

## **ANNEX I: Conditions and Responsibilities**

### **First Party's responsibilities**

The First Party is responsible for covering the following costs:

- The total monthly rate.
- Accommodation for overnight stay during missions (if needed).
- Issuance of iMMAP ID for the facilitation of the work. The ID shall be returned to iMMAP in case of termination or end of the contract.

### **Second Party's responsibilities**

#### **Office Assistant Responsibilities**

##### **Logistics**

- Coordinate with the country office logistics department and security department for arranging airport pickup/drop off for iMMAP when required.
- Provide logistical support to Logistics Coordinator in the organization and preparation of all workshops, meetings, and events happening in Basra (including booking hotels and venues).
- Collect quotations and bids from the market as assigned by Logistics Coordinator – as per iMMAP standards and formats.
- Perform direct purchases according to iMMAP procurement policies and guidelines under the supervision of Logistics Coordinator and with prior validation of the Finance Coordinator.
- Ensure that suppliers provide proper documentation for goods and services provided to iMMAP.
- Follow up on assets monitoring in the iMMAP office and ensure that the asset register is up to date.
- Ensure that all items are well organized and correctly stored, protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Responsible for the repairs and maintenance of equipment and premises.
- Archive procurement documents until they are delivered to the country office.
- Liaise with relevant local stakeholders (local government agencies, etc.) to facilitate the implementation of iMMAP project and activities.

##### **Finance**

- Request cash advance from country office for purchasing iMMAP Basra office needs

- Preparing monthly cash reconciliation for the advance he/she receives from country office.
- Make payments to the vendors and ensure the validity of the invoice and availability of all support document
- Archive all support documents for each payment (e.g. invoice, payment voucher, any other supporting document).

### **Driver Responsibilities**

- Undertake driving duties including transporting personnel, guests, and making deliveries when required.
- Maintain and check the vehicle driving license, registration, and roadworthiness.
- The vehicle is subject to inspection by the First Party prior to the start of the Contract and at regular intervals. The vehicle should have all the necessary tools and tow cables.
- The Second Party agrees to keep the vehicle in good working order.
- The Second Party commits to covering the following costs:
  - Regular maintenance (car wash, oil changes, water level, tires, and engines)
  - Fuel
  - Any needed repairs including broken glass
  - Replacement of the vehicle as needed
  - All related legal costs
  - Any penalty on car
- The Second Party is not permitted to carry unauthorized passengers while on duty for the First Party.
- The Second Party is not permitted to transport non-iMMAP goods, property or mail while flying the iMMAP flag. Doing so will be classed as a serious misconduct and will result in immediate termination of the Contract.
- The Second Party is forbidden from engaging in any non-iMMAP activities while under contract with the First Party. Doing so will be classed as a serious misconduct and will result in immediate termination of the Contract.
- While the First Party will take all responsible security precautions at all iMMAP locations, a degree of risk must be assumed by the Second Party and the First Party will take no responsibility for the theft, confiscation or damage to the vehicle however caused.
- The Second Party is responsible for all costs in case of accidents.

<b>Additional comments to bidders:</b>	<b>Company/Individual Name:</b>	
<b>The bidder must submit following documents for their bids to be eligible administratively:</b> 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. Iraqi ID Card/Passport and CV of the proposed driver. 5. Detail vehicle specifications clearly showing the type, model, year of manufacture, engine type. 6. Copy of tax clearance certificate of companies	<b>Signed by a duly authorized company representative/Individual:</b>	
	<b>Title:</b>	
	<b>Date:</b>	
	<b>Print Name:</b>	
	<b>Stamp of company</b>	