4th November 2026

TENDER NOTICE: HIRING OF VEHICLE (CHHUKHA BRANCH)

RENEW Microfinance Private Limited (RMF) invites sealed quotations from interested and eligible vehicle owners for the hiring of a vehicle to support the operational requirements of Chhukha Branch.

1. Scope of Work

The hired vehicle shall be used for official RMF activities, including:

- Field visits and monitoring.
- Staff movement and other authorized institutional purposes.
- Travel within Chhukha Dzongkhag as authorized by RMF.

2. Vehicle Requirements

Interested bidders must meet the following requirements:

- Vehicle Type: Four-wheel-drive.
- Model Year: 2015 or newer.
- Condition: The vehicle must be roadworthy, clean, safe, and well-maintained, with valid registration and fitness certification.
- Driver: The vehicle must be operated by a competent, medically fit driver with at least three years of driving experience and a valid driving license.

3. Contract Terms and Conditions

3.1 Contract Duration

The contract shall remain valid for one (1) year from the date of commencement, with the possibility of renewal subject to satisfactory performance, mutual agreement, and RMF's operational requirements.

3.2 Hiring Arrangement

The vehicle shall be hired on an actual use basis, with payment calculated according to the number of days the vehicle is engaged for official duties. RMF does not guarantee a minimum number of hiring days per month, as engagement will depend on operational requirements.

4. Mandatory Documents

Bidders must submit the following documents along with their quotations:

1. Copy of the Vehicle Registration Certificate.
2. Valid Roadworthiness/Fitness Certificate.
3. Copy of the driver's valid driving license.
4. Valid comprehensive vehicle insurance policy, including third-party liability and personal accident coverage for the driver.

Incomplete submissions or quotations that do not meet the stated requirements may not be considered.

5. Quotation Submission Requirements

5.1 Quoted Rate

Bidders must quote an all-inclusive daily hiring rate in Bhutanese Ngultrum (Nu.). The quoted rate shall cover all costs associated with providing the vehicle, including:

- Driver's wages and related expenses.
- Fuel and lubricants.
- Repairs, maintenance, and spare parts.
- Vehicle insurance, taxes, and permits.
- Any other expenses necessary to provide the vehicle for official use.

5.2 Submission Deadline
Quotations must be submitted on or before 18 November 2026.

5.3 Submission Method
Interested bidders shall submit their quotations and supporting documents in a sealed envelope addressed to:

RENEW Microfinance Private Limited (RMF)
Head Office
The sealed quotation may be submitted to the RMF Head Office or sent by email to dy.ceo@renewmfpl.com.
For electronic submissions, bidders should clearly indicate the subject line: "Quotation for Hiring of Vehicle – Chhukha Branch." The signed quotation and all required documents must be submitted as attached files.

6. Evaluation and Selection
Quotations will be evaluated based on the proposed daily hiring rate, compliance with the specified vehicle and documentation requirements, vehicle condition, and the bidder's ability to meet RMF's operational needs.

7. Contact for Enquiries
For further information or clarification, interested bidders may contact the Business Management Officer, RMF Head Office, during official working hours.

Contact Number: 17123776