

DRC TECHNICAL BID FORM – Request for quotation No: RFQ-IRQ-016992: Supply of Vehicle Rental Service with Driver under Framework Agreement

RFQ Reference Number: RFQ-IRQ-016992 - Supply of Vehicle Rental Service with Driver under Framework Agreement

Summary:

Danish Refugee Council is looking for qualified individual or company service providers who own vehicles or can provide vehicles of 2018 or higher make and are willing to transport Danish Refugee Council staff primarily in Anbar, but also in other parts of Iraq.

Danish Refugee Council invites both individual and company bidders for the services described and summarized in this document, in accordance with the procedures, conditions, and contract terms outlined in this document. Danish Refugee Council reserves the right to change the quantity or number of vehicles specified in the Tender Package without changing the unit price or other terms and conditions, as well as to accept or reject any, all, or part of the submitted offers.

General Introduction:

- DRC is seeking to establish Framework Agreement for the duration of 10 months for the rental of vehicles including driver to serve DRC's operations across various locations in Iraq and be available to the rental 8 hours (usually from 8:00 AM to 4:00 PM, But this may be adjusted as per DRC needs) per day, 5 days per week, 8 hours a day for monthly rental service and On call rental service will be based on DRC need for 8 hours per a day.
- DRC's initial need will be monthly contact, but if DRC field activity and needs require daily or weekly service, DRC reserves the right to revert from monthly contract to weekly or daily, and thus the bidder/s are required to offer their rates per month.
- In case of working more than 8 hours per a day, or to work during Saturdays/Fridays, the extra hours/days will be compensated during public holiday or by giving off day/hours based on the number of the extra service hours when the work schedule allows.
- Extra working time is counted only when the service provider stays beyond the actual working hours which is (8 hours per a day) by more than 60 minutes per each day, only the time over the extra 60 minutes will be compensated when the work schedule allows.
- In case of vehicle break down, the service provider shall provide a replacement for the vehicle, otherwise DRC will deduct the cost of each day of non-availability from the monthly rate based on the service provider offered daily rate.
- The availability is for 5 days per a week (40 hours), if it happened a public holiday occurred during the 5 days per a week and there is a need for the service, the bidder/service provider will be requested to be available for the service.
- Bidder is not allowed to change the proposed driver/vehicle after the closing date and during the evaluation process.
- After the award is being granted, the service provider shall notify DRC fleet manager for any absence at least two days in advance and shall provide a replacement for covering the gap. The maximum number of absence days allowed is 10 days during the contract period.
- DRC Iraq will be seeking to rent around 3 vehicles of different types.
- Please note the above quantities are estimates only and are to aid the Bidder in the preparation of their bid. DRC is not committed to rent a fixed number of vehicles and the final number of vehicles rented may fall below or surpass those stated above.
- This tender is for 3 different types of vehicle services for two different locations (Anbar). DRC may choose to split the contract to multi award to more than one supplier.
- As stated in the introduction DRC is looking to rent a combination of different types of vehicles. Exact requirements for each type of vehicles are provided in Annex A.1 (Technical Bid Form). The suggested models are not definitive and is meant to be a guide only, Bidders are welcome to provide alternative models.
- All offers should indicate whether the unit cost include taxes, compulsory payments, levies and/or duties, if applicable
- All service providers should ensure that financial offers are accurately calculated. If errors are discovered during the evaluation process, the unit price will be considered. If the unit price is unclear, the Selection Committee may decide to reject the offer.

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- This Tender does not commit Danish Refugee Council to execute a contract or pay any costs incurred in the preparation and submission of proposals. Furthermore, Danish Refugee Council reserves the right to reject all proposals if such action is presumed to be in Danish Refugee Council's best interests.
- When vehicles are proposed or sent to us, they will be inspected in accordance with Danish refugee council inspection requirements. Any Vehicle does not Fit the inspection requirements will be rejected immediately.
- If the vehicle is rented for less than one month for some reasons and due to any change in scope of work or any outreach circumstances, the payment fees will be calculated based on the actual working days.

ESSENTIAL SERVICE FUNCTIONS:

- The transportation service provider will be managed in his day-to-day activities by Supply chain team
- The transportation service provider will be assigned duties on weekends, holidays, and after normal working hours if required subject to the Contractor's discretion.
- The transportation service provider will provide a vehicle(s) in roadworthy condition, and will regularly check engine, brakes, air condition, tires, etc. and repair or replace as needed. Vehicles will be subject to regular inspection by Danish Refugee Council. Danish Refugee Council reserves the right to reject any vehicle or service which does not meet its agreed specifications.
- Danish Refugee Council will not be responsible for any damage, accident or any cost related to the vehicle.
- The transportation service provider must be respectful to Danish Refugee Council passengers, ensure passengers are provided with the maximum comfort levels possible (e.g., using heaters and A/C when appropriate)
- Only the transportation service provider will be allowed to drive the vehicle during normal use
- Service providers are expected to respect DRC standards in interacting or dealing with clients, staff, and partners (When transported or happens to be in the same location)
- Service provider is expected to respect the confidentiality of information shared during rides, personal information of staff and partners, ensuring no information leakage is practiced from his/her side
- Service providers are expected to move from point A to B (starting and end points) and in between when needed and if the schedule is changed due to emergency or others.
- Service providers not to interact with security focal points at check points, clients, other staff members, unless if support was requested, alternatively, DRC staff (passengers) might lead the different communications per the need and seek for support if relevant.
- No weapons or illegal materials/goods may be carried in the vehicle at any time.
- The transportation service provider will retain sole responsibility for any injuries, death, loss or damage sustained to third parties resulting from the operation of vehicles under hire by Danish Refugee Council.
- The vehicle must have third party insurance
- The transportation service provider must adhere to Danish Refugee Council Safety and Security procedures as explained by Safety and Security Department.

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Minimum Safety Equipment. In bid response should be stated YES or NO for the following:

- Each vehicle should have the minimum Safety equipment as listed below:
- Spare wheel / tire;
- Jack and tools to change;
- Warning / Hazard Triangle;
- Tow rope;
- Fire extinguisher; Dry powder fire extinguishers (1kg),
- Small first aid kit.
- Minimum two airbags, ABS breaking system.
- All vehicles must be fully fitted with functioning seat belts.

Service Coverage. In bid response should be stated YES or NO for the following:

- Selected bidder/s has to provide fuel for type of vehicle as stated in the specifications.
- Supplier has to provide regular technical maintenance for each vehicle which include, but not limited to, full technical service with regular change of air filters, oil change, and any other spare part replacement on demand.

Location Coverage. In bid response should be stated YES or NO for the following:

- Selected bidder/s has to provide transportation services to all indicated areas (locations/governorates) as stated in the specifications.

Insurance (Each car should be insured with a full coverage which includes the following minimum requirements). Respective copy of valid insurance has to be submitted at the contracting stage. In bid response should be stated YES or NO for the following:

- Will you provide Full comprehensive insurance coverage in case you have been awarded?

Driver Qualifications. In bid response should be stated YES or NO for the following:

- At least 1 year driving experience. Driver must speak and read Arabic and Basic English.

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Bidder to fill and submit

Item# 1: Rental of Minivan.

<i>DRC to complete</i>				<i>Bidder to complete</i>	
Item#	Item Required	Specification	Required Quantity/ Unit	Offered specification (if different from required)	Offered Qty
1	Provision of vehicle rental service under monthly contract, with an estimated 1000 - 2000 KM running out each month. Rental of Minivan with Driver (Toyota Hiace,Nissan Urvan or Equelant) Operating in Anbar governorates with travels sometimes around Kirkuk, Baghdad, and Tikrit to work during daytime monthly, 5 days a week, 8 hours a day.	1. Engine 2400cc or above 2. Either Automatic or Manual transmission 3. 1+13 passengers 4. 3 Doors with one (1) sliding door 5. Double A/C – Air vents for behind and last rows 6. Year of manufacture not older than 2018. 7. Total mileage is not more than 150,000km 8. Min 2 airbag for driver and front passenger 9. ABS/ESP Installed. 10. Type of Fuel (Diesel or Gasoline)	1 Vehicle		
Total mileage of offered vehicle		Vehicle 1			
<i>DRC to complete</i>			<i>Bidder to complete</i>		
<i>Required lead time for Vehicle and Driver availability to commence the service:</i>		<i>within 3 days from Contract signing date</i>		<i>offered lead time for Vehicle and Driver availability to commence the service:</i>	
<i>Destination (if applicable):</i>		Operating in Anbar governorates with travels around Diyala, Kirkuk, Baghdad, and Tikrit to work during daytime monthly, 5 days a week, 8 hours a day and sometimes traveling to Erbil.		<i>Destination offered:</i>	
<i>Minimum bid validity period required:</i>		<i>90 days</i>		<i>Bid validity period offered:</i>	

**Model names above are meant as examples of size and style only, actual make and model offered can vary.*

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Item# 2: Rental of SUV.

DRC to complete				Bidder to complete	
Item#	Item Required	Specification	Required Quantity/Unit	Offered specification (if different from required)	Offered Qty
2	Provision of vehicle rental service under monthly contract, with an estimated 1000 - 2000 KM running out each month. Rental of SUV with driver Operating in Anbar governorates with travels sometimes around Diyala, Kirkuk, Baghdad, and Tikrit to work during daytime monthly, 5 days a week, 8 hours a day.	1. Engine Size 2400cc and above or 2.5L capacity 2. Manual transmission / Automatic 3. 1+4 passengers and 4. 5 Doors 5. A/C installed 6. Year of manufacture not older than 2018. 7. Total mileage not more than 150,000km 8. ABS/ESP Installed. 9. Min 2 airbags for driver and passenger 10. Type of Fuel (Diesel or Gasoline)	2 Vehicles		
		Vehicle 1	Vehicle 2		
Total mileage of offered vehicle					

DRC to complete		Bidder to complete	
Required lead time for Vehicle and Driver availability to commence the service:	within 3 days from Contract signing date	offered lead time for Vehicle and Driver availability to commence the service:	
Destination (if applicable):	Operating in Anbar governorates with travels around Diyala, Kirkuk, Baghdad, and Tikrit to work during daytime monthly, 5 days a week, 8 hours a day and sometimes traveling to Erbil.	Destination offered:	
Minimum bid validity period required:	90 days	Bid validity period offered:	

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General Requirements Bidder to Answer by yes or No.

1	General Requirements	Please indicate YES or NO	Remarks
1	Minimum Safety Equipment		
1.1	The service provider guarantees to do all the routine services and maintenances without any extra cost including but not limited to all fluids, windows wipers, worn out tires, faulty or burnt out headlights, lights signals.		
1.2	In case of breakdowns or routine services the Service Provider will provide a replacement vehicle immediately (within 2-4 hours).		
1.3	All vehicles to have roadside assistance throughout Iraq.		
1.4	All vehicles/vans preferred to have in light color such as white-grey (black or dark colored vehicle may be rejected if we do not get option of light color).		
1.5	Each vehicle must be in a standard factory design, no post-factory customization applied.		
1.6	The service provider has to provide vehicles in clean condition must be in good shape and in a safe mechanical operating condition.		
1.7	Accessories like seat belt, functional AC, first aid kit, emergency tools, spare tire, lift jack and emergency triangle etc.		
2	Insurance (Each car should be insured with a full coverage which includes the following minimum requirements). Respective copy of valid insurance has to be submitted at the contracting stage.		
2.1	Will you provide Full comprehensive insurance coverage in case you have been awarded?		
3	Service Coverage-8 hours a day from 8:00 AM to 4:00 PM this may be shifted based on the need.		
3.1	The service provider is preferable to maintain its branch office or partner-representative in Anbar.		
3.2	8 hours a day as per DRC working Hrs/5 days a week / 40 hours a week.		
4	Areas of Operation		
4.1	Rental of one Minivan with Driver (like Toyota Hiace or Nissan Urvan or Hyundai Starex)		

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	Operating in Anbar with travels around Baghdad, and Tikrit to work during daytime monthly, 5 days a week, 8 hours a day and sometimes also traveling to Diyala.		
4.2	Rental of three SUV with driver (like, KIA Sorento, Nissan Rouge, Toyota RAV 4) Operating in Anbar with travels around Diyala, Kirkuk, Baghdad to work during daytime monthly, 5 days a week, 8 hours a day and sometimes also traveling to Anbar.		
5	Driver Qualifications		
5.1	At least 1 experience with NGOs during past 5 years		
5.2	Driver must speak Arabic, and Basic English is preferred.		