

ITB Reference Number: ITB# 002EBL19-Vehicle Rental Services

General Introduction:

DRC is seeking to establish Framework Agreement for the duration of 12 months (with the possibility of 12 months extension) for the rental of vehicles to serve DRC's operations across various locations in South Central Iraq and be available to the renter 8 hours per day 5 days per week and in some cases on a daily basis including non-working days

DRC Iraq will be seeking to rent around 30 – 35 vehicles of different types.

Please note the above quantities are estimates only and are to aid the Bidder in the preparation of their bid. DRC is not committed to rent a fixed number of vehicles and the final number of vehicles rented may fall below or surpass those stated above.

This tender is divided into 5 Geographical lots. DRC may choose to split the contract award to more than one supplier.

As stated in the introduction DRC is looking to rent a combination of different types of vehicles. Exact requirements for each type of vehicles are provided in Annex A.1 (Technical Bid Form). The suggested models are not definitive and is meant to be a guide only, Bidders are welcome to provide alternative models.

Please fill out the below tables, for all Lots that are detailing our essential required technical criteria (**Mandatory to be met**) per each lot, and only those bids that are meeting our below criteria, for each lot, will resume to the financial evaluation stage:

General Requirements:

All Lots ; Technical Specifications for Corporate Entities			
1	General Requirements	Please indicate YES or NO	Remarks
1	Minimum Safety Equipment: <ul style="list-style-type: none"> - Spare wheel / tire; - Jack and tools to change; - Warning / Hazard Triangle; - Tow rope; - Fire extinguisher; Dry powder fire extinguishers (1kg), - Small first aid kit. - Minimum two airbags, ABS breaking system. - All vehicles must be fully fitted with functioning seat belts. (Tick for each Safety Equipment)		
1.1	All vehicles will be equipped with a GPS systems accessed and controlled by DRC.		

1.2	<p>1. The service provider guarantees to do all the routine services and maintenances without any extra cost including but not limited to all fluids, windows wipers, worn out tires, faulty or burnt out headlights, lights signals, full technical service with regular change of air filters, oil change, and any other spare part replacement on demand.</p> <p>2. Selected bidder/s has to provide fuel for type of vehicle as stated in the specifications.</p>		
1.3	In case of breakdowns or routine services the Service Provider will provide a replacement vehicle immediately (within 2-4 hours).		
1.4	All vehicles/vans have to be in light color such as white-grey (black or dark colored vehicle will not be accepted);		
1.5	Each vehicle have to be in basic specifications, no customization is accepted.		
1.6	The service provider has to provide vehicles in clean condition, external body and interior must be in good shape and in a safe mechanical operating condition.		
1.7	Accessories like, functional AC, first aid kit, emergency tool box, spare tire, lift jack and emergency triangle are available and functional		
2	Insurance (Each car should be insured with a full coverage which includes the following minimum requirements)		
2.1	Full liability coverage;		
2.2	Property damage liability coverage;		
2.3	Full collision coverage including 3rd party vehicles;		
2.4	Full comprehensive coverage;		
2.5	Full Personal Injury protection for driver and passengers.		
3	Service Coverage		
3.1	The service provider has to maintain its branch office or partner-representative in Baghdad or any of the Locations included in the Lots		
4	Areas of Operation (Indicate by ticking Locations where you have an Office – Provide office address for site visit)		

4.1	Baghdad		
4.2	Diyala		
4.3	Tikrit		
4.4	Anbar		
4.5	Karbala and Najaf		

All Lots Technical Specifications for Individuals			
1	General Requirements	Please indicate YES or NO	Remarks
1	Minimum Safety Equipment: <ul style="list-style-type: none"> - Spare wheel / tire; - Jack and tools to change; - Warning / Hazard Triangle; - Tow rope; - Fire extinguisher; Dry powder fire extinguishers (1kg), - Small first aid kit. - Minimum two airbags, ABS breaking system. - All vehicles must be fully fitted with functioning seat belts. 		
1.1	All vehicles will be equipped with a GPS systems accessed and controlled by DRC.		
1.2	<ol style="list-style-type: none"> 1. The service provider guarantees to do all the routine services and maintenances without any extra cost including but not limited to all fluids, windows wipers, worn out tires, faulty or burnt out headlights, lights signals, full technical service with regular change of air filters, oil change, and any other spare part replacement on demand. 2. Selected bidder/s has to provide fuel for type of vehicle as stated in the specifications. 		

1.3	All vehicles/vans have to be in light color such as white-grey (black or dark colored vehicle will not be accepted);		
1.4	Each vehicle have to be in basic seen, no customization is accepted.		
1.5	The service provider has to provide vehicles in clean outseen must be in good shape and in a safe mechanical operating condition.		
1.6	Accessories like seat belt, functional AC, first aid kit, emergency tools, spare tyre, lift jack and emergency triangle wit		
2	Insurance (Each car should be insured with a full coverage which includes the following minimum requirements)		
2.1	Full liability coverage;		
2.2	Property damage liability coverage;		
2.3	Full collision coverage including 3rd party vehicles;		
2.4	Full comprehensive coverage;		
2.5	Full Personal Injury protection for driver and passengers.		
3	Service Coverage		
3.1	The service provider has to be Located in the Governorate where the service is being provided		
4	Areas of Operation (Indicate by ticking Locations where you have an Office)		
4.1	Baghdad		
4.2	Diyala		
4.3	Tikrit		

4.4	Anbar		
4.5	Karbala and Najaf		

Required Vehicle Minimum Specifications - TO be evaluated during Inspection

<i>DRC to complete</i>	<i>Bidder to complete</i>
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Sub - Lot	Item Required	Specification	No Of Vehicles Per Location		Offered specification (if different from required)
1.1	Rental of Double Cabin Pickups (Toyota Hilux or Equivalent)	1. Engine 2500cc - 2700cc 2. Either Manual or Automatic transmission 3. 1+3 Passengers 4. 4 Doors 5. A/C installed 6. Year of manufacture not older than 2014 7. Total mileage is not than 120,000km 8.ABS/ESP installed 9.Min 2 airbag (driver and passenger) 10. Type of Fuel (Diesel or Gasoline)			
			Location	Qty	
			Diyala	2	
			Anbar	2	
			Tikrit	2	
			Kabala/Najaf	1	
			Total	7	

1.2	Rental of Minivans (Toyota Hiace or Nissan Urvan or Equivalent)	1. Engine 2500cc or above 2. Either Automatic or Manual transmission 3. 9+1 passengers 4. 2 Doors with one (1) sliding door 5. Double A/C – Air vents for behind and last rows 6. Year of manufacture not older than 2014 7. Total mileage is not more than 120,000km 8. Min 2 airbag for driver and front passenger 9. ABS/ESP Installed. 10. Type of Fuel (Diesel or Gasoline)			
			Location	Qty	
			Diyala	2	
			Anbar	2	
			Tikrit	3	
			Total	7	
1.3	Rental of Minivans (Hyundai Starex or Equivalent)	1. Engine 2500cc or above 2. Either Automatic or Manual transmission 3. 5+1 passengers 4. 2 Doors with one (1) sliding door 5. Double A/C – Air vents for behind and last rows 6. Year of manufacture not older than 2014 7. Total mileage is not more than 120,000km 8. Min 2 airbag for driver and front passenger 9. ABS/ESP Installed. 10. Type of Fuel (Diesel or Gasoline)			
			Location	Qty	
			Tikrit	4	
			Total	4	

1.4	Rental of SUV 4x4	1. Engine Size 2500cc and above 2. Manual transmission / Automatic 3. 1+5 passengers 4. 5 Doors 5. A/C installed 6. Year of manufacture not older than 2014 7. Total mileage not more than 120,000km 8. ABS/ESP Installed. 9. Min 2 airbags for driver and passenger 10. Type of Fuel (Diesel or Gasoline)			
			Location	Qty	
			Baghdad	1	
			Diyala	3	
			Anbar	2	
			Karbala/Najaf	1	
			Total	7	
1.5	Rental of Sedan	1. Engine Size 1800cc and above 2. Manual transmission / Automatic 3. 1+3 passengers 4. 4 Doors 5. A/C installed 6. Year of manufacture not older than 2014 7. Total mileage not more than 120,000km 8. ABS/ESP Installed. 9. Min 2 airbags for driver and passenger 10. Type of Fuel (Diesel or Gasoline)			
			Location	Qty	
			Baghdad	2	
			Diyala	2	
			Anbar	1	
			Karbala/Najaf	1	
			Total	6	

**Model names above are meant as examples of size and style only, actual make and model offered can vary.*

DRC to complete		Bidder to complete			
Max. completion time required (days after contract signature):	3 days after signing of the Contract	Completion time offered (days after contract signature):			
Destination (if applicable):	Lot 1: Baghdad Lot 2: Anbar (Felluja, AAF, HTC) Lot 3: Dyala Lot 4: Karbala & Najaf Lot 5: Salah el Din - Tikrit	Destination offered (if applicable):			
Minimum bid validity period required:	90 days	Bid validity period offered:			
Additional comments to bidders: The bidder must submit these following documents for the bids to be eligible administratively: 1. Copy of valid legal vehicle registration 2. Copy of valid legal vehicles ownership documents (registration or power of attorney) 3. Copy of valid Driving License for the proposed driver 4. ID Card of the proposed driver 5. Detail vehicle specifications clearly showing the type, model, model year, engine type. Bids will be evaluated based on following technical criteria: 1. Vehicles should not be older than 2014 model. 2. The vehicle should either be owned (or have power of attorney) by company or by the proposed driver of the vehicle. 3. The vehicle license (registration) should be valid. 4. The driving license of the Driver should be valid. 5. Vehicle Insurance Must be Valid.		Company Name:			
		Contact Person:			
		Address:		Phone number:	
		Email Address:		Date:	
		Signed by a duly authorized company representative:			
		Title:			
		Print Name:			
		Stamp of company			

