

Call of Express of Interest (EOI for contracting a company for the rental of soft-skin vehicles in areas (Ninewa, central and south of Iraq).

1-Content

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development with around 16,400 employees. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. As a public-benefit federal enterprise, GIZ supports the German Government public and private sectors clients in around 130 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

GIZ projects are operating in different governorates and districts throughout central and south of Iraq. These projects are looking to sign a contract for a potential company who can provide daily transportation service in a secure and safe manner.

2- Service requirements:

The contractor is required to provide transportation services to areas in Ninewa, central and south of Iraq for national staff located in Baghdad governorate and other governorates if requested by GIZ in **any day of the week including the weekend and holidays**. In addition to transportation, the contractor is required to maintain professionalism, provides adequate technical capacity, and maintain insurance and logistical support for all vehicles (including fuel and maintenance) in addition to providing access letters from relevant security authorities.

The contractor is also expected to provide up to Five soft skin SUV (Sport utility vehicle) vehicles and Iraqi drivers (registered and insured) with the ability to deploy additional vehicles and drivers in a short notice when requested by GIZ. The contractor is also expected to have the vehicles and drivers on standby for tasks in GIZ Baghdad office or other locations as seen fit by GIZ Risk Management Office (RMO) or GIZ projects (vehicles and drivers' standby locations are to be provided by the contractor).

The contractor is responsible for providing the following services:

- Provide SUV vehicles driven by Iraqi drivers to meet GIZ transportation's needs (the number of vehicles can increase, or decrease based on GIZ request with a proper advance notice).
- Provide transportation for national staff in Ninewa, central and south of Iraq as directed by GIZ.
- Ensure that all vehicles are operational and ready for use by creating regular check and maintenance schedules and ensuring that a quick repair mechanism is available in case of a breakdown.
- Ensure that each vehicle has a valid security access facilitation that allows for access to governorates in Federal Iraq (this includes access letters from Operation Commands or Joint

Operation Commands). The contractor must also update each letter as needed by security forces.

- The contractor must adhere to GIZ vehicles' safety and security regulations and producers and drivers' GIZ SOPs and regulation and commit to the health standard operating producers.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

In General, the contractor is to provide the following

a) Vehicles:

- a. The vehicles should be SUV model no older than 2023 in good running condition with clean interior fitted with general safety requirements (first aid kit, warning triangle and high visibility jacket, spare tire, tools box, jumping cable, torch, and towing cable).
- b. Each vehicle should have a GPS (GSM and Iridium) device enabled and can be tracked via an online tracking platform. The contractor must provide access to the tracking platform to GIZ fleet management. Data management of the tracking system must comply with the general data protection and privacy in the European Union (EUGDPR) criteria.
- c. Immediate vehicle replacement in-case of an accident or break down.
- d. The vehicle must be equipped with a first Aid kit (**see Annex I**), Fire Extinguisher, spare tyre, jumping cables, emergence signs, towing cable, and basic hand-box.
- e. Regular vehicles maintenance & periodic routine check.
 - Daily check by drivers to ensure that the vehicle is ready for operations (this includes checking gas, front and back lights, fluid and water levels, tires condition and air pressure and windshield wipers.
 - Monthly check by driver and coordinator; this includes assuring engine, transmission, and brakes fluids are in good condition as well as air and fluid filters, front and rear suspension systems and air-bag system.
 - Maintenance: based on the above checks, needed maintenance must be applied as soon as detected. Additionally, routine maintenance must also be conducted (this including changing engine fluid every 3000 Kilo, radiator water every 6 months, brake fluid every 2 years, transmission fluid every 6 months and fuel filter 6 months).
 - Maintenance and monthly check logbook must be added for each vehicle (signed and dated by the driver and the coordinator).
 - In case of provider does not own a workshop, vehicles must be repaired in authorized workshops only.
- f. The contractor's vehicles must have a comprehensive, valid insurance, which covers their operations according to the existing Iraqi laws.
- g. All vehicles used are compliant with the national transport safety authority requirements.

b) Drivers:

- a. Up to date drivers and vehicle licensing and Registration.
- b. Drivers must comply with the Iraq traffic laws and regulations.
- c. The contractor shall ensure that all drivers are qualified and have valid Driver's Licenses, clear and updated criminal record as well as all other necessary permits as required by the laws existing in Iraq.
- d. The drivers must meet the standards of GIZ in terms of safety, driving conduct (See **Annex II, GIZ standard drivers conduct**). If this is not the case, the contractor shall replace the drivers within 24 hours upon request.

c) Other:

The contractor is required to explain its approach for coordination with GIZ as well as provides a focal person for communication and coordination of movement requests.

- a. The contractor maintains on call service, drivers and vehicles must be ready to conduct tasks (no longer than 30 minutes) in case of urgent requests during work hours (the actual working days will be Sunday to Thursday 0800 – 1700).
- b. Provide valid access facilitation letters approved from relevant security and military authorities, this includes access to provinces and through checkpoints between provinces.
- c. The contractor is responsible for training Drivers and coordinators on confidentiality and information security. An Information security breach by drivers or coordinators will result in contractual reconsideration and possible contract termination.
- d. The contractor is required to provide an up to date, not expired medical kit pack in each vehicle (according to GIZ Medical kit – technical specifications list, **(see Annex I)**).
- e. The contractor is responsible for providing accommodation and meals for the driver for overnight missions.
- f. The contractor should provide CVs for all drivers upon signing the contract and the driver's qualification should meet the minimum requirements under **2b**, GIZ retains the right to ask to replace any driver who doesn't meet the required qualification.
- g. Drivers and vehicles should be based in accordance with GIZ needs as per table below (base and operational region can be changed upon GIZ requests /needs).

Vehicle and driver Base	Operational region
Baghdad (2 Vehicles)	Baghdad, Anbar, Babil, Karbala, Wasit, diwaniya, Muthana
Thi Qar (1 Vehicle)	Thi-Qar, Diwaniya, Muthanna, Baghdad
Diwaniya (1 Vehicle)	Diwaniya, Muthana, Baghdad
Ninewa (1 Vehicle)	Ninawa, Erbil

- h. In coordination with GIZ, the contractor is responsible for selecting, preparing, training, and steering the experts (drivers) assigned to perform the transportation tasks. In case of need, GIZ reserves the right to provide tailored trainings on specific or general subjects in addition to request to be involved in the recruitment phase of drivers and coordinators.
- i. The contractor makes the following equipment and supplies available:
 - Required stationary to maintain movements records and details.
 - All associated operating and administrative costs.
- j. The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- k. The contractor reports regularly to GIZ as stipulated in the contract
- l. The contractor implements the following training courses for the drivers:
 - Basic and intermediate first aid training
 - Road Navigation
 - Defensive driving
 - Fire safety
 - Personal safety and security

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
SUV vehicles ready for use	Deadline: Once the contract is signed Place: Parked near GIZ offices in federal Iraq Person responsible: Contractor and a Representative from GIZ (place to be provided by contractor)
Drivers are identified and trained (by a joint team from GIZ RMO and the contractor).	Deadline: No later than 14 calendar days after signing the contract Place: GIZ offices Person responsible: Representative from the RMO and the contractor
The contractor remains on daily close coordination with GIZ relevant parties (such as projects or the RMO)	Deadline: throughout the contract period Person responsible: Team leader and Drivers
The contractor conducts daily/weekly/monthly transportation tasks to transport GIZ staff from and to an agreed upon locations.	Deadline: By the end of contract Place: GIZ offices, partners offices and other locations requested by GIZ Person responsible: contractor

- Period of assignment: Approx. from **01st July 2025 until 28th Feb. 2026** (with the possibility of extension for one more year).

3- Company experience and qualifications

- The company should have experience in providing transportation service for companies in at least 5 Iraqi governorates.

- The company should have At least three year-experience delivering transportation service to non-governmental organization (NGOs).
- The company should have fleet of modern (not older than 2023) sport utility vehicle (SUV) consists of at least 10 vehicles.

4- Interested companies are requested to send a Letter of Interest with the following documents:

- Introduction of the firm/company
- A scanned copy of the license and registration that the company can work in Iraq and KRI.
- Bank data with all details from a local bank (Bank Name, Account Holder, IBAN).
- Provide an Affidavit that the firm has been neither blacklisted by any Government, semi-governmental institute, or private institute nor involved in any litigation in the current or during the last two (2) years or a (self-disclosure).
- Annual turnover of the last three financial years.
- Structure of the company and number of employees.
- Provide the requirements per the attached assessment grid for checking the eligibility of companies.
- Provide a letter directed to GIZ exploring:
 - Your company is interested and will participate in the tender.
 - Full names of owner and representatives, with their signatures' samples.
 - The stamp samples

The technical information must be provided as follows:

- Reference on the experience with local governance and / or administrative procedures in Iraq governmental environment.
- Reference of similar implemented projects, including their values in the last three years.

Interested companies must submit the above-mentioned documents and the full contact details of their company within the specified date,

This expression of interest is a market search for qualified suppliers and companies. GIZ keeps the right to the appropriate selection of the best-qualified companies/firms for future demand of the provision of chatbot creation Services and representation for the project mentioned above.

Interested companies must submit above mentioned documents via email to: procurement.iraq@giz.de , in a proper digital filing order as the above-listed order by the owner of the company or an authorized representative. Otherwise, the company's interest will be considered non-responsive. **The email subject name must be:**

EOI – (For contracting a company for the rental of soft-skin vehicles in areas (Ninewa, central and south of Iraq).

The deadline for submission is:

Saturday 28.06.2025 at 17:00hrs local time.

Yours Sincerely,

Procurement and Contracting

Unit Deutsche Gesellschaft für

Internationale Zusammenarbeit (GIZ) GmbH

E procurement.iraq@giz.de

I www.giz.de