

Instruction for Bidders

Date of Announcement: **23/11/2023.**

Deadline of Submission: **30/11/2023 03:00 PM Local Time.**

Reference Number: **RFQ-001-2023-ERBIL.**

Subject : **Monthly and Daily Vehicle Rent With The Driver.**

Dear Supplier ,

Caritas Czech Republic (CCR) is a non-governmental organization working in the field of emergency response and development in a number of countries around the world, namely Iraq, Moldova, Mongolia, Georgia, Ukraine, Cambodia and others. To run its operation, Caritas Czech Republic is supported by funds from different donors which give it high obligation to take accountability and openness as one of the main priorities.

Caritas Czech Republic announces a Request For Quotation for Hiring Vehicles (SUV) with the drivers to provide transportation for CCR Staff.

The number of cars with drivers required: **Based on need**

Type of the Car: **Vehicle (SUV), 5 Seats, medium / full size or Pickup, 5 Seats.**

Model: **The car's model should be 2018 and Above.**

Duration of the Contract: **It depends on the activity period with the possibility of extension according to project activities and budget availability.**

Contractor Agreement: **CCR would like to work a minimum of two years with the chosen bidder.**

Location: **For CCR: Erbil / Duhok / Sulaimaniya / Ninawa / Kirkuk.**

Transportation Area: **Based in (Erbil, Duhok, Sulaimaniya, Ninawa, Kirkuk) governorates, sub-districts, or in the project locations that are implemented.**

Driver Personal Terms :

- Working hours start from 8:30 AM to 5:00 PM, (5) days a week from Sunday to Thursday.
- The driver should be available and on call during the weekend or public holiday and might be asked for some duties, with no overtime or compensatory allowance being applicable.
- The driver must show commitment and be available during the working hours.
- Transport staff to and from various destinations.
- The driver should provide transportation to the locations pointed out by CCR.
- The driver must understand the rules and the transportation policy of the CCR.
- The driver should maintain the vehicle in a clean condition at all times.
- The driver must be able to carry out weights not less than 20 kilograms.
- Fuel consumption, engine oil, and other maintenance services are the bidder's responsibility.
- The driver may requested to support the logistics and administration team for some duties.

Technical Terms of The Services :

- The vehicle, accompanied by a driver, is authorized to make a maximum of **four** trips per month between Erbil and other mentioned governorates.
- The vehicle with the driver should be fully functional, and they go under test for 15 days as car performance evaluation.
- The vehicle should have annual insurance, or the bidder is responsible for car maintenance and repair if the vehicle faces any defect or accident during working hours or CCR staff transportation.
- The bidder shall provide all essential accessories such as an umbrella, map, fire extinguisher, toolkit, hand light, and medical kit.
- The vehicles are in a clean condition at all times.
- The vehicle should include usable seatbelts for every passenger.
- The vehicle must be equipped with at least reverse sensors.
- The vehicle should be in sound mechanical condition, ready for program activities, conducting daily checks and maintenance.

Other Requirement:

- **Documentation:**

For Supplier Bidder: Registration, tax documents, and Supplier ID. Later on, the following documents will be required during contracting with the chosen supplier (Driver ID, Driving license, and Vehicle license).

- **For Individuals Bidder: ID, Driving license, (vehicle license) will be required during contracting with the chosen driver.**
- **Driver Experience: Driver Experience with international NGOs - including CCR, Minimum 2 years.**

- **Driver language fluency: Kurdish, Arabic, and English preferred.**
- **The quotation should be in currency (IQD & USD) and the prices should be inclusive of vehicle insurance and delivery to the CCR Office.**
- **The rent price offer must be shown in the attached RFQ.**
- **The quotation should include the delivery date of the vehicle requested while offering.**
- **The CCR payment terms & Conditions are within 30 days (after submitting the invoice, signed logbook sheet/time sheet by monthly basis).**
- **Please acknowledge safe receipt of this Request for Quotation is (Signed and Stamped) by the supplier. And only signed for individuals bidders.**

How to apply

Suppliers can submit different options of vehicles that comply with the specifications and terms above using the attached Quotation template.

Quotations should include the following information:

- Availability: is the vehicle available in your fleet already or not?
- Period of Delivery: Period you need to provide the vehicle after signing the contract.
- Availability of the price: The price offer should be valid at least **six months** from the deadline date of submitting the quotation.
- Detailed Specification: if different from the stipulated specifications.

Suppliers and Individuals can submit the bid to the following email address: Iraq.tender@caritas.cz.

Email Subject: **RFQ-001-2023-ERBIL _ Monthly and Daily Vehicle Rent With The Driver.**

The deadline for Submission of the bids is **30/11/2023 at 03:00 PM local time.**

For any inquiries please send an email to Iraq.tender@caritas.cz or Contact via phone no.07517407750 no later than **29/11/2023 03:00 PM Local Time.**

Name of Supplier:

Stamp and signature

Date: