

Terms of Reference (TOR)

SCOPE OF WORK

Samaritan's Purse (SP) requires comprehensive vehicle rental services for its operations in designated areas within Iraq. The selected Service Provider will be responsible for providing rental vehicles to specified locations, ensuring adherence to safety standards, and providing vehicles with qualified drivers. The following TOR outlines the detailed requirements and obligations for this contractual engagement.

1. DELIVERY PLACE

The supplier will provide vehicles to the purchaser's office locations in the following areas:

- Erbil (Office, Warehouse, Airport).
- Duhok district and its surroundings: Duhok City, Ba'adre - Shiekhan, Fish Khabur, etc.
- Ninawa and its surroundings: Mosul city, Qaraqosh, Nimrud, Bashiqa, etc.
- Sinjar: Snuni and their surrounding areas like Sinjar city.
- Other locations as needed and agreed upon with the supplier. Locations not defined above will still maintain the same price for all of Iraq.

2. WORK NATURE

- 80% of the use of all the items mentioned in the RFQ will be from Sinjar district to its surrounding villages; the suppliers must give their prices based on that, where most of the locations are relevantly close to each other (average but not limited to 150 km per day).
- 20% of the use will be to further locations (between the following cities: Erbil-Duhok-Snuni-Qaraqosh-Mosul-Sulaymaniyah). The price agreed upon will be the same whatever the distance driven during the day, even for the trips from Erbil to Sinjar and vice versa.
 - ❑ **Example: Trip between Erbil and Sinjar: the distance is about 240 KM (from Erbil Office to Sinjar Office/team house) and it could take between 4 to 5 hours (depending on the traffic), the drivers should not expect lunch compensation or sleeping accommodations for this kind of trip, the 8 hours work day apply to this trip starting from the request time until the final destination (Rental traveling back to the original departure point is not included as working hours of that day).**
- All of these trucks, SUVs, Vans, and load trucks will be traveling around Erbil, Duhok, Sinjar, Mosul, and Nineveh area.
- The schedule for the vehicle rentals is 8 hours per day (Sunday - Thursday) starting from the vehicle request (VR) start time, there will be also some requests for the weekends or during public holidays.
 - ❑ **Example: "Daily": Approximately 8 full hours of work at any point during the day. For instance, a 4x4 pick-up truck departs at 1:30 pm and completes work at 9:30 pm, this is considered one day of work.**
- The vehicles must come with their drivers and the vehicle model should not be older than 2016, preferably newer and in good condition for Pickup Trucks, SUVs, Land Cruisers, and Vans. Any cargo truck with a model year before 2008 is not allowed and they must be all covered to prevent any rainwater from getting into the items being transported.
- The supplier is responsible for any financial and material losses or damages over security incidents that may occur during the performance of the service.
- The supplier is responsible for providing and paying a driver with each vehicle, providing fuel, vehicle maintenance, depreciation, meals, and other running costs.
- The supplier must assume the cost of insuring the vehicle, driver, and passengers, and is liable for any damage, injury, loss, accident, or harm to any person (driver and passengers).

3. APPROVED VEHICLE TYPES

- Pick-up trucks: Toyota Hilux 4x4 (No Nissan, no Mitsubishi, or any other brand).
- SUV: Toyota, Hyundai, Kia, Nissan, and Ford such as (Rav4, Fortuner, Tucson, Santa Fe, Sportage, Sorento, Rouge, X-Trail, Edge, Explorer, etc.). NO CHINESE BRAND IS ACCEPTED.
- Full SUV: Toyota: Landcruiser or Prado, Nissan: Patrol, Ford: Expedition, and some equivalents such as (Tahoe, Suburban, etc.)
- Van: Toyota Hiace.
- Bus: Toyota Coaster or Nissan Civilian.
- Trucks: 2-Ton Kia, 4-Ton Mitsubishi, 8-Ton Atego, 20-Ton truck, etc.

4. OBLIGATIONS:

The Service Provider agrees to one appointed person, that will ensure the following points:

- a. As it pertains to the nature of the vehicle rental services, any damage, loss, injury, or death that happens with/within the rental vehicle is the responsibility of the rental company.
- b. The Company should ensure the rental vehicle has at least the following:
 - ✓ Working Seatbelts for all passengers (Even the backseats).
 - ✓ Fire extinguisher.
 - ✓ Basic first aid kit.
 - ✓ Jumper cables and tow strap.
- c. Provide roadworthy vehicles in very good condition, insured, and well-maintained for transportation of goods to designated locations, these vehicles (Hilux, SUVs, etc.) are model 2016 and above for SP services in Iraq. The Service Provider further agrees that Samaritan's Purse shall be entitled to physically inspect the vehicle to satisfy itself about its mechanical condition. Samaritan's Purse shall have the option of rejecting the use of trucks that Samaritan's Purse believes are not in acceptable condition and/or taking other remedies available therein.
- d. Be responsible for providing another truck and the costs of the replacement truck that must be provided in the event of breakdown, accident, or acts of nature, in addition to offloading and reloading costs in the course of such happenings during transport.
- e. The service provider is required to provide vehicles with qualified drivers who meet the following criteria:
 - Possession of a valid driver's license appropriate for the vehicles they will operate.
 - Sound knowledge of traffic laws and regulations.
 - Familiarity with local roads, routes, and traffic patterns.
 - Proficiency in effective navigation using GPS or maps.
 - Demonstrated trustworthiness and integrity, especially when transporting valuable goods or sensitive information.
 - Ability to adapt to changes in schedules or routes.
- f. For the Airport permissions to the main terminal, the Service Provider must try to get all the necessary approvals that allow the Service Provider drivers to obtain a badge to access the main terminal.
- g. Rental drivers should not expect lunch compensations or sleeping accommodations for long trips such as Erbil to Snuni and vice versa.