts of Myanmar where the driver and vehicle services will be required to transport Koe Koe Tech employees to and from places where Koe Koe Tech employees are required to perform their work in connection with Koe Koe Tech's affiliates such as USAID and MyJustice.

#### **Contractor**

Means the selected Proposaler.

#### **Closing Date and Time**

Means the date and time when each Proposal shall be submitted to Purchaser.

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Generally this is one week (7 days) from date of this request for proposal and information at 5pm, Myanmar time.

### **Minimum Content Requirements**

Means the minimum content needed in an offer in order for such an offer to be considered as a Proposal, as further specified in Article 3.6 below.

### **Price Template**

Means the price template for the van vehicle rental and driver services, which is Enclosure B to this RFP, in which Proposaler shall specify all offered prices in Myanmar Kyats and details for the services available. The prices in the Price Template referring to Services prices shall be based on the requirements in the Enclosure A.

### **Services**

Means the vehicle rental and driver services as specified in Enclosure A.

#### **3.2 General**

Proposaler must be an eligible legal entity and have the capabilities and the experience to meet all the requirements stated in this RFP. Each Proposaler may submit one (1) Proposal.

#### **3.3 Acknowledgement**

Proposaler shall acknowledge receipt of the RFP **no later than two days from date of tender issuance by 5pm Myanmar time**, and shall at the same time indicate if it is Proposaler's intention to submit a Proposal. RFP acknowledgements shall be sent by e-mail to:

Thandar Khin

[thandarkhin@koekoetech.com](mailto:thandarkhin@koekoetech.com)

#### **3.4 Preparation of Proposals**

All Proposals shall be in the English language (including all annexes and any correspondence related to this RFP). No oral information will be taken into consideration.

#### **3.5 Request for Further Information and Clarifications**

Requests for further information or clarifications shall be submitted in writing (and in English) no later than two (2) days before the Closing Date and Time. Koe Koe Tech will do its utmost to respond within two (2) days. All questions related to commercial and legal issues shall be sent via email to recipient listed in Article 3.3 above. Telephone or in-person inquiries will not be accepted. Any further information, interpretation advice, modification or clarification given by or agreed upon by Koe Koe Tech shall be distributed to all Proposalers, if deemed necessary by Koe Koe Tech at its own absolute discretion.

### 3.6 Minimum Content Requirements

The Proposal shall include as minimum, vehicle rental services available, driver services available; price list of the services offered and contact details of Proposaler's representative for this RFP.

### 3.7 Withdrawal of Proposal

Proposal cannot be withdrawn after submission.

### 3.8 Validity of Proposals

All Proposals submitted to Koe Koe Tech in accordance with this RFP shall be valid for a period of three (3) months from the Closing Date and Time. During this time the Proposals shall remain binding and may be accepted by Koe Koe Tech at any time. On expiry of the Proposal, each Proposaler shall, if Koe Koe Tech so requires, extend the validity of the Proposal for a further period of one (1) month.

### 3.9 Closing Date and Time

The original Proposal shall (unless otherwise specified by the person referenced in Article 3.3 above), be received **no later than seven days from date of issuance of the RFP at 5pm. ("Closing Date And Time")**.

Koe Koe Tech may, at its own discretion, change the Closing Date and Time by adding additional time. Since time is of essence, additional time will, however, only be added in extreme circumstances. Any such change shall apply to all Proposalers.

### 3.10 Evaluation

Koe Koe Tech will during the approximate period of **two weeks after the deadline for tender** evaluate the Proposals.

To facilitate the evaluation of the Proposals, Koe Koe Tech Group may, at its own discretion, ask any and all Proposalers for clarifications of their Proposals. Any response to a request for clarification shall be in writing.

When evaluating the Proposals, Koe Koe Tech will in particular focus upon the following;

- i) Proposaler's overall credibility, clarity and implications of pricing policies,
- ii) scope of offered services for vehicle rental and drivers,
- i) Proposaler's ability to fulfil needs of Koe Koe Tech's requirements

It shall be noted that it is Koe Koe Tech's intention that any Services agreement signed shall ensure minimal risk exposure and maximal flexibility for Koe Koe Tech (e.g. in relation to invoicing terms, scope of future services and termination criteria etc).

***It is Koe Koe Tech's intention to reduce the number of Proposals at an early stage, based on the information given in the Proposals (possibly even prior to a Proposal***

*presentation). It is therefore of utmost importance that the Proposal is complete and competitive.*

### 3.11 Acceptance and Rejection of Proposals

Koe Koe Tech reserves the right, at its own absolute discretion, to reject (without any compensation to Proposaler) Proposals received after the stipulated Closing Date And Time as well as Proposals which do not comply with the Minimum Content Requirements. The same applies to Proposals that are not signed by a person or persons duly authorised to act on behalf of the Proposaler.

Koe Koe Tech is under no obligation to disclose the results of the evaluation process or to disclose the reason(s) for the rejection of any Proposal. In order to avoid doubt, the acceptance by Koe Koe Tech of any Proposal at this stage does not constitute a legal offer, acceptance, contract or agreement or create any legal, valid or binding obligation(s).

### 3.12 Negotiations

Proposaler shall nominate a team for the negotiations and provide evidence, that this team has the full authority to negotiate all parts of any potential Services agreement and in particular price levels.

### 3.13 Confidentiality/Non-Disclosure

All documents and/or information released by Koe Koe Tech in this RFP shall be treated as confidential information. Likewise, Koe Koe Tech will also respect the confidentiality of each proposal received and will not disclose the content of any proposal to any person outside its organization.

### 3.14 Cost of Proposals

Any costs or expenses relating to preparation of response to this RFP, presentations or any other document related to this RFP are the Proposaler's sole responsibility.

### 3.15 Modification or Cancellation of RFP

Koe Koe Tech reserves the right at its sole discretion to modify, postpone or cancel permanently the intention of initiating/ conducting the RFP process at any time and for any reason. In such an event Koe Koe Tech shall not be liable to any participating tenderer for any payment or compensation of any kind. Any modification will be submitted to all Proposalers.

### 3.16 Laws and Regulations

This document is subject to the laws of Myanmar. Each participant submitting a response to this RFP agrees to comply with all applicable laws and regulations. Each vendor responding to this RFP with an intention to participate in the RFP process confirms by its submission that it has not and will not offer or give anything of significant value to any director, officer or staff member of Koe Koe Tech or a Koe Koe Tech Affiliate, or any of their respective family members or associates in connection with this RFP. In the event that Koe Koe Tech has reason

to believe that a vendor has violated this clause, the vendor agrees to give access to its books and records to permit an independent auditor to verify compliance with this provision.

#### 4 CONTENT OF TENDERS

Each Proposal shall be divided the sections as detailed below. .

Each Proposal shall as a minimum have the following content (Minimum Content Requirements):

##### Section

1. Executive Summary of tenderer
2. Description of Services offered  
Vehicle rental services with details of cars available, including model, year, and condition and pricing  
  
Driver services with details of experience, qualifications and services fee  
  
Price summary, if applicable for vehicle rental and driver services for travel outside of Yangon Division
3. Comments to Draft Vehicle Rental and Driver Services Agreement (Enclosure A)
4. Price template (Enclosure A)

#### 5 ENCLOSURES

The following enclosures are included in and form an integral part of this RFP;

1. Enclosure A - Draft Vehicle Rental and Driver Services Agreement (including Annex A – Agreement Definitions)
2. Enclosure A, Schedule 1 –
  - A. Detail of proposed vehicle, relevant rental periods and service fees
  - B. Additional Rental Fees
3. Enclosure A, Schedule 2 – Escalation Procedures
4. Enclosure A, Schedule 3 – Driver Log Book

