

Request for Proposals for
Vehicle with Driver Rental – On Call



October 17th, 2023

Dear Sir/Madam,

You are invited to submit a proposal for iMMAP Inc. 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 Inc. in Iraq.

iMMAP Inc. 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 Inc. 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 Inc.'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 9th, 2023**.

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

1.0 INTRODUCTION

1.1 Background

iMAP Inc. 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

iMAP Inc. invites bidders to provide on-call vehicles with drivers in Iraq.

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Framework Agreement

November 14th, 2023 – November 13th, 2024.

2.2 RFP Coordinator

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

2.3 Proposer Inquiries

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

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 on **October 28th, 2023**, 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 iMAP Inc. Any communications from any other individuals are not binding to iMAP Inc.

2.4 Calendar of Events

<u>Event</u>	<u>Date</u>
Release RFP	October 23 rd , 2023
Deadline for receiving proposer inquiries	October 28 th , 2023
Responses to proposer inquiries due	October 29 th , 2023
Proposal submission deadline	November 2 nd , 2023
Announce award of "Successful Proposer"	November 9 th , 2023
Execute Framework Agreement	November 14 th , 2023

NOTE: iMMAP Inc. 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 has POA (Power of Attorney) from the vehicle owner or the company to authorize him to deal with iMMAP Inc.
- 2- A general trading or vehicle rental company with valid legal registration certificate.

3.3 RFP Addenda

iMMAP Inc. 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 Inc. to award a Framework Agreement. iMMAP Inc. 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

iMAP Inc. 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 iMAP Inc.

3.7 Errors and Omissions in Proposal

iMAP Inc. 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. iMAP Inc., at its option, has the right to request clarification or additional information from the proposer.

3.8 Contract Award and Execution

iMAP Inc. reserves the right to enter into a Framework Agreement without further discussion of the proposal submitted based on the initial offer received. iMAP Inc. 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 iMAP Inc.

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, iMAP Inc. may elect to cancel the Framework Agreement and award the Framework Agreement to the next-highest-ranked proposer.

A Framework Agreement is not binding iMAP Inc. to process any Purchase Orders. iMAP Inc. reserves the right to award FWA to one or multiple suppliers.

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 **November 2nd, 2023**, 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.

4.2 Certification Statement

The proposer must sign and submit the Certification Statement shown in ANNEX II.

4.3 Proposal Format

The proposer should submit a proposal as specified in ANNEX I which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to provide the vehicle with driver as described herein.

Proposers shall also submit ANNEX II, ANNEX III, ANNEX IV, ANNEX V.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by iMMAP Inc., which will determine the proposal most advantageous to iMMAP Inc.

5.2 Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration. Risk mitigation procedures should also be provided. IMMAP Inc. takes meeting duty-of-care obligations and compliance with the principles of 'do no harm' very seriously.

5.3 Evaluation and Review

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMAP Inc. reserves the right to award a Framework Agreement based upon initial offers received. Proposals submitted should follow the format in ANNEX II.

The criteria for the evaluation process will be weighted as follows:

70 % Technical 30 % Financial

100% total

Minimum property details score: 70% of 70 points = 49 points

a) Overall Response (20 points)

- General adherence to RFP requirements

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 them to deal with the vehicle(s).
Adherence to RFP Requirements	Submission of separate Technical and Financial bid form along with submission of Annexes
Proposal Validity	Minimum 90 days
Legal requirements	• 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 • Drivers should hold a clean criminal record (iMMAP Inc. has the right to ask for necessary proof during the negotiation stage)

5.5 Capability Criteria

Bids will be evaluated based on the following capability technical criteria:

1. Vehicles meeting the specification required by iMMAP Inc. **(20 marks)**.
2. Bidder has valid experience in the similar field of work with UN, UN organizations, INGOs, or other International Entities for at least 2-years **(25 marks)**.
3. Driver has experience working with UN, UN organizations, INGOs, or other International Entities for at least 2-years **(25 marks)**.

6. Financial Evaluation

Financial evaluation (30 marks)

Prices to be proposed in IQD. Financial proposals submitted in alternative currencies will be disqualified.

7. Announcement of Contractor

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