

Request for Proposals for
Vehicle with Driver Rental – On Demand



September 14th, 2025

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.

We anticipate that the bidder whose proposal suggests the best services in response to the requirements set forth in this RFP will be selected by **October 9th, 2025**.

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 demand vehicles with drivers in Iraq.

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Framework Agreement

October 15th, 2025 – October 14th, 2026.

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 or before **September 22nd, 2025**, 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	September 14 th , 2025
Deadline for receiving proposer inquiries	September 22 nd , 2025
Responses to proposer inquiries due	September 23 rd , 2025
Proposal submission deadline	September 30 th , 2025
Announce award of "Successful Proposer"	October 9 th , 2025
Execute Framework Agreement	October 15 th , 2025

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

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

iMMAP 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 iMMAP Inc.

3.7 Errors and Omissions in Proposal

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

3.8 Contract Award and Execution

iMMAP Inc. reserves the right to enter into a Framework Agreement without further discussion of the proposal submitted based on the initial offer received. iMMAP 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 iMMAP 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, iMMAP 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 iMMAP Inc. to process any Purchase Orders. iMMAP 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 & iali2@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 **September 30th, 2025**, 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. IMMAP 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 technical score: 70% of 70 points = 49 points

5.4 Minimum Eligibility Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

1. Bidder confirms it is fully qualified, licensed and registered to trade with iMMAP Inc..
(Including compliance with all relevant local Country legislation).
This includes Bidder submitting the following requirements:
 - a. Tax clearance certificate.
 - b. Business registration certificate.
2. Bid validity period (*Pass/Fail*)
Bids should remain valid for at least 60 days.
3. Adherence to RFP requirements (*Pass/Fail*)
Submission of separate Technical and Financial Proposals along with submission of Annexes.
4. Valid bank account under bidder's name.
5. Similar work experience, at least 3 contracts to be shared.
6. Proposed driver's CVs and driving licenses shall be shared. At least 1 driver profile per location (Erbil, Baghdad, and Basra).
7. Drivers must hold a clean criminal record (iMMAP Inc. has the right to ask for necessary proof during the negotiation stage).

5.5 Capability Criteria (Weight: 70%)

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

Criterion	Weight	Marking Modality
1. Fleet Capacity & Condition	30%	Vehicles meeting the specifications required by iMMAP Inc. will be awarded 30. Vehicles not meeting iMMAP Inc. requirements will be awarded 0.
2. Company Experience & Presence	20%	Companies with at least 3 years of experience with INGO/UN/corporate clients will be awarded 10. Companies with at least 5 years of experience with INGO/UN/corporate clients will be awarded 20. Companies with less than 3 years of experience will be awarded 0.
3. Driver Qualifications	20%	Qualified drivers with at least 2 years of experience in the relevant field will be awarded 10. Qualified drivers with at least 4 years of experience in the relevant field will be awarded 20.

6. Financial Evaluation (Weight: 30%)

(Lowest price offered / price being reviewed) × 30

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

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. iMMAP Inc. reserves the right to waive immaterial deficiencies at its discretion.

Best proposals are requested. iMMAP Inc. reserves the right to conduct any of the following:

- iMMAP Inc. may conduct negotiations with and/or request clarifications from any offeror prior to the award.
- While preference will be given to offerors who can address the full technical requirements of this RFP, iMMAP Inc. may issue a partial award or split the award among various suppliers, if in the best interest of iMMAP Inc..
- iMMAP Inc. may cancel this RFP at any time.
- iMMAP Inc. may reject any and all offers, if such an action is considered to be in the best interest of iMMAP Inc..
- Based on the past performance and registration license, iMMAP Inc. reserves the right to disqualify any vendors who are not specialized in the mentioned FWA subject.

8. Announcement of Contractor

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

9. BIDDING CONDITIONS

This solicitation is subject to iMMAP Inc.’s standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions will apply:

- a. Full payment will be made after completion of delivery and approved by iMMAP Inc., subject to appropriate deduction for incomplete and delayed deliveries, Payment of services will be done within 30 working days after taking over of the services at the address as stated in the purchase order through bank transfer or check.
- b. Payment for purchase orders issued under any FWA resulting from this RFP will only be issued to the entity submitting the offer in response to this RFP and identified in the corresponding FWA award; payment will not be issued to a third party.
- c. Any award resulting from this RFP will be in the form of a Framework Agreement (FWA). iMMAP Inc. anticipates issuing a FWA (or multiple FWAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the FWA. When the need arises for the services described in the FWA, iMMAP Inc. will issue a purchase order to the FWA-holder. If there are multiple FWA-holders under this RFP, the purchase order will be issued to the FWA-holder that presents the best value for that specific order, based on price and delivery time. This FWA will have a minimum duration of at least 12 months. The Supplier shall furnish the services described in any purchase orders issued by iMMAP Inc.
- d. The risk of loss, injury, or destruction of the services shall be borne by the offeror until title passes to iMMAP Inc.

- e. Only technically compliant offers will be considered in price evaluation or financial evaluation, and the most economical offer will be selected.
- f. Bidders shall provide relevant local legal registration documents and the most recent and valid tax clearance certificate.
- j. Prices must be submitted in IQD.
- k. Bidders must share bank account information.

10. Announcement of Contractor

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