

Request for Proposals for
Hiring Vehicles with Driver



September 14th, 2022

Dear Sir/Madam,

You are invited to submit a proposal for iMMAP with the requirements mentioned herein. The purpose of this request for proposal (RFP) is to identify suitable provider(s) to provide vehicles with driver for iMMAP offices in Iraq.

iMMAP is an international non-governmental organization (INGO) that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP has promoted measurable change in people's lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes. iMMAP's expertise in data collection, analysis and presentation has revolutionized the decision-making process for diverse, multi-sectoral partners who seek enhanced coordination and sustainable solutions through information management.

We anticipate that the bidder whose proposal suggests the best solution in response to the requirements set forth in this RFP will be selected by **November 6th, 2022**.

We thank you for your effort, and interest in iMMAP in advance.

1.0 INTRODUCTION

1.1 Background

iMMAP supports humanitarian actors to solve operational and strategic challenges. Our pioneering approach facilitates informed and effective emergency preparedness, humanitarian response, and development aid activities by enabling evidence-based decision-making for UN agencies, humanitarian cluster/sector leads, NGOs, and government operations.

1.2 Scope of Services

iMMAP invites bidders to provide proposals for hiring vehicles with driver for its offices in Iraq.

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Framework Agreement

November 15th, 2022 – August 31st, 2023.

With the possibility of extension depending on performance and fund availability.

2.2 RFP Coordinator

Written questions must be directed, via email, to amahdi@immap.org.

2.3 Proposer Inquiries

iMMAP will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. iMMAP reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at amahdi@immap.org by **16:30** local time on **October 20th, 2022**, as specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent via email to all proposers by the date specified in the calendar of events.

Only **the RFP Coordinator** has the authority to officially respond to a proposer's questions on behalf of iMMAP. Any communications from any other individuals are not binding to iMMAP.

2.4 Calendar of Events

<u>Event</u>	<u>Date</u>
Release RFP	September 20 th , 2022
Deadline for receiving proposer inquiries	October 20 th , 2022
Responses to proposer inquiries due	October 20 th , 2022
Proposal submission deadline	October 23 rd , 2022
Announce award of "Successful Proposer"	November 6 th , 2022
Execute Framework Agreement	November 15 th , 2022

NOTE: iMMAP reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

3.0 PROPOSAL INFORMATION

3.1 Proposal Response Location

Iraq

3.2 Desirable Qualifications of Proposer

The proposer can be:

- 1- An individual who owns the vehicles or have POA (Power of Attorney) from the vehicle owner or the company to authorize him to deal with iMMAP.
- 2- A general trading or vehicle rental company with valid legal registration certificate.

3.3 RFP Addenda

iMMAP reserves the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.4 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by iMMAP to award a Framework Agreement. iMMAP reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

3.5 Withdrawal and Re-submission of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP

Coordinator.

3.6 Cost of Preparing Proposals

iMMAP is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a Framework Agreement. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by iMMAP.

3.7 Errors and Omissions in Proposal

iMMAP will not be liable for any errors in proposals and reserves the right to make corrections or amendments due to minor errors identified in proposals. iMMAP, at its option, has the right to request clarification or additional information from the proposer.

3.8 Contract Award and Execution

iMMAP reserves the right to enter into a Framework Agreement without further discussion of the proposal submitted based on the initial offer received. iMMAP reserves the right to Framework Agreement for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any Framework Agreement between the selected consultant and iMMAP.

If the Framework Agreement negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final Framework Agreement within 5 business days of delivery of it, iMMAP may elect to cancel the Framework Agreement and award the Framework Agreement to the next-highest-ranked proposer.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Proposal submission must be received via emails directed to the following emails:

amahdi@immap.org

The proposals must be received in two separate files, requiring suppliers to submit the technical details and financial proposals separately.

The proposals shall be received on or before **October 23rd, 2022**, the date specified in the aforementioned Calendar of Events.

It is solely the responsibility of each proposer to assure that their proposal is received prior to the deadline for submission. Proposals received after the submission deadline will not be considered.

b) Technical Assessment (50 points)

5.4 Minimum Eligibility Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria
Legal Status	For companies: Vendor is a legally registered entity and has valid license For individuals: Vendor is owner of the vehicles or has POA (Power of Attorney) to authorize him to deal with the vehicle(s)
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by iMMAP, UN, or UN Organizations
Conflict of Interest	No conflicts of interest detected
Adherence to RFP Requirements	Submission of separate Technical and Financial bid form along with submission of Annexes
Proposal Validity	Minimum 90 days
Legal requirements	<ul style="list-style-type: none"> • The vehicle should either be owned (or have power of attorney) by the company or by the proposed driver of the vehicle • The vehicle license (registration) should be valid • The driving license should be valid

5.5 Announcement of Contractor

The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for final Framework Agreement.