

INVITATION TO TENDER

July 31, 2025

For the Provision of Rental Vehicles Services to Deutsche Welthungerhilfe Pakistan

Ref: No: SF/WHH/PAK-1144-24/IFT-13/LPR No 2440

Dear Sir,

Madam/Sir,

SUKAAR Foundation is a Non-Profit Organization. Sukaar Foundation was registered in 2005 under Trust act 1778 (Renewal under trust act 2020/014). Sukaar Foundation working with marginalized community of Sindh with partnership with INGOs, UN Agencies, Philanthropist, Corporate Sector and Government of Sindh in different sectors (WASH, Livelihood, Emergency Response, Disaster Recovery & Rehabilitation, Climate Change, Education, Health & Nutrition, and Agriculture etc.

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development.

Sukaar Foundation has partnered with Welthungerhilfe (WHH-an International NGO) project on Support for agricultural micro-enterprises and integration in value chains to increase food security in Tharparkar Pakistan.

Sukaar Foundation to hire rental vehicles services from reliable and established rental vehicles service providers across the Sindh Province on per day and monthly basis.

Please note that the contents of this tender document are subject to change.

1. General Remarks and Special Conditions

The offered services must be according to the terms and conditions specified in the tender pack and subsequently agreed through the contract between Sukaar Foundation and the said vehicle rental service provider.

- 1- All services must be delivered according to the terms and conditions listed below. Timely Provision of services in accordance with the negotiated delivery period is of utmost importance.
- 2- Sukaar Foundation prefers one single service provider but reserves the right to reject any or all offers by the service providers or to split/ divide the ordered services among various bidders.
- 3- The tenderer must comply with the conditions and instructions as stated in the tender pack, Failure to do so is liable to result in the rejection of the tender.
- 4- The Sukaar Foundation tender committee has the right to accept/ reject any offer. The decision of the tender committee is final regarding the evaluation of the offers and not challengeable in any court/ forum.
- 5- Or In case of non-availability of a rental vehicle from the service provider on our planned days then service provider will arrange from anywhere vehicle of same specification. If he will not arranged the vehicle then **2% penalty** will be imposed on the whole month payment.

- 6- Fuel costs: the vehicle will report with its fuel tank full at the start of the rental period. At the end of the rental period SF will ensure that the tank is full again.
- 7- The contracting authority reserves the right to cancel the tender any time before awarding the purchase order to service provider.
- 8- The contract of rental vehicle monthly and need basis will be sign for one year period it may extend upon mutual understanding of both parties.
- 9- “Tenderer” means any person, partnership, firm or company being prequalified and submitting a fully priced offer in accordance with the tender and must be a registered firm (this is in contrast to what is mentioned earlier).
- 10- All recipients of the tender document shall, whether they submit the tender or not, treat the details contained therein as confidential and should submit the complete tender pack fully signed and stamped along with the offer. Or In case of non-availability of a rental vehicle from the service provider,

2. Participation

To be eligible for participation in the tender, the tenderers must provide all documents in time. Tenderers must also prove to the contracting authority that they comply with the necessary legal, technical and financial requirements. Sukaar Foundation reserves the right to ask for documentation and may visit the service provider’s facility for inspection/ evaluation and may check references provided by the service provider.

Tenderers have to declare under their responsibility, that all of the services offered are in accordance with local/ international rules against exploitation of child labour and gender discrimination.

3. Terms and Conditions

Objective: To hire services for rental vehicles with driver from reliable and established rental vehicles providers who can provide to Sukaar the said services for monthly and wherever and whenever required on need basis as per the terms and conditions stated below.

Information and documentation to be provided by the vehicle rental company:

- Introduction of the company/ service provider – company profile.
- Registered address with telephone contacts and particulars of the company/ service provider.
- Date since when established in business along with proof of registration with Registrar of Companies/ Sole Proprietorship or SECP, Regional Transport Authority registration etc.
- Proof of insurance of vehicles and drivers against all risks covered under the comprehensive / third party liability insurance for any type of mishap to the vehicle or to service provider or to their designated company driver.
- Provide information concerning vehicle tracking by the rental company or by the insurance company which insures the vehicles of the rental company/service provider.
- List of regular clients particularly INGOs and multinational companies, including experience certificates if any.

Commitments:

- The contracting authority will prefer the vehicles with driver and not be older than three Years.

- The vehicle and driver will be available to Sukaar Foundation on 24/7 basis. However, the driving time will not exceed twelve hours in a day including appropriate breaks. At night the vehicle will be parked at the guarded premises specified by Sukaar Foundation during the lease period, and a key to the vehicle will be left with Sukaar Foundation personnel for security reasons. However, only the driver of the rental company is allowed to drive the vehicle when duty travel is continued.
- Payment will be made upon submission of invoice by the service provider. The driver's overnight out station accommodation, meal and other expenses will be the responsibility of the rental company during the lease period.
- It would be beneficial that the vehicle must be insured and equipped with tracker system, Driver outstation the service provider will provide accommodation or driver overnight stay charges,
- The Govt Toll tax or any other challans inclusive of all applicable taxes related to the vehicle will be borne by the service provider, all other expenses on account engine oil, other oils/ fluids and other repairs and maintenance etc. will be the responsibility of the rental company.
- Only employees of the Sukaar Foundation or persons authorized by a representative of Sukaar Foundation are allowed to travel in the rented vehicle. However, only the driver of the car rental company is allowed to drive the vehicle.
- No one using the vehicle during the rental period is allowed to carry or store in the vehicle any kind of weapons, explosives, narcotics, prohibited drugs or any other contraband items.
- Fuel costs: the vehicle will report with its fuel tank full at the start of the rental period. At the end of the rental period SF will ensure that the tank is full again
- It is the responsibility of the rental company to maintain the vehicle in proper condition and to avoid small repairs. If during the rental period, a minor repair is necessitated, Sukaar Foundation personnel on board will decide if the estimated time for the envisaged repair will prevent them from fulfilling their objectives in time or otherwise. If this is the case, the rental company agrees to immediately as soon as possible to provide another vehicle as a replacement. In case the company fails to provide a substitute, Sukaar Foundation reserves the right to arrange the same at the expense and risk of the rental company.
- In case of vehicle breakdown or the driver's absence, the rental company will provide immediate as soon as possible to provide another vehicle as a replacement, wherever and whenever applicable.
- The driver assigned by the rental company should speak Urdu fluently and must adhere to Sukaar Foundation regulations for drivers. These regulations are attached and have to be signed by the rental company on behalf of the driver. In addition to that, all drivers must know route to the destination and knowledge of local language will be preferred.
- Sukaar Foundation reserves the right to reject the assigned driver if he does not speak Sindhi and Urdu fluently or not to maintain the discipline as per guidance of the contracting authority, or is not tidy and properly dressed, is under the influence of medication, prohibited drugs or alcohol, if he is ill, or sleepy or if he does not follow the attached regulations. In such circumstances the rental company will ensure himself to agree to replace the driver immediately.
- Sukaar Foundation will not be responsible for any injury, death or damage to the vehicle and/or its passengers (including the driver), passengers of other vehicles or pedestrians or

a third-party manpower or assets involved in an accident when the vehicle is driven by the driver provided by the rental company.

- In the event of any accident the rental company will be responsible for regulating all claims of third parties listed in the previous paragraph in a manner, which will ensure that hostile feelings or animosity towards Sukaar Foundation personnel is avoided. For this purpose, the rental company will immediately dispatch a representative duly authorized to regulate all claims of affected third parties to the scene of the accident if necessary and will immediately inform Sukaar foundation concern focal person of its intended and taken measures.
- The vehicles of the car rental company will be insured & equipped with a tracking system and necessary basic vehicle tool kit.
- If Sukaar Foundation has reason to believe that Sukaar Foundation passengers have gone missing with the vehicle and informs the car rental company, the car rental company will immediately take action to demobilize the vehicle and determine its location and share this information with the police and Sukaar Foundation concern focal person.
- The rental company will equip the vehicles provided to Sukaar Foundation with a certified vehicle First Aid Box/ kit, a spare tyre, jack, tool kit, water for the engine and windshield wipers, as well as extra fuel if necessary.
- Vehicles will have a functioning heating & air conditioning system.
- Sukaar Foundation will not be responsible for theft of the rental vehicle, vehicle parts or possessions of the driver during the rental period.
- Sukaar Foundation will not be held liable for any other damages to the drivers or vehicles of the rental company.
- Sukaar Foundation commits itself to only avail the services of the contracted rental company for all duty travel with the exception of duty travel conducted with its own vehicles and drivers.

4. Vehicle/ Destination/ Prices (Bill of Quantity): The rental company shall provide Sukaar Foundation with a detailed list of rental vehicle specifications, including all related expenses such as the driver's food and accommodation for both in-station and outstation duties, toll taxes, challans, and other charges. The price list will include all applicable taxes as mandated by the Federal or any Provincial Government.

There is no separate payments that will be made on this account.

The rates have to be filled in the table below (Bill of Quantity) or on a company letter head.

Bill of Quantity:

S. No	From	To	Per Day Rates		Per Month Rates
Vehicle Type			Sedan Car 1300-1600cc With Ac Model Not older then 2022	4x4 Jeep 660cc-1500cc Equivalent: Capacity 4-perosn A/c Model Not older then 2022	4x4 Jeep 660cc 1500cc Equivalent: Capacity 4-perosn A/c Model Not older then 2022
1	Mithi	District Tharparkar			
2	Mithi	Karachi			
3	Mithi	Hyderabad			
4	Mithi	Interior Sindh			

5 Awards Criteria

- Financial Evaluation: 60 Marks / 60% (lowest prices will be awarded 60% score)

Technical Evaluation 20%

Relevant certification i-e (Regional Transportation Authority or equivalent) (10 marks)

Previous valid relevant experience documents: 02 contract/POs (Total 5 Marks 2.5 Marks each) .

NTN Registration, Copy of FBR Taxpayer principal activity document (05 marks)

- Physical Inspections of Vehicle (20 marks)

10. Documents

Following documents must be submitted before tender closing date:

Written quotation on letter head of the company. Sukaar Rental vehicle Tender Pack

Can be used for the bid but the section where rates are quoted must be signed and stamped by the rental company/service provider.

Completely filled, signed and stamped bid form and all annexes in a sealed envelope.

Copy of NTN and GST registration form (where applicable).

Information, documentation and assurances as listed in paragraph 3 including any reservations concerning commitments.

Following documents will be requested from the contractor after a contract is signed and the work is completed:

- Original Commercial Invoice (addressed to Sukaar Foundation)
- Expenses for commercial courier to be covered by the contractor

11. Payment Conditions

Cash against documents (CAD). The order sum can be subdivided into partial payments according to part services which have been delivered successfully. Each payment will be paid via crossed cheque within 10 days after correct invoice and relevant documents have been received. Invoice must be as per Sukaar Foundation voucher standards and as per description mentioned in the order.

12. Termination and Force Majeure

- a) Either of the parties may terminate this Agreement by giving to the other a 30 days prior written notice.
- b) In the event of a breach by the rental company/ service provider of its agreed obligations specified in the tender, provided that the breach is not curable (if any), the contract with the service provider can be immediately terminated.
- c) Neither party shall lose any rights hereunder or be liable to the other party for damages or losses, on account of failure of performance by the defaulting party if the failure is the result of force majeure (e.g., fire, flood, epidemic, or earthquake etc); war or act of terrorism, including chemical or biological warfare, governmental acts, orders or restrictions; abrupt visa termination of Sukaar Foundation staff due to unavoidable circumstances or any other act beyond its control and the defaulting party has made all reasonable efforts to avoid or

remedy such force majeure. The defaulting party must provide written notice of the force majeure event to the other party within 2 business days of such event.

- d) The statutory cancellation guidelines of the Pakistani Civil Code otherwise apply. The right to termination for an important reason remains unaffected.

13. Tender Conditions

Quotations must specify all details according to the tender pack. Incomplete offers and offers received after the deadline for submission of bids will be automatically excluded. All responses will be opened by the Sukaar Foundation Tender Committee. Companies who do not receive a written notice within 10 days after expiry of the deadline may consider that they have not been successful.

Application Process

Interested individual consultants or consultancy firms should submit:

- Technical proposal outlining training content and methodology.
- Updated CVs of lead trainer(s).
- Financial proposal.
- Samples of similar previous assignments or relevant training materials.
- Restricted tender documents downloaded from www.sukararfoundation.org or www.ngotenders.com.

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	Aug 08, 2025	05:00 PM
Last date on which clarifications are issued by the Contracting Authority	Aug 11, 2025	05:00 PM
Deadline for submission of tenders	Aug 11, 2025	05:00 PM

Submission Details

- Please send your proposals by 11th Aug 2025, 05:00 PM to:
- **Tender should be uploaded / submit through <https://www.ngotenders.com/> only online bids should be accepted.**
- Contact for Queries: Mr. Nadeem Roshan Shah, Project Manager
Email nadeemroshanshah@gmail.com | Phone: 0333-2714870

Procurement Committee

Sukaar Foundation Office

Address: Taukal Colony Mithi Tharparkar, Sindh

Phone No. 0232-261913

For any further queries or clarifications, please contact Mr. Nand Kishore, telephone # +92 032-261913



Please note:

- The opening of the tenders is non-public and will be carried out by a procurement committee of Sukaar Foundation.
- After closing of the tender, calls regarding tenders results will not be entertained.
- We prefer a single company but reserves the right to reject any or all the offers and can split the tender among different bidders, and amounts may be subject to changes. The decision of the tender committee is final regarding the evaluation of the offers and not challengeable in any court/forum.
- All the applicable taxes will apply as per Government of Pakistan tax rules and regulations, will be deducted by SF.
- Prices must be indicated in PKR.

Name: Nand Kishore

Designation: General Manager (Admin & Finance)

Sukaar Foundation Pakistan

Date July 31, 2025

Supplier Declaration Form

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

1. Supplier Information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

1.1 Information About your Business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

1.2 Information About Your Managing Officials

Welthungerhilfe upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g.,

executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists

published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to screening@welthungerhilfe.de.

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
Managing official 4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			

Gender (optional)			
Birthdate	Date:	Month:	Year:

2. Welthungerhilfe Policy Statement

2.1 Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

2.2 Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe

- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handing of personal ` data and information
- Responsible use of resources.
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

2.3 Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

3. Supplier declaration

We, _____ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete.
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions.
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability.
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;

- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labor;
- l) we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of Welthungerhilfe’s Code of Conduct.

Location, Date

Name,

Signature