

# Request for Proposal (RFP) for Rental Vehicle Services

The Local Adaptation to Climate Change (LACC) Project promotes sustainable and inclusive livelihoods and natural resource management in up to 40 municipalities in Karnali and Sudurpaschim provinces. LACC supports local communities in adapting to climate change and environmental challenges, securing livelihoods, and improving living conditions. The five-year project is funded by the Government of Nepal, the Ministry for Foreign Affairs of Finland, and the European Union.

LACC Project invites proposals from interested rental vehicle suppliers as per the following requirements:

## 1. Vehicle Specifications:

- Type: Four-Wheel Drive (4WD) only Closed body with 7 seaters including driver (No 2WD or double cabs)
- Condition: Good running condition with a reliable experienced driver
- Model Year: 2020 model to above/newer
- Engine Capacity: Minimum 2184 cm<sup>3</sup>
- Braking System: ABS with dual airbags
- Suspension: Independent front coil spring & multi-link coil rear suspension
- Fuel Tank Capacity: Minimum 60 liters
- Tyers: Radial Tubeless (235/65 R17)
- Turning Radius: Maximum 5.6m
- Emission Standard: BSIV or above

## 2. Driver Requirements:

- Experience: At least three years of experience as a safe driver in Karnali and Sudurpaschim provinces, driving also 4x4 on earthen roads.
- License: Valid driving license and PAN number
- Qualification: Literate, able to maintain vehicle log book and other basic vehicle related forms.
- Note: the proposed driver will be interviewed & tested for these skills.

## 3. Insurance and Maintenance:

- Comprehensive Insurance: Coverage for both vehicle and driver must be ensured throughout the contract period

## 4. Repair and maintenance of vehicle:

- All major repair & maintenance of the vehicle should be covered by the bidder (vehicle owner).
- LACC Project will cover minor repair & maintenance cost maximum Rs. 3,000/= as flat-tyre.

## 5. Operational and Contract Details:

- Number of vehicles required: Four (4)
- Contract start date: 20<sup>th</sup> April 2025
- Rental duration: Minimum six months, renewable possibility by mutual understanding of both the Project and bidder (owner of vehicle)
- Operational locations: Various project sites in Karnali and Sudurpaschim Provinces

- Replacement of vehicle: **during the field visit if renting vehicle will be out of order and need to major repair, same type of another vehicle should be replaced immediately to the Project in the field**

#### **6. Rental Cost Includes:**

- Monthly rental cost (including all the major repair & maintenance and salary of driver) ***indicate rate per month of a vehicle including all repair cost (without fuel and driver's lodging & accommodation cost)***
- Minor repair cost will be covered by the Project maximum (e.g. repairs costing NPR 3000, such as repair of a flat-tyre)
- Fuel and Mobil will be covered by the Project and maintaining logbook
- Provide the driver's monthly gross salary
- Lodging and accommodation costs of the driver will be paid directly by the Project

#### **7. Required Documents for Submission:**

Bidders must submit the following documents along with their proposal:

- Submit copy of Form Registration document, VAT registered form, Tax clearance certificate of FY 2080/081, name of responsible person, renewal document and copy of Blue Book (copy of vehicle ownership and registration/renewable document of the vehicle)
- Preference to a VAT registered Service Provider/Bidder
- Valid Comprehensive Insurance Certificate for vehicle and driver
- Agreement with vehicle owners (if the bidder is not the owner)
- CV of the driver, meeting criteria in Section 2
- Copy of the driver's valid driving license
- Sample of a vehicle logbook
- Photos: Bidders must provide clear photos of the vehicle from all four sides
- VAT/PAN Registration Certificate of the bidder
- Authorized Contact Persons: At least two authorized contact persons from the bidder, including their names, positions, phone numbers, and email addresses

#### **8. Proposal Submission:**

**Sealed envelope hard copies** must be submitted by **15<sup>th</sup> April, 2025, 17:00 hours** to the following address:

Submitted to:

Local Adaptation to Climate Change (LACC) Project

Project Support Unit

House # 0141/R1343, Simtalichowk, Khajura, Birendranagar-8, Surkhet

Karnali Province, Nepal

LACC reserves the right to accept or reject any proposals without assigning any reason.